

WHITE - CITY CLERK
PINK - FINANCE
CANARY - DEPARTMENT
BLUE - MAYOR

CITY OF SAINT PAUL

Council
File NO.

267469

Council Resolution

Presented By

Referred To

Committee:

Date

Out of Committee By

Date

WHEREAS, the City Council, by Resolution No. 266179, approved on October 9, 1975, approved guidelines and steps for the establishment of the citizen participation process to aid the City in the development of programs for the City and its neighborhoods; and

WHEREAS, the Thomas-Dale/District 7 Planning Council has applied for recognition as the General District Planning Council for District 7; and

WHEREAS, the Mayor's Office has advised the Council that the Thomas-Dale/District 7 Planning Council has complied with the City Council's guidelines and steps and recommends that the City Council recognize their organization and appropriate \$30,470.82 to assist the organization in implementing its work program; and

WHEREAS, the City Council held a public hearing on Tuesday, June 15, 1976, for the purpose of considering the request of the organization, the Mayor's recommendation, and to hear from all interested persons; now, therefore, be it

RESOLVED, that the Council of the City of Saint Paul does hereby approve and recognize the Thomas-Dale/District 7 Planning Council as the General District Planning Council for District 7 and does hereby approve and appropriate the following funds and budget for the organization for the period July 1, 1976 through June 30, 1977, and the Mayor's Office is authorized and directed to administer the budget on behalf of the organization in accordance with such procedures as may be established by the Mayor's Office:

Communications (Printing, publicity, stationery, postage)	\$5,206.00
Salary for Staff including fringes	24,824.82
Office Expenses	440.00
	<u>\$30,470.82</u>

COUNCILMEN

Yeas Nays

Butie. Christensen
~~Blanes~~ Nozza
Hunt Levine
~~Lund~~ Roedler
Roedler Sylvester
Sylvester Tedesco
Tedesco President Hunt

5
0

In Favor

Against

Adopted by Council: Date JUN 29 1976

Certified Passed by Council Secretary

By

Approved by Mayor: Date JUL 2 1976

By

Requested by Department of:

By

Form Approved by City Attorney

By

Approved by Mayor for Submission to Council

By

PUBLISHED JUL 10 1976

267469

June 1, 1976

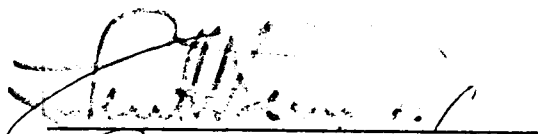
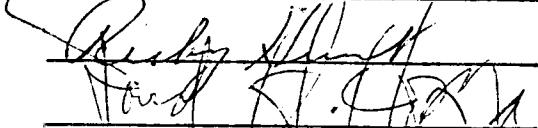

Rose Mix, City Clerk
386 City Hall
St. Paul, Minnesota

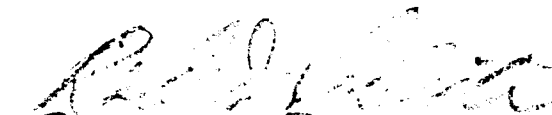

Dear Rose:

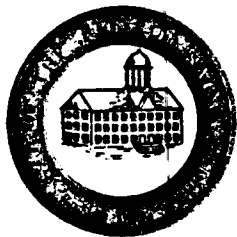
Please be notified that I have called a special meeting of the City Council for Tuesday, June 15, 1976, at 7:30 P.M. in the Wilder gymnasium at 911 Lafond, to consider recognition of an official group to represent Citizen Participation District 7 (Thomas-Dale).


Council President

We, the undersigned Councilmen, do hereby waive written notice requirements for a special meeting of the City Council on Tuesday, June 15, 1976, at 7:30 P.M. in the Wilder gymnasium at 911 Lafond, for reasons stated above.


Randy Butler
Patrick Koedler




CITY OF SAINT PAUL
OFFICE OF THE MAYOR

267469

GEORGE LATIMER
MAYOR

MEMORANDUM

To: Mayor George Latimer
Council President Robert Sylvester
and Members of the City Council

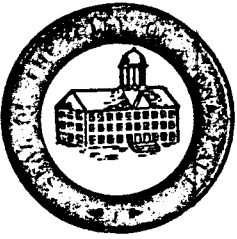
From: Ms. Karen Christofferson *KC*

Date: June 2, 1976

Re: District 7 Public Hearing, June 15, 1976

The District 7 (Thomas-Dale Area) public hearing will
be held on June 15 at 7:30 p.m. in the Wilder gymnasium,
911 Lafond.

