

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, October 10, 2011  
City Hall, Council Chambers  
Meeting No. 20-11

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

1. *Acknowledgement of Maplewood Residents Serving the Country.*

**C. ROLL CALL**

Mayor's Address on Protocol:

***“Welcome to the meeting of the Maplewood City Council. It is our desire to keep all discussions civil as we work through difficult issues tonight. If you are here for a Public Hearing or to address the City Council, please familiarize yourself with the Policies and Procedures and Rules of Civility, which are located near the entrance. Before addressing the council, sign in with the City Clerk. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.”***

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. Approval of September 26, 2011 City Council Workshop Minutes
2. Approval of September 26, 2011 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Presentation by Roseville School District [Superintendent Thein]
2. Consider Reappointment of James Meehan to Police Civil Service Commission
3. Appointment to the Board of Water Commissioners

**G. CONSENT AGENDA – *Items on the Consent Agenda are considered routine and non-controversial and are approved by one motion of the council. If a councilmember requests additional information or wants to make a comment regarding an item, the vote should be held until the questions or comments are made then the single vote should be taken. If a councilmember objects to an item it should be removed and acted upon as a separate item.***

1. Approval Of Claims
2. Approval of Resolution for Temporary Gambling Permit – Church of the Presentation of the Blessed Virgin Mary
3. Approval of Authorization to Dispose of Old Financial Records
4. Approval of Annual Maplewood Historical Society Payment
5. Approval of Rates for Police and Fire Services Provided to the City of Landfall for 2012
6. Consider Approval of Contract with Charles Bethel for 2012 Human Resources Attorney Services
7. Approval of Resolution Accepting Donation from Home Depot for Public Works
8. Approval of Stop Sign Policy Revision
9. Project Update, July 16th Storm Clean-up and Investigation, City Project 11-19
10. Conditional Use Permit Review for Rolling Hills Manufactured Home Park, 1316 Pearson Drive
11. Acceptance of Grants to Attend the International Green Code Council Final Action Hearings
12. Consider Resolution Adopting 2012 Rates for Utilities

**H. PUBLIC HEARINGS**

**I. UNFINISHED BUSINESS**

1. Design Plan Revision for Dearborn Meadow Twin Home on Castle Drive, East of White Bear Avenue
2. Trash Collection System Analysis - Request for Authorization to Negotiate a Draft Trash Collection Contract with the Top Ranked Proposer
3. Renewable Energy Ordinance – Second Reading

**J. NEW BUSINESS**

1. Conditional Use Permit for LaMettry Collision Auto Repair, North of 2923 Maplewood Drive
2. Consider 2012 Charitable Gambling Funds Request
3. Consider Formation of an Audit Committee to Select an Audit Firm
4. East Metro Public Safety Training Facility, City Project 09-09, Resolution Authorizing Consulting Services and Establishing Project Budget
5. Holloway Avenue and Stanich Highlands Area Improvements, City Project 09-13, Resolution Accepting Assessment Roll and Calling for Re-Assessment Public Hearing for November 14, 2011

**K. VISITOR PRESENTATIONS**

**L. AWARD OF BIDS**

**M. ADMINISTRATIVE PRESENTATIONS**

**N. COUNCIL PRESENTATIONS**

**O. ADJOURNMENT**

Sign language interpreters for hearing impaired persons are available for public hearings upon request. The request for this must be made at least 96 hours in advance. Please call the City Clerk's Office at 651.249.2001 to make arrangements. Assisted Listening Devices are also available. Please check with the City Clerk for availability.

**RULES OF CIVILITY FOR OUR COMMUNITY**

*Following are some rules of civility the City of Maplewood expects of everyone appearing at Council Meetings – elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles: Show respect for each other, actively listen to one another, keep emotions in check and use respectful language.*

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:15 p.m., Monday, September 26, 2011  
Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:15 p.m. by Mayor Rossbach.

**B. ROLL CALL**

Will Rossbach, Mayor	Present
Kathleen Juenemann, Councilmember	Present
Marvin Koppen, Councilmember	Present
James Llanas, Councilmember	Present
John Nephew, Councilmember	Present

**C. APPROVAL OF AGENDA**

Councilmember Nephew moved to approve the agenda as submitted.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

**1. Board & Commission Interviews**

The council interviewed the following four candidates for the Environmental & Natural Resources Commission:

1. Nick Nelson
2. Judith Johannessen
3. Bill Schreiner
4. Lisa Hlavenka

The council interviewed the following candidate for reappointment to the Housing Redevelopment Authority Commission:

1. Gary Pearson

**E. NEW BUSINESS**

**1. Discussion on Stop Sign Policy**

Assistant City Engineer Steve Love updated the council on a recent stop sign petition from the Stanich Neighborhood. City Engineer/Deputy Public Works Director Michael Thompson presented the staff report and answered questions of the council.

**2. Discussion on Renaming a Maplewood Park to Veterans Memorial Park**

Recreation Supervisor James Taylor presented the staff report and answered questions of the council.

**F. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 6:40 p.m.

DRAFT

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 p.m., Monday, September 26, 2011  
Council Chambers, City Hall  
Meeting No. 19-11

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:06 p.m. by Mayor Rossbach.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Will Rossbach, Mayor	Present
Kathleen Juenemann, Councilmember	Present
Marvin Koppen, Councilmember	Present
James Llanas, Councilmember	Present
John Nephew, Councilmember	Present

**D. APPROVAL OF AGENDA**

Councilmember Juenemann added N1 Grand Reopening at the Maplewood Community Center.

Councilmember Nephew moved to approve the agenda as amended.

Seconded by Councilmember Llanas                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. Approval of September 12, 2011 City Council Workshop Minutes**

Councilmember Juenemann moved to approve the September 12, 2011 City Council Workshop Minutes as submitted.

Seconded by Councilmember Nephew                      Ayes – All

The motion passed.

**2. Approval of September 12, 2011 City Council Meeting Minutes**

Councilmember Juenemann changed the minutes to reflect that items G2 Fall Clean-up Event and G9 Approval to Accept Donation of Toys to Police Department were pulled to highlight; and agenda item G3 Approval of Resolution of Appreciation for Lois Behm, Heritage Preservation Commission pulled for separate vote.

Councilmember Nephew moved to approve the September 12, 2011 City Council Meeting Minutes as amended.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

**1. Appointments to Boards and Commissions**

Councilmember Nephew moved to approve the Resolution for the Appointments to Boards and Commissions as filled in with Assistant City Manager Ahl's report.

RESOLUTION 11-9-625

BE IT RESOLVED THAT THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

Hereby appoints the following individuals, who have interviewed with the Maplewood City Council, to serve on the following commissions:

Business & Economic Development Commission

- Warren Wessel, term expires September 30, 2014

Environmental & Natural Resources Commission

- Judith Johannessen, term expires September 30, 2014
- Bill Schreiner, term expires September 30, 2014

Housing Redevelopment Authority

- Gary Pearson, term expires September 30, 2015
- Beth Ulrich, term expires September 30, 2014
- Joy Tkachuck, term expires September 30, 2013

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**G. CONSENT AGENDA**

Councilmember Juenemann moved to highlight agenda item G3 Approval of Resolution Accepting Donation from Friends of Maplewood Nature to Maplewood Nature Center Preserve. Recreation Supervisor Taylor gave the staff report.

Councilmember Nephew moved to highlight agenda item G4 Stillwater Road/TH5 Improvements, City Project 09-04. Assistant City Manager Ahl gave the staff report.

Councilmember Juenemann had a question about the election judges list, agenda item G2. The election judge listed as Scott, Jacobs should be listed as Jacobson, Scott.

Councilmember Nephew moved to approve agenda items G1 – G4.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Juenemann moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 137,978.18	Checks # 85156 thru # 85191 dated 09/06/11 thru 09/13/11
\$ 1,304,185.79	Disbursements via debits to checking account dated 09/01/11 thru 9/09/11
\$ 1,329,755.62	Checks # 85192 thru # 85257 dated 09/13/11 thru 09/20/11
\$ 165,493.47	Disbursements via debits to checking account dated 09/09/11 thru 09/16/11
<hr/>	
\$ 2,937,413.06	Total Accounts Payable

PAYROLL

\$ 514,383.84	Payroll Checks and Direct Deposits dated 09/16/11
\$ 2,375.01	Payroll Deduction check # 9984886 thru # 9984888 dated 09/16/11
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\$ 516,758.85	Total Payroll
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\$ 3,454,171.91	GRAND TOTAL

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**2. Approval of Resolution Certifying Election Judges for the November 8, 2011 General Election**

Councilmember Nephew moved to approve the Resolution Certifying Election Judges for the November 8, 2011 General Election.

RESOLUTION 11-9-626  
RESOLUTION ACCEPTING ELECTION JUDGES

RESOLVED, that the City Council of Maplewood, Minnesota, accepts the following list of Election Judges for the 2011 General Election to be held on Tuesday, November 8, 2011.

Ahrens, Fran  
Aikens, Meridith

Albu, Josephine  
Anderson, Beverly

Anderson, Elsie  
Anderson, Nancy

Anderson, Suzanne  
Anderson, Vivian  
Ansari, Ahsan  
Arnold, Ajla  
Arnold, Carole  
Bartelt, Joan  
Bedor, David  
Behr, Jeanette  
Belland, Jaime  
Berry, Robert  
Bjorklund, Diane  
Bolden, Donita  
Bortz, Albert  
Bortz, Jeanne  
Bunkowske, Bernice  
Carbone, Joyce  
Carle, Jeanette  
Carson, Fannie  
Cleland, Ann  
Combe, Edward  
Connelly, Thomas  
Connolly, Colleen  
D'Arcio, India  
Deeg, Edward  
Demko, Fred  
Desai, Kalpana  
DeZelar, Phil  
Dickson, Helen Jean  
Droeger, Diane  
Duellman, Audrey  
Eickhoff, Carolyn  
Erickson, Elizabeth  
Erickson, Eric  
Erickson, Sue  
Evans, Carol  
Fernholz, Jean  
Finch, Roberta  
Fischer, Mary  
Fischer, Lorraine  
Fischer, Peter  
Fitzgerald, Delores  
Fosburgh, Anne  
Fowler, Cynthia  
Franzen, James  
Freer, Mary Jo  
Friedlein, Charlene  
Friedlein, Richard  
Fuller, Mary Katherine  
Galligher, Patricia  
Gebauer, Victor  
Gierzak, Sister Clarice  
Gipple, Kristine  
Golaski, Diane

Gudknecht, Jamie  
Guthrie, Rosie  
Haack, Donita  
Hafner, Michael  
Hahn Ohs, Sandra  
Hanson, Joan  
Hart, Barbara  
Herber, Darlene  
Hickey, Donna  
Hill, Jan  
Hilliard, Barb  
Hines, Constance  
Hinnenkamp, Gary  
Horgan, Gerald  
Horgan, Sharon  
Horwath, Ivori  
Hulet, Jeanette  
Hulet, Robert  
Iversen, Mildred  
Jaafaru, Timothy  
Jacobson, Scott  
Jago, Carole  
Jahn, David  
Jefferson, Gwendolyn  
Jensen, Robert  
Johannessen, Judith  
Johansen, Kathleen  
Johnson, Barbara  
Johnson, Warren  
Jones, Shirley  
Jurmu, Joyce  
Kaul, Shirley  
Kirchoff, Harold  
Kliethermes, Jami  
Knauss, Carol  
Knutson, Lois  
Koch, Rosemary  
Kramer, Dennis  
Kramer, Patricia  
Krekelberg, Mona Lou  
Kwapick, Clemence  
Kwapick, Jackie  
Lackner, Marvella  
Lampe, Charlotte  
Larson, Michelle  
Lauren, Lorraine  
LaValle, Faylene  
Lawrence, Donna  
Leiter, Barbara  
Leo, Pati  
Leonard, Claudette  
Letourneau, Sandra  
Lincowski, Steve

Lincowski, Vi  
Liptak, Marianne  
Lockwood, Jackie  
Loipersbeck, Darlene  
Loipersbeck, Jules  
Lowe-Adams, Shari  
Lucas, Lydia  
Luttrell, Shirley  
Mahowald, Valerie  
Mahre, Jeri  
Manthey, John  
Marsh, Delores  
Maskrey, Thomas  
Mauston, Shelia  
McCann, John  
McCarthy, Peggy  
McCauley, Judy  
McCormack, Melissa  
Mealey, Georgia  
Mechelke, Geraldine  
Mechelke, Mary Lou  
Miller, Charlotte  
Moen, Bill  
Moenck, Mary Ann  
Moreno, Marlene  
Mudek, Dolores  
Mudek, Leo  
Muraski, Gerry  
Myster, Thomas  
Nephew, Shelly  
Nettleton, Janet  
Newcomb, Mary  
Nichols, Miranda  
Nieters, Louise  
Nissen, Helen  
Niven, Amy  
Norberg, Ann  
Noyes, Douglas  
O'Brien, D. William  
(Bill)  
Olson, Norman  
Olson, Lois  
Olson, Anita  
Olson, Stacy  
Oslund, Kathryn  
Paddock, Ken  
Parent, Dian  
Peitzman, Lloyd  
Peper, Marilyn  
Philbrook, Frances  
Pickett, William  
Priefer, Bill  
Renslow, Rita

Rieper, Allan  
Rodriguez, Vincent  
Rohrbach, Charles  
Rohrbach, Elaine  
Roller, Carolyn  
Rudeen, Elaine  
Saltz, Rosalie  
Sandberg, Janet  
Satriano, Pauline  
Sauer, Elmer  
Sauer, Kathleen  
Sauro, Janet  
Scheunemann,  
Marjorie  
Schiff, Marge  
Schluender, Cynthia  
Schneider, Mary Ann  
Schultz, Louise  
Shores, Teresa  
Skaar, Delaney

Skaar, Susan  
Smart, Katherine  
Spangler, Bob  
Spies, Louis  
Stafki, Tim  
Steenberg, Judith  
Steenberg, Richard  
Stenson, Karen  
Stevens, Sandra  
Storm, Mary  
Strack, Joan  
Sweningeon, Rudolph  
Taylor, Lori  
Taylor, Rita  
Thomforde, Faith  
Tolbert, Franklin  
Trippler, Dale  
Tschida, Micki  
Urbanski, Carolyn  
Urbanski, Holly

Urbanski, Michelle  
Urbanski, William  
VanBlaricom, Beulah  
Vanek, Mary  
Volkman, Phyllis  
Wasmundt, Gayle  
Webb, Paulette  
Weiland, Connie  
Wessell, Warren  
Whitcomb, Larry  
Witschen, Delores  
Wold, Hans  
Wood, Susan  
Yorkovich, Cindy  
Zacho, Karen  
Zager, Scott  
Zian, Helen

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**3. Approval of Resolution Accepting Donation from Friends of Maplewood Nature to Maplewood Nature Center Preserve**

Councilmember Nephew moved to approve the Resolution Accepting Donation from Friends of Maplewood Nature to Maplewood Nature Center Preserve.

RESOLUTION 11-9-627  
ACCEPTANCE OF DONATION

WHEREAS the City of Maplewood and the Parks and Recreation Department has received donations including: \$1,000 in support of alternative energy education programs; camera equipment; and plants;

NOW, THEREFORE, BE IT RESOLVED that the Maplewood City Council authorizes the City of Maplewood, Parks and Recreation Department to accept these donations.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**4. Stillwater Road/TH 5 Improvements, City Project 09-04**

**a. Approval of Resolution Directing Modification of Existing Contract, Change Order Numbers 4 and 5**

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Contract, Change Order Number 4 and 5.

RESOLUTION 11-9-628  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
CITY PROJECT 09-04

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 09-04, the Stillwater Road/TH 5 Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvements Project 09-04, Change Orders No. 4 and 5.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that

1. The mayor and city engineer are hereby authorized and directed to modify the existing contract by executing said Change Orders No. 4 and 5 in the amounts of \$60,564.10 and \$8,364.66 respectively. The revised contract amount is \$1,458,213.50.

Approved this 26th day of September, 2011.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**b. Approval of Resolution Approving Final Payment and Acceptance of Project**

Councilmember Nephew moved to approve the Resolution Approving Final Payment and Acceptance of Project.

RESOLUTION 11-9-629  
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT  
CITY PROJECT 09-04

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 09-04, the Stillwater Road/TH 5 Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the City Engineer for the City of Maplewood has determined that the Stillwater Road/TH 5 Improvements, City Project 09-04, is complete and recommends acceptance of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that

1. City Project 09-04 is complete and maintenance of these improvements is accepted by the city; and the final construction cost is \$1,418,268.45. Final payment to T.A. Schifsky and Sons, Incorporated, and the release of any retainage or escrow is hereby authorized.

Approved this 26th day of September, 2011.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

## H. PUBLIC HEARING

### 1. Renewable Energy Ordinance – First Reading

Environmental Planner Shann Finwall presented the staff report and answered questions of the Council. Environmental Natural Resources Commissioner Ginny Yingling and Planning Commissioner Gary Pierson addressed the council to give further details about the ordinance as it related to their respective commissions.

Mayor Rossbach opened the public hearing. The following people addressed the council:

1. Mark Bradley, Maplewood
2. Bob Zick, North St. Paul

Mayor Rossbach closed the public hearing.

Councilmember Llanas moved to adopt the First Reading of the Renewable Energy Ordinance with additional information and corrections indicted by the council for the second reading.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

## I. UNFINISHED BUSINESS

### 1. Trash Collection System Analysis - Request for Authorization to Negotiate a Draft Trash Collection Contract with the Top Ranked Proposer

Councilmember Llanas moved to table the Trash Collection System Analysis – Request for Authorization to Negotiate a Draft Trash Collection Contract with the Top Ranked Proposer to the October 10, 2011 City Council Meeting.

Seconded by Mayor Rossbach

Ayes – Councilmembers Llanas and Nephew, Mayor Rossbach

Nays – Councilmembers Juenemann and Koppen

The motion passed.

Councilmember Nephew moved to schedule a Special City Council Workshop meeting on Wednesday, October 5, 2011 at 5:15 p.m. to discuss the trash collection system analysis and review of the confidential proposals submitted in response to the RFP.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

Mayor Rossbach called for a 10 minute recess. The council resumed at 9:53 p.m.

## J. NEW BUSINESS

### 1. Reciprocal Easement Agreement, Design Review and Right-of-Way Vacation – Beam Avenue Medical Building, north side of Beam Avenue, east of White Bear Avenue



The Maplewood City Council approved this resolution on September 26, 2011.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**K. VISITOR PRESENTATIONS**

1. Bob Zick, North St. Paul
2. Ralph E. Sletten, Maplewood
3. Mark Bradley, Sr., Maplewood
4. Elizabeth Sletten, Maplewood
5. Chris Greene, Maplewood
6. Diana Longrie, Maplewood
7. Willie Tennis, Tennis Sanitation
8. Rich Hirstein, Allied Waste Services
9. Pete Kubesh, Maplewood
10. Gene Wegleitner, Gene's Disposal

**L. AWARD OF BIDS**

1. **Award Construction Contract – Maplewood Mall Sidewalk Improvements, City Project 11-09**

Assistant City Manager Ahl gave the staff report and answered questions of the Council.

Councilmember Nephew moved to approve the Resolution for Receiving Bids and Award a Construction Contract for the Maplewood Mall Sidewalk Improvements, City Project 11-09.

Seconded by Councilmember Llanas

Ayes – All

The motion passed.

**M. ADMINISTRATIVE PRESENTATIONS**

1. **Recommendation to Cancel Council Workshop on Monday October 3, 2011**

Assistant City Manager Ahl requested the City Council Workshop scheduled for Monday, October 3, 2011 be cancelled.

**N. COUNCIL PRESENTATIONS**

1. **Grand Reopening at the Maplewood Community Center**

Councilmember Juenemann announced the grand reopening at the Maplewood Community Center on Saturday, October 8, 2011.

**O. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 9:55 p.m.

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## **AGENDA REPORT**

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
**SUBJECT:** **Presentation by Roseville School District [Superintendent Thein]**  
**DATE:** **October 4, 2011**

### **INTRODUCTION**

Roseville School District Superintendent Thein will give a presentation on the district and be available to answer any questions.

No action on this item.

#### Attachment:

1. Powerpoint Presentation Slides

**Roseville Area Schools**  
Quality Teaching & Learning for All

**Demographic Report**

**Executive Summary**

**October 2010**

Office of the Assistant Superintendent

Serving:  
Arden Hills  
Fallon Heights  
Landerdale  
Little Canada  
Maplewood  
Roseville  
Shoreview

Source: MARSS Data 10-1-10

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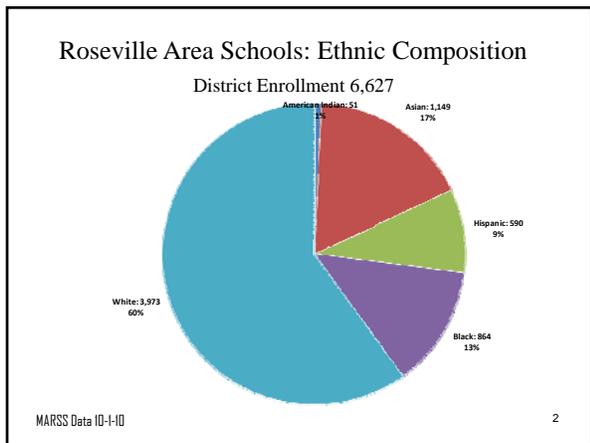
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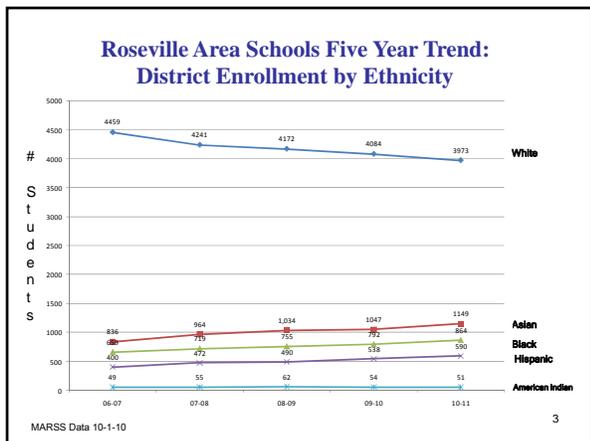
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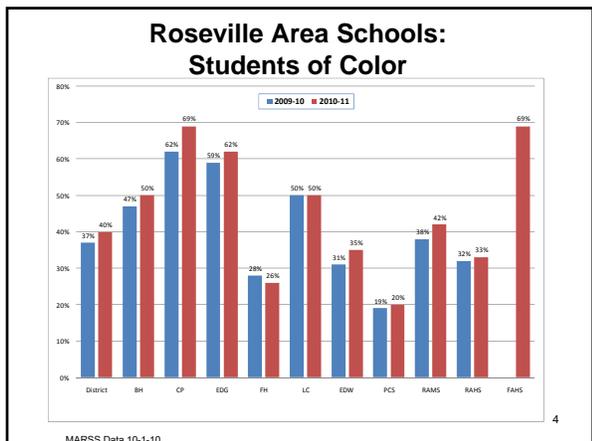
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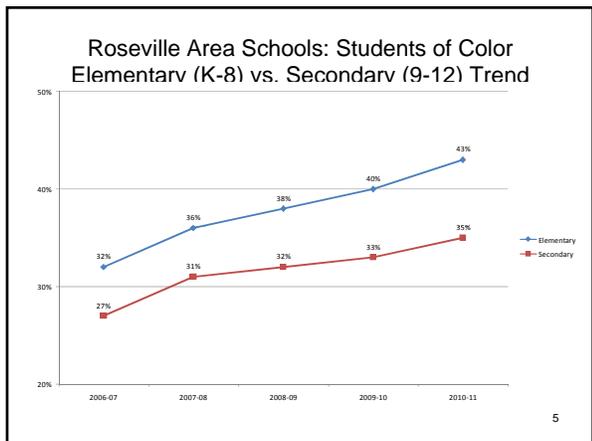
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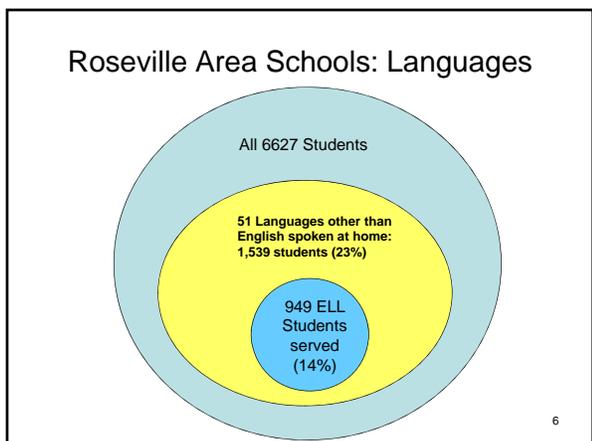
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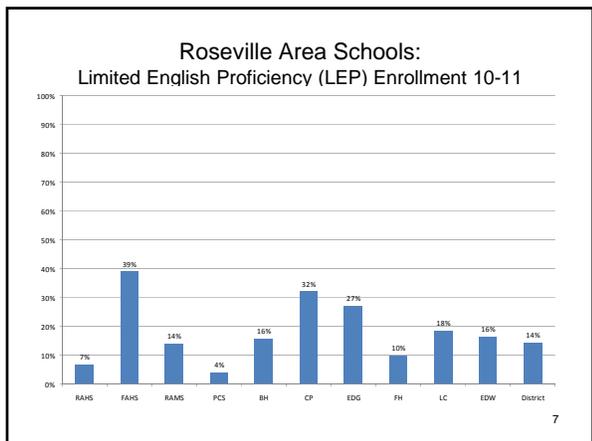
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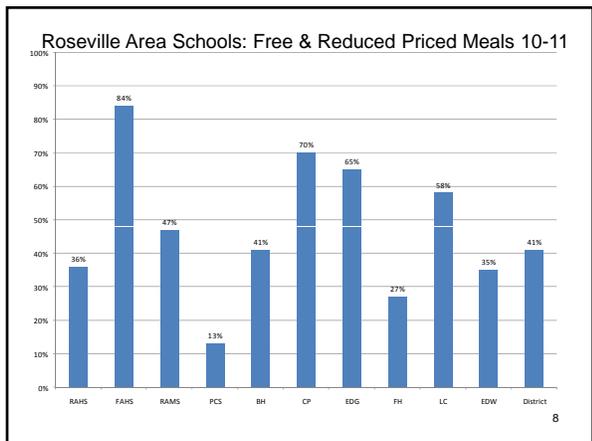
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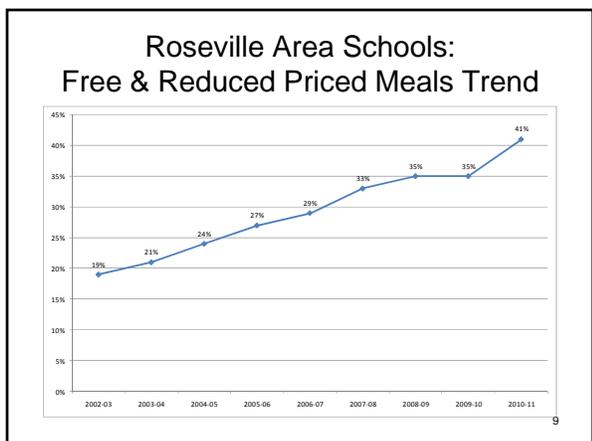
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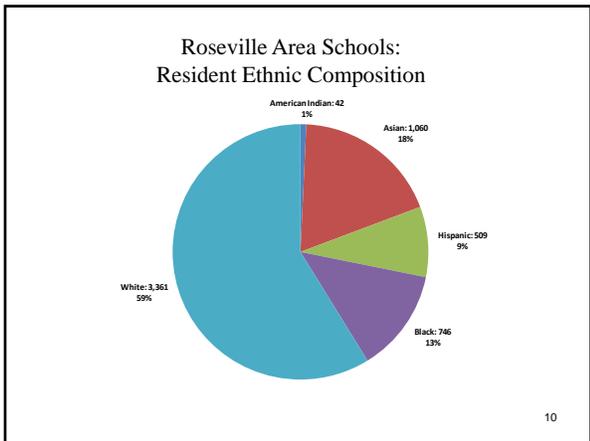
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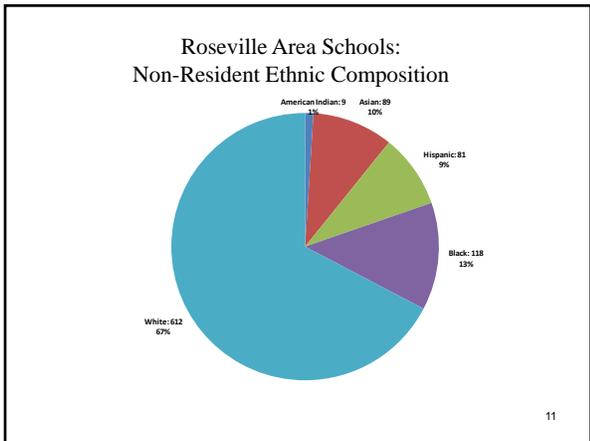
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## **AGENDA REPORT**

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
**SUBJECT:** **Consider Reappointment of James Meehan to Police Civil Service Commission**  
**DATE:** **October 4, 2011**

### **INTRODUCTION**

James Meehan was appointed to fill a vacancy on the Police Civil Service Commission on February 28, 2011. He was appointed to serve the remainder of an existing term that expires December 31<sup>st</sup>, 2011. Because James has only served a short time on the commission, and he has expressed an interest to continue serving on the commission, staff recommends that the City Council reappointment James Meehan to the Police Civil Service Commission. The term will expire to December 31, 2014.

### **RECOMMENDATION**

Staff recommends the City Council pass the attached resolution to reappoint James Meehan to the Police Civil Service Commission with a term to expire December 31, 2014.

#### Attachment

1. Resolution for Appointment

**RESOLUTION NO. \_\_\_\_\_**

BE IT RESOLVED THAT THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

Hereby appoints the following individuals, who have interviewed with the Maplewood City Council, to serve on the following commissions:

**Police Civil Service Commission**

- James Meehan, term expires December 31, 2014

## **AGENDA REPORT**

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
**SUBJECT:** **Appointment to the Board of Water Commissioners**  
**DATE:** **October 4, 2011**

### **INTRODUCTION**

According to the 2002 Joint Powers Agreement with the St. Paul Regional Waters Services and several suburban communities, 2 seats are reserved on the Board of Water Commissioners for suburban representatives. Representatives serve 2 year terms and the suburban communities involved rotate representation on the board.

It is now Maplewood's turn to select a representative to serve on the board to serve a two year term.

### **RECOMMENDATION**

The Council should select a member from the City Council to serve on the Board of Water Commissioners.



# BOARD OF WATER COMMISSIONERS

Agenda Item F3  
Attachment

President: Patrick Harris ♦ Vice President: John Zanmiller

Commissioners: Matt Anfang ♦ James Bykowski ♦ Lee Helgen ♦ Gregory Kleindl

September 14, 2011



Mayor Will Rossbach  
City of Maplewood  
1830 East County Road B  
Maplewood, Minnesota 55109

Subject: New Appointments to the Board of Water Commissioners Required

Dear Mayor Rossbach:

The terms of the two Board members representing the Board's suburban partners, John Zanmiller and Jim Bykowski, expire on December 31, 2011. In accordance with the attached September 16, 2002 Joint Powers Agreement between the parties, the two representatives for the next term are to be selected and appointed by the cities of **Falcon Heights** and **Maplewood**.

I respectfully request that these two representatives be appointed by the end of 2011 so that the Board will have its full complement for its January 10, 2012 meeting. Please notify me at the address below of your appointment along with their contact information at your earliest convenience.

If you have any questions or require any additional information, please feel free to contact me at 651-266-6274.

Sincerely,

Stephen P. Schneider

Attachment

cc: Jim Antonen, City Administrator

## SAINT PAUL REGIONAL WATER SERVICES

Stephen P. Schneider, General Manager

1900 Rice St. Saint Paul MN 55113-6810 ♦ TTY: 651-266-6299 ♦ 651-266-6350

*Saint Paul Regional Water Services provides quality water services to the following cities:*

Arden Hills•Falcon Heights•Lauderdale•Little Canada•Maplewood•Mendota•Mendota Heights•Roseville•Saint Paul•West St. Paul

**JOINT POWERS AGREEMENT FOR  
SUBURBAN REPRESENTATION  
SELECTION PROCESS TO THE  
BOARD OF WATER COMMISSIONERS**

This agreement, made and entered into as of this 16<sup>th</sup> day of September, 2002, by and between the Cities of Falcon Heights, Lauderdale, Maplewood, and West St. Paul, municipal corporations under the laws of Minnesota (hereinafter referred to as "Suburban Cities").

**WITNESSETH:**

**WHEREAS**, the Board of Water Commissioners (hereinafter referred to as the "Board"), is a municipal corporation organized under the 1885 Laws of the State of Minnesota, Chapter 110, which laws originally provided for a five (5) member governing commission; and

**WHEREAS**, the Saint Paul Charter Commission and Saint Paul City Council have authorized that the composition and governance of the Board of Water Commissioners be enlarged and changed so as to allow for representation by suburban municipalities that have contacted with the Board for the provision of water services, as more fully explained in Saint Paul City Council Resolution No. 96-1369, which is attached hereto as Exhibit "A"; and

**WHEREAS**, prior to January 1, 1998, the Board of Water Commissioners consisted of five total members: three (3) Saint Paul City Council members appointed to two (2) year terms by the Mayor of Saint Paul, and two (2) at-large Saint Paul citizen members appointed to four (4) year terms by the Mayor of Saint Paul; and

**WHEREAS**, in a contract with the City of Maplewood for the provision of water services, Maplewood and the Board agreed to enlarge Board membership to six total members with the additional member representing the City of Maplewood, as more fully explained in the following (Article I, Section 3):

In accordance with the terms of the proposed amendment to the Saint Paul City Charter the Maplewood representative on the Board of Water Commissioners will be a resident of the City of Maplewood appointed by the Mayor and City Council of Maplewood and who shall serve for a term of four (4) years. The appointment by Maplewood will be made by January 1, 1998. In the event of a tie vote on any issue, the Mayor of Saint Paul shall be considered an ex officio member of the Board with the right to vote to break the tie vote; and

**WHEREAS**, in Article I, Section 4 of the same Maplewood Agreement, the Board agreed to seek to enlarge the Board membership to seven total members in the event that other suburban cities enter into similar agreements with the Board, as more fully explained in the following:

In the event that at least three (3) additional suburban cities enter into agreements with the Board that are similar to this Maplewood Agreement, Water Board membership will be expanded to seven (7) members. The two (2) non-Saint Paul resident members will thereafter represent all of the suburban cities, including Maplewood.

In the event that the total of residential accounts plus commercial and industrial accounts (excluding auto-fire accounts) of communities outside the City of Saint Paul and served by agreements similar to this Agreement exceed forty-three percent (43%) of the total Board's accounts, the number of Saint Paul appointees will be changed to four and suburban representation to three; and

**WHEREAS**, the Cities of Falcon Heights, Lauderdale and West St. Paul have executed agreements similar to the Maplewood Agreement, and therefore are entitled to seek and expand Board membership to a total of seven members in order to increase the suburban representation on the Board; and

**WHEREAS**, the parties to this Agreement are desirous of jointly and cooperatively developing a plan to select the present and future suburban representatives to the Board of Water Commissioners; and

**NOW, THEREFORE**, the parties hereto do hereby jointly agree to the following:

#### SECTION I.

#### GENERAL PURPOSE

It is the general purpose of the parties to this agreement to jointly and cooperatively develop a plan to appoint the original suburban representative(s) to the Board of Water Commissioners and to select replacement

representative(s) for appointment following the term expiration(s) of the original representative(s) or in the event that a suburban representative is unable to complete a term.

**SECTION II.**

**SELECTION OF SUBURBAN REPRESENTATIVES TO**

**THE BOARD OF WATER COMMISSIONERS**

The parties agree that the two suburban representatives shall be selected on the following basis and according to the following terms:

1. The two suburban seats shall be designated as Seat A and Seat B.
2. The City of Maplewood shall appoint a representative to the Board, designated as Seat A, and said appointee was designated as of January 1, 1998 through December 31, 2001, with a second four-year term from January 1, 2002 through December 31, 2005. After this term ends, the seat shall become a two-year term seat and shall be rotated among the suburban representatives in the following order:

- a) Lauderdale (2006-2007) ✓
- b) West St. Paul (2008-2009)
- c) Falcon Heights (2010-2011)
- d) Maplewood (2012-2013)

3. The second suburban representative shall be designated as Seat B, and shall be a two-year term seat with the first term commencing January 1, 2002 and ending December 31, 2003.

Representation on Seat B shall be rotated among the suburban representatives in the following order:

- a) West St. Paul (2002-2003)
- b) Falcon Heights (2004-2005)
- c) Maplewood (2006-2007) ✓
- d) Lauderdale (2008-2009)

4. The parties agree that in the event an additional suburban community enters into a Water Service Agreement similar to those agreements executed by and between the Board and the cities of Falcon Heights, Lauderdale, Maplewood and West St. Paul, that this agreement shall be amended to include any such additional communities, which communities shall be subject to the same terms and conditions as the original communities.
5. Vacancies – the parties agree that a vacancy on the Board of Seat A and/or Seat B shall be filled by the City currently holding the appointment and shall be for the period remaining in the two (2) year term.
6. Duration – the parties agree that the term of this Agreement shall continue until December 31, 2013, unless otherwise amended as provided herein.
7. Amendment – the parties agree that this agreement may be amended upon such terms and conditions as may be mutually agreed to in writing by all of the suburban communities currently represented on the Board of Water Commissioners at the time of amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf respectively as of the day and year first above written.

FORM APPROVED:  
BY: [Signature]  
City Attorney

CITY OF FALCON HEIGHTS  
BY: [Signature]  
Mayor

BY: [Signature]  
City Administrator

BY: [Signature]  
City Attorney

CITY OF LAUDERDALE  
BY: [Signature]  
Mayor

BY: [Signature]  
City Administrator

BY: [Signature]  
City Attorney

CITY OF MAPLEWOOD  
BY: [Signature]  
Mayor

BY: [Signature]  
City Administrator

BY: [Signature]  
City Attorney

CITY OF WEST ST. PAUL  
BY: [Signature]  
Mayor

BY: [Signature]  
City Administrator  
manager

**AGENDA REPORT**

**TO:** City Council  
**FROM:** Finance Manager  
**RE:** APPROVAL OF CLAIMS  
**DATE:** October 10, 2011

Attached is a listing of paid bills for informational purposes. The City Manager has reviewed the bills and authorized payment in accordance with City Council approved policies.

ACCOUNTS PAYABLE:

\$ 607,269.30	Checks # 85258 thru # 85301 dated 9/27/11
\$ 321,660.42	Disbursements via debits to checking account dated 9/19/11 thru 9/23/11
\$ 988,123.94	Checks # 85302 thru # 85346 dated 9/27/11 thru 10/4/11
\$ 254,290.77	Disbursements via debits to checking account dated 9/23/11 thru 9/29/11
\$ 2,171,344.43	Total Accounts Payable

PAYROLL

\$ 505,298.22	Payroll Checks and Direct Deposits dated 9/30/11
\$ 725.00	Payroll Deduction check # 9984920 dated 9/30/11
\$ 506,023.22	Total Payroll
\$ 2,677,367.65	<b>GRAND TOTAL</b>

Attached is a detailed listing of these claims. Please call me at 651-249-2902 if you have any questions on the attached listing. This will allow me to check the supporting documentation on file if necessary.

sb  
attachments

**Check Register**  
**City of Maplewood**

09/23/2011

Check	Date	Vendor	Description	Amount
85258	09/27/2011	04206 H.A. KANTRUD	PROSECUTION & LEGAL SRVS - OCT	16,100.00
85259	09/27/2011	00687 HUGO'S TREE CARE INC	REMOVAL STORM DAMAGE HANGERS	2,422.86
	09/27/2011	00687 HUGO'S TREE CARE INC	TREE REMOVAL 2152 PROSPERITY	2,372.09
	09/27/2011	00687 HUGO'S TREE CARE INC	TREE TRIMMING/STREET CLEARANCE	641.25
	09/27/2011	00687 HUGO'S TREE CARE INC	TREE TRIMMING 2976 FREDERICK	534.38
	09/27/2011	00687 HUGO'S TREE CARE INC	TOP TREES FOR CITY CREW REMOVAL	427.50
85260	09/27/2011	00985 METROPOLITAN COUNCIL	WASTEWATER - OCTOBER	216,688.14
85261	09/27/2011	04316 CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - AUGUST	720.00
85262	09/27/2011	01202 NYSTROM PUBLISHING CO INC	MAPLEWOOD MONTHLY/SEASONS SEPT	5,670.41
85263	09/27/2011	01337 RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - AUG	24,088.75
85264	09/27/2011	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	5,640.38
	09/27/2011	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	3,812.46
	09/27/2011	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	2,041.89
	09/27/2011	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	256.44
	09/27/2011	01190 XCEL ENERGY	FIRE SIRENS	51.71
85265	09/27/2011	01798 YOCUM OIL CO.	CONTRACT GASOLINE - SEPT	16,847.27
	09/27/2011	01798 YOCUM OIL CO.	CONTRACT DIESEL - SEPT	8,861.39
85266	09/27/2011	00064 MARK ALDRIDGE	REIMB FOR MEALS 8/22 - 8/23	19.06
85267	09/27/2011	02411 ALEX AIR APPARATUS INC	SCBA COMPRESSOR SRVS/MAINT	1,325.00
85268	09/27/2011	02324 APPLIED ECOLOGICAL SERVICES	BEAVER CREEK -SPOT HERBICIDE	814.39
85269	09/27/2011	03738 CHARLES E. BETHEL	RETAINER FOR LEGAL SRVS & RENT-OCT	6,375.00
85270	09/27/2011	04260 BLUE CROSS BLUE SHIELD OF MN	REFUND FOR TRANS MEDIC MW02607	2,003.44
85271	09/27/2011	02401 CITY OF BURNSVILLE	REGISTRATION FEE	1,300.00
85272	09/27/2011	00531 FRA-DOR INC.	BLACK DIRT EASTSHORE DR	122.22
85273	09/27/2011	04930 GPRS	REGISTRATION FEES	75.00
85274	09/27/2011	04846 HEALTHEAST	MEDICAL SUPPLIES	21.80
85275	09/27/2011	00644 HEALTHPARTNERS	MONTHLY PREMIUM - OCTOBER	11,255.45
85276	09/27/2011	00827 L M C I T	CLAIM DEDUCTIBLE #11077285	709.70
85277	09/27/2011	04927 MANAGED DESIGN, LLC	CADD SYSTEM	26,600.00
85278	09/27/2011	04310 MCFOA	MEMBERSHIP DUES	70.00
85279	09/27/2011	03324 MCGREGOR DESIGN	DESIGN & GRAPHICS FOR 3 TRAILS	900.00
85280	09/27/2011	03818 MEDICA	MONTHLY PREMIUM - OCTOBER	144,017.24
85281	09/27/2011	02617 ALESIA METRY	REIMB FOR GAS & MEAL 9/14-9/15	68.48
85282	09/27/2011	01085 MN LIFE INSURANCE	MONTHLY PREMIUM - OCTOBER	3,746.30
85283	09/27/2011	01060 MN STATE FIRE CHIEFS ASSOC	REGISTRATION FEES	350.00
85284	09/27/2011	01175 CITY OF NORTH ST PAUL	MONTHLY UTILITIES	3,673.59
85285	09/27/2011	01216 OLYMPIC POOLS INC	AQUATICS AREA DIAMOND BRITE AND PLAY	11,068.00
85286	09/27/2011	00001 ONE TIME VENDOR	REFUND J WIDHOLM BCBS BENEFIT	220.00
85287	09/27/2011	00001 ONE TIME VENDOR	REIMB M BLOEMENDAL - TREE REBATE	200.00
85288	09/27/2011	00001 ONE TIME VENDOR	REFUND M KPADEH PARTY CANCELLED	199.99
85289	09/27/2011	00001 ONE TIME VENDOR	REFUND B HAAK EVENT CANCELLED	40.00
85290	09/27/2011	00001 ONE TIME VENDOR	REFUND B BLOOD EVENT CANCELLED	35.00
85291	09/27/2011	00001 ONE TIME VENDOR	REIMB J ARENDS - TREE REBATE	23.50
85292	09/27/2011	00001 ONE TIME VENDOR	REFUND L AMON EVENT CANCELLED	15.00
85293	09/27/2011	00001 ONE TIME VENDOR	REFUND C VOS EVENT CANCELLED	15.00
85294	09/27/2011	00001 ONE TIME VENDOR	REFUND J WALCZAK EVENT CANCELLED	15.00
85295	09/27/2011	01267 PIONEER PRESS	INSERT TASTE OF MAPLEWOOD	680.65
85296	09/27/2011	01284 POSTMASTER	MAILING CITY NEWS/REC PROG - NOV	4,500.00
85297	09/27/2011	02001 CITY OF ROSEVILLE	MONTHLY JOINT POWERS SRVS - SEPT	625.00
85298	09/27/2011	03215 SHAFER CONTRACTING CO INC	PROJ 02-07 D & HAZELWOOD FINAL PMT	77,320.63
85299	09/27/2011	01836 CITY OF ST PAUL	STREET LIGHT REPAIR	119.81
	09/27/2011	01836 CITY OF ST PAUL	CRIME LAB SERVICES - AUGUST	95.00
85300	09/27/2011	01669 TWIN CITIES TRANSPORT &	FORFEITED VEHICLE TOWING FEE-AUG	1,048.13

85301 09/27/2011 03378 MATT WOEHRLE

TOOL ALLOWANCE PER UNION CONTRACT

425.00

**44 Checks in this report.**

607,269.30

**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking account**

<u>Transmitted</u> <u>Date</u>	<u>Settlement</u> <u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/14/2011	9/19/2011	U.S. Treasurer	Federal Payroll Tax	94,520.78
9/14/2011	9/19/2011	P.E.R.A.	P.E.R.A.	90,774.62
9/14/2011	9/19/2011	MN Dept of Revenue	Sales Tax	5,546.00
9/16/2011	9/19/2011	MN State Treasurer	Drivers License/Deputy Registrar	10,710.64
9/14/2011	9/20/2011	MN State Treasurer	State Payroll Tax	20,597.48
9/14/2011	9/20/2011	MidAmerica - ING	HRA Flex plan	14,502.30
9/19/2011	9/20/2011	MN State Treasurer	Drivers License/Deputy Registrar	12,182.82
9/14/2011	9/21/2011	MN Dept of Revenue	Fuel Tax	305.20
9/20/2011	9/21/2011	MN State Treasurer	Drivers License/Deputy Registrar	14,116.18
9/21/2011	9/22/2011	MN State Treasurer	Drivers License/Deputy Registrar	28,705.35
9/16/2011	9/23/2011	Optum Health	DCRP & Flex plan payments	1,963.15
9/22/2011	9/23/2011	MN State Treasurer	Drivers License/Deputy Registrar	27,035.73
9/22/2011	9/23/2011	MN Dept of Natural Resources	DNR electronic licenses	700.17
<b>TOTAL</b>				<b><u><u>321,660.42</u></u></b>

**Check Register**  
**City of Maplewood**

09/29/2011

Check	Date	Vendor	Description	Amount	
85302	09/27/2011	02464	US BANK	FUNDS FOR ATMS	10,000.00
85303	09/30/2011	04640	FITOL HINTZ CONSTRUCTION INC.	PROJ 08-09 LIONS PARK IMP PMT#6	5,099.12
85304	09/30/2011	04640	FITOL HINTZ CONSTRUCTION INC.	PROJ 08-09 LIONS PARK IMP PMT#7	51,305.36
85305	10/04/2011	00157	BARR ENGINEERING CO	PROJ 10-14 PROF SRVS 7/16 - 8/12	4,064.50
85306	10/04/2011	00519	FLEXIBLE PIPE TOOL CO.	ALUMINUM EXTENSION TUBES #616	1,148.48
85307	10/04/2011	01337	RAMSEY COUNTY-PROP REC & REV	PLANTS	547.20
85308	10/04/2011	01409	S.E.H.	PROJ 09-08 ENGINEERING	25,416.31
	10/04/2011	01409	S.E.H.	PROJ 04-21 ENGINEERING	14,305.38
	10/04/2011	01409	S.E.H.	PROJ 11-19 ENGINEERING	2,379.05
	10/04/2011	01409	S.E.H.	PROJ 11-13 ENGINEERING	1,401.78
	10/04/2011	01409	S.E.H.	PROJ 10-01 ENGINEERING	670.00
	10/04/2011	01409	S.E.H.	PROJ 11-13 ENGINEERING	190.50
	10/04/2011	01409	S.E.H.	PROJ 10-14 ENGINEERING	167.40
	10/04/2011	01409	S.E.H.	PROJ 04-21 ENGINEERING	-8.00
85309	10/04/2011	01574	T.A. SCHIFSKY & SONS, INC	PROJ 10-14 WESTERN HILLS PARTPMT#6	791,574.03
	10/04/2011	01574	T.A. SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS NOT TO EXCEED	1,598.79
	10/04/2011	01574	T.A. SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS NOT TO EXCEED	300.05
85310	10/04/2011	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	24,506.03
85311	10/04/2011	02074	R CHARLES AHL	REIMB FOR MEALS 9/18 - 9/21	162.00
85312	10/04/2011	00090	AMERICAN RED CROSS	CHARITABLE GAMBLING	800.00
85313	10/04/2011	00211	BRAUN INTERTEC CORP.	PROJ 04-21 PROF SRVS THRU 9/9	3,211.75
85314	10/04/2011	04862	BRKW APPRAISALS, INC.	PROJ 09-13 APPRAISALS	6,000.00
85315	10/04/2011	04805	CHOSEN VALLEY TESTING	PROJ 10-14 PROF SRVS 5/17 - 7/31	6,887.50
85316	10/04/2011	02929	CNAGLAC	LTC MONTHLY PREMIUM - OCT	479.54
85317	10/04/2011	00403	DISPUTE RESOLUTION CENTER	CHARITABLE GAMBLING	1,050.00
85318	10/04/2011	03619	DRAIN KING INC	PROJ 10-14 TELEVISION	81.00
85319	10/04/2011	00003	ESCROW REFUND	ESCROW REL KETTLER 349 SOPHIA	1,500.00
	10/04/2011	00003	ESCROW REFUND	ESCROW REL KETTLER 351 SOPHIA	1,500.00
85320	10/04/2011	00003	ESCROW REFUND	ESCROW REL BIC DEVELOPMENT	814.70
85321	10/04/2011	00003	ESCROW REFUND	ESCROW REL LODAHL 433 O'DAY CIR	500.00
85322	10/04/2011	04867	FOTH INFRASTRUCTURE & ENVIR	PROF SRVS THRU 9/9	2,289.20
85323	10/04/2011	03597	MARY JO HOFMEISTER	REIMB FOR MILEAGE 8/9 - 9/22	13.60
85324	10/04/2011	00827	L M C I T	CLAIM DEDUCTIBLE #11077440	2,277.64
85325	10/04/2011	00932	MAPLEWOOD BAKERY	MDSE FOR RESALE	470.38
	10/04/2011	00932	MAPLEWOOD BAKERY	MDSE FOR RESALE	431.16
85326	10/04/2011	02823	JERROLD MARTIN	SECURITY OFFICER FOR MCC SPET 17	210.00
85327	10/04/2011	04849	RICHARD NIELSEN	TEXAS HOLD'EM INSTUCTOR	108.00
85328	10/04/2011	04507	NORTHERN TECHNOLOGIES, INC.	PROJ 09-15 PROF SRVS 7/31 - 9/3	365.00
85329	10/04/2011	00001	ONE TIME VENDOR	REIMB R MAZANEC DRIVEWAY APRON	1,880.45
85330	10/04/2011	00001	ONE TIME VENDOR	REIMB T DEVANEY - DRIVEWAY	1,444.67
85331	10/04/2011	00001	ONE TIME VENDOR	REIMB C BREWSTER - TREE	800.00
85332	10/04/2011	00001	ONE TIME VENDOR	REIMB B HASSE DRIVEWAY APRON	542.40
85333	10/04/2011	00001	ONE TIME VENDOR	REFUND C FITCH BCBS BENEFIT	200.00
85334	10/04/2011	00001	ONE TIME VENDOR	REIMB P RUNNING SPRINKLER SYSTEM	186.00
85335	10/04/2011	00001	ONE TIME VENDOR	REFUND D WATNEMO MEMBERSHIP	80.37
85336	10/04/2011	00001	ONE TIME VENDOR	REFUND R DAKAM CLASS CANCELATION	60.00
85337	10/04/2011	00001	ONE TIME VENDOR	REIMB C DORDING DRIVEWAY	14.55
85338	10/04/2011	01387	DR. JAMES ROSSINI	ADMIN FEE FOR STRESS TEST - SEPT	100.00
85339	10/04/2011	01418	SAM'S CLUB DIRECT	VENDING MACHINE SUPPLIES	253.32
	10/04/2011	01418	SAM'S CLUB DIRECT	MOVIE NIGHT/CARVER GYM SUPPLIES	205.98
	10/04/2011	01418	SAM'S CLUB DIRECT	DAY CAMP SUPPLIES	121.83
	10/04/2011	01418	SAM'S CLUB DIRECT	TASTE OF MAPLEWOOD PRODUCT	102.04
	10/04/2011	01418	SAM'S CLUB DIRECT	SUPPLIES EMP PICNIC/CITY COUNCIL	67.86

85339	10/04/2011	01418	SAM'S CLUB DIRECT	SUPPLIES FOR DAY CAMP	18.00
	10/04/2011	01418	SAM'S CLUB DIRECT	BUTTER FOR NSP 5K PANCAKES	9.98
	10/04/2011	01418	SAM'S CLUB DIRECT	PROGRAM SUPPLIES	9.68
	10/04/2011	01418	SAM'S CLUB DIRECT	TASTE OF MAPLEWOOD PRODUCT	7.98
85340	10/04/2011	03879	SANSIO	EMS FEES - OCT	577.08
85341	10/04/2011	00198	ST. PAUL REGIONAL WATER SRVS	WATER UTILITY	360.90
85342	10/04/2011	03642	SWANSON & YOUNGDALE	MCC LOCKER ROOM REPAINT PROJ	14,455.00
85343	10/04/2011	01578	T R F SUPPLY CO.	SAFETY GLOVES FOR UTILITY DEPT	264.60
85344	10/04/2011	04352	ULTIMATE DENT WORKS	DENT REMOVAL ON SQUADS	1,260.00
	10/04/2011	04352	ULTIMATE DENT WORKS	DENT REMOVAL ON SQUADS	100.00
85345	10/04/2011	04931	VIDACARE CORP	MEDICAL SUPPLIES	997.32
85346	10/04/2011	01807	SUSAN ZWIEG	REIMB FOR MILEAGE 9/18 - 9/22	186.48

988,123.94

**45 Checks in this report.**

**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking account**

Transmitted <u>Date</u>	Settlement <u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
9/23/2011	9/26/2011	MN State Treasurer	Drivers License/Deputy Registrar	27,766.98
9/26/2011	9/27/2011	MN State Treasurer	Drivers License/Deputy Registrar	40,193.72
9/23/2011	9/28/2011	US Bank VISA One Card*	Purchasing card items	3,276.50
9/27/2011	9/28/2011	MN State Treasurer	Drivers License/Deputy Registrar	48,346.17
9/28/2011	9/29/2011	MN State Treasurer	Drivers License/Deputy Registrar	33,703.09
9/23/2011	9/30/2011	US Bank VISA One Card*	Purchasing card items	48,521.23
9/28/2011	9/30/2011	ICMA (Vantagepointe)	Deferred Compensation	4,312.76
9/28/2011	9/30/2011	ING - State Plan	Deferred Compensation	27,573.00
9/29/2011	9/30/2011	MN State Treasurer	Drivers License/Deputy Registrar	20,514.32
9/29/2011	9/30/2011	MN Dept of Natural Resources	DNR electronic licenses	83.00
<b>TOTAL</b>				<b>254,290.77</b>

\*Detailed listing of VISA purchases is attached.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
09/15/2011	09/19/2011	UNIFORMS UNLIMITED INC	\$117.98	MARKESE BENJAMIN
09/13/2011	09/14/2011	VIKING ELECTRIC - CREDIT	\$905.37	SCOTT CHRISTENSON
09/15/2011	09/16/2011	VIKING ELECTRIC - CREDIT	\$119.69	SCOTT CHRISTENSON
09/19/2011	09/20/2011	VIKING ELECTRIC - CREDIT	\$74.19	SCOTT CHRISTENSON
09/09/2011	09/12/2011	G&K SERVICES 182	\$114.08	CHARLES DEAVER
09/14/2011	09/16/2011	LE #869 WOODBURY	\$22.50	VIRGINIA ERICKSON
09/08/2011	09/12/2011	OFFICE DEPOT #1090	\$18.64	JEAN GLASS
09/19/2011	09/21/2011	OFFICE DEPOT #1090	\$41.89	JEAN GLASS
09/14/2011	09/15/2011	VZWRLSS*APOCC VISN	\$97.01	KAREN E GUILFOILE
09/08/2011	09/12/2011	THE HOME DEPOT 2801	\$188.17	RON HORWATH
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$22.43	RON HORWATH
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$56.66	RON HORWATH
09/20/2011	09/22/2011	THE HOME DEPOT 2801	(\$24.60)	RON HORWATH
09/15/2011	09/19/2011	ASPEN MILLS INC.	\$214.50	STEVE LUKIN
09/21/2011	09/23/2011	PAKOR INC	\$238.33	SHELLY NEPHEW
09/09/2011	09/12/2011	G&K SERVICES 182	\$804.91	AMY NIVEN
09/14/2011	09/16/2011	ANDON BALLOONS INC -	\$38.48	CHRISTINE PENN
09/08/2011	09/12/2011	WHEELCO BRAKE & SUPPLY	\$60.87	STEVEN PRIEM
09/15/2011	09/16/2011	FACTORY MTR PTS #1	\$55.41	STEVEN PRIEM
09/08/2011	09/12/2011	GRAND VIEW LODGE & TENNIS	\$109.99	JOANNE M SVENDSEN

\$3,276.50

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
09/21/2011	09/23/2011	HILTON HOTELS	\$841.84	JAMES ANTONEN
09/14/2011	09/15/2011	HISTORY THEATRE	\$57.00	MANDY ANZALDI
09/08/2011	09/12/2011	THE HOME DEPOT 2801	\$157.29	JIM BEHAN
09/09/2011	09/12/2011	SEELYE PLASTICS	\$33.66	JIM BEHAN
09/12/2011	09/13/2011	MENARDS 3059	\$7.52	JIM BEHAN
09/12/2011	09/14/2011	CVS PHARMACY #1751 Q03	\$25.67	JIM BEHAN
09/12/2011	09/14/2011	CVS PHARMACY #1751 Q03	\$4.49	JIM BEHAN
09/13/2011	09/14/2011	HENRIKSEN ACE HARDWARE	\$142.75	JIM BEHAN
09/13/2011	09/14/2011	MUSKA LIGHTING CENTER	\$690.56	JIM BEHAN
09/13/2011	09/14/2011	MUSKA LIGHTING CENTER	\$720.59	JIM BEHAN
09/15/2011	09/15/2011	STATE SUPPLY	\$124.85	JIM BEHAN
09/19/2011	09/20/2011	HENRIKSEN ACE HARDWARE	\$10.26	JIM BEHAN
09/20/2011	09/21/2011	MENARDS 3022	\$281.10	JIM BEHAN
09/20/2011	09/22/2011	NUCO2 01 OF 01	\$72.72	JIM BEHAN
09/20/2011	09/22/2011	NUCO2 01 OF 01	\$125.59	JIM BEHAN
09/20/2011	09/22/2011	NUCO2 01 OF 01	\$70.24	JIM BEHAN
09/20/2011	09/22/2011	NUCO2 01 OF 01	\$72.16	JIM BEHAN
09/20/2011	09/22/2011	NUCO2 01 OF 01	\$139.81	JIM BEHAN
09/20/2011	09/22/2011	NUCO2 01 OF 01	\$125.59	JIM BEHAN
09/21/2011	09/21/2011	STATE SUPPLY	\$132.86	JIM BEHAN
09/21/2011	09/22/2011	MENARDS 3022	(\$42.28)	JIM BEHAN
09/21/2011	09/22/2011	MENARDS 3022	\$39.72	JIM BEHAN
09/21/2011	09/22/2011	MENARDS 3022	\$38.47	JIM BEHAN
09/22/2011	09/22/2011	SPORTSMITH	\$44.64	JIM BEHAN
09/09/2011	09/12/2011	WM SUPERCENTER SE2	\$73.28	NEIL BRENEMAN
09/09/2011	09/12/2011	VALLEY TROPHY	\$68.40	NEIL BRENEMAN
09/19/2011	09/20/2011	DICK'S CLOTHING&SPORTING	\$12.83	NEIL BRENEMAN
09/19/2011	09/21/2011	ALPHA VIDEO + AUDIO IN	\$566.77	NEIL BRENEMAN
09/09/2011	09/12/2011	CONCRETE FORM ENGINEERS	\$17.70	TROY BRINK
09/20/2011	09/22/2011	THE HOME DEPOT 2801	\$24.54	TROY BRINK
09/12/2011	09/13/2011	CHILI'S-MAPLEWOOD	\$135.47	SARAH BURLINGAME
09/17/2011	09/19/2011	TARGET 00018325	\$10.46	SARAH BURLINGAME
09/16/2011	09/19/2011	HENRIKSEN ACE HARDWARE	\$72.44	SCOTT CHRISTENSON
09/16/2011	09/19/2011	THE HOME DEPOT 2801	\$289.54	SCOTT CHRISTENSON
09/09/2011	09/12/2011	MENARDS 3022	\$7.38	CHARLES DEAVER
09/12/2011	09/13/2011	SDHARDWRE HARDWARESOURCE	\$119.17	CHARLES DEAVER
09/14/2011	09/15/2011	MENARDS 3022	\$10.13	CHARLES DEAVER
09/17/2011	09/19/2011	MENARDS 3022	\$32.24	CHARLES DEAVER
09/21/2011	09/23/2011	RYCO SUPPLY COMPANY	\$73.44	CHARLES DEAVER
09/09/2011	09/12/2011	OAKDALE RENTAL CENTER	\$197.11	THOMAS DEBILZAN
09/12/2011	09/14/2011	SOUTHWESTAIR5262199159316	\$400.80	RICHARD DOBLAR
09/20/2011	09/22/2011	ARBY'S #6910 00069104	\$6.31	RICHARD DOBLAR
09/21/2011	09/22/2011	POTBELLY 093	\$8.78	RICHARD DOBLAR
09/21/2011	09/23/2011	OFFICE MAX	\$23.02	RICHARD DOBLAR
09/08/2011	09/12/2011	OAKDALE RENTAL CENTER	\$186.40	DOUG EDGE
09/08/2011	09/12/2011	TRI-STATE BOBCAT INC.	\$73.74	DOUG EDGE
09/15/2011	09/19/2011	THE HOME DEPOT 2801	\$29.81	DOUG EDGE
09/20/2011	09/22/2011	MIKES LP GAS INC	\$151.20	DOUG EDGE
09/08/2011	09/12/2011	NAPA STORE 3279016	\$61.16	DAVE EDSON
09/14/2011	09/15/2011	MENARDS 3022	\$807.72	DAVE EDSON
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$57.62	DAVE EDSON
09/15/2011	09/16/2011	MENARDS 3022	\$130.78	DAVE EDSON
09/22/2011	09/23/2011	NW LASERS AND INSTRUMENT	\$43.05	ANDREW ENGSTROM
09/08/2011	09/12/2011	WALGREENS #7388	\$155.98	PAUL E EVERSON
09/10/2011	09/12/2011	THE HOME DEPOT 2801	\$18.10	PAUL E EVERSON
09/12/2011	09/13/2011	OREILLY AUTO 00032565	\$7.49	PAUL E EVERSON
09/09/2011	09/12/2011	SEARS ROEBUCK 1032	\$134.49	LARRY FARR