KC/km



CITY OF SAINT PAUL
OFFICE OF THE MAYOR

267469

GEORGE LATIMER
MAYOR

MEMORANDUM

To: Council President Robert Sylvester
City Council Members

From: Mayor George Latimer *gl*

Date: June 9, 1976

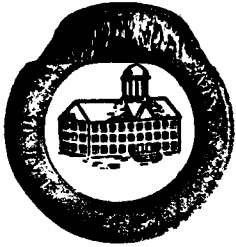
Re: Recognition of the Thomas-Dale/District 7 Planning Council
as the General District Planning Council for District 7

Attached is the report and recommendation of the Community Development Section regarding recognition of the Thomas-Dale/District 7 Planning Council as the General District Planning Council for District 7.

This report should prove useful in the Council hearing on Tuesday, June 15. If you have any questions, please contact Mr. William Patton directly.

GL/km
Attachments

cc: Thomas J. Kelley
Al Olson



CITY OF SAINT PAUL
OFFICE OF THE MAYOR

267469

GEORGE LATIMER
MAYOR

MEMORANDUM

To: Mayor George Latimer
Mr. Thomas J. Kelley

From: Mr. William Q. Patton *W. Q. P.*
Community Development Coordinator

Date: June 9, 1976

Re: Recognition of the Thomas-Dale/District 7 Planning Council
as the General District Planning Council for the Thomas-
Dale Neighborhood

Background

The Thomas-Dale Development Council was incorporated and granted non-profit status by the State of Minnesota in June of 1970. From the Council's earliest inception in 1969, the primary function of the community organization was urban renewal and Neighborhood Development Program activities.

In July of 1975, the existing Thomas-Dale PAC boundaries were extended by City Council resolution to include Lexington Avenue on the west and 35E on the east, including the North Capitol area and Mt. Airy Homes.

The Thomas-Dale PAC expanded membership to include these areas and immediately established a By-Laws Committee to begin the ten-step process as per Council File No. 266179. The PAC, as expanded, has continuously functioned as the District Planning body for District 7. The Thomas-Dale Development Council is authorized by the by-laws of the District 7 Council and with approval of the District 7 community to function as the District 7 Council until elections are held in April of 1977.

Work Program

The Thomas-Dale/District 7 Planning Council, as indicated on the attached Work Program, will pursue short-term planning activities (i.e., Community Development Year III) and long-term planning activities (i.e., General District Planning). Other planning and programming efforts include

increasing citizen participation efforts, implementation of CD I, II, and NDP programs, and continuing working with community-based groups and the Capitol Area Architectural Planning Commission regarding the Rice-Marion project.

By-Laws

The Thomas-Dale Development Council formed a By-Laws Committee soon after the new boundaries were drawn and the Council recognition process was adopted by City Council. The By-Laws were submitted to the General Membership at a public hearing on April 8, 1976. The By-Laws were adopted as amended at an April 20, 1976 public hearing. Notification for the community public hearings was distributed district-wide through the community newsletter and church bulletins.

Budget

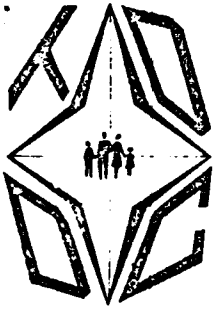
The attached budget request asks for \$30,470.82 for one year, to be used primarily for communications and general office expenses, including staff services.

Recommendation

The Office of Community Development is satisfied that the District 7 Planning Council, as proposed in the attached documents, meets the intent and purposes of Council File No. 266179, establishing a process for citizen participation by designated districts in the City of Saint Paul.

Therefore, we recommend that the Thomas-Dale/District 7 Planning Council, as proposed, be recognized as the General District Planning Council for the Thomas-Dale community.

WQP/klm
Attachments



267469

THOMAS-DALE DEVELOPMENT COUNCIL, INC.
537 N. Dale Street • St. Paul, Minnesota 55103 • 227-7029

April 26, 1976

RECEIVED
APR 29 1976

Community Development Section

Mayor Lawrence D. Cohen and
Members of City Council
City Hall and Court House
Saint Paul, Minnesota 55102

Mayor and Council Members:

In conformance with City Council Resolution 266179, the Thomas-Dale/District 7 Planning Council respectfully submits the attached documents and request that this body be recognized as the duly authorized citizen participation unit for the District 7 planning area.

The attached documentation includes a brief history of the District 7 community, the organizational structure, Bylaws and requested budget.

After review by the CD staff, we understand that the Council will hold a public hearing on our request for recognition. We would appreciate an evening meeting to accomodate the area citizens since most of them are employed during the day. We would also appreciate ample notice so that we can publicize the meeting throughout the community.

Respectfully,

William Johnson (WJ:JN:lh)

William Johnson, President
Thomas-Dale/District 7 Planning Council

WJ:JN:lh

HISTORY

With the inception of the Neighborhood Development Program in St. Paul in 1969, the Thomas-Dale Development Council was created to provide the citizen participation component of the program in the area now designated as District 7. The Thomas-Dale Development Council was comprised of elected residents, property owners and businessmen from the area generally bounded by Rice Street, University Avenue, Chatsworth Street, and the Burlington Northern Railroad tracks. Bylaws were written and adopted governing the operation of the group, and incorporation papers were filed with the State of Minnesota in June of 1970.

This group was contracted with the St. Paul Housing and Re-development Authority., and functioned through 6 years of NDP. They were then authorized by City Council to continue their activities under the first year of Community Development Revenue Sharing. The Pacs' contract expires at the close of CD Year I on May 31, 1976.

When the City Council established the 17 planning districts in St. Paul in July of 1975, the Thomas-Dale NDP area was expanded to Lexington on the west and 35E on the east, taking in the North Capitol Area and Mt. Airy Homes. In preparation for General District Planning, the Thomas-Dale Development Council invited representatives from these additional areas to sit on the Executive Board to participate in planning activities. Also, in preparation for General District Planning, the Development Council formed a Bylaws Committee to write new guidelines and restructure the organization according to the needs of the new programs. The first draft of the proposed Bylaws and structure were brought to the General Membership on April 8, 1976. Recommendations of the citizens at that meeting were considered by the Bylaws Committee at a working session on April 13th. The third draft of the Bylaws was presented again to the General Membership on April 20th at which time they were approved and formally adopted. Notification of these meetings went out to every property in the District 7 area through a community newsletter and by notification in area Church bulletins. An invitation was also extended for citizens to participate on the Bylaws Committee. The Bylaws Committee was comprised of:

Rev. Theo. Goehle
Mary Tingerthal

Lyn Robinson
Fred Severin

Jan Golden
Adolf Tobler

Also at the April 20th General Membership meeting, those present authorized the existing body, formally known as the Thomas-Dale Development Council, to continue carrying out the duties and responsibilities of the Thomas-Dale/District 7 Planning Council until the next neighborhood election in April of 1977, as provided by the adopted Bylaws. Current members of the Council will now represent the respective districts in which they live or own property, with additional members to be added where there

Page Two

are vacancies. A copy of the current District 7 Council is attached.

It is the feeling of the Council that the adopted Bylaws reflect our goal of allowing and encouraging every citizen of District 7 to participate in planning for the betterment of his community.

ARTICLE I.

NAME

This document hereby creates and shall govern the functioning of the citizen participation unit known as the Thomas-Dale/District 7 Planning Council. Henceforth, in this document, the term "Council" shall apply only to the District 7 Planning Council.

ARTICLE II.

BOUNDARIES

The geographical scope of District 7 shall be the area generally included in Census Tracts 24, 25, 26, 27, 28, 29, further described as follows:

Commencing at the intersection of the southern right-of-way of the Burlington Northern Railroad Tracks and the western right-of-way of Interstate 35E, then south along said right-of-way of Interstate 35E to the northern right-of-way of University Avenue to the eastern right-of-way of Lexington Avenue, then north along said right-of-way to the south right-of-way of the Burlington Northern Railroad tracks, then east along said right-of-way to the western right-of-way of Interstate 35E which is the point of beginning.

ARTICLE III.

PURPOSE

The purposes of the District 7 Planning Council shall be:

- A. To be representative of all sectors of the citizen participation district.
- B. To stimulate a greater interest of the people in participating in the planning for the growth of their community.
- C. To provide the citizenry an organization through which they can express their needs and concerns and explore resources which will enable them to meet those needs and concerns.
- D. To prepare a plan with the citizenry for improving the physical, economical, social quality of life in the community.

- E. To establish effective communication between the various levels of public and private business and the people; to promote a greater understanding of intent and purpose of all federal, state, and local government bodies, agencies, departments, and organizations which engage in activities which influence the quality of life in District 7.
- F. To work with the district citizenry to formulate realistic planning goals for their community and to provide them information which will enable them to offer input on district and other city issues.

ARTICLE IV. CITIZEN PARTICIPATION

- SECTION 1. All persons who reside, rent, lease and/or own property within the Planning District 7 boundaries outlined in Article II shall be allowed and encouraged to participate in the activities of the Planning Council.
- SECTION 2. For voting purposes, a participant must meet the requirements set forth in Article IV, Section I., and, in addition, be of legal voting age as determined by State law.

ARTICLE V. AFFIRMATIVE ACTION

This organization shall be strictly non-sectarian and non-partisan, and there shall be no discrimination because of race, color, creed, marital status, country of origin, sex, age, financial status or position, or degree of education, handicapped or the like.