09/09/2011	09/12/2011	G&K SERVICES 182	\$303.70	LARRY FARR
09/09/2011	09/12/2011	G&K SERVICES 182	\$543.00	LARRY FARR
09/09/2011	09/12/2011	YALE MECHANICAL LLC	\$1,124.53	LARRY FARR
09/09/2011	09/12/2011	THE HOME DEPOT 2801	\$20.28	LARRY FARR
09/13/2011	09/14/2011	ST PAUL WATER UTILITY	\$53.82	LARRY FARR
09/14/2011	09/15/2011	ACE SUPPLY CO., INC.	\$743.32	LARRY FARR
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$41.39	LARRY FARR
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$174.30	LARRY FARR
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$21.92	LARRY FARR
09/15/2011	09/16/2011	ACE SUPPLY CO., INC.	\$652.35	LARRY FARR
09/15/2011	09/19/2011	SEARS ROEBUCK 1032	\$73.35	LARRY FARR
09/15/2011	09/19/2011	BEISSWENGERS HARDWARE	\$28.39	LARRY FARR
09/15/2011	09/19/2011	ACME ELECTRONICS CENTER I	\$581.92	LARRY FARR
09/16/2011	09/19/2011	THE HOME DEPOT 2801	\$101.31	LARRY FARR
09/17/2011	09/19/2011	MENARDS 3022	\$226.03	LARRY FARR
09/09/2011	09/12/2011	KEEFE CO PARKING	\$6.50	DAVID FISHER
09/15/2011	09/19/2011	KAHLER GRAND	\$105.81	DAVID FISHER
09/17/2011	09/19/2011	CURTIS 1000 INC.	\$93.15	KAREN FORMANEK
09/12/2011	09/14/2011	CUSTOMER SUPT CENTER	\$898.02	MYCHAL FOWLDS
09/13/2011	09/13/2011	PAY FLOW PRO	\$64.55	MYCHAL FOWLDS
09/13/2011	09/14/2011	TOSHIBA BUSINESS SOLUTION	\$1,348.63	MYCHAL FOWLDS
09/13/2011	09/14/2011	TOSHIBA BUSINESS SOLUTION	\$427.80	MYCHAL FOWLDS
09/13/2011	09/14/2011	TOSHIBA BUSINESS SOLUTION	\$443.12	MYCHAL FOWLDS
09/13/2011	09/14/2011	TOSHIBA BUSINESS SOLUTION	\$57.11	MYCHAL FOWLDS
09/13/2011	09/14/2011	SHI CORP	\$311.74	MYCHAL FOWLDS
09/14/2011	09/15/2011	TOSHIBA BUSINESS SOLUTION	\$798.73	MYCHAL FOWLDS
09/21/2011	09/22/2011	TOSHIBA BUSINESS SOLUTION	\$798.73	MYCHAL FOWLDS
09/09/2011	09/12/2011	IDU*PUBLIC SECTOR	\$365.96	NICK FRANZEN
09/10/2011	09/12/2011	IDU*PUBLIC SECTOR	\$252.04	NICK FRANZEN
09/10/2011	09/12/2011	IDU*PUBLIC SECTOR	\$53.58	NICK FRANZEN
09/12/2011	09/13/2011	TARGET 00006940	\$14.13	NICK FRANZEN
09/17/2011	09/19/2011	HP DIRECT-PUBLICSECTOR	\$253.37	NICK FRANZEN
09/21/2011	09/22/2011	IDU*PUBLIC SECTOR	\$17.50	NICK FRANZEN
09/21/2011	09/22/2011	SHI CORP	\$2,213.21	NICK FRANZEN
09/13/2011	09/15/2011	THE HOME DEPOT 2801	\$749.81	VIRGINIA GAYNOR
09/16/2011	09/19/2011	THE HOME DEPOT 2801	\$25.67	VIRGINIA GAYNOR
09/08/2011	09/12/2011	OFFICE MAX	\$31.05	CLARENCE GERVAIS
09/13/2011	09/14/2011	FEDEX OFFICE #0617	\$202.25	CLARENCE GERVAIS
09/15/2011	09/19/2011	YOCUM OIL CO	\$88.00	MARK HAAG
09/20/2011	09/21/2011	ABLE HOSE & RUBBER, INC	\$55.31	MARK HAAG
09/21/2011	09/22/2011	MENARDS 3059	\$11.78	MARK HAAG
09/16/2011	09/19/2011	HENRIKSEN ACE HARDWARE	\$75.99	GARY HINNENKAMP
09/16/2011	09/21/2011	DALCO ENTERPRISES, INC	\$501.44	DAVID JAHN
09/15/2011	09/16/2011	ABLE HOSE & RUBBER, INC	\$327.68	DON JONES
09/12/2011	09/14/2011	SUBWAY 00052159	\$12.86	DUWAYNE KONEWKO
09/19/2011	09/20/2011	MENARDS 3059	\$26.77	JASON KREGER
09/13/2011	09/13/2011	COMCAST CABLE COMM	\$34.00	DAVID KVAM
09/15/2011	09/19/2011	UNIFORMS UNLIMITED INC	\$149.99	DAVID KVAM
09/15/2011	09/19/2011	UNIFORMS UNLIMITED INC	\$31.00	DAVID KVAM
09/16/2011	09/19/2011	SHRED IT	\$49.00	DAVID KVAM
09/19/2011	09/21/2011	UNIFORMS UNLIMITED INC	\$38.67	DAVID KVAM
09/20/2011	09/20/2011	COMCAST CABLE COMM	\$59.95	DAVID KVAM
09/20/2011	09/22/2011	KEEPRS INC 1	\$2,400.00	DAVID KVAM
09/21/2011	09/22/2011	AMAZON.COM	\$56.46	DAVID KVAM
09/14/2011	09/15/2011	OVERHEAD DOOR COMP	\$186.95	STEVE LUKIN
09/15/2011	09/16/2011	MENARDS 3059	\$32.11	STEVE LUKIN
09/16/2011	09/19/2011	ARBY'S #1152 00011528	(\$15.36)	STEVE LUKIN
09/16/2011	09/19/2011	ARBY'S #1152 00011528	\$15.36	STEVE LUKIN

09/16/2011	09/19/2011	VIKING ELECTRIC - ST PAUL	\$160.73	STEVE LUKIN
09/16/2011	09/19/2011	WW GRAINGER	\$261.10	STEVE LUKIN
09/18/2011	09/19/2011	STREET TALK MAPLEWOOD	\$17.15	STEVE LUKIN
09/19/2011	09/20/2011	NOVACARE REHB/HEALT	\$200.00	STEVE LUKIN
09/19/2011	09/21/2011	CUBBY S INC 07049471	\$35.01	CITY OF MAPLEWOOD
09/09/2011	09/12/2011	G&K SERVICES 182	\$212.28	MARK MARUSKA
09/09/2011	09/12/2011	HUGO'S TREE CARE	\$1,750.61	MARK MARUSKA
09/21/2011	09/22/2011	HUNT ELECTRIC CORPORATION	\$4,088.31	MARK MARUSKA
09/22/2011	09/23/2011	MERIT CHEVROLET	\$46.29	MARK MARUSKA
09/09/2011	09/12/2011	MASIMO	\$22.82	MICHAEL MONDOR
09/13/2011	09/14/2011	BOUND TREE MEDICAL LLC	\$90.72	MICHAEL MONDOR
09/14/2011	09/15/2011	BOUND TREE MEDICAL LLC	\$6.25	MICHAEL MONDOR
09/14/2011	09/15/2011	BOUND TREE MEDICAL LLC	\$66.54	MICHAEL MONDOR
09/14/2011	09/15/2011	BOUND TREE MEDICAL LLC	\$50.00	MICHAEL MONDOR
09/14/2011	09/15/2011	BOUND TREE MEDICAL LLC	\$904.74	MICHAEL MONDOR
09/14/2011	09/15/2011	BOUND TREE MEDICAL LLC	\$320.00	MICHAEL MONDOR
09/14/2011	09/15/2011	BOUND TREE MEDICAL LLC	\$233.30	MICHAEL MONDOR
09/14/2011	09/16/2011	THE HOME DEPOT 2801	\$26.75	MICHAEL MONDOR
09/21/2011	09/22/2011	BOUND TREE MEDICAL LLC	\$370.00	MICHAEL MONDOR
09/16/2011	09/19/2011	TAKE A NUMBER, INC	\$388.95	SHELLY NEPHEW
09/09/2011	09/12/2011	OFFICE DEPOT #1080	\$3.13	MARY KAY PALANK
09/09/2011	09/12/2011	OFFICE DEPOT #1090	\$84.76	MARY KAY PALANK
09/14/2011	09/16/2011	OFFICE DEPOT #1090	\$117.79	MARY KAY PALANK
09/08/2011	09/12/2011	ORIENTAL TRADING CO	\$87.23	CHRISTINE PENN
09/10/2011	09/12/2011	DOLRTREE 4375 00043752	\$30.00	CHRISTINE PENN
09/10/2011	09/12/2011	CVS PHARMACY #1751 Q03	\$12.81	CHRISTINE PENN
09/12/2011	09/13/2011	CANDYWAREHOUSE.COM, INC.	\$46.06	CHRISTINE PENN
09/17/2011	09/19/2011	PARTY CITY #768	\$50.23	CHRISTINE PENN
09/21/2011	09/22/2011	CUB FOODS, INC.	\$58.87	CHRISTINE PENN
09/21/2011	09/22/2011	MAINE SUPPLY CO	\$227.45	CHRISTINE PENN
09/16/2011	09/19/2011	HENRIKSEN ACE HARDWARE	\$13.14	ROBERT PETERSON
09/22/2011	09/23/2011	BEST BUY MHT 00000109	\$85.68	PHILIP F POWELL
09/22/2011	09/23/2011	AMAZON MKTPLACE PMTS	\$36.00	PHILIP F POWELL
09/08/2011	09/12/2011	TURF WERKS EGAN	\$498.49	STEVEN PRIEM
09/08/2011	09/12/2011	DAVIS EQUIPMENT	\$141.68	STEVEN PRIEM
09/08/2011	09/12/2011	HYDRAULIC SPECIALTY COMPA	\$158.38	STEVEN PRIEM
09/09/2011	09/12/2011	TOUSLEY FORD I27228006	\$56.53	STEVEN PRIEM
09/09/2011	09/12/2011	TOUSLEY FORD I27228006	\$32.89	STEVEN PRIEM
09/09/2011	09/12/2011	AUTO PLUS NO ST PAUL	\$93.99	STEVEN PRIEM
09/09/2011	09/12/2011	PIONEER RIM & WHEEL HQ	\$96.53	STEVEN PRIEM
09/09/2011	09/12/2011	ZIEGLER INC - RETAIL	\$14.83	STEVEN PRIEM
09/09/2011	09/12/2011	NUSS TRUCK AND EQUIPT	\$248.19	STEVEN PRIEM
09/12/2011	09/13/2011	OREILLY AUTO 00020743	\$73.21	STEVEN PRIEM
09/12/2011	09/14/2011	AUTO PLUS NO ST PAUL	(\$93.99)	STEVEN PRIEM
09/13/2011	09/14/2011	AUTO PLUS NO ST PAUL	\$4.49	STEVEN PRIEM
09/13/2011	09/14/2011	AUTO PLUS NO ST PAUL	\$21.24	STEVEN PRIEM
09/13/2011	09/15/2011	TOUSLEY FORD I27228006	\$63.12	STEVEN PRIEM
09/14/2011	09/15/2011	AUTO PLUS NO ST PAUL	(\$21.24)	STEVEN PRIEM
09/14/2011	09/15/2011	AUTO PLUS NO ST PAUL	\$178.51	STEVEN PRIEM
09/14/2011	09/15/2011	BAUER BUILT TIRE 18	\$757.29	STEVEN PRIEM
09/14/2011	09/15/2011	BAUER BUILT TIRE 18	\$400.69	STEVEN PRIEM
09/15/2011	09/16/2011	AUTO PLUS NO ST PAUL	\$5.04	STEVEN PRIEM
09/15/2011	09/19/2011	TURF WERKS OMAHA	\$26.16	STEVEN PRIEM
09/15/2011	09/19/2011	WHEELCO BRAKE &SUPPLY	\$19.84	STEVEN PRIEM
09/15/2011	09/20/2011	BAUER BUILT TIRE 18	(\$206.43)	STEVEN PRIEM
09/16/2011	09/19/2011	ZARNOTH BRUSH WORKS	\$478.80	STEVEN PRIEM
09/16/2011	09/19/2011	AUTO PLUS NO ST PAUL	\$150.65	STEVEN PRIEM
09/16/2011	09/19/2011	BAUER BUILT TIRE 18	\$1,561.57	STEVEN PRIEM

09/19/2011	09/20/2011	AUTO PLUS NO ST PAUL	\$69.99	STEVEN PRIEM
09/19/2011	09/20/2011	AUTO PLUS NO ST PAUL	\$5.76	STEVEN PRIEM
09/20/2011	09/21/2011	AMERICAN FASTENER AND SUP	\$54.18	STEVEN PRIEM
09/20/2011	09/22/2011	AUTO PLUS NO ST PAUL	(\$138.07)	STEVEN PRIEM
09/20/2011	09/22/2011	AUTO PLUS NO ST PAUL	(\$12.58)	STEVEN PRIEM
09/20/2011	09/22/2011	TOUSLEY FORD I27228006	\$355.87	STEVEN PRIEM
09/20/2011	09/22/2011	AUTO PLUS NO ST PAUL	\$16.76	STEVEN PRIEM
09/21/2011	09/22/2011	AUTO PLUS NO ST PAUL	\$5.59	STEVEN PRIEM
09/21/2011	09/22/2011	CERTIFIED LABORATORIES	\$536.11	STEVEN PRIEM
09/21/2011	09/23/2011	DAVIS EQUIPMENT	\$174.55	STEVEN PRIEM
09/21/2011	09/23/2011	DAVIS EQUIPMENT	\$67.89	STEVEN PRIEM
09/21/2011	09/23/2011	WHEELCO BRAKE &SUPPLY	\$213.69	STEVEN PRIEM
09/22/2011	09/23/2011	AUTO PLUS NO ST PAUL	\$87.73	STEVEN PRIEM
09/09/2011	09/12/2011	PIONEER PRESS ADVERTISING	\$950.00	TERRIE RAMEAUX
09/09/2011	09/13/2011	DALCO ENTERPRISES, INC	\$888.91	MICHAEL REILLY
09/14/2011	09/15/2011	HILLYARD INC MINNEAPOLIS	\$748.70	MICHAEL REILLY
09/16/2011	09/19/2011	HILLYARD INC MINNEAPOLIS	\$106.13	MICHAEL REILLY
09/09/2011	09/12/2011	CVS PHARMACY #1751 Q03	\$24.97	AUDRA ROBBINS
09/15/2011	09/19/2011	OFFICE MAX	\$107.08	AUDRA ROBBINS
09/21/2011	09/22/2011	STAYWELL - KRAMES	\$419.12	AUDRA ROBBINS
09/12/2011	09/13/2011	ESCH CONSTRUCTION SUPPLY	\$401.10	ROBERT RUNNING
09/12/2011	09/14/2011	MIKES LP GAS INC	\$70.25	ROBERT RUNNING
09/20/2011	09/21/2011	MENARDS 3059	\$38.37	ROBERT RUNNING
09/20/2011	09/22/2011	MILLS FLEET FARM #2,700	\$22.90	ROBERT RUNNING
09/13/2011	09/15/2011	ON SITE SANITATION INC	\$1,236.31	DEB SCHMIDT
09/20/2011	09/21/2011	LILLIE SUBURBAN NEWSPAPE	\$64.63	DEB SCHMIDT
09/13/2011	09/14/2011	FLEXIBLE PIPE TOOL CO	\$53.44	SCOTT SCHULTZ
09/19/2011	09/20/2011	MINNESOTA FALL EXPO	\$150.00	SCOTT SCHULTZ
09/14/2011	09/15/2011	PAYPAL *OBSERVATION	\$100.00	JOANNE SVENDSEN
09/15/2011	09/16/2011	CUB FOODS, INC.	\$50.31	JOANNE SVENDSEN
09/15/2011	09/16/2011	CUB FOODS, INC.	\$9.57	JOANNE SVENDSEN
09/21/2011	09/22/2011	PAYPAL *HOME LINE	\$24.00	JOANNE SVENDSEN
09/22/2011	09/23/2011	CUB FOODS, INC.	\$14.96	JOANNE SVENDSEN
09/09/2011	09/12/2011	DICKS SPORTING GOODS#393	\$38.50	JAMES TAYLOR
09/09/2011	09/12/2011	CUB FOODS, INC.	\$33.77	JAMES TAYLOR
09/21/2011	09/22/2011	CUB FOODS, INC.	\$9.16	JAMES TAYLOR
09/21/2011	09/23/2011	SUBWAY 00052159	\$59.17	JAMES TAYLOR
09/14/2011	09/15/2011	MCDONALD'S F17277	\$6.33	DAVID THOMALLA
09/12/2011	09/14/2011	VOYAGEURS AREA COUNC	\$150.00	JOE TRAN
09/22/2011	09/23/2011	USPS 26833800033400730	\$3.41	KAREN WACHAL
09/12/2011	09/14/2011	LYNN CARD COMPANY	\$153.03	SUSAN ZWIEG

\$48,521.23

CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
FOR THE CURRENT PAY PERIOD

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>
	09/30/11	JUENEMANN, KATHLEEN	416.42
	09/30/11	KOPPEN, MARVIN	416.42
	09/30/11	LLANAS, JAMES	416.42
	09/30/11	NEPHEW, JOHN	416.42
	09/30/11	ROSSBACH, WILLIAM	473.15
	09/30/11	STRAUTMANIS, MARIS	202.00
	09/30/11	AHL, R. CHARLES	4,958.72
	09/30/11	ANTONEN, JAMES	5,300.00
	09/30/11	BURLINGAME, SARAH	1,966.91
	09/30/11	KANTRUD, HUGH	184.62
	09/30/11	CHRISTENSON, SCOTT	2,126.11
	09/30/11	FARR, LARRY	3,030.67
	09/30/11	JAHN, DAVID	1,840.37
	09/30/11	RAMEAUX, THERESE	3,030.67
	09/30/11	BAUMAN, GAYLE	4,014.97
	09/30/11	FORMANEK, KAREN	508.22
	09/30/11	ANDERSON, CAROLE	1,199.57
	09/30/11	DEBILZAN, JUDY	1,270.59
	09/30/11	JACKSON, MARY	2,158.28
	09/30/11	KELSEY, CONNIE	2,569.23
	09/30/11	RUEB, JOSEPH	2,493.80
	09/30/11	ARNOLD, AJLA	1,535.69
	09/30/11	CAREY, HEIDI	2,005.19
	09/30/11	GUILFOILE, KAREN	4,176.43
	09/30/11	NEPHEW, MICHELLE	1,630.15
	09/30/11	SCHMIDT, DEBORAH	2,719.20
	09/30/11	SPANGLER, EDNA	617.53
	09/30/11	CORTESI, LUANNE	1,205.39
	09/30/11	LARSON, MICHELLE	1,758.15
	09/30/11	MECHELKE, SHERRIE	1,129.29
	09/30/11	MOY, PAMELA	1,496.49
	09/30/11	OSTER, ANDREA	1,886.77
	09/30/11	RICHTER, CHARLENE	993.04
	09/30/11	WEAVER, KRISTINE	2,288.56
	09/30/11	CARLE, JEANETTE	480.00
	09/30/11	CORCORAN, THERESA	1,882.15
	09/30/11	KVAM, DAVID	4,188.29
	09/30/11	PALANK, MARY	1,886.77
	09/30/11	POWELL, PHILIP	2,903.66
	09/30/11	SVENDSEN, JOANNE	2,081.79
	09/30/11	THOMALLA, DAVID	4,936.26
	09/30/11	YOUNG, TAMELA	1,882.15
	09/30/11	ABEL, CLINT	3,153.99
	09/30/11	ALDRIDGE, MARK	3,499.43
	09/30/11	BAKKE, LONN	3,235.84
	09/30/11	BARTZ, PAUL	3,845.64
	09/30/11	BELDE, STANLEY	2,981.44
	09/30/11	BENJAMIN, MARKESE	2,862.04
	09/30/11	BIERDEMAN, BRIAN	4,431.25
	09/30/11	BOHL, JOHN	3,170.17
	09/30/11	BUSACK, DANIEL	3,427.39
	09/30/11	COFFEY, KEVIN	2,842.94
	09/30/11	CROTTY, KERRY	3,575.20
	09/30/11	DEMULLING, JOSEPH	2,761.93

09/30/11	DOBLAR, RICHARD	3,886.81
09/30/11	DUGAS, MICHAEL	3,480.81
09/30/11	ERICKSON, VIRGINIA	3,170.17
09/30/11	FLOR, TIMOTHY	3,574.41
09/30/11	FORSYTHE, MARCUS	2,042.62
09/30/11	FRASER, JOHN	3,223.99
09/30/11	FRITZE, DEREK	3,581.08
09/30/11	GABRIEL, ANTHONY	3,144.52
09/30/11	HAWKINSON JR, TIMOTHY	2,785.00
09/30/11	HER, PHENG	2,935.28
09/30/11	HIEBERT, STEVEN	3,867.66
09/30/11	JOHNSON, KEVIN	4,171.70
09/30/11	KALKA, THOMAS	913.09
09/30/11	KONG, TOMMY	2,895.38
09/30/11	KREKELER, NICHOLAS	852.68
09/30/11	KROLL, BRETT	2,856.23
09/30/11	LANGNER, SCOTT	3,054.26
09/30/11	LANGNER, TODD	2,943.49
09/30/11	LU, JOHNNIE	2,842.94
09/30/11	LYNCH, KATHERINE	2,159.33
09/30/11	MARINO, JASON	2,856.23
09/30/11	MARTIN, JERROLD	3,255.67
09/30/11	MCCARTY, GLEN	2,975.01
09/30/11	METRY, ALESIA	3,001.43
09/30/11	NYE, MICHAEL	3,587.23
09/30/11	OLSON, JULIE	3,008.14
09/30/11	PARKER, JAMES	2,317.85
09/30/11	REZNY, BRADLEY	3,001.72
09/30/11	RHUDE, MATTHEW	2,887.72
09/30/11	SHORTREED, MICHAEL	4,060.51
09/30/11	STEINER, JOSEPH	3,452.68
09/30/11	SYPNIEWSKI, WILLIAM	2,862.04
09/30/11	SZCZEPANSKI, THOMAS	3,090.49
09/30/11	TAUZELL, BRIAN	2,490.35
09/30/11	THEISEN, PAUL	3,056.84
09/30/11	THIENES, PAUL	3,637.27
09/30/11	TRAN, JOSEPH	2,955.28
09/30/11	WENZEL, JAY	3,008.14
09/30/11	XIONG, KAO	2,921.60
09/30/11	ANDERSON, BRIAN	264.00
09/30/11	BAHL, DAVID	476.00
09/30/11	BASSETT, BRENT	192.00
09/30/11	BAUMAN, ANDREW	2,642.69
09/30/11	BECK, YANCEY	90.00
09/30/11	BIGELBACH, ANTHONY	72.00
09/30/11	BOURQUIN, RON	672.00
09/30/11	BRADBURY, RYAN	192.00
09/30/11	BRESIN, ROBERT	276.00
09/30/11	CAPISTRANT, JACOB	720.00
09/30/11	CAPISTRANT, JOHN	616.00
09/30/11	CRAWFORD, RAYMOND	48.00
09/30/11	CRUMMY, CHARLES	192.00
09/30/11	DAWSON, RICHARD	2,769.30
09/30/11	DIERICH, REBECCA	108.00
09/30/11	EATON, PAUL	168.00
09/30/11	EVERSON, PAUL	3,189.37
09/30/11	FOSSUM, ANDREW	2,676.26
09/30/11	HAGEN, MICHAEL	294.00
09/30/11	HALE, JOSEPH	364.00
09/30/11	HALWEG, JODI	2,656.44
09/30/11	HAWTHORNE, ROCHELLE	456.00
09/30/11	HENDRICKSON, NICHOLAS	2,500.36
09/30/11	HERLUND, RICK	264.00
09/30/11	HUTCHINSON, JAMES	404.00

09/30/11	IMM, TRACY	391.00
09/30/11	JANSEN, CHAD	336.00
09/30/11	JOHNSON, JAMES	702.00
09/30/11	JONES, JONATHAN	72.00
09/30/11	KANE, ROBERT	728.00
09/30/11	KARRAS, JAMIE	396.00
09/30/11	KERSKA, JOSEPH	120.00
09/30/11	KONDER, RONALD	312.00
09/30/11	KUBAT, ERIC	2,336.52
09/30/11	LINDER, TIMOTHY	2,506.11
09/30/11	LOCHEN, MICHAEL	404.00
09/30/11	MELLEN, CHRISTOPHER	528.00
09/30/11	MELLEN, RICHARD	96.00
09/30/11	MILLER, LADD	215.00
09/30/11	MILLER, NICHOLAS	336.00
09/30/11	MONDOR, MICHAEL	3,089.18
09/30/11	MONSON, PETER	383.00
09/30/11	MORGAN, JEFFERY	156.00
09/30/11	NIELSEN, KENNETH	120.00
09/30/11	NOVAK, JEROME	2,648.38
09/30/11	NOWICKI, PAUL	240.00
09/30/11	OLSON, JAMES	2,709.83
09/30/11	OPHEIM, JOHN	119.00
09/30/11	PACHECO, ALPHONSE	384.00
09/30/11	PETERSON, MARK	644.00
09/30/11	PETERSON, ROBERT	3,018.22
09/30/11	PLACE, ANDREA	2,679.21
09/30/11	POWERS, KENNETH	216.00
09/30/11	RAINEY, JAMES	678.00
09/30/11	RANK, NATHAN	816.00
09/30/11	RANK, PAUL	864.00
09/30/11	RAVENWALD, CORINNE	210.00
09/30/11	REYNOSO, ANGEL	168.00
09/30/11	RICE, CHRISTOPHER	927.50
09/30/11	RODRIGUEZ, ROBERTO	312.00
09/30/11	SCHULTZ, JEROME	192.00
09/30/11	SEDLACEK, JEFFREY	2,821.12
09/30/11	STREFF, MICHAEL	2,799.35
09/30/11	SVENDSEN, RONALD	2,828.26
09/30/11	WESSELS, TIMOTHY	258.00
09/30/11	WHITE, JOEL	484.50
09/30/11	GERVAIS-JR, CLARENCE	3,867.86
09/30/11	LUKIN, STEVEN	4,475.33
09/30/11	ZWIEG, SUSAN	2,234.16
09/30/11	KNUTSON, LOIS	2,034.95
09/30/11	NIVEN, AMY	1,411.62
09/30/11	PRIEFER, WILLIAM	2,713.17
09/30/11	BRINK, TROY	2,288.55
09/30/11	BUCKLEY, BRENT	1,986.95
09/30/11	DEBILZAN, THOMAS	2,125.35
09/30/11	EDGE, DOUGLAS	2,114.20
09/30/11	HAMRE, MILES	1,440.00
09/30/11	JONES, DONALD	2,135.35
09/30/11	MEISSNER, BRENT	1,930.15
09/30/11	NAGEL, BRYAN	3,408.40
09/30/11	OSWALD, ERICK	2,347.97
09/30/11	RUNNING, ROBERT	2,333.35
09/30/11	TEVLIN, TODD	2,135.35
09/30/11	BURLINGAME, NATHAN	2,006.40
09/30/11	DUCHARME, JOHN	2,713.98
09/30/11	ENGSTROM, ANDREW	2,530.95
09/30/11	JACOBSON, SCOTT	2,484.80
09/30/11	JAROSCH, JONATHAN	3,191.34
09/30/11	KREGER, JASON	3,190.17

09/30/11	KUMMER, STEVEN	3,239.20
09/30/11	LINDBLOM, RANDAL	2,713.97
09/30/11	LOVE, STEVEN	3,281.20
09/30/11	THOMPSON, MICHAEL	4,028.26
09/30/11	ZIEMAN, SCOTT	188.15
09/30/11	KONEWKO, DUWAYNE	4,390.46
09/30/11	SCHOENECKER, LEIGH	1,554.15
09/30/11	EDSON, DAVID	2,170.59
09/30/11	HINNENKAMP, GARY	2,138.46
09/30/11	MARUSKA, MARK	3,183.11
09/30/11	NAUGHTON, JOHN	2,125.35
09/30/11	NORDQUIST, RICHARD	2,127.66
09/30/11	SCHINDELDECKER, JAMES	7,258.83
09/30/11	BIESANZ, OAKLEY	1,295.49
09/30/11	DEAVER, CHARLES	522.41
09/30/11	GERNES, CAROLE	511.88
09/30/11	HAYMAN, JANET	1,212.17
09/30/11	HUTCHINSON, ANN	2,622.79
09/30/11	SOUTTER, CHRISTINE	228.38
09/30/11	WACHAL, KAREN	879.08
09/30/11	GAYNOR, VIRGINIA	3,211.95
09/30/11	KROLL, LISA	1,882.15
09/30/11	SINDT, ANDREA	2,013.80
09/30/11	THOMPSON, DEBRA	752.86
09/30/11	EKSTRAND, THOMAS	3,800.52
09/30/11	FINWALL, SHANN	3,202.16
09/30/11	MARTIN, MICHAEL	2,682.95
09/30/11	BRASH, JASON	2,259.75
09/30/11	CARVER, NICHOLAS	3,211.95
09/30/11	FISHER, DAVID	3,778.99
09/30/11	SWAN, DAVID	2,738.95
09/30/11	WELLENS, MOLLY	1,742.34
09/30/11	ALLEN, KATELYN	267.75
09/30/11	BERGER, STEPHANIE	323.01
09/30/11	BETHEL III, CHARLES	78.63
09/30/11	BJORK, BRANDON	336.00
09/30/11	GERMAIN, BRADY	96.00
09/30/11	JANASZAK, MEGHAN	141.06
09/30/11	MILTON, SCOTT	47.50
09/30/11	ROBBINS, AUDRA	2,847.74
09/30/11	ROBBINS, CAMDEN	82.00
09/30/11	SCHALLER, SCOTT	118.25
09/30/11	SCHALLER, TYLER	29.00
09/30/11	TAYLOR, JAMES	2,466.23
09/30/11	ADAMS, DAVID	1,975.35
09/30/11	GERMAIN, DAVID	2,134.59
09/30/11	HAAG, MARK	2,288.56
09/30/11	KLOOZ, AUSTIN	920.00
09/30/11	SCHULTZ, SCOTT	3,060.34
09/30/11	ANZALDI, MANDY	1,262.21
09/30/11	BRENEMAN, NEIL	1,603.71
09/30/11	CRAWFORD - JR, RAYMOND	482.20
09/30/11	EVANS, CHRISTINE	1,510.72
09/30/11	GLASS, JEAN	2,103.68
09/30/11	HER, PETER	261.10
09/30/11	HOFMEISTER, MARY	838.06
09/30/11	HOFMEISTER, TIMOTHY	428.13
09/30/11	KULHANEK-DIONNE, ANN	343.63
09/30/11	OLSON, SANDRA	70.00
09/30/11	PELOQUIN, PENNYE	645.96
09/30/11	PENN, CHRISTINE	2,199.26
09/30/11	SHERRILL, CAITLIN	687.44
09/30/11	STARK, SUE	231.25
09/30/11	VANG, KAY	198.81

	09/30/11	VUE, LOR PAO	204.00
	09/30/11	ANDERSON, MAXWELL	230.00
	09/30/11	BAUDE, SARAH	73.00
	09/30/11	BUCKLEY, BRITTANY	174.70
	09/30/11	BUTLER, ANGELA	34.00
	09/30/11	CRANDALL, KRISTA	109.48
	09/30/11	DAYTON, HEATHER	50.00
	09/30/11	DEMPSEY, BETH	214.63
	09/30/11	DUNN, RYAN	1,109.94
	09/30/11	ERICKSON-CLARK, CAROL	49.00
	09/30/11	FONTAINE, KIM	122.50
	09/30/11	GRUENHAGEN, LINDA	353.50
	09/30/11	HANSEN, HANNAH	134.60
	09/30/11	HASSAN, KIANA	124.80
	09/30/11	HEINRICH, SHEILA	608.00
	09/30/11	HOLMBERG, LADONNA	392.50
	09/30/11	HORWATH, RONALD	2,589.01
	09/30/11	IVES, RANDY	230.00
	09/30/11	JOHNSON, BARBARA	97.30
	09/30/11	KOHLER, ROCHELLE	90.00
	09/30/11	KOLLER, NINA	47.50
	09/30/11	KRONHOLM, KATHRYN	761.38
	09/30/11	LAMSON, ELIANA	72.00
	09/30/11	MCCANN, NATALIE	19.00
	09/30/11	NADEAU, KELLY	16.20
	09/30/11	NELSON, ELEONOR	50.00
	09/30/11	PROESCH, ANDY	305.79
	09/30/11	RESENDIZ, LORI	2,129.22
	09/30/11	RICHTER, DANIEL	113.40
	09/30/11	RONNING, ISAIAH	184.80
	09/30/11	ROTH, DEEPALI	90.00
	09/30/11	SCHREIER, ROSEMARIE	157.25
	09/30/11	SMITH, ANN	162.40
	09/30/11	SMITLEY, SHARON	259.00
	09/30/11	THORWICK, MEGAN	51.45
	09/30/11	TREPANIER, TODD	432.00
	09/30/11	TUPY, HEIDE	91.60
	09/30/11	TUPY, MARCUS	285.00
	09/30/11	WARNER, CAROLYN	396.00
	09/30/11	BOSLEY, CAROL	97.50
	09/30/11	BEHAN, JAMES	1,988.19
	09/30/11	COLEMAN, PATRICK	135.00
	09/30/11	DOUGLASS, TOM	1,320.90
	09/30/11	FULFORD, ZAHKIYA	94.25
	09/30/11	LONETTI, JAMES	480.00
	09/30/11	MALONEY, SHAUNA	195.00
	09/30/11	PRINS, KELLY	1,448.95
	09/30/11	REILLY, MICHAEL	2,248.82
	09/30/11	SCHULZE, KEVIN	420.00
	09/30/11	THOMPSON, BENJAMIN	487.13
	09/30/11	VANG, PETER	72.50
	09/30/11	AICHELE, CRAIG	2,196.23
	09/30/11	PRIEM, STEVEN	2,390.15
	09/30/11	WOEHRLE, MATTHEW	2,804.55
	09/30/11	BERGO, CHAD	2,651.63
	09/30/11	FOWLDS, MYCHAL	3,469.86
	09/30/11	FRANZEN, NICHOLAS	2,601.28
9984899	09/30/11	AYD, GWEN	45.00
9984900	09/30/11	BOEHM, BRIAN	15.00
9984901	09/30/11	CATTANACH, SETH	45.00
9984902	09/30/11	COLLOVA, MATT	36.00
9984903	09/30/11	FEIST, ASHLEY	78.00
9984904	09/30/11	LUBKE, COLLEEN	189.00
9984905	09/30/11	MASON, KYLE	96.00

9984906	09/30/11	MEISSNER, MICHAEL	49.50
9984907	09/30/11	MIELZAREK, MAGGIE	78.00
9984908	09/30/11	MUELLNER, CHADD	202.50
9984909	09/30/11	O'BRIEN, PATRICIA	82.50
9984910	09/30/11	O'BRIEN, REBECCA	75.00
9984911	09/30/11	PETERSON, HAYLIE	65.00
9984912	09/30/11	ROKKE, MARINA	78.00
9984913	09/30/11	VUKICH, CANDACE	76.88
9984914	09/30/11	YANG, CHINU	126.00
9984915	09/30/11	VANG, TIM	230.50
9984916	09/30/11	FLUEGEL, LARISSA	37.75
9984917	09/30/11	MCLAURIN, CHRISTOPHER	141.90
9984918	09/30/11	ROSTRON, ROBERT	800.30
9984919	09/30/11	STEFFEN, MICHAEL	87.00
			505,298.22

**AGENDA REPORT**

**TO:** Jim Antonen, City Manager  
**FROM:** Karen Guilfoile, City Clerk  
**DATE:** October 3, 2011  
**RE:** Application for Temporary Gambling for the Church of the Presentation of the Blessed Virgin Mary

**Introduction**

Fr. Mark A. Huberty representing Church of the Presentation of the Blessed Virgin Mary has submitted an application for a temporary gambling permit. This is for the Turkey Bingo annual event that will be held in the school gym located at 1725 Kennard Street on November 19, 2011 from 4:00 p.m. to 11:00 p.m.

In order for the State of Minnesota to issue a temporary gambling permit, approval of the following resolution from the City is required:

***RESOLUTION***

*BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the temporary gambling permit for lawful gambling is approved for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street, to be used on November 19, 2011.*

*FURTHERMORE, that the Maplewood City Council waives any objection to the timeliness of application for said permit as governed by Minnesota Statute §349.213.*

*FURTHERMORE, that the Maplewood City Council requests that the Gambling Control Division of the Minnesota Department of Gaming approve said permit application as being in compliance with Minnesota Statute §349.213.*

*NOW, THEREFORE, be it further resolved that this Resolution by the City Council of Maplewood, Minnesota, be forwarded to the Gambling Control Division for their approval.*

**Recommendation**

It is recommended that the Council approve the above application for a temporary gambling permit.

AGENDA REPORT

**TO:** James W. Antonen, City Manager

**FROM:** Gayle Bauman, Finance Manager

**RE:** **AUTHORIZATION TO DISPOSE OF OLD FINANCIAL RECORDS**

**DATE:** October 10, 2011

Annually the City disposes of financial records that have passed their legally required retention period. However, before the records can be destroyed, the City is required by law to submit the attached application for approval to the State. The application has been submitted and approved by the Minnesota Historical Society. It is recommended that the attached resolution be adopted so that the appropriate financial records can be destroyed.

*RESOLUTION*

WHEREAS, M.S.A. 138.17 governs the destruction of city records; and

WHEREAS, a list of records has been presented to the Council with a request in writing that destruction be approved by the Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA;

1. That per state law, the Finance Manager has applied to the Minnesota State Historical Society for an order authorizing destruction of the records as described in the attached list.
2. That the State has approved the Application for Authority to Dispose of Records and the Finance Manager is hereby authorized and directed to destroy the records listed.



# MINNESOTA HISTORICAL SOCIETY

## STATE ARCHIVES DEPARTMENT

### APPLICATION FOR AUTHORITY TO DISPOSE OF RECORDS

FOR USE BY RECORDS PANEL

Application No.

Date

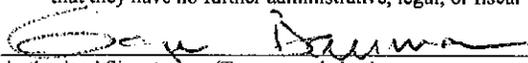
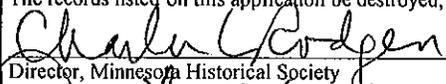
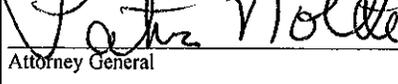
011-080

4/20/2011

#### Instructions:

1. This form does not provide continuous authority to dispose of similar records and cannot be used to approve a records retention schedule.
2. Complete original and three copies. Photocopies are acceptable.
3. Complete items 1 through 6 and item 8. Use reverse side to continue records description. If more space is needed, use plain paper.
4. Send original and two copies to the State Archives Department, 345 Kellogg Boulevard West, St. Paul, MN 55102-1906.
5. Retain one copy until your approved copy is returned. The approved copy will be your authority to dispose of records. It should be retained permanently.
6. Additional copies of this form are available from the address above or by telephoning (651) 259-3260. (FAX: (651) 296-9961).

**NOTE: Laws of 1971, Chapter 529, Section 3 reads as follows: "It is the policy of the legislature that the disposal and preservation of public records be controlled exclusively by Minnesota Statutes, Chapter 138 and by this act, thus, no prior, special or general statute shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed by such chapter or by this act and no general or special statute enacted subsequent to this act shall be construed to authorize or prevent the disposal of public records at a time or in a manner different than prescribed in chapter 138 or in this act unless it expressly exempts such records from the provision of such chapter and this act by specific reference to this section."**

1. Agency or Office <b>City of Maplewood</b>	2. Division or Section <b>Finance Department</b>	3. Quantity of Records <u>50.47</u> Cubic Feet
4. Location of Records <b>Maplewood Public Works Building</b>	5. Laws other than M.S. 138.17 that relate to the destruction or safekeeping of the records: <b>None to our knowledge</b>	
6. I certify that the records listed on this application are accurately described, and that they have no further administrative, legal, or fiscal value for this agency.  Authorized Signature (Type name below) <b>Gayle Bauman</b> <span style="float: right;">4/13/2011</span>		<b>AUTHORIZATION:</b> Under the authority of M.S. 138.17, it is hereby ordered that The records listed on this application be destroyed, except as shown in item 7.  <u>20 April 2011</u> Director, Minnesota Historical Society <span style="float: right;">Date</span>
Name <b>Finance Manager</b>	Date <b>651-249-2902</b>	 <u>8-1-11</u> Legislative or State Auditor <span style="float: right;">Date</span>
Title	Phone	 <u>8-29-11</u> Attorney General <span style="float: right;">Date</span>

7. Exceptions to Destruction. (For use by Records Disposition Panel).

8. Description of Records. Describe each record series or type of record separately. Number each series, beginning with "1".

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates
1	<b>FINANCIAL RECORDS (6-year retention)</b> A/P Check Register Original Bank Statements/Bank reconciliation Original Deposit Slips Original Cancelled A/P checks Original Receipts Original Journal Entry Books Original Budget Changes Documentation Original	2003 & 2004 2002 & 2003 2002 & 2003 2002 & 2003 2003 & 2004 2003 & 2004 2003 & 2004

A. Item No.	B. Name of record, form numbers, content, usage, arrangement, original duplicate, or microfilmed.	C. Inclusive Dates
1 cont.	FINANCIAL RECORDS (6-year retention), Continued Charitable Gambling Original ACH/Wires Original Ambulance Month End Reports Original A/R/MIS/DEV Billing Records Original Ambulance Remits Original	2003 2001, 02 & 03 2002 & 2003 2003 2002 & 2003
2	FINANCIAL RECORDS (10-year retention) Paid Invoices & Claim Vouchers Original	1999 & 2000
3	PAYROLL RECORDS (6-year retention) P/R Leave Hours Report Original Time Sheets Original P/R Check Register Original Cancelled P/R Checks Original Quarterly P/R Reports Original Garnishments Original P/R Deductions – UW, W-2, W-4 Forms Original Pay Rate Documentation Original	2003 & 2004 2003 & 2004 2003 & 2004 2003 & 2004 2003 & 2004 2003 2003 2003
4	PAYROLL RECORDS (10-year retention) Payroll reports (qly, State W/H, Federal, and FICA Original	1999

AGENDA REPORT

**TO:** City Manager

**FROM:** Finance Manager

**RE:** Approval of Annual Maplewood Historical Society Payment

**DATE:** October 3, 2011

**INTRODUCTION**

On September 11, 2001 the City Council approved a motion to include a \$2,000 payment to the Maplewood Historical Society in the city's budget each year. This annual payment has been incorporated in the 2011 Budget.

This year's payment of \$2,000 needs to be authorized.

**RECOMMENDATION**

Council authorization is needed annually to make the \$2,000 payment because it is not a required payment. We are asking the council to approve the payment for 2011.

AGENDA REPORT

**To:** City Manager  
**From:** Finance Manager  
**Date:** October 3, 2011  
**Re:** Approval of Rates for Police and Fire Services Provided to the City of Landfall for 2012

---

**BACKGROUND**

Contracts were executed in 2005 between the cities of Maplewood and Landfall for the provision of police and fire services by Maplewood for Landfall. Rates were established at that time for the year 2006, with provision for increases based on the Consumer Price Index (CPI) or such other index as was deemed appropriate by the Maplewood Finance Department.

Based on the Consumer Price Index, the following rates are recommended which represents a 1.8% increase:

	<b><u>Police</u></b>	<b><u>Fire</u></b>
2011 Annual Rate	\$119,480	\$11,411
2012 Recommended Annual Rate	\$121,630	\$11,620

**RECOMMENDATION:**

Staff recommends approval of the above rates for 2012.

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
**SUBJECT:** **Consider Approval of Contract with Charles Bethel for 2012 Human Resources Attorney Services**  
**DATE:** October 4, 2011

**INTRODUCTION/ BACKGROUND**

The City of Maplewood has retained the services of Chuck Bethel as the Human Resources Attorney since the middle of 2006. Mr. Bethel is currently operating under a contract that expires at the end of 2011. The current agreement with Mr. Bethel has an automatic renewal clause that required notice to Mr. Bethel by September 30<sup>th</sup> that the City intended to not renew or revise the agreement. The City Manager notified Mr. Bethel in September that the City intended to renegotiate the terms of his service, but wished to retain him under new contract conditions.

The preliminary budget approved by the City Council in establishing the maximum levy called for a reduction in the services provided by Mr. Bethel. The current 2011 contract calls for Mr. Bethel to provide 1,020 hours per year and to office at City Hall at least two days per week. Due to the need to reduce operating costs as part of the 2012 Budget, the City Manager's Budget Team recommended a reduction in Mr. Bethel' service. It should be noted that there is satisfaction with Mr. Bethel's service and this reduction is only for financial reasons.

The proposed contract for 2012, proposes that Mr. Bethel reduce his time to a single day per week for the first eight months of 2012 and then resume to at least two days per week for the remaining four months of 2012. This provision is provided due to the likely additional services needed for Mr. Bethel to serve with Chuck Ahl on the negotiating team since all employment contracts with the City's seven Bargaining Groups all expire at the end of 2012. The current contract with Mr. Bethel provides for an annual payment of \$79,200.00 plus various benefits such as office and support materials. The current agreement reduces this amount to \$60,000, plus eliminates a number of the support material and office benefits. An additional amount of \$10,000 is available as Extra Time to supplement usage of Mr. Bethel's service above the base amount provided in the contract.

**RECOMMENDATION**

It is recommended that the City Council approve the attached contract with Charles Bethel for 2012 as Human Resources Attorney and authorize the Mayor and City Manager to execute said contract. .

## Attachments:

1. Contract for Attorney Services

## City of Maplewood Contract for Attorney Services

This AGREEMENT entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, (the “Effective Date”) by and between the City of Maplewood, Minnesota (hereinafter referred to as “City”) and Charles E. Bethel (hereinafter referred to as “Bethel” or “Attorney”).

WHEREAS, in 2006 the City originally put forth a Request for Proposals (“RFP”) to contract out its legal services for 2 years and in response to that RFP retained Attorney as its City Attorney for Human Resources, Employment and Labor Relations on or about September 11, 2006; and

WHEREAS, the City has found Attorney’s performance as City Attorney to be competent and professional and has continued to retain his services; and

WHEREAS, the City’s original term of two years as set forth in the RFP expired, as has the extensions of the contract through 2011; and

WHEREAS, the City believes it is in the best interests of the City to maintain consistency in its legal representation; and

WHEREAS, the City now desires to enter into a contract for the continued services of Attorney as City Attorney to assure his continued performance of that position through 2012; and

WHEREAS, Attorney is agreeable to entering into a contract with the City pursuant to the understated proposed terms and conditions

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

### Section 1. Duties

The City hereby agrees to retain Attorney as the City Attorney for Human Resources, Employment and Labor Relations to perform the functions and duties of City Attorney and such other legally permissible and proper functions and duties as the City Manager and City Council from time to time shall assign. Said duties shall be consistent with and guided by the course-of-conduct established through the previous period of representation, and the parties hereto agree that while the established duties have been mutually satisfactory, the parties agree that due to budget constraints requiring a cut in funds available to pay for said services, that the services previously provided shall be reduced as set out more fully herein. While the term of service shall be for the entire year of 2012, the parties agree that for the latter part of the year, from September 1, 2012 through December 31, 2012, Attorney shall still be available 16 hours per week and generally perform at the same level and in the same manner that he has in the past with regard to contract negotiations, drafting and final editing of the labor agreements with all the collective bargaining units for the City. However, from January 1, 2012 through August 31, 2012 Attorney shall be available on a more limited basis as follows: (a)

Attorney will maintain office hours of one day per week. It is anticipated that Attorney will be available for 8 hours at City Hall on Tuesdays, although the Parties may mutually agree on another day if so desired; and (b) Attorney shall remain part of the management team and attend the Tuesday morning staff meetings and also continue to co-chair the Safety Committee on behalf of management. In addition to this time commitment, Attorney shall also remain available for consultation, drafting of documents, meetings, mediations, trainings, grievances, contract interpretation disputes, investigations, hearings, back-up for the other City Attorney as needed, and other duties pursuant to past pattern and practice, in person and/or via phone, fax and email for up to an additional 3 hours per week as needed. For any time required beyond this allotted time (hereafter "Extra Time") during the period from January 1, 2012 through August 31, 2012 the City will pay Attorney \$125.00 per hour. For the first \$10,000.00 of such Extra Time, Attorney shall work any such Extra Time at the verbal request of the Human Resources Coordinator, the Assistant City Manager or the City Manager. However, any additional such Extra Time shall only be paid if Attorney has received written approval in advance from the City Manager or Assistant City Manager. Additionally, Attorney will "bank" any prepaid hours not used from January through August pursuant to this Agreement, so that if a project/grievance or other matter arises that may require a larger portion of Attorney's time, Attorney shall use up any available "banked" time before seeking approval to bill any Extra Time. The City may also borrow ahead on the time allotted for January through August, as needed, to cover any extraordinary time needs for Attorney that may arise.

#### Section 2. Term

It is agreed the term of services shall be January 1, 2012 through December 31, 2012.

#### Section 3. Salary

The City agrees to pay Attorney for his services rendered pursuant hereto at an annual base rate of \$60,000.00 per year, payable to attorney in the same manner as it is currently paid - in monthly installments of \$5,000.00. Additionally, the City shall pay Attorney for Extra Time as set forth above, and has pre-allocated another \$10,000.00 towards such payment. Attorney shall track and invoice City monthly for any such Extra Time and City shall also pay such invoices monthly. The City shall continue to rent Attorney his same office space including computer, printer, fax and normal office services and supplies for \$225.00 per month, but Attorney shall provide his own cell phone. The City shall also provide Attorney a single membership at the Maplewood Community Center (MCC) so long as Attorney maintains usage of the MCC at eight times per month in the same manner as required by other employees.

#### General Provisions

- A. The text herein shall constitute the entire Agreement between the parties hereto.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Attorney.

C. If any provision or portion thereof contained in this Agreement shall be held unconstitutional, invalid or unenforceable, it shall be deemed severable and the remainder of this Agreement shall not be affected and shall remain in full force and effect.

D. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City to terminate the services of Attorney at any time, because of malfeasance, nonfeasance or gross misconduct.

IN WITNESS WHEREOF, the parties here to have signed and executed this Agreement, both in duplicate, effective on the day and year first above written.

CITY OF MAPLEWOOD

ATTORNEY

\_\_\_\_\_

\_\_\_\_\_

Jim Antonen, City Manager

Charles E. Bethel

\_\_\_\_\_

Will Rossbach, Mayor

## AGENDA REPORT

**To:** James Antonen, City Manager  
**From:** Michael Thompson, City Engineer/ Dep. Public Works Director  
**Subject:** **Approval of Resolution Accepting Donation from Home Depot**  
**Date:** September 29, 2011

### INTRODUCTION

The Maplewood Public Works Department has received 2 pallets of Patch Master Lawn Repair Mix from Home Depot. Recognizing this donation and its acceptance is requested.

### DISCUSSION

The Maplewood Home Depot store had 2 pallets of Patch Master, a mulch, seed, and fertilizer mix that were nearing their expiration date and could no longer be sold. Home Depot donated the patch mix to the City for use in the parks. The Parks maintenance crew will use the patch mix to patch bare spots on soccer and ball fields in Goodrich Park, Afton Park and Geranium Park.

The patch mix has been provided to us free of charge; but the estimated dollar value of the donation is approximately \$1,000.

City Council approval is required for us to accept this donation.

### RECOMMENDATION

It is recommended that City Council adopt the attached resolution accepting this donation from Home Depot.

Attachments:

- 1) Resolution

**RESOLUTION AUTHORIZING GIFT TO CITY**

WHEREAS, Maplewood is AUTHORIZED to receive and accept grants, gifts and devices of real and personal property and maintain the same for the benefit of the citizens and pursuant to the donor's terms if so-prescribed, and;

WHEREAS, Home Depot (Maplewood), wishes to grant the City of Maplewood the following: 2 pallets of Patch Master Lawn Repair Mix, and;

WHEREAS, Home Depot., has instructed that the City will be required to use the aforementioned for: Use in the Parks of the City of Maplewood, and;

WHEREAS, the City of Maplewood has agreed to use the subject of this resolution for the purposes and under the terms prescribed, and;

WHEREAS, the City agrees that it will accept the gift by a super majority of its governing body's membership pursuant to Minnesota Statute §465.03;

NOW, THEREFORE, BE IT RESOLVED, pursuant to Minnesota Statute §465.03, that the Maplewood City Council approves, receives and accepts the gift aforementioned and under such terms and conditions as may be requested or required.

The Maplewood City Council passed this resolution by a super majority vote of its membership on \_\_\_\_\_, 20\_\_\_\_\_.

Signed:

Signed:

Witnessed:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Mayor  
\_\_\_\_\_  
(Title)

City Manager  
\_\_\_\_\_  
(Title)

City Clerk  
\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Michael Thompson, City Engineer/ Dep. Public Works Director  
**SUBJECT:** **Stop Sign Policy Revision**  
**DATE:** September 19, 2011

### INTRODUCTION

The council will consider discontinuing the outdated stop sign policy originally adopted in 1992, and consider using best practices according to the Minnesota Manual on Uniform Traffic Control Devices.

### BACKGROUND

The City receives a handful of requests each year, mostly for installing neighborhood intersection controls such as stop signs. Proponents of stop sign installation typically present a relatively emotional appeal based on a recent accident or series of "near misses". Likewise, opponents to stop signs voice their dissatisfaction with the inconvenience, noise, pollution, and determined motorists who simply ignore or circumvent stop signs. Over the past few years the City often has installed intersection controls at the request of neighborhood residents per the current policy, only to be opposed by other residents with a dueling petition.

In 1992 a neighborhood stop sign policy (see attached) was adopted by the City to accomplish the following objectives:

1. Provide the opportunity to consider any proposal that demonstrates reasonable neighborhood support.
2. Provide information to the entire community about the proposals under consideration.
3. Provide for open discussion before the city council representing all sides of the issue.
4. Utilize the city council's and staff's time most effectively.

The following approach was then adopted in 1992 by the city council:

1. At least 12 signatures required to show neighborhood support.
2. Response mailed to requesting party about public meeting time.
3. Article published in the city newsletter about stop sign pros and cons, along with subject area of consideration.
4. Either a special meeting or regular city council meeting would serve as the open meeting for the public discussion and consideration.

### DISCUSSION

The current policy is dated and does not reflect best practices regarding regulatory intersection control and sign applications. A majority of the petitioner requests do not meet regulatory sign warrants. Research suggests that at most locations, increasing the level of intersection control will not improve safety (FHWA-RD-81-084 Stop, Yield, and No Control at Intersections).

According to the Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD), stop signs cause a substantial inconvenience to motorists and should be used only where warranted by facts and field studies. A stop sign may be warranted at an intersection where one or more of the following conditions

exist:

1. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
2. Street entering a through highway or through street;
3. Unsigned intersection in a signalized area; and/or
4. High speed, restricted view, or crash records that indicate a need for control by the STOP sign.

The following is an excerpt of guidance from the MnMUTCD for multi-way stop applications:

**GUIDANCE:**

The decision to install Multi-way stop control should be based on an engineering study.

The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
  1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and
  2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
  3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

It is important to remember that installing unwarranted intersection control signage (i.e... stop signs) does not control speed and can have a number of negative outcomes such as:

- Increased traffic noise (braking and accelerating)
  - Increased traffic speeds to make up for lost time
  - Increased automobile pollution
  - Stop compliance is poor because drivers feel it serves no purpose
  - Pedestrians get a false sense of security at the intersection because they expect all vehicles to stop when signed as such (but many drivers do not)
  - Increased costs to the local jurisdiction for sign installation, maintenance, and replacement.
- Also, there are associated costs for enforcement.

## **WORKSHOP SUMMARY**

A workshop was held with the City Council on September 26, 2011 to discuss the potential policy revisions and why they were needed (see attached presentation notes). There was a general consensus to have this item brought back to the council in October for policy revision and action. The recommendation below is consistent with that discussion.

## **RECOMMENDATION**

It is recommended that the city council eliminate the stop sign policies and procedures adopted in 1992 and instead use best practices and the proper engineering approach to sign requests which are consistent to guidelines set forth in the Minnesota Manual on Uniform Traffic Control Devices.

Attachments:

- 1) Old 1992 Stop Sign Policy/Procedure
- 2) MnMUTCD (Stop Sign Information)
- 3) Workshop Presentation Notes

AGENDA REPORT

TO: City Manager  
FROM: City Engineer  
SUBJECT: Stop Sign Request Procedure  
DATE: December 7, 1992

Each year the city receives several requests for installing or removing stop signs. These requests are usually handled on a case-by-case basis. Proponents of stop sign installation typically present a relatively emotional plea based on a recent accident or series of "near misses." Likewise, opponents to stop signs voice their dissatisfaction with the inconvenience, noise, and pollution.

The city council has asked for a plan to effectively deal with the stop sign issue. The plan must accomplish the following items:

1. Provide the opportunity to consider any proposal that demonstrates reasonable neighborhood support.
2. Provide information to the entire community about the proposals under consideration.
3. Provide for open discussion before the city council representing all sides of the issue.
4. Utilize the city council's and staff's time most effectively.

There may be a number of ways to meet these criteria. However, utilizing "in-place" resources would seem best. The following is recommended:

1. A minimum of 12 signatures required to show neighborhood support to qualify as a request.
2. A response would be sent to the requesting party indicating that a public meeting will be held the following July.
3. A special article will be published in the June Maplewood in Motion providing a discussion of stop sign pros and cons, along with a list of areas to be considered.
4. Depending on the number of requests, either a special meeting or a regular council meeting would serve as the open meeting for public discussion.

KGH

jc

PROJECT NO. Adm  
FOLDER NO. 7.136  
INITIALS \_\_\_\_\_

12-14-92

**5. Stop Sign Request Procedure**

- a. Manager McGuire presented the staff report.
- b. Councilmember Carlson moved to table this item.