ARTICLE VI. PLANNING COUNCIL SELECTION

- SECTION 1. Election Committee. In January of each year, a newsletter will be sent out to every property in District 7, notifying the voting citizens of an upcoming election of Council members, and seeking a four-man Election Committee whose responsibilities are as outlined in Article VIII, Section 5.
- SECTION 2. On the first Tuesday of April of every year, the voting citizens of District 7 will cast ballots in their respective subdistricts to select three representatives from each of the 4 subdistricts (outlined in Article VI., Section 4) to serve on the Council.

SECTION 3. Those elected will take office the day following the election.

SECTION 4. The Council shall consist of a minimum of 15 persons and a maximum of 18 persons, being representative as follows:

- A. Three elected representatives from Subdistrict 1, from the area bounded by Avon, University, Lexington, and the Burlington Northern Railroad tracks.
- B. Three elected representatives from Subdistrict 2, from the area bounded by Mackubin, University, Avon, and the Burlington Northern Railroad tracks.
- C. Three elected representatives from Subdistrict 3, from the area bounded by Marion, University, Mackubin, and the Burlington Northern Railroad tracks.
- D. Three elected representatives from Subdistrict 4 (Capitol area) from the area bounded by Marion, University, 35E, and the Burlington Northern Railroad tracks.
- E. One representative from each of the following three special interest groups (to be determined by the individual special interest groups):
 - 1. University Avenue Businessmen
 - 2. Wilder Square
 - 3. Mt. Airy Homes
- F. If they so desire, the elected members of the Council may appoint 3 additional voting members who would serve as chairmen of the three standing committees outlined in Article VIII, Section 2.

SECTION 5. Vacancies on the Council shall be filled for unexpired terms by Council appointment, subject to the approval of the General Membership at its next meeting.

SECTION 6. A Council member with more than three unexcused absences from Council meetings shall be subject to removal from the Council. The position vacated shall then be filled as provided in Section VI, Article 5.

ARTICLE VII. OFFICERS

SECTION 1. From within the 15 member Council shall be chosen, by the members themselves, the following Council officers with the described functions:

- A. President. The chief executive officer subject to the direction of the Council. He/she shall have general charge of the business affairs of the Council and shall be authorized to co-sign checks with the Treasurer or Vice-president for payment of authorized expenditures.
- B. Vice-President. In the absence of the President, the Vice-President shall perform all of the duties of the President. He/she shall be authorized to co-sign checks with the Treasurer or President for the payment of authorized expenditures.
- C. Treasurer. He/she shall have charge of and be responsible for the funds, securities, receipts and disbursements of the organization and shall maintain records of the same. He/she will be authorized to co-sign checks with the President or Vice-President for the payment of authorized expenditures.
- D. Secretary. He/she shall be responsible for recording the actions of the Council and shall be custodian of records.

SECTION 2. An officer shall serve a term of one year in that position office, and shall be eligible to serve a second term in said office; said officer shall be eligible to be a candidate for the same office after a minimum of one year's absence from serving in that office.

SECTION 3. A blanket bond shall be obtained for all officers authorized to sign checks for expenditures.

ARTICLE VIII. COMMITTEES

SECTION 1. The Planning Council shall act as the General District Planning Committee for District 7, and shall be responsible for the ongoing activities of the Council which include:

- A. The fulfillment of goals and objectives as outlined in Article III of these Bylaws;
- B. The fulfillment of duties and responsibilities as outlined by City Council Resolution 266179; and
- C. The fulfillment of duties and responsibilities

outlined in the working paper "The Process for General District Planning in St. Paul."

- SECTION 2. Standing Committees. There shall be three standing committees, each of which will be responsible for the study, planning and implementation of programs pertaining to its respective area of concern:
- A. Physical: Property rehabilitation, acquisition, relocation, land use, land marketing, design controls, public facilities, environmental impact;
 - B. Social: Health, education, welfare, recreation, public safety and services, religious and cultural exchange programs, employment opportunities and training;
 - C. Economic: Business, commercial, and industrial activities;
 - D. "Committees may be comprised of elected representatives and district citizens at large who volunteer to serve on the committee. Each standing committee shall include, but not be limited to, at least one member from each of the 4 major subdistricts of District 7, in addition to, but not limited to, at least one member from each of the 3 special interest groups as outlined in Article VI, Section 4., E.
 - E. The chairmen of the three Standing Committees shall be voting members of the Council according to Article VI, Section 4., F.
- SECTION 3. Ad Hoc Committees. Special, Temporary, committees may be named by the Council to study and make recommendations regarding special subject matter not included within the scope of one of the three Standing Committees, or in situations where more specific study is needed on certain subject matter, whereby that Ad Hoc Committee will then report to the Standing Committee from which it was created.
- SECTION 4. All Committees will submit reports and recommendations to the Council Executive Board except those Ad Hoc Committees created by a Standing Committee, who will then report to that Standing Committee.
- SECTION 5. A four-man Election Committee will be formed in the month of January of every year for the purpose of planning for the election of Council members. This Committee shall be formed in the following manner:

267469

In January, a newsletter will be sent to all the properties in District 7, notifying them of the April election of Council members, and seeking four persons to serve on the Election Committee. Each of these four persons must reside, rent, lease and/or own property in one of the four major subdistricts in District 7. Names of persons wishing to be on this Committee must be submitted to the Council office by noon on the last working day of January. Names will be placed in four separate containers, each representing a major subdistrict, and one name pulled from each of the four containers. An Election Committee member may not run for office nor should a member of his immediate family be a candidate for office.

ARTICLE IX. MEETINGS

- SECTION 1. All meetings of the District 7 Planning Council and its committees shall be open to the public.
- SECTION 2. The District 7 Planning Council shall sponsor at least 4 General Membership meetings each year. The citizens shall be given adequate notification for these meetings through any means which inform citizens of community events, such as the various community newsletters, posting meeting notices, flyers, Press releases, with notice being given through Church bulletins two weeks prior to the meetings.
- SECTION 3. Committee meetings and Planning Council meetings shall be held at least once a month. A regular monthly meeting schedule shall be established by the members of the Council and the committees, and advertised in a newsletter.
- SECTION 4. At any duly called meeting of the Council or a Committee, 1/3 of its members shall constitute a quorum.
- SECTION 5. "Roberts Rules of Order, newly, Rev." shall be used as the parliamentary procedure for all meetings of the District 7 Planning Council.

ARTICLE X. AMENDING PROCEDURES

The provisions of these Bylaws may be amended or repealed provided that the following procedure is used:

- A. The proposed amendment must be submitted to Council.
- B. At the next General Membership meeting, the proposed amendment shall be read and explained by its author. A statement of the proposed amendment shall be

printed in the newsletter sent out prior to, and notifying the citizens of, the General Membership meeting.

- C. The amendment requires a 2/3 vote of the participants at the General Membership meeting for adoption.

ARTICLE XI. FINANCING

- SECTION 1. The District 7 Planning Council shall be non-profit organization.
- SECTION 2. Contributions to the organization must be recorded appropriately and must be used to further the purposes of the organization, as prescribed in Article III.
- SECTION 3. The Council shall seek Community Development Revenue Sharing funds for staffing and office operating, and shall seek funding from any other sources to further the purposes of the Council, as prescribed in Article III.

SUBDISTRICT 1 (LEXINGTON PARKWAY TO AVON STREET)

John Brodrick	1007 Charles Avenue
Dudley Jepson	1004 Charles Avenue
Adolf Tobler	915 Edmund Avenue

SUBDISTRICT 2 (AVON STREET TO MACKUBIN STREET)

Roman Adam, Jr.	570 Edmund Avenue
Rev. Theo. Goehle	723 Lafond Avenue
Shelly Moorman	638 Thomas Avenue

SUBDISTRICT 3 (MACKUBIN STREET TO MARION STREET)

Tom Heint	456 Blair Avenue
William Johnson	673 Farrington Street
Sandi Morris	470 Van Buren Avenue

SUBDISTRICT 4 (MARION STREET TO INTERSTATE 35E)

Lloyd Bergum	544 Ottawa Avenue
Delores Senty	190 Edmund Avenue
Leonard Senty	190 Edmund Avenue

University Avenue Business - Tony Wolters

Wilder Homes, Inc. - Jan Golden

Mt. Airy Homes. - To be filled

DISTRICT 7 WORK PROGRAM
APRIL, 1976 - MAY, 1977

APRIL - MAY, 1976:

Hold public hearings in District 7 regarding proposed Bylaws and organizational structure.

Submit community-approved Bylaws and structure to City Council.

Publicize City Council sponsored public hearing on the above material.

Work with University Avenue Businessmen to develop action plan for expenditure of CD Year II funds through Districts 7 and 8.

Implement organizational structure and Bylaws.

Establish committees in accordance with Bylaws.

Expand representation on District 7 Council.

Begin General District Planning.

Do needs assessment survey of the community.

Increase resident participation in District 7 through committee membership.

Establish Winter Street ITA Subcommittee - begin informational meetings regarding ITA programs.

Continue implementation of CD Year I projects.

Continue implementation of NDP projects.

Continue working with community based groups (Wilder, Mt. Airy, Capitol Area Architectural Planning Commission, etc.) on ongoing projects; Capitol Area Architectural Planning Commission regarding Rice-Marion project and possible expenditure of State funds in Capitol North area.

JUNE - AUGUST, 1976:

Begin implementation of CD Year II projects.