Seconded by Mayor Bastian

Ayes - Councilmembers Carlson, Juker,  
Rossbach  
Nays - Councilmember Zappa

## Chapter 2B. REGULATORY SIGNS

### 2B.1 Application of Regulatory Signs

**STANDARD:**

Regulatory signs shall be used to inform road users of selected traffic laws or regulations and indicate the applicability of the legal requirements.

Regulatory signs shall be installed at or near where the regulations apply. The signs shall clearly indicate the requirements imposed by the regulations and shall be designed and installed to provide adequate visibility and legibility in order to obtain compliance.

Regulatory signs shall be retroreflective or illuminated to show the same shape and similar color by both day and night, unless specifically stated otherwise in the text discussion of a particular sign or group of signs (see Section 2A.8).

The requirements for sign illumination shall not be considered to be satisfied by street, highway, or strobe lighting.

### 2B.2 Design of Regulatory Signs

**SUPPORT:**

Most regulatory signs are rectangular, with the longer dimension vertical. The shapes and colors of regulatory signs are listed in Tables 2A-4 and 2A-5, respectively. Exceptions are specifically noted in the following Sections.

The use of educational plaques to supplement symbol signs is described in Section 2A.13.

**GUIDANCE:**

Changeable message signs displaying a regulatory message incorporating a prohibitory message that includes a red circle and slash on a static sign should display a red symbol that approximates the same red circle and slash as closely as possible.

### 2B.3 Size of Regulatory Signs

**SUPPORT:**

The Mn/DOT "Standard Signs Manual" (see Map & Manual Sales Unit, page ii) and the Federal "Standard Highway Signs" (see Government Printing Office, page ii) book contains sign sizes and letter heights for regulatory signs.

**STANDARD:**

The sizes for regulatory signs used on conventional roads, expressways, freeways, and low-volume roads, and under special conditions shall be as shown in Appendix C at the back of this Manual.

**Compliance Date: December 22, 2013**

**GUIDANCE:**

The Expressway and Freeway sizes should be used for higher-speed applications to provide larger signs for increased visibility and recognition.

**OPTION:**

The Minimum size may be used on low-speed roadways where reduced legend size would be adequate for the regulation or where physical conditions preclude the use of the other sizes.

The Oversized size may be used for those special applications where speed, volume, or other factors result in conditions where increased emphasis, improved recognition, or increased legibility would be desirable.

Signs larger than those shown in this chapter may be used (see Section 2A.12 and Appendix C).

### 2B.4 STOP Sign (R1-1, R1-3, R1-4)



**R1-1**  
750 x 750 mm  
30" x 30"



**R1-3**  
300 x 150 mm  
12" x 6"



**R1-4**  
450 x 150 mm  
18" x 6"

**STANDARD:**

When a sign is used to indicate that traffic is always required to stop, a STOP (R1-1) sign shall be used.

The STOP sign shall be an octagon with a white legend and border on a red background. Secondary legends shall not be used on STOP sign faces. If appropriate, a supplemental plaque (R1-3 or R1-4) shall be used to display a secondary legend. Such plaques shall have a white legend and border

on a red background. If the number of approach legs controlled by STOP signs at an intersection is three or more, the numeral on the supplemental plaque, if used, shall correspond to the actual number of legs controlled by STOP signs.

At intersections where all approaches are controlled by STOP signs (see Section 2B.7), a supplemental plaque (R1-3 or R1-4) shall be mounted below each STOP sign.

**Compliance Date: January 17, 2004**

**OPTION:**

The ALL WAY (R1-4) supplemental plaque may be used instead of the 4-WAY (R1-3) supplemental plaque.

**SUPPORT:**

The design and application of Stop Beacons are described in Section 4K.5.

**2B.4.1 CROSS TRAFFIC DOES NOT STOP Plaque (R1-X2)**



R1-X2  
600 x 300 mm  
24" x 12"

**OPTION:**

The CROSS TRAFFIC DOES NOT STOP sign may be used at intersections where geometric, topographic or other conditions exist and motorists approaching a STOP sign may expect cross traffic to stop. When used, it shall be installed on the same structure as the STOP sign beneath all other supplemental plaques.

**STANDARD:**

Its use shall be limited to those intersections where an engineering and traffic investigation indicate a need.

**2B.5 STOP Sign Applications**

**GUIDANCE:**

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or through street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records that indicate a need for control by the STOP sign.

**STANDARD:**

Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.1.

Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.

**GUIDANCE:**

STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.8).

**SUPPORT:**

In many low volume situations with no unusual history of intersection crashes, no control at the intersections is a cost effective strategy. Research suggests that at most locations, increasing the level of intersection control will not improve safety (see FHWA-RD-81-084 Stop, Yield and No Control at Intersections).

**GUIDANCE:**

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

**SUPPORT:**

The following are considerations that might influence the decision regarding the appropriate street upon which to install a STOP sign where two streets with relatively equal volumes and/or characteristics intersect:

- A. Stopping the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Stopping the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds;
- C. Stopping the direction that has the longest distance of uninterrupted flow approaching the intersection; and
- D. Stopping the direction that has the best sight distance to conflicting traffic.

The use of the STOP sign at highway-railroad grade crossings is described in Section 8B.7. The use of the STOP sign at highway-light rail transit grade crossings is described in Section 10C.4.

## 2B.6 STOP Sign Placement

### STANDARD:

The STOP sign shall be installed on the right side of the approach lane to which it applies. When the STOP sign is installed at this required location and the sign visibility is restricted, a Stop Ahead sign (see Section 2C.29) shall be installed in advance of the STOP sign.

The STOP sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

STOP signs and YIELD signs shall not be mounted on the same post.

### GUIDANCE:

There should be no sign mounted back-to-back with a STOP sign in a manner that obscures the shape of the STOP sign.

**Compliance Date: December 22, 2013**

### SUPPORT:

Section 2A.16 contains additional information about separate and combined mounting of other signs with STOP signs.

### GUIDANCE:

Stop lines when used to supplement a STOP sign, should be located at the point where the road user should stop (see Section 3B.16).

If only one STOP sign is installed on an approach, the STOP sign should not be placed on the far side of the intersection.

Where two roads intersect at an acute angle, the STOP sign should be positioned at an angle or shielded so that the legend is out of view of traffic to which it does not apply.

Where there is a marked crosswalk at the intersection, the STOP sign should be installed approximately 1.3 m (4 ft) in advance of the crosswalk line nearest to the approaching traffic.

### OPTION:

At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the stop control may be improved by the installation of an additional STOP sign on the left side of the road and/or the use of a stop line. At channelized intersections, the additional STOP sign may be effectively placed on a channelizing island.

### SUPPORT:

Figure 2A-2 shows examples of some typical placements of STOP signs.

## 2B.7 Multi-way Stop Applications

### SUPPORT:

Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with Multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The restrictions on the use of STOP signs described in Section 2B.5 also apply to Multi-way stop applications.

### GUIDANCE:

The decision to install Multi-way stop control should be based on an engineering study.

The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
  1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and
  2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
  3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

**OPTION:**

Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where Multi-way stop control would improve traffic operational characteristics of the intersection.

**2B.8 YIELD Sign (R1-2)**



R1-2  
900 x 900 x 900 mm  
36" x 36" x 36"

**STANDARD:**

The YIELD (R1-2) sign shall be a downward-pointing equilateral triangle with a wide red border and the legend YIELD in red on a white background.

**SUPPORT:**

The YIELD sign assigns right-of-way to traffic on certain approaches to an intersection. Vehicles controlled by a YIELD sign need to slow down or stop when necessary to avoid interfering with conflicting traffic.

**2B.9 YIELD Sign Applications**

**OPTION:**

YIELD signs may be used instead of STOP signs if engineering judgment indicates that one or more of the following conditions exist:

**Compliance Date: January 11, 2011**

- A. When the ability to see all potentially conflicting traffic is sufficient to allow a road user traveling at the posted speed, the 85th-percentile speed, or the statutory speed to pass through the intersection or to stop in a reasonably safe manner.
- B. If controlling a merge-type movement on the entering roadway where acceleration geometry and/or sight distance is not adequate for merging traffic operation.

- C. At the second crossroad of a divided highway, where the median width is 9 m (30 ft) or greater. A STOP sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
- D. At an intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.

**STANDARD:**

A YIELD (R1-2) sign shall be used to assign right-of-way at the entrance to a roundabout intersection.

**2B.10 YIELD Sign Placement**

**STANDARD:**

The YIELD sign shall be installed on the right side of the approach to which it applies. YIELD signs shall be placed on both the left and right sides of approaches to roundabout intersections with more than one lane on the signed approach where raised splitter islands are available on the left side of the approach. When the YIELD sign is installed at this required location and the sign visibility is restricted, a Yield Ahead sign (see Section 2C.29) shall be installed in advance of the YIELD sign.

The YIELD sign shall be located as close as practical to the intersection it regulates, while optimizing its visibility to the road user it is intended to regulate.

YIELD signs and STOP signs shall not be mounted on the same post.

**GUIDANCE:**

There should be no sign mounted back-to-back with a YIELD sign in a manner that obscures the shape of the YIELD sign.

**Compliance Date: December 22, 2013**

**SUPPORT:**

Section 2A.16 contains additional information about separate and combined mounting of other signs with YIELD signs.

**GUIDANCE:**

YIELD lines, when used to supplement a YIELD sign, should be located at a point where the road user should yield (see Section 3B.16).

Where two roads intersect at an acute angle, the YIELD sign should be positioned at an angle, or shielded, so that the legend is out of view of traffic to which it does not apply.

Except at roundabout intersections where there is a marked crosswalk at the intersection, the YIELD sign should be installed in advance of the crosswalk line nearest to the approaching traffic.

At a roundabout intersection, to prevent circulating vehicles from yielding unnecessarily, the face of the YIELD sign should not be visible from the circulatory roadway.

**OPTION:**

At wide-throat intersections or where two or more approach lanes of traffic exist on the signed approach, observance of the yield control may be improved by the installation of an additional YIELD sign on the left side of the road and/or the use of a yield line. At channelized intersections, the additional YIELD sign may be effectively placed on a channelizing island.

**2B.11 Yield Here to Pedestrian Signs (R1-5, R1-5a)**

This section has been removed because it is in conflict with Minnesota Statute 169.

**2B.12 In-Street Pedestrian Crossing Sign (R1-6b)**



**R1-6b**  
300 x 1100 mm  
12" x 44"

**OPTION:**

The In-Street Pedestrian Crossing (R1-6b) sign may be used to remind road users of laws regarding right of way.

**STANDARD:**

The In-Street Pedestrian Crossing sign shall only be used at mid-block locations or at intersection approaches not controlled by a STOP sign or a traffic control signal.

The In-Street Pedestrian Crossing sign shall only be installed at in-street locations. It shall not be installed on the outside shoulder nor in a parking lane.

**GUIDANCE:**

If an island (see Chapter 3G) is available, the In-Street Pedestrian Crossing sign, if used, should be placed on the island.

In order to avoid overuse, the In-Street Pedestrian Crossing sign should only be used at locations having high pedestrian crossings.

**STANDARD:**

If used, the In-Street Pedestrian Crossing (R1-6b) sign shall have a black legend and border on a white and fluorescent yellow-green background. According to State Statute, the legend STATE LAW and STOP FOR shall be included on the sign.

The In-Street Pedestrian Crossing sign shall have either the same sign message on the back side or a strip of retroreflective sheeting not less than 50 mm (2 in) in width. The color of this strip shall be the same as that of the lane line the on which the sign is placed.

If the In-Street Pedestrian Crossing sign is placed in the roadway, the sign support shall comply with the breakaway requirements of NCHRP-350, Category 2 for 70km/h (45 mph) (see Section 1A.11). The maximum mounting height from the roadway to the bottom of the sign shall be 0.6 m (2 ft).

The In-Street Pedestrian Crossing sign shall only be installed on roadways with posted speed limits of 35 mph or less and shall not impede normal through or turning traffic movements.

There shall be only one In-Street Pedestrian Crossing sign installed for each approach to marked crosswalks (see Figure 2B-2).

**GUIDANCE:**

In-Street Pedestrian Crossing signs should be mounted back-to-back only when used on two-lane, two-way roadways.

**SUPPORT:**

The Provisions of Section 2A.18 concerning mounting height are not applicable for the In-Street Pedestrian Crossing sign.

**OPTION:**

When used as an informational sign and not at pedestrian crosswalks, the In-Street Pedestrian Crossing sign may have the same legend on both sides.

The In-Street Pedestrian Crossing sign may be used seasonably to prevent damage in winter because of plowing operations, and may be removed at night if the pedestrian activity at night is minimal.

MIN Rev. 3

MIN Rev. 2

MIN Rev. 1

MIN Rev. 1

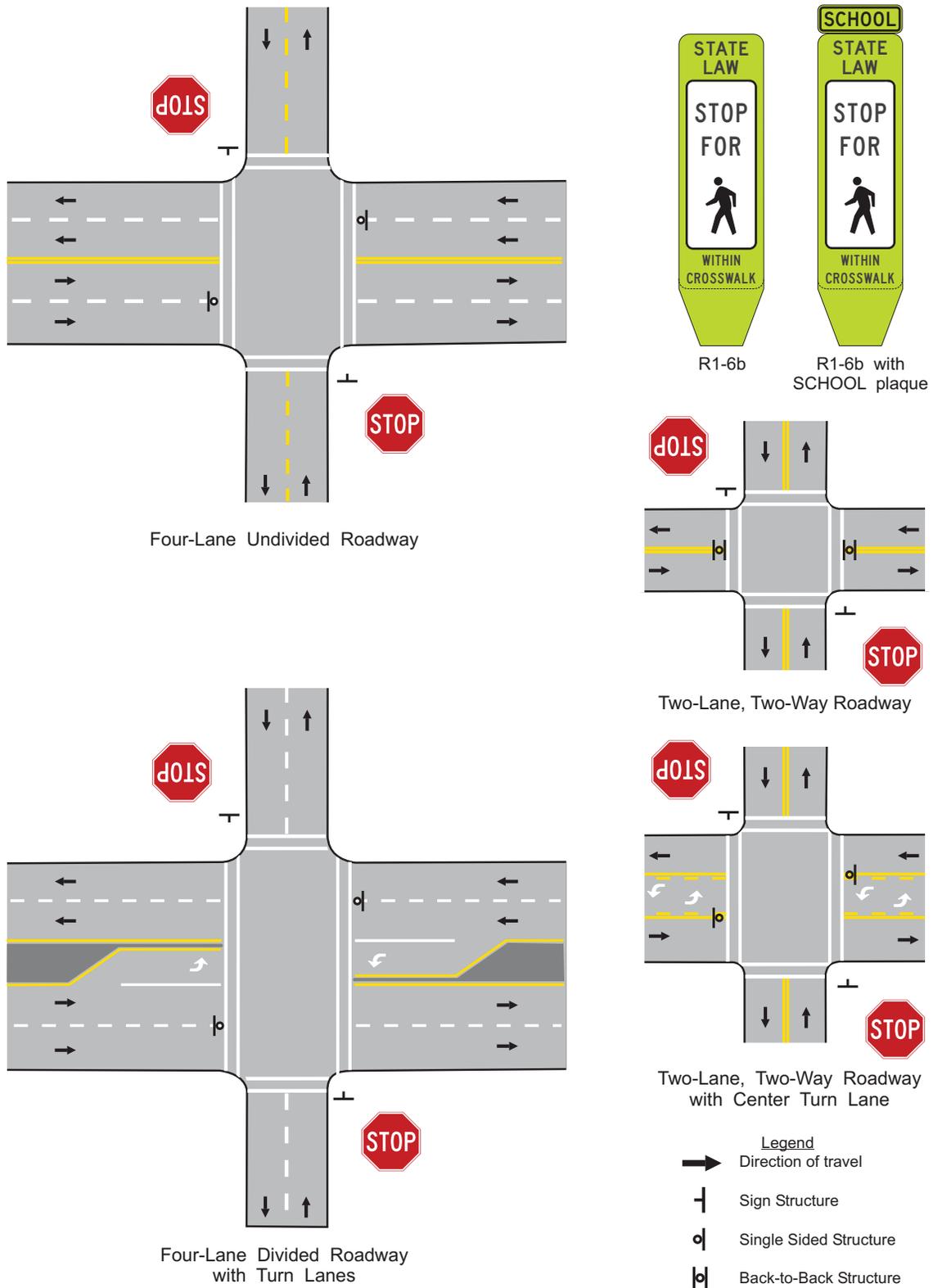


Figure 2B-2. Typical Placement of In-Street Pedestrian Crossing Signs

# Stop Sign Policy Discussion (Unwarranted Locations)



By: Michael Thompson, P.E.  
City Engineer

# MINNESOTA'S BEST PRACTICES FOR Traffic Sign Maintenance/ Management Handbook

Including Insight on How to Remove Unnecessary and Ineffective Signage

REPORT NO. 2010RIC10  
VERSION 1.1  
October 2010



Mn/DOT Research Services Section  
MS 330, 395 John Ireland Blvd.  
St. Paul, Minnesota 55155  
Phone: 651-366-3780  
Fax: 651-366-3789  
E-mail: research.dot@state.mn.us



“STOP signs have been routinely installed at hundreds of low-volume residential intersections where there is no compelling reason to stop. Also, there is no proof that these signs have ever accomplished anything other than wasting fuel.”

# Stop Sign Policy Discussion

- Objective is to solicit feedback from the council about the current policy and potential revisions.
- Current policy established in 1992:
  1. 12 signatures
  2. Mailed response with meeting date
  3. Article published in city news with stop sign pros and cons, and subject area
  4. Hold special or regular council meeting

## Stop Sign Policy Discussion

- Policy was to provide open discussion, consider any proposal with reasonable support, provide update to the entire community, and use staff and council time wisely
- The current policy does not account for best practices in regards to sign placement rather only if support is gathered for unwarranted signs

## Stop Sign Policy Discussion

- Many residents petition for stop signs (unwarranted) because they believe traffic will be slowed, it will make the neighborhood safer; however studies dispute this (FHWA-RD-81-084)
- Staff obviously reviews all requests and if regulatory signs are found to be warranted they are brought to council for approval and installed

# Stop Sign Policy Discussion

- Unwarranted stop signs:
  - Not consistent with best practices, MnMUTCD
  - Pits neighbors against neighbors  
(Atlantic/Junction petition then repetition)
  - Stop compliance is poor
  - Pedestrians get false sense of security
  - Increased operating costs for local jurisdiction  
(Annualized = \$17 per year). Plus enforcement.
  - Can increase speeds (make up for lost time)
  - Increase in pollution and braking/acceleration  
noise

# Stop Sign Policy Discussion

- **Recommendations:**
  - Follow MnMUTCD guidance for regulatory signs
  - Staff reviews requests as they come in (no petition required)
  - If unwarranted the requestor(s) would be notified
  - Warranted signs would be brought to council for approval and then installation
  - Staff is currently working on a TRAFFIC SIGN POLICY. A portion of the policy could address this issue. Policy, once drafted, would be brought to council for review and approval.
  - Operate under current policy until new one is adopted.

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Steven Love, Assistant City Engineer  
**SUBJECT:** **Project Update, July 16<sup>th</sup> Storm Clean-up and Investigation, City Project 11-19**  
**DATE:** September 29, 2011

### INTRODUCTION

The following agenda report provides the council with an update on the status of City Project 11-19, July 16<sup>th</sup> Storm Clean-up and Investigation.

### BACKGROUND / DISCUSSION

On Friday evening through Saturday morning (July 15-16) the city received 4.54 inches of rain, with a majority of that total received over a 3 hour span on Saturday morning. A 100-year storm event, which has only a 1% chance of occurring in any given year, equates to 3.8 inches of rain over a 3 hour span. So clearly the 100-year storm event was eclipsed causing many problems throughout the city. The high intensity storm event taxed the overall storm sewer networks especially the ponds and lakes which could not drain fast enough to avoid flooding and backups in the storm pipe networks.

Following the storm event 20 areas were identified that reported localized flooding issues. Please refer to the attached City Map showing the approximate general location of these areas. The City Council authorized the establishment of a budget of \$100,000 for the investigation and remediation efforts of the localized flooding issues resulting from the July 16, 2011 storm event.

City staff and S.E.H., the City's consultant, have been meeting with property owners, performing preliminary site reviews, building drainage models, researching area history, and completing design alternatives. Several of the identified areas are being reviewed together as they are part of an overall larger drainage system.

The following is a brief summary of activities completed to date:

- **Area 1** (City Hall Pond)  
**Area 17** (2260 Van Dyke Street)
  - As-built drawings have been provided to S.E.H. to review the performance of the existing ponding system and the low point on Van Dyke Street
- **Area 2** (Ivy Pond System)  
**Area 3** (Glendon Pond)  
**Area 4d** (Lakewood/McKnight Road)
  - Gathering as-built information for S.E.H. as requested to support development of a model
  - S.E.H. is coordinating with Ramsey Washington Metro Watershed District (RWMWD) for existing modeling information

- **Area 5** (Wakefield Lake)
  - RWMWD is reviewing the design of the outlet for Wakefield Lake
  - Obtained the Metropolitan Council Environmental Services (MCES) flow data for the sanitary sewer metering stations in the area of the sanitary sewer issues along Hazelwood Street and Prosperity Road
    - In process of reviewing these files
- **Area 6** (Larpenture Avenue at Sterling Street)  
**Area 4b** (Gas Station at McKnight Road and Larpenture Avenue)  
**Area 4c** (McKnight Road and Larpenture Avenue)
  - Gathering as-built information for S.E.H. as requested to support development of a model and site review
- **Area 7** (Knucklehead Lake)
  - Staff met with residents on Lark Avenue and performed a preliminary site review
  - S.E.H. has created a hydrologic/hydraulic model for the area to evaluate the response of the Knucklehead Lake system and look at potential improvement scenarios
    - S.E.H.'s model evaluates the system improvements in the overall area, from upstream of Knucklehead Lake (e.g., the ditch along T.H. 36 to the east) and downstream to the planned T.H. 36-English Street Interchange improvements
    - As-built plans have been provided to S.E.H. for the development of the model
- **Area 8** (Edgerton Pond)  
**Area 12** (Ripley)
  - Researching and reviewing past hydrologic models completed for both areas as part of past projects or previous studies
  - Gathering as-built information for S.E.H. as requested to support development of a new model
- **Area 9** (T.H. 36 Underpass)  
**Area 16** (Truck Utilities)
  - These areas are both being evaluated as part of the drainage analysis for City Project 09-08, English Street / T.H. 36 Interchange
  - Both areas will be addressed as part of the overall proposed improvement plan
- **Area 10** (1398 Myrtle Street)
  - City staff and S.E.H. met with the homeowner on September 12, 2011 to review the site conditions and interview the homeowner.
  - City staff is providing S.E.H. with as-built plans of the existing system
  - The existing system is currently under review
- **Area 11** (East Shore Drive)
  - S.E.H. performed an hydrologic/hydraulic model of the area and recommended increasing the outlet pipe size from a 3 inch PVC to a 12 inch RCP
  - **City crews completed the proposed improvement in late August 2011**

- **Area 13** (Schneider's Pond)
  - Gathering as-built information for S.E.H. as requested to support development of a model
  - Site visit to be complete in early October
  - Following site visit modeling and of the area will begin
- **Area 14** (County Road D Court)
  - RWMWD completed the repairs and mitigation needs for the road and utility washout of County Road D Court
- **Area 15** (2496 Flandrau Street)
  - City staff and S.E.H. met with the homeowner on August 20, 2011 to review the site conditions and interview the homeowner
  - City staff is providing S.E.H. with as-built plans of the existing system
  - The existing system is currently under review
- **Area 18** (2010 County Road B East)
  - City staff and S.E.H. met with the homeowner on September 6, 2011 to review the site conditions and interview the homeowner
  - City staff is providing S.E.H. with as-built plans of the existing system
  - The existing system is currently under review
- **Area 19** (2324 Holloway Avenue)
  - City staff and S.E.H. met with the homeowner on August 30, 2011 to review the site conditions and interview the homeowner
  - City staff is providing S.E.H. with as-built plans of the existing system
  - The existing system is currently under review
- **Area 20** (2482 Adele Street)
  - City staff and S.E.H. met with the homeowner on September 6, 2011 to review the site conditions and interview the homeowner
  - City staff is providing S.E.H. with as-built plans of the existing system
  - The existing system is currently under review

## SUMMARY

City staff and S.E.H. have completed the majority of the site visits and are currently in the process of reviewing the 20 identified impacted areas. The initial investigation report is anticipated to be completed by the end of October 2011. For each of the identified areas this report will include findings, conclusions, remediation recommendations, and recommendations for areas in need of further analyses. Based on the current schedule, staff plans to bring this item before the council in November.

### Attachments:

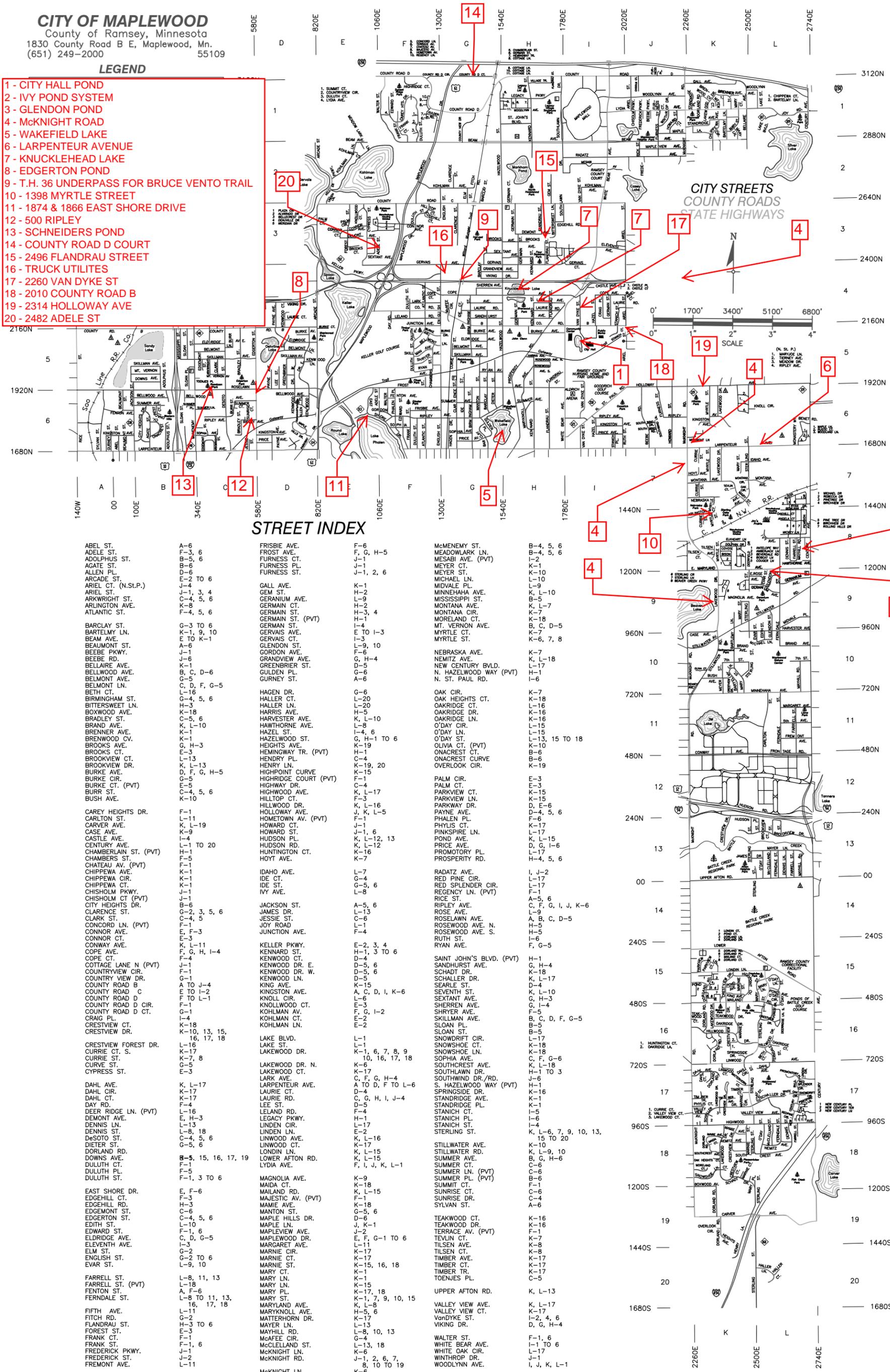
1. 2011 Flooding Issues Map

# 2011 FLOODING ISSUES

**CITY OF MAPLEWOOD**  
County of Ramsey, Minnesota  
1830 County Road B E, Maplewood, Mn.  
(651) 249-2000 55109

**LEGEND**

- 1 - CITY HALL POND
- 2 - IVY POND SYSTEM
- 3 - GLENDON POND
- 4 - McKNIGHT ROAD
- 5 - WAKEFIELD LAKE
- 6 - LARPEUTEUR AVENUE
- 7 - KNUCKLEHEAD LAKE
- 8 - EDGERTON POND
- 9 - T.H. 36 UNDERPASS FOR BRUCE VENTO TRAIL
- 10 - 1398 MYRTLE STREET
- 11 - 1874 & 1866 EAST SHORE DRIVE
- 12 - 500 RIPLEY
- 13 - SCHNEIDERS POND
- 14 - COUNTY ROAD D COURT
- 15 - 2496 FLANDRAU STREET
- 16 - TRUCK UTILITIES
- 17 - 2260 VAN DYKE ST
- 18 - 2010 COUNTY ROAD B
- 19 - 2314 HOLLOWAY AVE
- 20 - 2482 ADELE ST