Continue General District Planning.

Continue ongoing CD Year I and NDP activities and all other ongoing activities listed under April/May work program.

Review redevelopment proposals for Phase I St. Adalbert's area.

Continue committee study and research of planning probabilities for CD Year III; long and short range goals and objectives.

Page Two

AUGUST, 1976:

Hold public hearing (s) on General District Planning goals and objectives; CD Year III proposals.

SEPTEMBER, 1976:

Submit General District Plan for District 7.

Submit CD Year III proposals for District 7.

SEPTEMBER, 1976 - MAY, 1977:

Continue all ongoing activities described previously in this work program.

Begin training programs in community to promote better understanding of inter-relationships between various public and private units involved in the redevelopment of District 7.

JANUARY, 1977:

Begin preparation for District 7 election of Planning Council in accordance with Bylaws.

APRIL, 1977:

Election of District 7 Planning Council representatives.

Begin training programs for representatives on Planning Council.

DISTRICT 7 PLANNING COUNCIL BUDGET

JUNE 1, 1976 - MAY 31, 1977

267459

Payroll (net + taxes withheld)	\$ 21,864.72
Employers Share of FICA	1,259.98
Hospitalization Insurance @ \$70.76/mo.	849.12
Postage @ \$20.00/mo.	240.00
Office Supplies @ \$10.00/mo.	120.00
Publicity - 8 newsletter printing @ \$212.00 ea.=\$1,696.	
8 newsletter postage @ \$385.00 ea. = 3,080	
	<u>\$4,776</u>
Annual permit renewal	40
Additional flyers	<u>150</u>
	4,966.00
Transportation & Parking @ \$30.00/mo.	360.00
Petty Cash @ \$10.00/mo.	120.00
Election Expenses	200.00
Office Insurance - Unemployment Insurance	120
Workmans Compensation	231
Blanket Bond	<u>140</u>
	491.00
	<hr/>
TOTAL	\$30,470.82



STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR
SAINT PAUL

ROBERT W. MATTSON
STATE AUDITOR

6/29/76

June 22, 1976

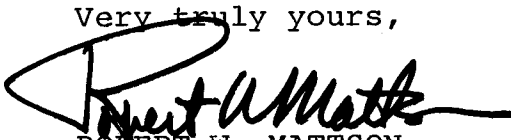
Ms. Rose A. Mix
St. Paul City Clerk
386 City Hall
St. Paul, Minnesota 55102

Dear Ms. Mix:

Enclosed please find one copy of our report on our examination of the financial affairs of The St. Paul Fire Department Relief Association, covering the year ended December 31, 1975.

Should there be any questions regarding this report, please do not hesitate to contact me directly.

Very truly yours,


ROBERT W. MATTSON
State Auditor

Enclosure

RWM:dm

**REPORT OF THE
STATE AUDITOR of MINNESOTA**

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

Year Ended December 31, 1975



ROBERT W. MATTSON

State Auditor
St. Paul, Minnesota

Examined by:
W. Hanson
M. Fritz
G. Groen

REPORT OF THE STATE AUDITOR

on the

FINANCIAL AFFAIRS

of

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

Year Ended December 31, 1975

Examination was made pursuant to Laws 1955, Chapter 375, Section 27

Operating under Laws 1955, Chapter 375, as amended.

Robert W. Mattson,
State Auditor,
Saint Paul, Minnesota.

The St. Paul Fire Department Relief Association

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STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR
SAINT PAUL


ROBERT W. MATTSON
STATE AUDITOR

Board of Trustees
The St. Paul Fire Department Relief Association
c/o Fire Station 18
681 University Avenue
Saint Paul, Minnesota 55104

The report on an examination of the financial affairs of the St. Paul Fire Department Relief Association covers the year ended December 31, 1975, and was performed pursuant to Laws 1955, Chapter 375, Section 27.

COMMENTS

Because the liability for pension payments is based on current salaries, which change at rates different from estimates in the latest actuarial survey and materially affect the accrued liability, we recommend that an actuarial survey be obtained every two years rather than every four years as required by law.


ROBERT W. MATTSON
State Auditor



STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR
SAINT PAUL

ROBERT W. MATTSON
STATE AUDITOR


AUDITOR'S OPINION

Board of Trustees
The St. Paul Fire Department Relief Association
c/o Fire Station 18
681 University Avenue
Saint Paul, Minnesota 55104

The State Auditor has examined the balance sheet as of December 31, 1975 for The St. Paul Fire Department Relief Association, and the related statements of revenue and expenditures for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances.

Reserve requirements for annuitants and other members at December 31, 1975 were estimated by auditors from information in a December 31, 1972 report submitted by the consulting actuary of the Association.

It is the opinion of the State Auditor, subject to the preceding paragraph, that the balance sheet and statements of revenue and expenditures in this report present fairly the financial position of The St. Paul Fire Department Relief Association at December 31, 1975, and the results of operations for the year then ended, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.


ROBERT W. MATTSON
State Auditor

Date field work completed: January 30, 1976

Date audit report signed:

6/21/76

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

FINANCIAL AND OPERATING NOTES

Note 1 - Summary of Significant Accounting Policies

The accounting policies of The St. Paul Fire Department Relief Association conform to generally accepted accounting principles as applicable to governmental units.

The following is a summary of the significant policies.

Bases of Accounting

The modified accrual basis is used for the special and general funds.

Investments

Investments in government securities are recorded at cost. Investments in the Minnesota Supplemental Retirement Fund are recorded at market value with the exception of the fixed income investments which are recorded at cost. Interest is recorded when earned and collected.

General Fixed Assets

General fixed assets purchased are recorded as expenditures in the various funds at the time of purchase. Such assets are capitalized at cost in the general fixed asset group of accounts. No depreciation has been provided on general fixed assets.

Note 2 - Actuarial Reserve Deficiency - Exhibit A

Prior to 1971, the City contributions were made without regard to actuarial requirements resulting in a substantial deficiency in the accumulation of reserves on an actuarial basis. The actuarial reserve deficiency is a deferred obligation of the City.

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

General Fixed Assets (Continued)

An actuarial survey was made as of December 31, 1972. The estimated accrued liability on December 31, 1975 of \$43,286,162 was determined by multiplying the sum of the 1974 estimated updated accrued liability and the updated normal costs by 1.05 and deducting the product of the benefits paid in 1975 multiplied by 1.0175.

The actuarial reserve deficiency on December 31, 1975 was \$36,184,693. This represented a decrease of \$614,181 from the December 31, 1974 actuarial reserve deficiency of \$36,798,874. The decrease in actuarial reserve deficiency on December 31, 1975 is due primarily to an increase in valuation of the investments in the Minnesota Supplemental Retirement Fund at December 31, 1975.

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

ORGANIZATION

		Term of Office	
		From	To
Board of Trustees:			
Officers -			
President -			
Thomas A. Gelbmann	Sept. 1, 1971	Jan. 3, 1977	
Vice-President -			
Albert F. Hartmann	Jan. 4, 1971	Jan. 3, 1977	
Secretary -			
Joseph A. Thill	Oct. 3, 1972	Jan. 3, 1977	
Treasurer -			
Andrew J. Margl	Jan. 4, 1972	Jan. 3, 1977	
Board of Examiners:			
Elected -			
Richard Johnson	Jan. 2, 1969	Jan. 2, 1978	
George Aker	Nov. 2, 1971	Jan. 4, 1979	
Irvin Hansen	Jan. 3, 1973	Jan. 3, 1977	
Ex Officio -			
President of the Association -			
Thomas A. Gelbmann			
Secretary of the Association -			
Joseph A. Thill			
Physician -			
Dr. S. M. Loken			

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

EXHIBIT A

COMBINED BALANCE SHEET

- December 31, 1975 -

	Total	Fund		General Fixed Assets
		Special	General	
<u>Assets and Actuarial Reserve Deficiency</u>				
Treasurer's Cash Balance:				
Checking account	\$ 23,646	\$ 13,398	\$ 10,248	
Credit Union shares account	39,904	23,278	16,626	
Total Treasurer's Cash Balance - Schedule A-1	\$ 63,550	\$ 36,676	\$ 26,874	
Investments - Schedule A-2	7,166,840	7,066,700	100,140	
Fixed assets	3,898			\$ 3,898
Total Assets	\$ 7,234,288	\$ 7,103,376	\$ 127,014	\$ 3,898
Actuarial reserve deficiency	36,184,693	36,184,693		
Total Assets and Actuarial Reserve Deficiency	<u>\$43,418,981</u>	<u>\$43,288,069</u>	<u>\$127,014</u>	<u>\$ 3,898</u>
<u>Liabilities, Reserves and Fund Balance</u>				
Accounts payable	\$ 231	\$ 231		
Salaries payable	1,676	1,676		
Required Reserves:				
Funded - Schedule A-3	7,101,469	7,101,469		
Unfunded	36,184,693	36,184,693		
Invested in fixed assets	3,898			\$ 3,898
Fund balance - Schedule A-4	127,014		\$ 127,014	
Total Liabilities, Reserves and Fund Balance	<u>\$43,418,981</u>	<u>\$43,288,069</u>	<u>\$127,014</u>	<u>\$ 3,898</u>