**STREET INDEX**

ABEL ST.	A-6	FRISBIE AVE.	F-6	McMENEMY ST.	B-4, 5, 6
ADELE ST.	F-3, 6	FROST CT.	F, G, H-5	MEADOWLARK LN.	B-4, 5, 6
ADOLPHUS ST.	B-5, 6	FURNESS CT.	J-1	MESABI AVE. (PVT)	I-2
AGATE ST.	B-6	FURNESS PL.	J-1	MEYER CT.	K-1
ALLEN PL.	D-6	FURNESS ST.	J-1, 2, 6	MEYER ST.	K-10
ARCADE ST.	E-2 TO 6			MICHAEL LN.	L-10
ARIEL CT. (N.S.P.)	J-1, 3, 4	GALL AVE.	K-1	MIDVALE PL.	L-9
ARIEL ST.	J-1, 3, 4	GEM ST.	H-2	MINNEHAHA AVE.	K, L-10
ARKWRIGHT ST.	C-4, 5, 6	GERANIUM AVE.	L-9	MISSISSIPPI ST.	B-5
ARLINGTON AVE.	K-8	GERMAIN CT.	H-2	MONTANA AVE.	K-7
ATLANTIC ST.	F-4, 5, 6	GERMAIN ST.	H-3, 4	MONTANA CIR.	K-18
		GERMAIN ST. (PVT)	H-1	MORELAND CT.	B, C, D-5
BARCLAY ST.	G-3 TO 6	GERMAN ST.	I-4	MT. VERNON AVE.	K-7
BARTHELMY LN.	K-1, 9, 10	GERVAIS AVE.	E TO I-3	MYRTLE CT.	K-6, 7, 8
BEAM AVE.	E TO K-1	GERVAIS CT.	I-3	NEBRASKA AVE.	K-7
BEAUMONT ST.	A-6	GLENDON ST.	L-9, 10	NEITZ AVE.	K, L-18
BEEBE PKWY.	J-1	GORDON AVE.	F-6	NEW CENTURY BLVD.	L-17
BEEBE RD.	J-6	GRANDVIEW AVE.	G, H-4	N. HAZELWOOD WAY (PVT)	H-1
BELLAIRE AVE.	K-1	GREENBRIER ST.	D-5	N. ST. PAUL RD.	I-6
BELLWOOD AVE.	B, C, D-6	GURNEY ST.	A-6		
BELMONT AVE.	G-5			OAK CIR.	K-7
BELMONT LN.	C, D, F, G-5	HAGEN DR.	G-6	OAK HEIGHTS CT.	K-18
BETH CT.	L-16	HALLER CT.	L-20	OAKRIDGE CT.	L-16
BIRMINGHAM ST.	G-4, 5, 6	HALLER LN.	L-20	OAKRIDGE DR.	K-16
BITTERSWEET LN.	H-3	HARRIS AVE.	H-5	OAKRIDGE LN.	K-16
BOXWOOD AVE.	K-18	HARVESTER AVE.	K, L-10	O'DAY CIR.	L-15
BRADLEY ST.	C-5, 6	HAWTHORNE AVE.	L-8	O'DAY LN.	L-10
BRAND AVE.	K, L-10	HAZEL ST.	I-4, 6	O'DAY ST.	L-13, 15 TO 18
BRENNER AVE.	K-1	HAZELWOOD ST.	G, H-1 TO 6	OLIVIA CT. (PVT)	K-10
BRENWOOD CV.	K-1	HEIGHTS AVE.	K-19	ONACREST CT.	B-6
BROOKS AVE.	E, H-3	HENNINGWAY TR. (PVT)	H-1	OVERLOOK CIR.	K-19
BROOKS CT.	G-3	HENDRY PL.	C-4		
BROOKVIEW CT.	L-13	HENRY LN.	K-19, 20	PALM CIR.	E-3
BROOKVIEW DR.	K, L-13	HIGHPOINT CURVE	D, F, G, H-5	PALM CT.	E-3
BURKE AVE.	D, F, G, H-5	HIGHRIDGE COURT (PVT)	F-1	PARKVIEW CT.	K-15
BURKE CIR.	G-5	HILLTOP CT.	C-4	PARKVIEW LN.	K-15
BURKE CT. (PVT)	E-5	HILLWOOD DR.	K, L-17	PARKWAY DR.	D, E-6
BURR ST.	C-4, 5, 6	HOLLOWAY AVE.	J, K, L-5	PAYNE AVE.	D-6, 5, 6
BUSH AVE.	K-10	HOMETOWN AV. (PVT)	F-1	PHALEN PL.	F-6
		HOWARD CT.	J-1	PHYLIS CT.	K-17
CAREY HEIGHTS DR.	F-1	HOWARD ST.	J-1, 6	PINKSPIRE LN.	L-17
CARLTON ST.	L-11	HUDSON PL.	K, L-12, 13	POND AVE.	K, L-15
CARVER AVE.	K, L-19	HUDSON RD.	L-12	PRICE AVE.	D, G, I-6
CASE AVE.	K-9	HUDSON CT.	K-16	PROSPERITY PL.	L-17
CASTLE AVE.	I-4	HUNTINGTON CT.	K-7	PROSPERITY RD.	H-4, 5, 6
CENTURY AVE.	L-1 TO 20	HOYT AVE.	K-7		
CHAMBERLAIN ST. (PVT)	H-1	IDAHO AVE.	L-7	RADATZ AVE.	I, J-2
CHAMBERS ST.	F-5	IDE CT.	G-4	RED PINE CIR.	L-17
CHATEAU AV. (PVT)	F-1	IDE ST.	G-5, 6	RED SPLENDER CIR.	L-17
CHIPPewa AVE.	K-1	IVY AVE.	L-8	REGENCY LN. (PVT)	F-1
CHIPPewa CIR.	K-1			RICE ST.	A-5, 6
CHIPPewa CT.	K-1	JACKSON ST.	A-5, 6	RIPLEY AVE.	C, F, G, I, J, K-6
CHISHOLM PKWY.	J-1	JESSIE ST.	C-6	ROSE AVE.	L-9
CHISHOLM CT (PVT)	J-1	JOY RD.	F-4	ROSELAWN AVE.	A, B, C, D-5
CITY HEIGHTS DR.	B-6	JUNCTION AVE.	F-4	ROSEWOOD AVE. S.	H-5
CLARENCE ST.	G-2, 3, 5, 6	KELLER PKWY.	E-2, 3, 4	RUTH ST.	I-6
CLARK ST.	C-4, 5	KENARD ST.	H-1, 3 TO 6	RYAN AVE.	F, G-5
CONCORD LN. (PVT)	C-4, 5	KENWOOD CT.	D-5, 6		
CONNOR AVE.	E, F-3	KENWOOD DR. E.	D-5, 6	SAINT JOHN'S BLVD. (PVT)	H-1
CONNOR CT.	E-3	KENWOOD DR. W.	D-5	SANDHURST AVE.	G, H-4
CONWAY AVE.	K, L-11	KING AVE.	K-15	SCHADT DR.	K, L-17
COPE AVE.	F, G, H, I-4	KINGSTON AVE.	A, C, D, I, K-6	SCHALLER DR.	D-4
COPE CT.	F-4	KNOLL CIR.	E, 3	SEARLE ST.	K, L-10
COTTAGE LANE N (PVT)	F-1	KNOLLWOOD CT.	F, G	SEVENTH ST.	C, H-3
COUNTRYVIEW CIR.	F-1	KOHLMAN AV.	E, G, I-2	SHERREN AVE.	F-5
COUNTRYVIEW DR.	G-1	KOHLMAN CT.	E-2	SHRYER AVE.	F-5
COUNTY ROAD B	A TO J-4	KOHLMAN LN.	E-2	SKILLMAN AVE.	B, C, D, F, G-5
COUNTY ROAD C	E TO I-2	LAKE BLVD.	L-1	SLOAN PL.	B-5
COUNTY ROAD D	F TO L-1	LAKE ST.	L-1	SLOAN ST.	B-5
COUNTY ROAD D CIR.	F-1	LAKEWOOD DR.	K-1, 6, 7, 8, 9	SNOWDRIFT CIR.	L-17
COUNTY ROAD D CT.	G-1	LAKEWOOD DR. N.	K-6	SNOWSHOE CT.	K-18
CRAIG PL.	I-4	LAKEWOOD CT.	K-17	SNOWSHOE LN.	K-18
CRESTVIEW CT.	K-18	LAKewood DR. N.	K-6	SOPHIA AVE.	C, F, G-6
CRESTVIEW DR.	K-10, 13, 15, 16, 17, 18	LAKewood CT.	K-17	SOUTHCREST AVE.	K, L-18
		LAKewood DR. N.	K-17	SOUTHLAWN DR.	H-1 TO 3
CRESTVIEW FOREST DR.	L-16	LAKewood CT.	K-17	SOUTHWIND AV./RD.	F-5
CURRIE CT. S.	K-17	LAKewood DR.	K-1, 6, 7, 8, 9	S. HAZELWOOD WAY (PVT)	H-1
CURRIE ST.	K-7, 8	LAKewood DR. N.	K-6	SPRINGSIDE DR.	K-16
CYPRESS ST.	E-3	LAKewood CT.	K-17	STANDRIDGE AVE.	K-1
		LAKewood DR. N.	K-17	STANDRIDGE PL.	K-1
DAHL AVE.	K, L-17	LAKewood CT.	K-17	STANICH CT.	I-5
DAHL CIR.	K-17	LAKewood DR.	K-1, 6, 7, 8, 9	STANICH PL.	L-17
DAHL CT.	K-17	LAKewood DR. N.	K-6	STANICH ST.	I-4
DAY RD.	F-4	LAKewood CT.	K-17	STERLING ST.	K, L-6, 7, 9, 10, 13, 15 TO 20
DEER RIDGE LN. (PVT)	L-16	LAKewood DR.	K-1, 6, 7, 8, 9		
DEMONT AVE.	E, H-3	LAKewood CT.	K-17	STILLWATER AVE.	K-10
DENNIS LN.	L-13	LAKewood DR.	K-1, 6, 7, 8, 9	STILLWATER RD.	K, L-9, 10
DENNIS ST.	L-8, 18	LAKewood CT.	K-17	SUMMER AVE.	B, G, H-6
DESOTO ST.	C-4, 5, 6	LAKewood DR. N.	K-6	SUMMER CT.	C-6
DIETER ST.	G-5, 6	LAKewood CT.	K-17	SUMMER LN. (PVT)	C-6
DORLAND RD.	B-5, 15, 16, 17, 19	LAKewood DR.	K-1, 6, 7, 8, 9	SUMMER PL. (PVT)	B-6
DOWNES AVE.	F-1	LAKewood CT.	K-17	SUMMIT CT.	F-1
DULUTH CT.	F-5	LAKewood DR.	K-1, 6, 7, 8, 9	SUNRISE CT.	C-6
DULUTH PL.	F-1	LAKewood CT.	K-17	SUNRISE DR.	C-4
DULUTH ST.	F-1, 3 TO 6	LAKewood DR.	K-1, 6, 7, 8, 9	SYLVAN ST.	A-6
		LAKewood CT.	K-17		
EAST SHORE DR.	E, F-6	LAKewood DR. N.	K-6	TEAKWOOD CT.	K-16
EDGEHILL CT.	F-3	LAKewood CT.	K-17	TEAKWOOD DR.	K-16
EDGEHILL RD.	H-3	LAKewood DR.	K-1, 6, 7, 8, 9	TEVUN CT. (PVT)	F-1
EDGEMONT ST.	C-6	LAKewood CT.	K-17	TEVUN CT.	K-7
EDGERTON ST.	C-4, 5, 6	LAKewood DR.	K-1, 6, 7, 8, 9	TILSEN AVE.	K-8
EDITH ST.	L-10	LAKewood CT.	K-17	TILSEN CT.	K-8
EDWARD ST.	F-1, 6	LAKewood DR.	K-1, 6, 7, 8, 9	TILSEN DR.	K-17
ELDRIDGE AVE.	C, D, G-5	LAKewood CT.	K-17	TIMBER CT.	K-17
ELEVENTH AVE.	I-3	LAKewood DR.	K-1, 6, 7, 8, 9	TIMBER TR.	K-17
ELM ST.	G-2 TO 6	LAKewood CT.	K-17	TOENUES PL.	C-5
ENGLISH ST.	G-2 TO 6	LAKewood DR.	K-1, 6, 7, 8, 9		
EVAR ST.	L-9, 10	LAKewood CT.	K-17	UPPER AFTON RD.	K, L-13
		LAKewood DR.	K-1, 6, 7, 8, 9		
FARRELL ST.	L-8, 11, 13	LAKewood CT.	K-17	VALLEY VIEW AVE.	K, L-17
FARRELL ST. (PVT)	L-18	LAKewood DR.	K-1, 6, 7, 8, 9	VALLEY VIEW CT.	K-17
FENTON ST.	A, F-6	LAKewood CT.	K-17	VANDYKE ST.	I-2, 4, 6
FERNDALE ST.	L-8 TO 11, 13, 16, 17, 18	LAKewood DR.	K-1, 6, 7, 8, 9	VANDYKE ST.	D, G, H-4
		LAKewood CT.	K-17		
FIFTH AVE.	L-11	LAKewood DR.	K-1, 6, 7, 8, 9	WALTER ST.	F-1, 6
FITCH RD.	G-2	LAKewood CT.	K-17	WHITE BEAR AVE.	L-17 TO 6
FLANDRAU ST.	H-3 TO 6	LAKewood DR.	K-1, 6, 7, 8, 9	WHITE OAK CIR.	J-1
FOREST ST.	E-3	LAKewood CT.	K-17	WINTROP DR.	J-1
FOREST CT.	F-1	LAKewood DR.	K-1, 6, 7, 8, 9	WOODYNN AVE.	I, J, K, L-1
FRANK ST.	F-1, 6	LAKewood CT.	K-17		
FREDERICK PKWY.	J-1	LAKewood DR.	K-1, 6, 7, 8, 9		
FREDERICK ST.	J-2	LAKewood CT.	K-17		
FREMONT AVE.	L-11	LAKewood DR.	K-1, 6, 7, 8, 9		
		LAKewood CT.	K-17		

## MEMORANDUM

TO: James Antonen, City Manager  
 FROM: Michael Martin, ACIP, Planner  
 Chuck Ahl, Assistant City Manager  
**SUBJECT: Rolling Hills of Maplewood Mobile Home Park—Conditional Use Permit Review**  
 LOCATION: 1316 Pearson Drive  
 DATE: October 4, 2011

### INTRODUCTION

The conditional use permits for the first and second additions of the Rolling Hills Manufactured Home Park, located at 1316 Pearson Drive, are due for its annual city council review.

### BACKGROUND

On October 25, 1982, the city council approved the CUP for the Rolling Hills 1<sup>st</sup> Addition. The CUP for the 1<sup>st</sup> Addition was reconsidered on August 13, 1984 due to compliance issues during the early stages of site development.

On May 11 1987, the city council approved the CUP for the Rolling Hills 2<sup>nd</sup> Addition.

There were many subsequent reviews that followed to monitor CUP compliance during the development years.

#### Recent Council Action

On July 26, 2010, the city council approved an amendment to the Rolling Hills of Maplewood Mobile Home Park conditional use permit (CUP). This amendment allowed the park owner to place used mobile homes in the park instead of the previous requirement that all homes placed in the park be new. In addition, the council required that “all shelters and restroom facilities within shelters shall be kept sanitary and well maintained” as a result of complaints from Park residents.

Following the July 26 meeting, two residents of the Park contacted the city stating that they felt that the CUP was not being met because the Park owner removed the restrooms from the south shelter instead of repairing the facilities.

On September 13, 2010, the city council revisited the Rolling Hills CUP conditions to clarify their motion about the restroom requirement. The council moved that staff bring the CUP back for language clarification with the intent of reinforcing any of the original conditions of the CUP that might be erroneously thought to have been removed when it was revised and to call for a public hearing for the clarified CUP.

On October 11, 2010, the city council approved a revised CUP for Rolling Hills which incorporated previous conditions of approval for the Rolling Hills 1<sup>st</sup> and 2<sup>nd</sup> Additions and also a third section of conditions that apply to the entire Rolling Hills development which council approved on July 26, 2010.

## **DISCUSSION**

On July 26, 2010, the city council reviewed and revised the two original sets of CUP conditions for the 1<sup>st</sup> and 2<sup>nd</sup> Additions of Rolling Hills to delete unneeded conditions that were no longer relevant. These were conditions that pertained generally to the start up of the development, to utility installation or to site grading. Conditions relative the continued operation of the Park were kept.

One item that was not foreseen was the matter of the poor condition of the restrooms in the southerly storm shelter which was raised by park residents immediately before the July 26, 2010 meeting. That matter was addressed by the council with Condition 10 which stated that *“All shelters and restroom facilities within shelters shall be kept sanitary and well maintained.”*

The required restroom facilities have been installed in the shelters and staff is not aware of any outstanding issues since this CUP was before council last year.

## **BUDGET IMPACT**

None.

## **RECOMMENDATION**

Review the conditional use permits for 1316 Pearson Drive (Rolling Hills First and Second Additions) again in one year.

## REFERENCE INFORMATION

### SITE DESCRIPTION

Site size: 55.56 acres

Existing Use: Rolling Hills of Maplewood Mobile Home Park

### SURROUNDING LAND USES

North: Union Pacific Railroad tracks

South: Ivy Avenue and single dwellings

East: Century Avenue and single dwellings in the City of Oakdale

West: Pond View Apartments

### PLANNING

Land Use Plan: MDR (medium density residential)

Zoning: R3 (multiple dwelling residential)

p:sec24-29\Rolling Hills CUP Review\_CC\_101011

#### Attachments

1. Site/Location Map
2. Zoning Map
3. Land Use Plan Map
4. City Council Minutes, dated October 11, 2010

Priory Neighborhood Preserve

MONTANA AVE

1555

1487

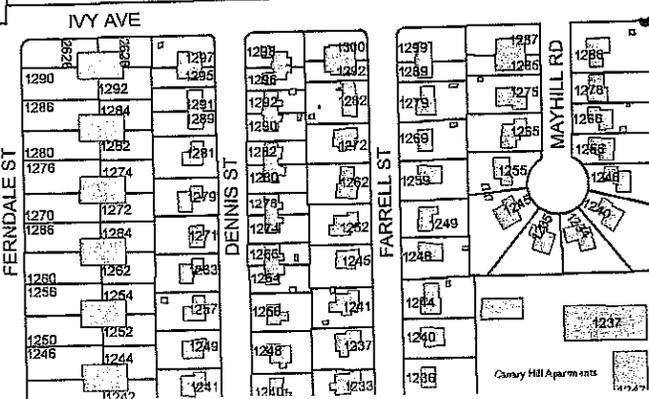
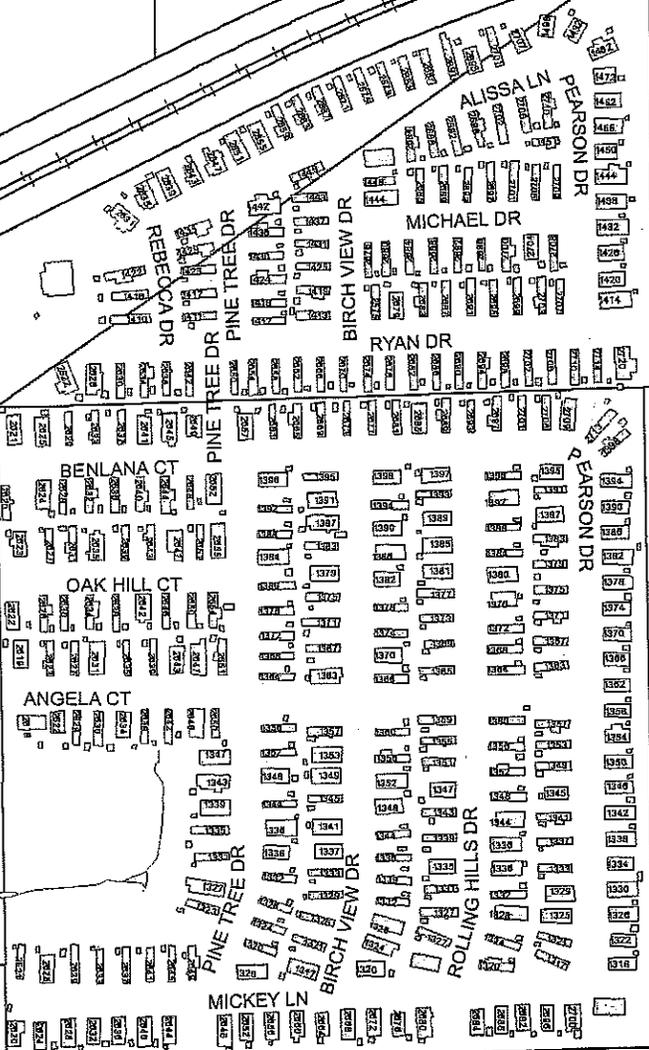
CENTURY AVE

Rolling Hills

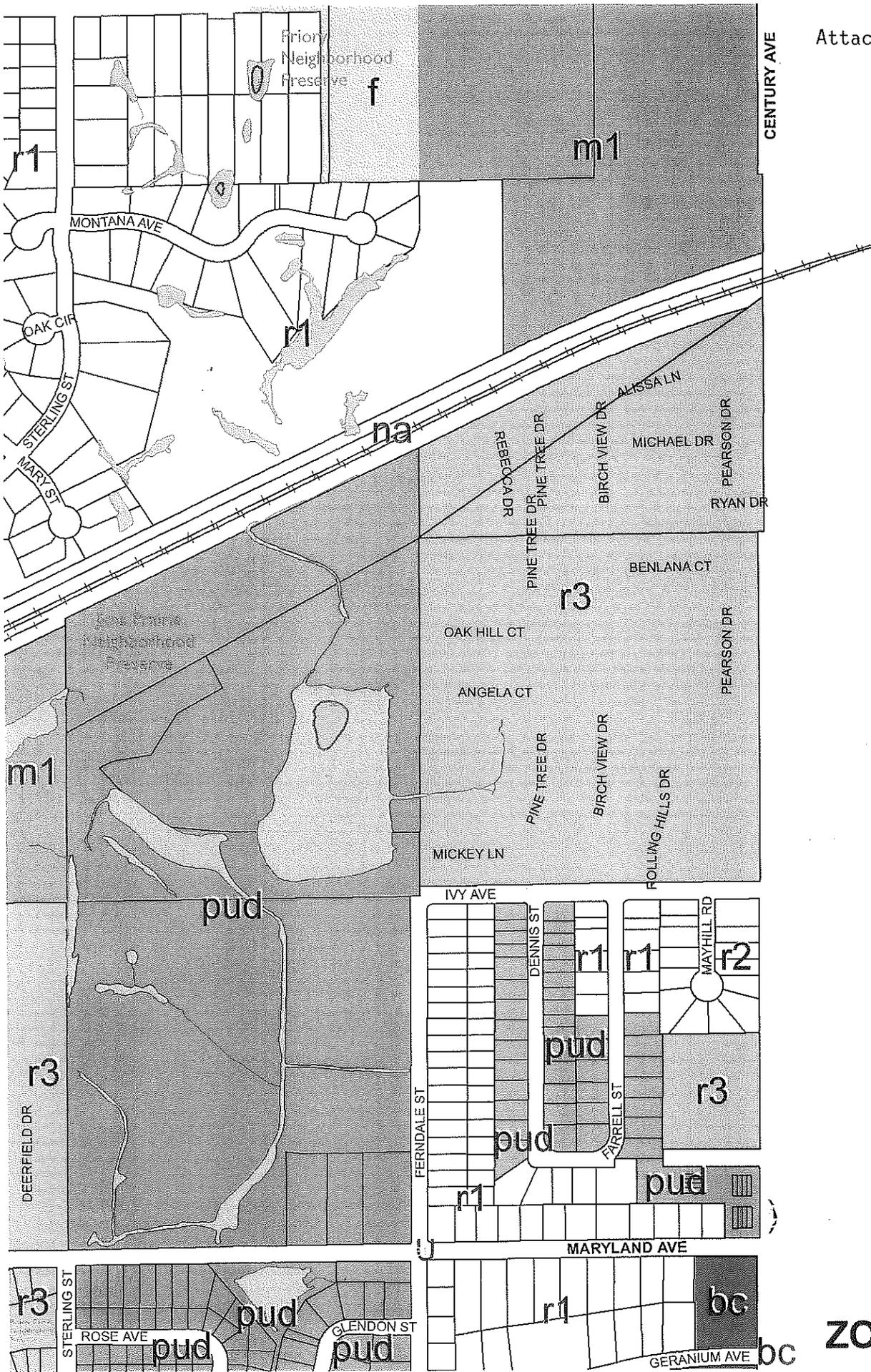
Map Date: 11/16/11  
Map by: J. P. ...

New Apartments

2585



# SITE / LOCATION MAP

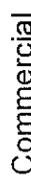
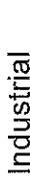
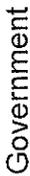


# ZONING MAP

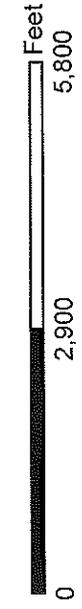
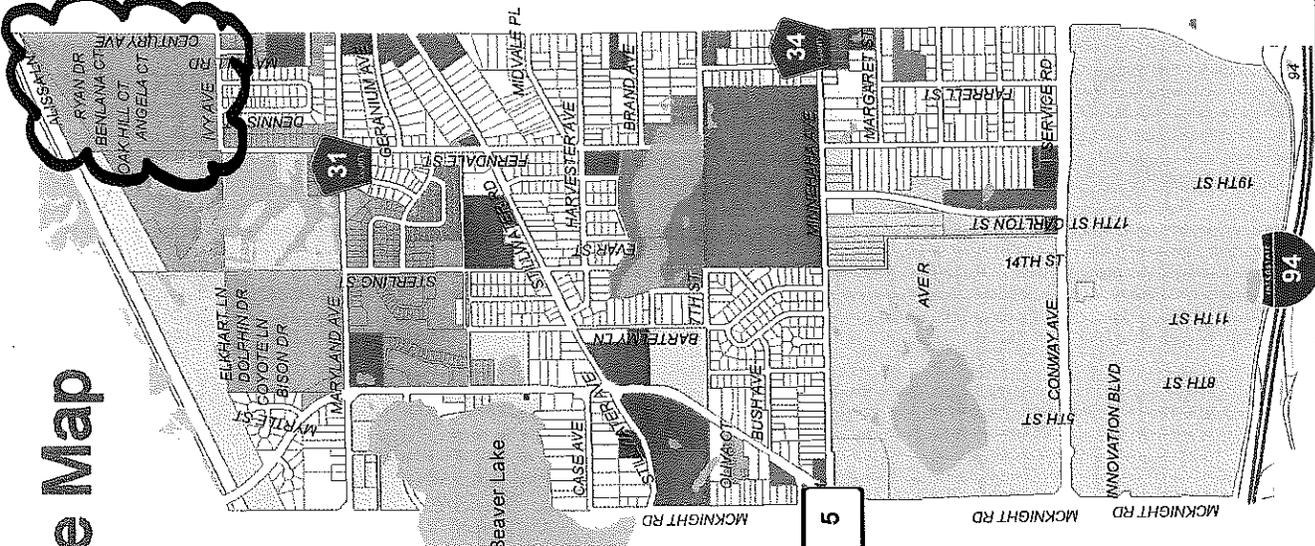
# Beaver Lake - Future Land Use Map

CITY OF MAPLEWOOD  
**2030**  
 COMPREHENSIVE PLAN

-  Rural/ Low Density Residential (0.5 - 1.5 Units per Acre)
-  Low Density Residential (2.6 - 6.0 Units per Acre)
-  Medium Density Residential (6.1 - 10.0 Units per Acre)
-  High Density Residential (10.1 - 25.0 Units per Acre)
-  Mixed Use (6.0 - 31.0 Units per Acre)

-  Commercial
-  Industrial
-  Government
-  Institutional
-  Park
-  Open Space
-  Water

Neighborhoods  
 January 25, 2010



**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 p.m., Monday, October 11, 2010  
Council Chambers, City Hall  
Meeting No. 21-10

**H. PUBLIC HEARING**

**1. 7:00 p.m. or Later – Rolling Hills of Maplewood Mobile Home Park – Conditional Use Permit Reconsideration**

- a. Senior Planner, Tom Ekstrand gave the report and answered questions of the council.
- b. City Manager, James Antonen addressed and answered questions of the council.

Mayor Rossbach opened the public hearing at 7:17 p.m.

1. Tom DeVink, Attorney, Representing Rolling Hills Manufactured Home Park addressed the council.
2. Paul Ruby, President Rolling Hills Resident Association addressed the council.

Mayor Rossbach closed the public hearing.

Councilmember Nephew moved to approve the CUP for Rolling Hills of Maplewood Mobile Home Park incorporating revisions from the original CUP's.

10. Change the clause to specify that toilets and stall walls shall be maintained in both the north and south shelter restrooms. Including 14.
23. A clause added for the standard one year and the usual language in CUP's about that so that in the future it can be deferred for longer times.
24. Strike the first sentence after April 23, 1984. Change it to (a) The following improvements must be installed within 60 days after a mobile home is placed on a lot. (then include (1) and (2) and (b).
5. the second addition covers some of the same language so whatever fits briefer would be fine.

Seconded by Councilmember Koppen.

Mayor Rossbach made a friendly amendment to ensure that all of the items from the initial CUP and the second addition CUP (except for items from the first CUP 1, 2, 6, 7, 18, and 22 are not necessary), all other items should be represented in the third addition for the CUP. ***(Staff made the revisions and changes which are included in the resolution below)***

Councilmember Nephew agreed with the friendly amendment.

***The motion for the Rolling Hills CUP revision shall, therefore, include the conditions of approval required in the following resolution.***

**CONDITIONAL USE PERMIT REVISION RESOLUTION 10-10-475**

WHEREAS, the Maplewood City Council reconsidered the conditional use permit for the Rolling Hills of Maplewood Mobile Home Park to review which former and current conditions of approval were still pertinent to the operation of the Park.

WHEREAS, this permit applies to the property located on the west side of Century Avenue between Ivy Avenue and the Chicago and Northwest Railroad tracks, addressed as 1316 Pearson Drive. The legal description is:

The SE'ly ¼ of the NE'ly ¼ of Section 24, Township 29, Range 22, lying southeasterly of the Chicago and Northwest Railroad right-of-way, in Ramsey County, Minnesota.

and

The NE'ly ¼ of the SE'ly ¼ of Section 24, Township 29, Range 22 in Ramsey County, MN.

WHEREAS, the history of this conditional use permit revision is as follows:

1. On October 11, 2010, the city council held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The city council gave everyone at the hearing a chance to speak and present written statements. The city council also considered the reports and recommendation of city staff.

NOW, THEREFORE, BE IT RESOLVED that the city council approved the above-described conditional use permit revision, because:

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.

8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.

The conditional use permit for the Rolling Hills Mobile Home Park shall be subject to the following conditions. These include conditions from the Rolling Hills 1<sup>st</sup> Addition approval, conditions from the Rolling Hills 2<sup>nd</sup> Addition approval and from the conditions approved by the council on July 26, 2010 which pertain to the entire development:

### **Rolling Hills 1<sup>st</sup> Addition CUP Conditions**

1. The conditional use permit for Rolling Hills Mobile Home Park shall be reviewed by the city council in one year, October 2011. Subsequent annual reviews can be waived based on city council direction.
2. There shall be no exterior of equipment, such as bikes, hoses, lawnmowers, rakes, etc.
3. Each lot shall be allowed an exterior storage shed of no more than 120 square feet. Such shed must be kept in workmanlike repair and painted.
4. No access shall be allowed to Century Avenue.
5. No construction or grading shall be allowed to disturb the tamarack grove.
6. All utility installations shall be underground.
7. The private streets must be at least 28 feet in width, with parking on one side only. No parking shall be permitted in the vicinity of intersections. The Director of Public Safety shall specify the no parking distances for each intersection. Signs shall be posted by the park owner when available.
8. Water lines must be flushed at least once each year or as required by the environmental health official.
9. All storm water discharge must be directed to the wetland to the west. No connection to the city storm sewer shall be allowed.
10. All mobile homes must be new, skirted and tied down. Skirting shall extend from the frame of the chassis to the ground. Skirting must be painted to complement the mobile home.
11. All tie downs and foundations must meet the state building code.
12. (a) Construction on the below-grade storm shelter shall begin May 11, 1984, and shall be completed by June 22, 1984, unless the Director of Public Safety extends the deadline due to circumstances beyond the control of the developer. (b) The design of the below grade structure must be approved by the Director of Emergency Services, including emergency lighting, ventilation and sanitary facilities. (c) The above grade portion of the building must receive approval from the design review board before

construction. (d) The storm shelter must remain free of storage and be kept available for use. (e) No further permits for additional mobile homes shall be issued until the shelter is completed.