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

Schedule A-1

SUMMARY OF RECEIPTS AND DISBURSEMENTS

- Year Ended December 31, 1975 -

	<u>Total</u>	<u>Fund</u>	
		<u>Special</u>	<u>General</u>
Balance January 1	\$ 64,382	\$ 39,798	\$ 24,584
Receipts	<u>3,209,084</u>	<u>3,168,234</u>	<u>40,850</u>
Balance and Receipts	\$ 3,273,466	\$ 3,208,032	\$ 65,434
Disbursements	<u>3,209,916</u>	<u>3,171,356</u>	<u>38,560</u>
Balance December 31 to Exhibit A	<u>\$ 63,550</u>	<u>\$ 36,676</u>	<u>\$ 26,874</u>

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

Schedule A-2

INVESTMENTS

- December 31, 1975 -

Special Fund

Corporate bonds		\$ 98,000
Minnesota Supplemental Retirement Fund -		
Income shares - market value	\$4,712,180*	
Growth shares - market value	932,169**	
Fixed income - cost	1,249,345	
Temporarily uninvested	<u>75,006</u>	<u>6,968,700</u>
Total Special Fund Investments to Exhibit A		<u>\$7,066,700</u>

General Fund

Corporate bonds		\$ 5,000
Government securities		5,000
Minnesota Supplemental Retirement Fund -		
Income shares - market value	\$ 76,547*	
Growth shares - market value	13,586**	
Temporarily uninvested	<u>7</u>	<u>90,140</u>
Total General Fund Investments to Exhibit A		<u>\$ 100,140</u>

Special Fund

*Cost - \$4,226,666
 **Cost - \$1,056,561

General Fund

*Cost - \$64,783
 **Cost - \$16,209

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

Schedule A-3

SPECIAL FUND

STATEMENT OF REVENUE AND EXPENDITURES

- Year Ended December 31, 1975 -

Revenue:

City contribution	\$2,284,800
Members' contributions	471,259
State apportionment -	
Two percent insurance premiums tax	263,273
Two percent insurance premiums surcharge	140,972
Interest -	
Bonds	4,503
Credit union share account	1,402
Minnesota Supplemental Fund Fixed Income account	68,624
Other	478

Total Revenue

\$3,235,311

Expenditures:

Pensions paid	\$1,752,975
Salaries -	
President	812
Secretary	2,438
Treasurer	1,930
Board of Examiners	1,524
F.I.C.A. Tax	392
Legal expense	1,050
Sick relief	212
Office expense	1,761
Dues	350
Actuarial study	454
Fidelity bond	23
Unemployment compensation tax	90
Workmen's compensation insurance	34

Total Expenditures

\$1,764,045

Excess of revenue over expenditures

\$1,471,266

Increase in valuation of Minnesota Supplemental Retirement fund

1,000,167

Reserve for payment of pensions and benefits, January 1

4,630,036

Reserve for payment of pensions and benefits, December 31 to Exhibit A

\$7,101,469

THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

Schedule A-4

GENERAL FUND

STATEMENT OF REVENUE AND EXPENDITURES

- Year Ended December 31, 1975 -

Revenue:

Members' contributions	\$ 39,237
Interest -	
Bonds	456
Credit Union share account	1,002
Donations	<u>5</u>
Total Revenue	\$ <u>40,700</u>

Expenditures:

Supplemental pensions	\$ 4,265
Death benefits	19,200
Convention and meeting expense	13,564
Board activities	457
Flowers and gifts	440
Miscellaneous	<u>484</u>
Total Expenditures	\$ <u>38,410</u>

Excess of revenue over expenditures	\$ 2,290
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Increase in valuation of Minnesota Supplemental Retirement fund	17,344
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Fund balance January 1	<u>107,380</u>
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Fund balance December 31 to Exhibit A	<u>\$ 127,014</u>
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THE ST. PAUL FIRE DEPARTMENT RELIEF ASSOCIATION

EXHIBIT B

OFFICIAL BONDS

Position and Faithful Performance	Amount of Bond	Date of Bond	Date of Expiration	Surety	Filed With
Secretary: Joseph A. Thill	\$1,000.00	Jan. 6, 1974 Jan. 6, 1975 Jan. 6, 1976	Jan. 6, 1975 Jan. 6, 1976 Jan. 6, 1977	St. Paul Fire and Marine Insurance Company St. Paul Fire and Marine Insurance Company St. Paul Fire and Marine Insurance Company	President President President
Treasurer: Andrew J. Margl	5,000.00	Jan. 6, 1974 Jan. 6, 1975 Jan. 6, 1976	Jan. 6, 1975 Jan. 6, 1976 Jan. 6, 1977	St. Paul Fire and Marine Insurance Company St. Paul Fire and Marine Insurance Company St. Paul Fire and Marine Insurance Company	President President President