13. The sign regulations for the R3 district shall apply.
14. The following minimum setbacks shall apply:
  - (1) Twenty feet to a private street.
  - (2) Thirty feet to a public right-of-way, except for storage sheds.
  - (3) Five foot side yard setback on the side opposite the entry.
  - (4) Twenty foot side yard setback on the entry side.
15. No structures shall be allowed in a required setback, except for an accessory building, in the twenty foot side yard setback and the thirty foot setback from a public right-of-way. An accessory building must have a side yard setback of at least five feet.
16. The developer shall provide traffic control signs as required by the Director of Public Safety.
17. Compliance with all pertinent state statutes and regulations.
18. No variation shall be permitted from the site plan dated 3-21-83 without community design review board approval.
19. This conditional use permit shall be reviewed in one year to determine compliance with conditions and whether a change in conditions is necessary to resolve problems that may have developed.
20. A) The following improvements must be installed within sixty days after a mobile home is placed on a lot: (1) A paved driveway and off street parking pad at least sixteen feet wide and twenty feet deep. (2) A thirty inch wide sidewalk from the mobile home entrance to the parking pad subject to placement of entrance decks. B) Improvements required in item 20 shall not apply to model homes.
21. If any of the above conditions are not met, no additional mobile homes shall be moved into the park.

### **Rolling Hills 2<sup>nd</sup> Addition CUP Conditions**

1. Compliance with state requirements.
2. There shall be no exterior storage of equipment such as bikes, hoses, lawnmowers, rakes, etc.
3. Each lot shall be allowed an exterior storage shed of no more than 120 square feet. Such shed must be kept in workmanlike repair and painted.
4. Each lot shall be allowed to have children's play equipment unless the developer provides a tot lot adjacent to the community building.

5. Each lot shall be allowed a deck and carport, provided that either structure shall not be closer than ten feet to any adjacent dwelling. Carports shall not be closer than six feet to a private street and shall not have walls. On lots along Century Avenue, sheds shall not be closer than forty seven feet to the right-of-way.
6. All mobile homes be new, skirted and tied down. Skirting shall extend from the frame of the chassis to the ground. Skirting must be painted to complement the mobile home.
7. All tie downs and foundations must meet the state building code.
8. The sign regulations for the R3 district shall apply.
9. The following minimum setbacks shall apply for dwellings:
  - a. Twenty feet to a private street.
  - b. Forty seven feet to the Century Avenue right-of-way.
  - c. Five foot side yard setback on the side opposite the entry side.
  - d. Twenty foot side yard setback on the entry side.
  - e. Seventy feet to a railroad track.
10. Sales of mobile homes shall be limited to those owned by park residents and those sold by the park owner for placement in the park.
11. The storm shelter shall be kept free of storage. The shelter shall be kept open at all times or keys shall be made available to all residents in a manner to be approved by the Director of Emergency Services.
12. The city shall not be responsible for maintaining any of the internal improvements.
13. Water lines shall be flushed at least once a year.
14. Parking shall only be permitted on one side of each street. No parking shall be permitted closer than thirty feet to any intersection.
15. Adherence to the approved site plan and related conditions. Any significant change must be approved by the community design review board. Minor changes may be approved by staff.

**The city council's July 26, 2010 Motion Rolling Hills which pertain to the entire development**

1. Compliance with all building code requirements.
2. There shall be no exterior storage of equipment such as bikes, hoses, lawnmowers, rakes, etc.
3. Each lot shall be allowed an exterior storage shed of no more than 120 square feet. Sheds must be kept in good repair.
4. Each lot shall be allowed to have children's play equipment unless the developer provides a tot lot adjacent to the community building.

5. All mobile homes shall be skirted and tied down. Skirting shall extend from the frame of the chassis to the ground. Skirting must match the mobile home.
6. Manufactured homes to be placed in the park are no longer required to be new. All homes to be moved into the park must meet all current building code and fire code requirements.
7. The sign regulations for the R3 district shall apply.
8. The following minimum setbacks shall apply for dwellings:
  - Twenty feet to a private street.
  - Thirty feet to any public right-of-way for homes in the 1<sup>st</sup> Addition.
  - Forty-seven feet to the Century Avenue right-of-way for homes in the 2<sup>nd</sup> Addition.
  - Five foot side yard setback on the side opposite the entry side.
  - Twenty foot side yard setback on the entry side.
  - Seventy feet to a railroad track.
  - Ten feet to any adjacent dwelling for a deck or car port.
  - Six feet to a private street for a carport (carports shall not have walls).
  - Forty-seven feet to the Century Avenue right-of-way for a shed in the 2<sup>nd</sup> Addition.
9. The storm shelters shall be kept free of storage. The shelters shall be kept open at all times or keys shall be made available to all residents in a manner to be approved by the Director of Public Safety.
10. All shelters shall have private restroom facilities within the shelters which shall be kept sanitary and well maintained.
11. The park owner shall be responsible for maintaining all internal infrastructure improvements.
12. Water lines shall be flushed at least once a year.
13. Parking shall only be permitted on one side of each street. No parking shall be permitted closer than thirty feet to any intersection. These requirements are subject to the review and approval of the police chief.
14. There shall be no driveway access to Century Avenue or Ivy Avenue from the individual manufactured home sites.
15. Internal traffic signs shall be installed subject to the approval of the police chief.
16. Adherence to the approved site plan and related conditions. Any significant change must be approved by the community design review board. Minor changes may be approved by staff. The number of home sites shall not be increased without the revision of this conditional use permit.

The Maplewood City Council approved this resolution on October 11, 2010.

Seconded by Councilmember Koppen.

Ayes – All

The motion passed.

## MEMORANDUM

TO: James Antonen, City Manager  
FROM: Nick Carver, Assistant Building Official/Green Building Manager  
Chuck Ahl, Assistant City Manager  
SUBJECT: **Acceptance of Grants to Attend the International Green Construction Code Final Action Hearings**  
DATE: October 4<sup>th</sup>, 2011 for the October 10<sup>th</sup>, 2011 City Council Meeting

### INTRODUCTION

The International Code Council will conduct final action hearings regarding the International Green Construction Code (IgCC) this fall. The hearings are November 2-6, 2011 in Phoenix, Arizona. As an active committee member at the Spring code development hearings, Nick Carver has been recruited to attend and testify at the final action hearings. Nick has been awarded a \$1,250.00 grant from the Association of Minnesota Building Officials and a \$1,000.00 grant from the International Code Council to testify at the 2012 IgCC final action hearings. The City of Maplewood has been an active participant in shaping the 2012 International Green Construction Code. The results of the final action hearings will determine the course of Maplewood's "Green Building Program" and guidance for the State of Minnesota.

### BUDGET IMPACT

The grant will provide support to the City for the expenses for Nick Carver to attend this International Conference. There will be no expense to the City for this program other than the continued support to pay for Nick's involvement in this environmental program. The City will receive the grants into the General Fund and then pay for Nick's conference expenses accordingly.

### RECOMMENDATION

Recommend acceptance of awarded grants.

AGENDA REPORT

**TO:** City Manager  
**FROM:** Finance Manager  
 Assistant City Manager  
**RE: Approval of Resolution Adopting 2012 Rates for Utilities**  
**DATE:** October 3, 2011

**INTRODUCTION**

During preparation of the annual budget, staff reviews revenues produced by the current rates to determine if they are sufficient to cover operating, capital and infrastructure costs. The programs that were reviewed were Sanitary Sewer, Environmental Utility, North St. Paul Water Surcharge, St. Paul Water Surcharge, Recycling and Street Lights. Based on current information, it was determined that Recycling and Street Lights did not warrant a fee increase at this time but the remaining programs did.

**DISCUSSION**

The attached statements identify the expense and revenue categories, as well as the cash balances for the following programs.

**Sanitary Sewer** – the proposed 2012 Budget includes an increase in sanitary sewer utility rates of 3%. This fund is needed to finance the Metropolitan Council sewage treatment charges to Maplewood that will be 62% of the operating expenses for the Sanitary Sewer Fund in 2012. The sewage treatment charges for 2012 are anticipated to be \$2,460,130. Other operating expenses (including depreciation), are anticipated to be \$1,532,660 in 2012.

	<u>Present</u>	<u>2012</u>
<u>St. Paul Billing District:</u>		
Rate per 100 cubic feet	\$2.74	\$2.82
Minimum Charge (per quarter)	\$15.40	\$15.86
<u>North St. Paul, Roseville, Little Canada and Woodbury Billing Districts:</u>		
Rate per 1,000 gals.	\$ 3.66	\$3.77
Minimum Charge (per quarter)	\$15.40	\$15.86

**Environmental Utility** – a 10% increase is being proposed to offset the demands on city resources for storm water treatment and increasing operating costs. This is the amount

used during the preparation of the 2012-2016 Capital Improvement Plan (CIP) document. As staff projects expenses into future years, the pressures to expand this program are significant. Annual increases of 10% are proposed in the CIP for the next two years and then 5% for the following three years to help fund improvements and increased operating expenses.

The anticipated operating expenses in 2012 for the Environmental Utility Fund (EUF) are \$1,683,960. The largest expense is the Storm Sewer program which accounts for \$1,128,740 of this expense, including depreciation in the amount of \$438,290. The net income for 2012 is projected to be \$328,220. This will provide for an operating balance to help achieve the goal of self-sufficiency. We are not projecting a need for increased bonding in 2012 to cover projects in the 2012-2016 CIP Plan.

The 10% proposed increase will raise the quarterly rates on a single-family home from \$17.13 (\$5.71 per month) to \$18.84 (\$6.28 per month); a \$0.57 per month increase.

**North St. Paul Water Surcharge** – this fund is needed to finance the unassessable water system improvements that would otherwise have to be financed by property taxes. The proposed 2012 Budget includes an increase in the water surcharge for the North St. Paul Water Service District from \$1.00 per account per month to \$1.20 per account per month. This is the first fee increase since the City began charging the fee in 2007.

**St. Paul Water Surcharge** - this fund is needed to finance the unassessable water system improvements that would otherwise have to be financed by property taxes. The proposed 2012 Budget includes an increase in the water surcharge for the St. Paul Water Service District from 4% of the St. Paul Water charge to 4.4% of the St. Paul Water charge. The increase would be approximately \$0.20 per quarter for a family of four with average water usage (i.e. 22 units per quarter).

## **RECOMMENDATION**

Staff recommends approval of the attached resolution authorizing the above rates for 2012.

RESOLUTION  
ADOPTION OF THE 2012 RATES FOR UTILITIES:  
SANITARY SEWER  
ENVIRONMENTAL UTILITY (STORM WATER)  
WATER SURCHARGE (N ST PAUL and ST PAUL)

WHEREAS, the City of Maplewood has established utility rates, and

WHEREAS, city staff has reviewed the utility rates.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that:

1. The updated sanitary sewer rates with a 3% increase shall become effective beginning January 1, 2012, with fees set as follows:

St. Paul Billing District:

Rate per 100 cubic feet	\$2.82
Minimum Charge (per quarter)	\$15.86

North St. Paul, Roseville, Little Canada and  
Woodbury Billing Districts:

Rate per 1,000 gals.	\$3.77
Minimum Charge (per quarter)	\$15.86

2. The updated Environmental Utility Fund rates with a 10% increase shall become effective beginning January 1, 2012, with quarterly rates set at \$18.84 (\$6.28 per month).
3. The updated water surcharge rates for the North St. Paul Water District shall become effective beginning January 1, 2012, with fees set as follows:  
  
\$1.20 per account per month
4. The updated water surcharge rates for the St. Paul Water District shall become effective beginning January 1, 2012, with fees set as follows:  
  
4.4% of the St. Paul water charge.
5. The updated utility rates are approved for all related services received on or after January 1, 2012.
6. The rates shown will be reviewed by staff on an annual basis with recommendations for revisions brought to the city council for consideration.

CITY OF MAPLEWOOD, MINNESOTA  
**SANITARY SEWER FUND (601)**  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3305 Sewer permits	\$4,001	\$5,344	\$4,000	\$4,000	\$4,300
3651 Sewer billings	4,132,607	4,440,773	4,731,420	4,510,440	4,645,750
3808 Connection charges	0	0	0	0	0
Total revenues	<u>4,136,608</u>	<u>4,446,117</u>	<u>4,735,420</u>	<u>4,514,440</u>	<u>4,650,050</u>
<u>Operating expenses:</u>					
Personnel services	501,727	458,683	504,610	504,610	507,880
Materials and supplies	28,412	14,521	38,860	38,860	38,530
Contractual services	215,323	212,669	257,700	257,700	258,210
4485 Billing	23,780	40,306	36,110	36,110	36,110
4510 Sewage treatment	2,561,797	2,570,600	2,625,260	2,625,260	2,460,130
4950 Administration	323,960	323,960	323,960	323,960	323,960
4795 Depreciation	362,024	362,365	400,000	400,000	367,970
Total expenses	<u>4,017,023</u>	<u>3,983,104</u>	<u>4,186,500</u>	<u>4,186,500</u>	<u>3,992,790</u>
Operating income (loss)	119,586	463,013	548,920	327,940	657,260
Nonoperating revenues (expenses):					
3160 Special assessment penalties & interest	53	24	50	50	0
3801 Investment earnings	7,455	645	690	4,870	3,330
3809 Miscellaneous revenues	6,632	6,854	0	0	0
4975 Miscellaneous expenses	0	(5,222)	(4,120)	(4,120)	0
3980 Gain/(loss) on disposal of property	576	0	0	0	0
4930 Investment management fees	(3,833)	(2,319)	(30)	(970)	(670)
Total nonoperating revenues (expenses)	<u>10,883</u>	<u>(18)</u>	<u>(3,410)</u>	<u>(170)</u>	<u>2,660</u>
Net income (loss) before contributions and transfers	130,469	462,995	545,510	327,770	659,920
Transfers in (out):					
Public Improvement Projects Fund (net)	(428,600)	(112,152)	(402,000)	(412,400)	(445,600)
Debt Service	(293,925)	(184,400)	(269,150)	(269,150)	(266,930)
Tax Increment funds	0	0	0	0	0
Sewer Lift Station projects	0	0	(260,000)	(355,860)	0
Housing Replacement	0	0	0	0	0
Fish Creek Open Space	0	0	(700,000)	0	0
Information Technology	0	0	0	0	0
Employee Benefits Fund	0	0	0	0	0
Transfers assets purchases	0	0	0	0	0
Capital contributions	1,306,819	330,845	0	0	0
Change in net assets	714,763	497,288	(1,085,640)	(709,640)	(52,610)
Net assets - January 1	<u>11,669,644</u>	<u>12,384,407</u>	<u>12,408,467</u>	<u>12,881,695</u>	<u>12,172,055</u>
Net assets - December 31	<u>\$12,384,407</u>	<u>\$12,881,695.29</u>	<u>\$11,322,827</u>	<u>\$12,172,055</u>	<u>\$12,119,445</u>

CITY OF MAPLEWOOD, MINNESOTA  
**SANITARY SEWER FUND (601)**  
STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributions and transfers	\$130,469	\$462,995	\$545,510	\$327,770	\$659,920
Add depreciation	362,024	362,365	400,000	400,000	367,970
Change in current assets	86,391	153,253	0	0	0
Change in current liabilities	(3,015)	765	0	0	0
Purchase of fixed assets	0	0	0	0	0
Sale of fixed assets/non cash activity	0	0	0	0	0
Transfers in (out)	(722,525)	(296,552)	(1,631,150)	(1,037,410)	(712,530)
Net increase (decrease) in cash	(146,656)	682,827	(685,640)	(309,640)	315,360
Cash balance - January 1	438,627	291,970	(208,260)	974,797	665,157
Cash balance - December 31	\$291,970	\$974,797	(\$893,900)	\$665,157	\$980,517

CITY OF MAPLEWOOD, MINNESOTA  
**ENVIRONMENTAL UTILITY FUND (604)**  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Operating revenues:</u>					
3651 Environmental utility charges	\$1,617,338	\$1,736,452	\$1,903,610	\$1,868,930	\$2,011,520
3633 Miscellaneous	0	0	0	0	0
Total revenues	<u>1,617,338</u>	<u>1,736,452</u>	<u>1,903,610</u>	<u>1,868,930</u>	<u>2,011,520</u>
<u>Operating expenses:</u>					
Building operations	0	0	0	0	0
Nature center	70,441	69,710	72,330	72,330	72,890
Planning	0	0	0	0	284,990
Storm sewer maintenance	643,729	714,820	767,500	767,500	527,690
Street sweeping	181,684	179,474	195,480	195,480	197,340
4485 Billing	46,544	40,716	36,300	36,300	40,000
4950 Administration	69,408	69,400	92,300	92,300	122,760
4795 Depreciation	416,668	438,285	480,000	480,000	438,290
Total expenses	<u>1,428,474</u>	<u>1,512,404</u>	<u>1,643,910</u>	<u>1,643,910</u>	<u>1,683,960</u>
Operating income (loss)	188,864	224,047	259,700	225,020	327,560
<u>Nonoperating revenues (expenses):</u>					
3110 Special assessments	0	31,084	0	0	0
3801 Investment earnings	(1,717)	438	(310)	1,750	2,610
3809 Miscellaneous income	9,977	0	0	0	0
3899 Gain/(loss) on disposal of property	0	(30,653)	0	0	0
4930 Investment management fees	0	(1,766)	0	(2,000)	(1,950)
Total nonoperating revenues (expenses)	<u>8,260</u>	<u>(896)</u>	<u>(310)</u>	<u>(250)</u>	<u>660</u>
Net income (loss) before contributions and transfers	197,124	223,151	259,390	224,770	328,220
<u>Transfers in (out):</u>					
Public Improvement Projects Fund	(127,000)	(397,298)	(1,900,000)	(2,176,200)	(405,000)
Amount to be bonded for	0	0	1,600,000	1,910,200	0
Public Works Building Addition Fund	0	0	0	0	0
Debt Service Fund	(112,660)	(174,650)	(194,540)	(193,050)	(301,460)
Capital Improvements Projects Fund	0	0	0	0	0
Fire Training Facility Fund	0	(15,000)	(60,000)	0	0
Park Development Fund	0	0	(200,000)	(25,000)	(100,000)
Employee Benefits Fund	0	0	0	0	0
Capital Contributions	3,672,480	1,342,559	0	0	0
Change in net assets	3,629,944	978,762	(495,150)	(259,280)	(478,240)
Net assets - January 1	<u>14,272,822</u>	<u>17,902,765</u>	<u>18,509,526</u>	<u>18,881,528</u>	<u>18,622,248</u>
Net assets - December 31	<u>\$17,902,765</u>	<u>\$18,881,528</u>	<u>\$18,014,376</u>	<u>\$18,622,248</u>	<u>\$18,144,008</u>

CITY OF MAPLEWOOD, MINNESOTA  
**ENVIRONMENTAL UTILITY FUND (604)**  
STATEMENT OF CASH FLOWS

	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
Net income (loss) before contributons and transfers	\$197,124	\$223,151	\$259,390	\$224,770	\$328,220
Add depreciation	416,668	438,285	480,000	480,000	438,290
Change in current assets	(2,790)	(41,121)	0	0	0
Change in current liabilities	(2,820)	(12,965)	0	0	0
Purchase of fixed assets	0	0	0	0	0
Sale of fixed assets/non cash activity	0	30,653	0	0	0
Transfers in (out)	(239,660)	(586,948)	(754,540)	(484,050)	(806,460)
Net increase (decrease) in cash	368,522	51,056	(15,150)	220,720	(39,950)
Cash balance - January 1	(217,429)	151,092	37,853	202,149	422,869
Cash balance - December 31	\$151,092	\$202,149	\$22,703	\$422,869	\$382,919

CITY OF MAPLEWOOD, MINNESOTA  
**WATER AVAILABILITY CHARGE FUND - NORTH ST. PAUL WATER DISTRICT (408)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$0	\$37,927	\$9,480	\$9,510	\$11,350
3801 Investment earnings	61	(6)	0	(210)	(250)
3808 Connection charges	0	0	0	0	0
Total revenues	61	37,921	9,480	9,300	11,100
<u>Expenditures:</u>					
Capital projects	0	8,622	0	4,200	0
4485 Fees for utility billing	0	6,170	1,550	1,550	1,550
4930 Investment management fees	43	0	0	0	0
Total expenditures	43	14,792	1,550	5,750	1,550
Excess (deficit) of revenues over expenditures	18	23,129	7,930	3,550	9,550
Other financing sources (uses):					
Operating transfers in (out):					
Public Improvement Project Fund	0	(80,000)	0	0	0
Capital Improvement Fund	0	0	0	0	0
Net increase (decrease) in fund balance	18	(56,871)	7,930	3,550	9,550
Fund balance - January 1	(1,923)	(1,905)	(56,405)	(58,776)	(55,226)
Fund balance - December 31	(\$1,905)	(\$58,776)	(\$48,475)	(\$55,226)	(\$45,676)

CITY OF MAPLEWOOD, MINNESOTA  
**WATER AVAILABILITY CHARGE FUND - ST. PAUL WATER DISTRICT (407)**  
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2009 ACTUAL	2010 ACTUAL	2011 ORIGINAL BUDGET	2011 RE-EST.	2012 BUDGET
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	\$103,424	\$50,569	\$165,000	\$134,900	\$181,500
3801 Investment earnings	585	(194)	(300)	400	500
3808 Water availability charge	45,356	36,960	45,360	36,960	36,960
	<hr/>				
Total revenues	149,365	87,335	210,060	172,260	218,960
<u>Expenditures:</u>					
Capital projects	0	35,102	0	16,790	0
4485 Fees for utility billing	2,558	(3,756)	1,760	880	1,760
4930 Investment management fees	1,027	0	0	470	400
	<hr/>				
Total expenditures	3,585	31,346	1,760	18,140	2,160
	<hr/>				
Excess (deficit) of revenues over expenditures	145,780	55,990	208,300	154,120	216,800
<u>Other financing sources (uses):</u>					
Operating transfers in (out):					
General Fund	0	0	0	0	0
Water Fund	0	0	0	0	0
Public Improvement Project Fund	0	212,000	0	(40,800)	(318,600)
Amount to be bonded for	0	0	0	0	0
1993/2002B G.O. Imp. Refunding Bonds	(33,460)	(33,460)	(33,460)	(33,460)	0
2010A G.O. Improvement Bonds	0	0	(16,580)	(15,860)	(46,080)
	<hr/>				
Net increase (decrease) in fund balance	112,320	234,530	158,260	64,000	(147,880)
Fund balance - January 1	(271,572)	(159,251)	(115,911)	75,278	139,278
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Fund balance - December 31	(\$159,251)	\$75,278	\$42,349	\$139,278	(\$8,602)
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## MEMORANDUM

TO: James Antonen, City Manager  
 FROM: Tom Ekstrand, Senior Planner  
 Chuck Ahl, Assistant City Manager  
**SUBJECT: Dearborn Meadow East, Building Elevation Revision**  
 LOCATION: Castle Avenue and Castle Court  
 DATE: October 4, 2011

### INTRODUCTION

Dearborn Meadow East is a 15-unit town house planned unit development (PUD) on Castle Avenue and Castle Court, east of White Bear Avenue. This project was approved in 2003 and the construction of this project is nearly complete. There is a single twin home left to be built. The owners of this site have applied for a building permit but during staff's review, the rear building elevation facing Castle Avenue did not have brick shown as required by the city council. The owners are asking the city to consider a revision to the condition that required the application of brick.

### BACKGROUND

May 27, 2003: The city council approved the Dearborn Meadow East PUD. The council also approved the design plans. Condition 7e required that the applicant shall, **“present a revised building plan for staff approval that shows brick wainscoting on the north sides of all units that are along Castle Avenue.”**

### DISCUSSION

The building permit that was submitted for city approval showed no brick on the north elevation. The developer stated that placing brick on the rear elevation would be costly and difficult because of the locations of decks, utilities and egress window wells. The planning staff conferred with the city's building inspectors who commented that while it would be more intensive work it would not be impossible to include a brick wainscot even with decks, utilities and egress window wells.

Staff met with the applicant who felt that a landscaping screen in back of the proposed twin home would screen the back of the building and conceal the mechanical projections from the back wall (plumbing and heating vents). This was hoped to eliminate the need for brick. Staff thought this was a potential alternative, but the applicant's proposal was to add three shrubs (six total) behind each unit.

### CDRB Recommendation

September 27, 2011: The CDRB rejected the applicant's proposal to add six shrubs behind the proposed twin home as an alternative to applying brick to the back elevation. The board, however, recommended a revision requiring the applicant to extend the deck and deck rail to the window wells to conceal part of the mechanical projections from the back wall and provide more visual interest to the building.

**Summary**

The proposal to extend the decks to the window wells would provide visual interest and an architectural element to this long back elevation. Also, the proposed lot is lower than the street grade of Castle Avenue, making it's lower half less visible from a driver's view. With these considerations, staff feels that the proposed deck extensions are an acceptable alternative to the brick.

**BUDGET IMPACT**

None.

**RECOMMENDATION**

The remaining twin home to be built in the Dearborn Meadows PUD, west of 1986 Castle Avenue, shall be built with decks extended to the window wells as shown on the plans date-stamped September 30, 2011. The previous requirement for brick wainscoting on this north-facing elevation is waived.

## REFERENCE INFORMATION

### SITE DESCRIPTION

Development size: 3.6 acres

### SURROUNDING LAND USES

North: Home Depot across Highway 36  
South: Single and double dwellings on Cope Avenue  
West: Houses on Castle Avenue  
East: Houses on Castle Avenue

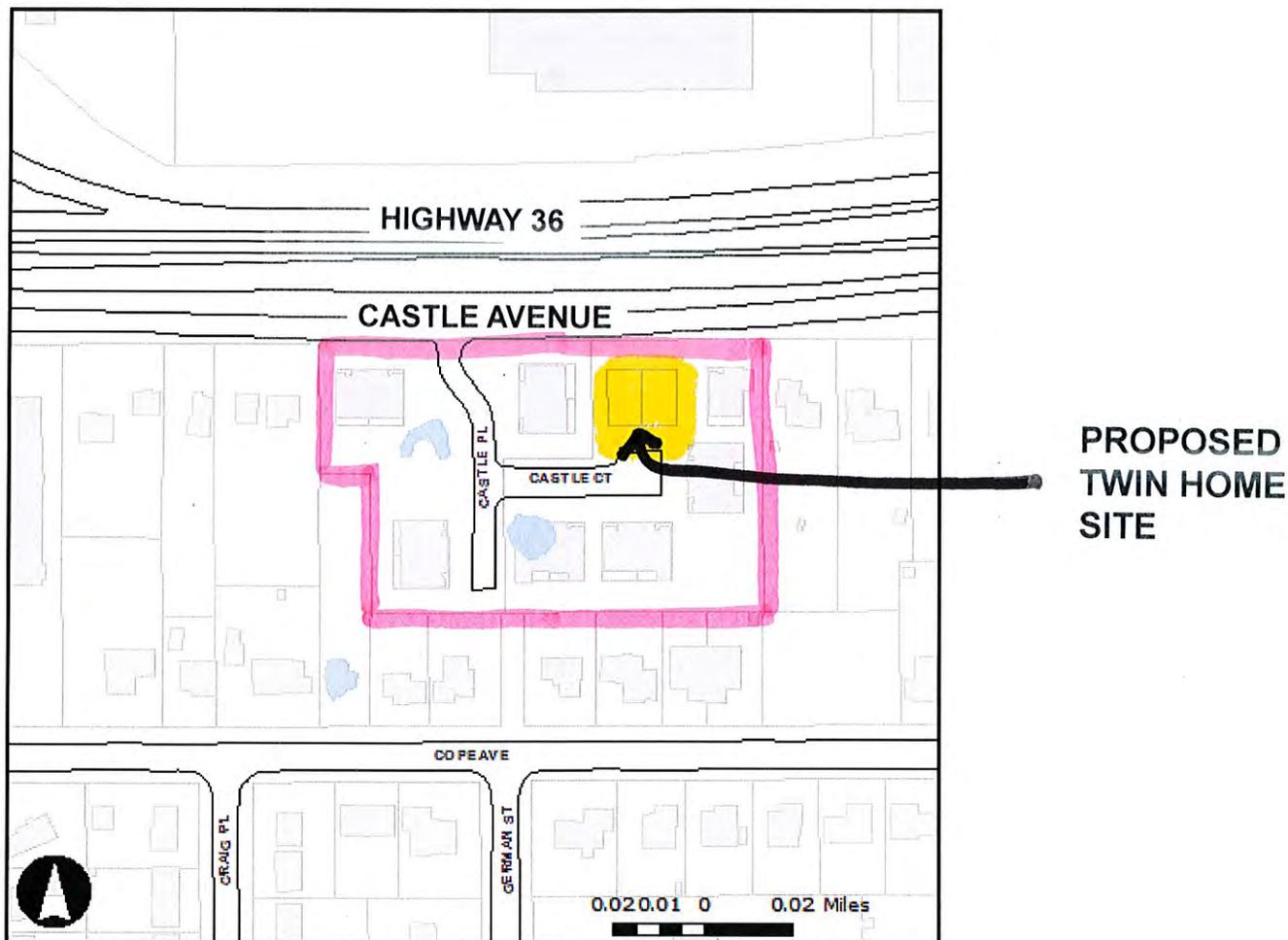
### APPLICATION DATE

We received the complete application and plans for this proposal on September 23, 2011. State law required that the city take action within 60 days of receiving complete applications. The review deadline for city council action is November 22, 2011.

p:\sec11\Dearborn Meadow Elevation Revision Request CC 10 11 te  
Attachments:

1. Location Map
2. Photograph of the proposed site
3. Photograph of the neighboring twin home (rear elevation) to the west
4. Proposed Deck Extension Alternative (two sheets)

# Proposed Dearborn Meadow Twin Home



**Copyright**

**MaplewoodBaseMap**

Chad Bergo

Parcels: This data set is available to everyone. Fees and policy are published in the Ramsey County Fee Schedule. Charges are variable and are subject to change. See the Ramsey County Fee Schedule for specific information on fees and policy.

## LOCATION MAP

Attachment 2

PROPOSED TWIN HOME PROPERTY

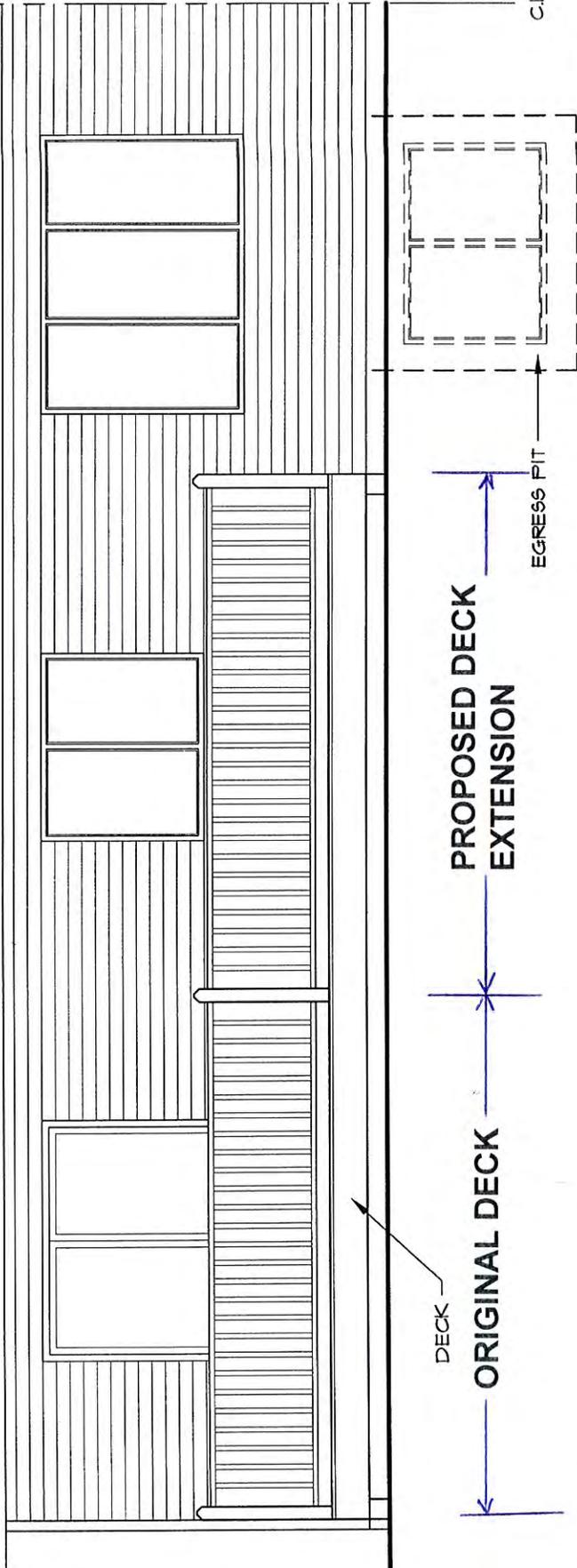


Attachment 3

NEIGHBORING TWIN HOME TO WEST

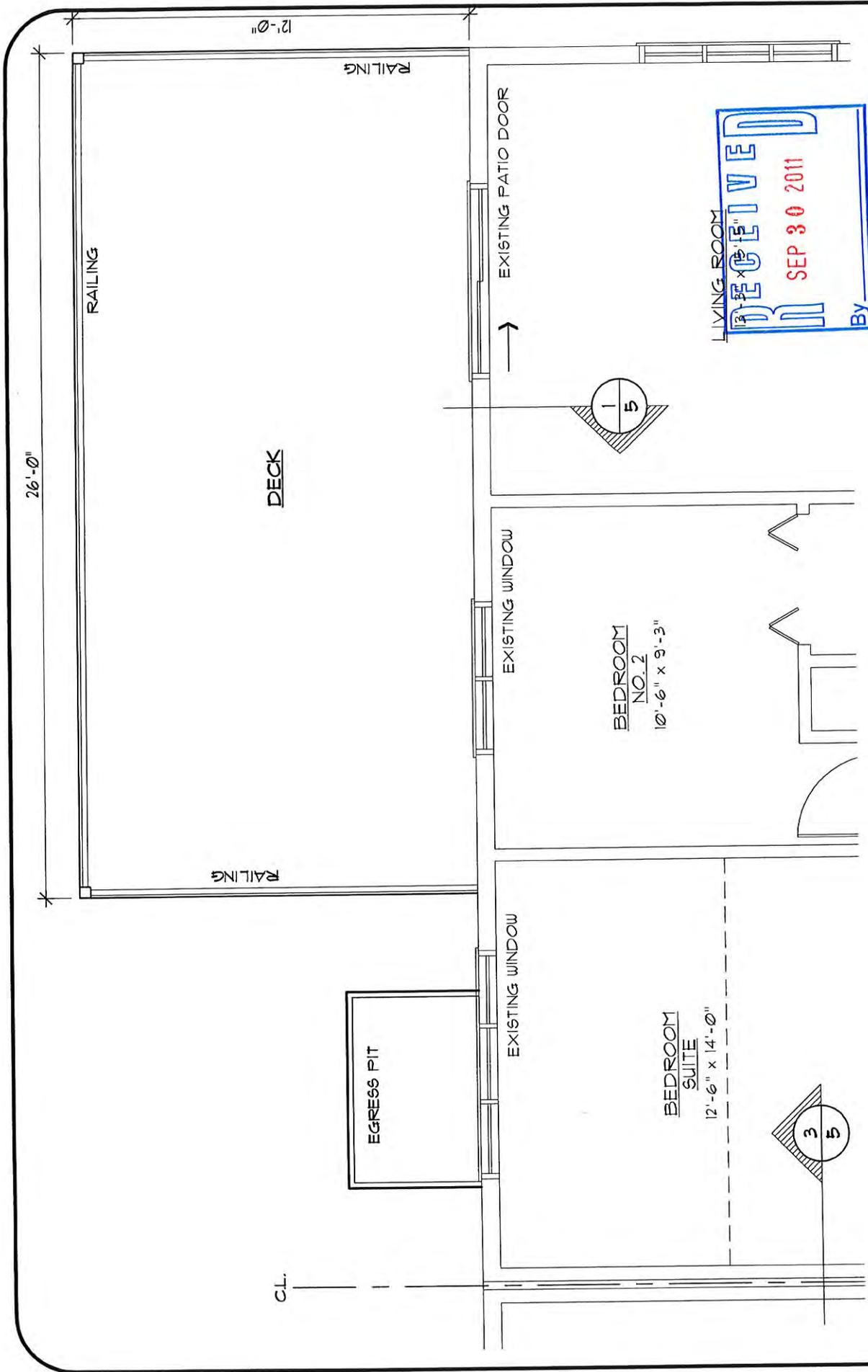


RECEIVED  
SEP 30 2011  
By



**CMH DESIGN INC.**  
 PHONE: (320) 250-8800  
 EMAIL: craig@remax-stcloud.com  
 PO BOX 11, ST. JOSEPH, MN 56374  
*Custom Home Design*

**"MAPLEWOOD TWINS"**  
 LOTS 1 & 2, BLOCK 1, DEARBORN MEADOW EAST  
 1975 & 1977 CASTLE COURT EAST, MAPLEWOOD, MN - 09-30-11



RECEIVED  
 LIVING ROOM  
 13'-5"  
 SEP 30 2011  
 By

**CMH DESIGN INC.**  
 PHONE: (320) 250-8800  
 EMAIL: craig@remax-stcloud.com  
 PO BOX 11, ST. JOSEPH, MN 56374  
*Custom Home Design*

**"MAPLEWOOD TWINS"**  
 LOTS 1 & 2, BLOCK 1, DEARBORN MEADOW EAST  
 1975 & 1977 CASTLE COURT EAST, MAPLEWOOD, MN - 09-30-11

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, SEPTEMBER 27, 2011**

**1. UNFINISHED BUSINESS**

**a. Dearborn Meadow East, Building Elevation Revision, north of Castle Avenue.**

- i. Senior Planner, Tom Ekstrand gave the report and answered questions of the board.
- ii. Applicant, Steve Boynton, Homebridge LLC, addressed and answered questions of the board.

Boardmember Shankar moved to deny the applicant's proposal to add six shrubs behind the proposed twin home as an alternative to applying rick to the back elevation. The applicant shall revise the plans to extend the deck and deck rail to the window wells. The height of the railing shall be at least 42 inches.

Seconded by Boardmember Ahmed.

Ayes – All

The motion passed.

This item goes to the city council on October 10, 2011.

## MEMORANDUM

**TO:** James Antonen, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**SUBJECT:** **Trash Collection System Analysis - Request for Authorization to Negotiate a Draft Trash Collection Contract with the Top Ranked Proposer**  
**DATE:** October 6, 2011 for the October 10 City Council Meeting

### INTRODUCTION

On March 28, 2011, the City Council adopted a Resolution of Intent to Organize Trash Collection. The adoption of this resolution is required by Minnesota Statutes, Section 115A.94, subdivision 4 to begin the planning process for organized trash collection. The City Council adopted goals for the City's trash collection system as follows: 1) Economic, 2) Service, 3) Environment, 4) Safety, 5) Efficiency, 6) Planning Process\*, 7) Aesthetics, and 8) Hauler Impacts\*.

\*These goals are required by state statute.

On April 25, 2011, the City Council approved a scope of work for the Trash Collection System Analysis. The scope included the formation of a Trash Hauling Working Group made up of two City Councilmembers, two Environmental and Natural Resources Commissioners, and two City staff. Dan Krivit of Foth Infrastructure & Environment, LLC, participated in the Working Group meetings as the City's solid waste management consultant.

### DISCUSSION

The Trash Hauling Working Group was charged with analyzing two areas of trash collection systems including improvements to the City's existing subscription (or "open trash hauling") system and a contractual (or "organized trash hauling") system.

#### **Review and Analysis of Existing Subscription System**

The Trash Hauling Working Group gave a report to the City Council on August 29, 2011, regarding possible improvements that could be made to the City's subscription system. That discussion will continue during a workshop on October 24, 2011, with final analysis of both the subscription and the contracted systems coming before the City Council in November 2011.

#### **Review and Analysis of Contractual Systems**

##### *Request for Proposal*

The analysis of a contractual system included the creation of a request for proposal (RFP) for residential trash collection. On July 11, 2011, the City Council authorized the release of a Comprehensive, Residential Trash Collection System RFP. A summary of the RFP content follows:

- City-wide trash collection for all single-family residential properties (properties with one to four units).
- Proposal options include: a contract for the entire City; or a contract for one to three of the City's existing day certain trash pick up districts.
- Term of Contract: Five years with two one-year extensions possible.
- Proposals can be submitted by one hauler or a joint proposal from up to four haulers. Joint proposals can be submitted for the entire City contract option only.
- RFP specifies billing directly by the Hauler to the residents.
- RFP specifies City-owned trash carts.
- RFP requires the vendor to submit a fixed base collection fee (BCF) for all properties, with variable disposal fee pricing depending on cart sizes (i.e., 20/30/60/90 gallon).
- Added service requirements include pick up of yard waste, bulky items, extra bags, Christmas trees, e-waste.
- RFP does not include trash collection from City buildings.

*Responses to the RFP*

August 19, 2011, was the deadline for proposal responses to the RFP. On August 19 the City received six responses to the RFP from the following companies:

- Allied Waste Services
- Dick's Sanitation, Inc.
- Highland Sanitation and Recycling
- Tennis Sanitation, LLC
- Walters Recycling and Refuse, Inc.
- Waste Management, Inc.

*Proposal Review and Ranking*

On September 13, 2011, the Trash Hauling Working Group met to review and rank the proposals based on the following evaluation criteria specified in the RFP:

Criteria	Points
1. Proposed prices	<i>32 points</i>
<ul style="list-style-type: none"> <li>• Competitiveness of the proposed collection service fees relative to other proposals over the life of the contract.</li> <li>• Competitiveness of the proposed trash disposal fees relative to other proposals over the life of the contract.</li> <li>• Amount of the fee to deliver a replacement or additional cart to an existing household.</li> </ul>	

Criteria	Points
----------	--------

- Competitiveness of the proposed fees for other services (e.g., yard waste, bulky items, clean-up events, etc.) relative to other proposals over the life of the contract

2. Qualifications	10 points
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- Demonstrated, successful experience (including that of key staff) establishing working relationships with public agencies
- Demonstrated successful operations of similar materials collection system(s)
- Techniques and controls for project management, such as: reporting samples provided, payment, and monitoring responsibilities
- Demonstrated capability to provide a performance bond
- Demonstrated good credit references and the ability to finance all the capital investments required
- Aggregate age of truck equipment proposed
- Any lawsuits that may impact the proposer's ability to perform the services specified in this RFP and/or the Contract

3. Service	20 points
------------	-----------

- Proposed customer service plans (e.g., office administration, phone response system, etc.).
- Proposed plans to implement a fully automated collection system.
- Proposed plans to implement yard waste collection services.
- Proposed plans to implement other on-route collection services (e.g., bulky items, etc.).
- Proposed public education services.
- Proposed plans to implement a RFID system.

4. Environmental benefits and street impacts	19 points
--	-----------

- Proposed plans to implement alternative fuel vehicles (e.g., CNG, biodiesel, etc.)
- Other proposed pollution abatement plans
- Proposed equipment (e.g., type of tires, number of axles) to reduce road impacts
- Proposed plans to control and manage litter
- Stated plans and commitment to help the City implement a future organic waste (e.g., food waste) recovery program
- Other proposed environmental policies, programs and proposals specific to the City of Maplewood

Criteria	Points
5. Safety	<i>8 points</i>
<ul style="list-style-type: none"> <li>• Safety record on Minnesota operations</li> <li>• Proposed safety plan concept for City of Maplewood operations</li> <li>• Other safety policies, programs and proposed operations</li> </ul>	
6. Aesthetics	<i>5 points</i>
<ul style="list-style-type: none"> <li>• Stated plans to help the City implement a standardized trash cart system</li> <li>• Stated plans to collect overflow trash, bulky items, and yard waste in a timely manner</li> </ul>	
7. Proposal content and overall responsiveness	<i>6 points</i>
<ul style="list-style-type: none"> <li>• Degree of exceptions</li> <li>• Thoroughness of written proposal (e.g., lack of omissions)</li> </ul>	
<i>TOTAL POINTS</i>	
	<i>100</i>

The proposal ranking system was per the criteria weightings and other procedures in the RFP. The Working Group was diligent in evaluating the relative strengths and weaknesses of each proposal as fairly and objectively as possible. Based on the Trash Hauling Working Group’s review of the responses received, the Group determined that there were four responsive proposals submitted. All four responsive proposals were cost competitive. The companies were thorough and very thoughtful in completing their proposals.

*Top Ranked Proposal*

As a result of the Working Group’s careful proposal evaluations, Allied Waste Services (“Allied”) was ranked as the number one proposer. Allied had the best overall score when evaluated against all seven criteria as per the RFP, including the lowest price.

*Summary of Proposals*

Upon initial analysis many of the proposals, if implemented, would save resident’s money and meet all of the goals outlined by the City Council for a trash collection system. Several of the proposals would save City residents a significant amount of money if a contract were executed as per their proposal. For example, when comparing the average proposed prices of the top three proposals to the current, average published rates as reported by the licensed haulers to the City for 2011, residents collectively could save over \$500,000 per year. If the City is able to

successfully negotiate with the top ranked proposer, Allied, this savings compared to average reported rates could be over \$800,000 per year. It is recommended that further details of proposals and proposed prices not be released publicly until such time as a contract is successfully negotiated and executed.

#### *Review of Proposals by City Council*

On October 5, 2011, the City Council held a special City Council Workshop. The purpose of the workshop was to allow all City Councilmembers an opportunity to review the proposals, not just the City Council Members who were part of the Trash Hauling Working Group. During the review the City Council discussed the various proposal scenarios and asked questions of the staff in preparation for the October 10 City Council meeting.

#### **Timeline for Completion of the Trash Collection System Analysis**

Following is the proposed timeline for the completion of the Trash Collection System Analysis:

- October 10, 2011: City Council Meeting - Authorize Contract Negotiations
- October 24, 2011: City Council Workshop or Meeting – Continued Review of Existing Subscription System
- Nov. 21, 2011: 90-day negotiation period ends (90 days from Aug. 19 RFP deadline)
- Nov. 28, 2011: City Council Meeting – Decide on System (1. Review Draft Contract, 2. Review Statutory Findings, 3. Decide on System – Contracted or Improved Subscription)
- Dec. 12, 2011: City Council Meeting: Authorize Implementation of Selected System
- October 1, 2012: New Service Implemented if City Council Chooses Contracted System

#### **RECOMMENDATION**

The Trash Hauling Working Group recommends that the City Council authorize staff to negotiate with Allied Waste Services for City-wide Residential Trash Collection Services. This recommendation and the evaluation process are consistent with the requirements of the City's RFP. If City staff and Allied Waste Services are unable to negotiate the details of a final draft contract based on the RFP and Allied's proposal, then City staff should have the authority to end negotiations with Allied and begin negotiations with the second ranked proposer, and so on, as outlined in the RFP.

## MEMORANDUM

**TO:** James Antonen, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**SUBJECT:** **Renewable Energy Ordinance – Second Reading**  
**DATE:** October 4, 2011 for the October 10 City Council Meeting

### INTRODUCTION

The City adopted an energy efficiency and conservation strategy in December 2009. The strategy was required as part of the City's energy efficiency conservation block grant. One purpose for the strategy is to help establish policies and priorities to move Maplewood in the direction of improved long-term operational energy efficiency.

Implementation of the strategy includes the adoption of energy policies that will ensure achievement of the City's energy goals. The renewable energy ordinance, which will assist in the promotion of renewable energy sources throughout the City, will help Maplewood meet that goal and will address regulations for wind, solar and geothermal energy sources. The City's zoning code does not address the installation of these types of energy sources.

### BACKGROUND

On September 26, 2011, the City Council adopted the first reading of the renewable energy ordinance. Changes requested by the City Council prior to the adoption of the ordinance are outlined in the discussion section below.

### DISCUSSION

Following is a brief summary of the changes requested by the City Council prior to the adoption of the renewable energy ordinance:

1. Neighborhood Consent for Small WECS

Because of concerns expressed by the Planning Commission for residential turbines, the Environmental and Natural Resources Commission added language which would allow residentially installed Small WECS as a permitted use if 100 percent of the owners or occupants adjacent the property consent to the project. This requirement is reflective of the neighborhood consent required in the City's new chicken ordinance.

The City Council may want to discuss this requirement as a reasonable process for allowing residential wind turbines.

2. Setbacks of Large Wind Energy Conversion Systems (WECS):

During the first reading of the renewable energy ordinance, Environmental and Natural Resources Commissioner Yingling discussed a concern brought up by the Planning

Commission during their review of the ordinance in regard to ice throw from wind turbines. Ice that accumulates on Large WECS blades can be shed from the turbine by gravity and mechanical forces of the rotating blades. An increase in temperature, wind, or solar radiation can also cause sheets of ice to loosen and fall, making the area directly under the rotor subject to the greatest risks. The rotating turbine blades could also propel ice fragments some distance from the turbine.

Commissioner Yingling stated that studies reflect that increased setbacks can help mitigate ice throw. GE Energy recommends a setback of one and one-half times the height of the structure from any road, occupied structure, or public use area as a safe risk mitigation strategy for placement of Large WECS.

The renewable energy ordinance had required a setback of one times the height of the turbine from any property line, road, occupied structure, electric substation, transmission line, or other WECS (plus an additional 25 feet when adjacent residential property). The additional setback of one and one-half times the height of the turbine to a road, occupied structure, or public use area has been added to the ordinance to mitigate possible ice throw from Large WECS.

3. Setbacks of Small Wind Energy Conversion Systems (WECS):

The ordinance now clarifies that the setbacks of Small WECS does not include increased setbacks to bluffs or property guided as park or open space in the City's Land Use Designations of the Comprehensive Plan. The increased setback to these areas is recommended as a strategy for protecting bird and bat populations from the rotating blades of the Large WECS. There are no studies to reflect the same concerns for Small WECS with a maximum height of 60 feet. The City's Mississippi Critical Area ordinance does require a 40-foot minimum setback from a bluff to any structure, including a Small WECS.

4. General Standards for Wind Energy Conversion Systems:

The ordinance section which addresses general standards for wind has been modified to separate Large WECS standards from Small WECS standards.

5. Placement of Geothermal Source Heat Pump Systems (GSHPS):

The ordinance section which addresses the placement of GSHPS has been modified to prohibit GSHPS in surface water, except for storm water ponds.

## **RECOMMENDATION**

Adopt the second reading of the attached renewable energy ordinance (Attachment 1). The ordinance creates regulations for wind, solar, and geothermal energy sources in a new ordinance placed in the Environment Chapter (Chapter 18) of the City code. The ordinance also places all environmental ordinances under the Environment Chapter (Chapter 18) by adding Article V (Environmental Protection and Critical Areas) and including the following existing ordinances: Wetlands and Streams, Tree Protection, Slopes, Mississippi Critical Area, Flood Plain Overlay District, and Shoreland Overlay District.

Attachments: Ordinance - Renewable Energy Ordinance and Ordinance Placement

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE TO THE MAPLEWOOD MUNICIPAL CODE REGARDING  
RENEWABLE ENERGY SYSTEMS (Wind, Solar, Geothermal)**

The Maplewood City Council approves the following addition to the Maplewood Code of Ordinances. This ordinance creates a new renewable energy ordinance which will be placed in the Environment Chapter (Chapter 18) of the city code.

**Section 1. Scope.**

This ordinance applies to the regulations of on-site renewable energy systems within the City of Maplewood, Ramsey County, MN. The ordinance focuses on wind turbines, solar photovoltaic systems, and geothermal ground-source heat pumps which are located on the site for which the generation of energy will be used, with excess energy distributed into the electrical grid.

**Section 2. Purpose and Intent.**

It is the goal of the city to provide a sustainable quality of life for the city's residents, making careful and effective use of available natural resources to maintain and enhance this quality of life. Cities are enabled to regulate land use under Minnesota Statutes 394 and 462 for the purpose of "promoting the health, safety, morals, and general welfare of the community."

As part of this regulatory power, Maplewood believes it is in the public interest to encourage renewable energy systems that have a positive impact in energy conservation, with limited adverse impact on the community. While Maplewood strongly encourages increased energy conservation and improved energy efficiency, the city also finds that increased use of appropriate renewable energy systems will be an important part of improving urban sustainability.

The renewable energy regulations are intended to supplement existing zoning ordinances and land use practices, and ensure these systems are appropriately designed, sited and installed. These regulations are in place to balance the need to improve energy sustainability through increased use of renewable energy systems with concerns for preservation of public health, welfare, and safety, as well as environmental quality, visual and aesthetic values, and existing neighborhood social and ecological stability. With these regulations, Maplewood is concerned that renewable energy systems, particularly wind energy systems, be designed to minimize the negative impacts on bird and bat species which are vulnerable to mortality from these energy gathering machines.

**Section 3. Wind Energy Sources and Systems****a. Definitions, Wind Energy Sources and Systems**

The following words, terms and phrases, when used in this Section, shall have the meaning provided herein, except where the context clearly indicates otherwise:

**Feeder Line.** Any power line that carries electrical power from one or more wind turbines or individual transformers associated with an individual wind turbine to the point of interconnection with the electric power grid. In the case of interconnection with the high voltage transmission systems the point of interconnection shall be the substation serving the WECS.

**Front Yard.** A front yard is any part of a yard located between a structure and a street right-of-way line. A corner lot shall have a front yard on each street frontage.

**Ground mounted WECS.** Freestanding WECS mounted to the ground with footings or other apparatus.

**Large WECS.** A WECS of equal to or greater than 100 kW in total nameplate generating capacity. The energy must be used on-site with excess energy distributed into the electrical grid. Large WECS are limited to one-hundred twenty five (125) feet in height.

**Property Line.** The boundary line of the area over which the entity applying for WECS permit has legal control for the purposes of installation of a WECS. This control may be attained through fee title ownership, easement, or other appropriate contractual relationship between the project developer and landowner.

**Rear Yard.** A rear yard is the yard that is opposite and most parallel to the front yard.

**Roof Mounted WECS.** A WECS utilizing a turbine mounted to the roof of a structure.

**Side Yard.** A side yard is any yard between any part of a structure and the side property line.

**Significant Tree.** Significant Tree means a healthy tree measuring a minimum of six (6) inches in diameter for hardwood deciduous trees, eight (8) inches in diameter for coniferous/evergreen trees, twelve (12) inches diameter for softwood deciduous tree, and specimen tree of any species twenty-eight (28) inches in diameter or greater as defined herein. Buckthorn or others noxious woody plants as determined by the city not considered a significant tree species at any diameter.

**Small WECS.** A WECS of less than 100kW in total nameplate generating capacity. The energy must be used on-site with excess energy distributed into the electrical grid. Small WECS are limited to sixty (60) feet in height.

**Tower.** Vertical structures that support the electrical generator, rotor, and blades, or the meteorological equipment.

**Tower Height.** The total height of the WECS, including tower, rotor, and blade to its highest point of travel.

**Turbine Cut-In Speed.** The lowest wind speed at which turbines generate power to the utility system.

**Wind Energy.** Kinetic energy present in wind motion that can be converted into electrical energy.

**WECS.** A Wind Energy Conversion System which is an electrical generating facility comprised of one or more wind turbines and accessory facilities, including but not limited to, power lines, transformers, substations and metrological towers that operate by converting the kinetic energy of wind into electrical energy. The energy must be used on-site with excess energy distributed into the electrical grid.

**Wind Energy System.** An electrical generating facility that consists of a wind turbine associated controls and may include a tower.

**Wind Turbine.** A wind turbine is any piece of electrical generating equipment that converts the kinetic energy of blowing wind into electrical energy through the use of airfoils or similar devices to capture the wind.

**Zoning Official.** Zoning official is any person designated by the city manager to administer and enforce the city's zoning code.

**b. WECS Districts**

1. Large WECS Districts.

(a) Ground and Roof Mounted Large WECS shall be allowed with approval of a conditional use permit as outlined in section d (conditional use permit procedure) in the following zoning districts and land use designations:

(1) In all properties located in commercial zoning districts (Heavy Manufacturing, Light Manufacturing, Business Commercial, Business Commercial Modified, Limited Business Commercial, Commercial Office, Neighborhood Commercial, Shopping Center).

(2) In all properties located in multiple dwelling residential zoning districts (Multiple Dwelling Residential and Multiple Dwelling Residential Townhouse) for purposes of shared WECS energy production among the residential dwelling units.

(3) In all properties approved as a planned unit development for purposes of shared WECS energy production among the businesses/organizations, residential dwelling units, or adjoining businesses/organizations/residential dwelling units.

(4) In all properties guided as Government or Institutional in the city's Land Use Designations of the Comprehensive Plan.

(b) Ground and Roof Mounted Large WECS shall be prohibited in all properties guided as park or open space in the city's Land Use Designations of the Comprehensive Plan.

2. Small WECS Districts.

(a) Roof Mounted Small WECS shall be deemed permissible in all zoning districts.

- (b) Ground Mounted Small WECS shall be deemed an accessory structure, permissible in the following zoning districts and land use designations:
  - (1) In all properties located in commercial zoning districts (Heavy Manufacturing, Light Manufacturing, Business Commercial, Business Commercial Modified, Limited Business Commercial, Commercial Office, Neighborhood Commercial, Shopping Center).
  - (2) In all properties located in multiple dwelling residential zoning districts (Multiple Dwelling Residential and Multiple Dwelling Residential Townhouse) for purposes of shared WECS energy production among the residential dwelling units.
  - (3) In all properties approved as a planned unit development for purposes of shared WECS energy production among the businesses/organizations, residential dwelling units, or adjoining businesses/organizations/residential dwelling units.
  - (4) In all properties guided as Government or Institutional in the city's Land Use Designations of the Comprehensive Plan.
  - (5) In all properties guided as park in the city's Land Use Designations of the Comprehensive Plan.
- (c) Ground Mounted Small WECS shall be deemed an accessory structure, permissible in double or single dwelling residential zoning districts if the following neighborhood consent requirements are met:

Written consent of one hundred (100) percent of the owners or occupants of privately or publicly owned real estate that are located adjacent (i.e., sharing property lines) on the outer boundaries of the premises for which the permit is being requested, or in the alternative, proof that the applicant's property lines are one hundred fifty (150) feet or more from any house.

Where an adjacent property consists of a multiple dwelling or multi-tenant property, the applicant need obtain only the written consent of the owner or manager, or other person in charge of the building. Such written consent shall be required on the initial application and as often thereafter as the officer deems necessary.

**c. Placement and Design**

- 1. Ground Mounted WECS.
  - (a) Height
    - (1) Large WECS shall have a total height, including tower and blade to its highest point of travel, of no more than one-hundred twenty five (125) feet.

(2) Small WECS shall have a total height, including tower and blade to its highest point of travel, of no more than sixty (60) feet.

(b) Placement

(1) Large WECS shall be located as follows:

a) Shall not be located between a principal structure and a public street, unless the city determines that such a location would lessen the visibility of the Large WECS or would lessen the negative impacts of such a WECS on nearby properties.

b) Have a minimum setback distance from the base of the monopole of one (1) times the height from any property line, ~~public right-of-way~~, electric substation, transmission line, ~~principal structure~~, or other WECS. In addition, the setback distance must be increased by twenty-five (25) feet from any property that is zoned or planned for residential.

c) Have a minimum setback distance from the base of the monopole of one and one-half (1-1/2) times the height from any public right of way, occupied structure, or public use area.

~~d)~~ Have a minimum setback distance from the base of the monopole of six hundred (600) feet from any property guided as park or open space in the city's Land Use Designations of the Comprehensive Plan.

~~e)~~ Have a minimum setback distance from the base of the monopole of one-fourth (¼) mile or one thousand three hundred and twenty (1,320) feet from any bluff.

(2) Small WECS shall be located

a) Shall not be located between a principal structure and a public street, unless the city determines that such a location would lessen the visibility of the Small WECS or would lessen the negative impacts of such a WECS on nearby properties. Be located entirely in the rear or side yard (not including side yards on corner properties where the side yard is adjacent a street).

b) Have a minimum setback distance from the base of the monopole of one (1) times the height from any property line, public right-of-way, electric substation, transmission line, or other WECS.

- ~~c) Have a minimum setback distance from the base of the monopole of six hundred (600) feet from any property guided as park or open space in the city's Land Use Designations of the Comprehensive Plan.~~
- ~~d) Have a minimum setback distance from the base of the monopole of six hundred (600) feet from any bluff.~~

(c) Number

- (1) Large WECS. One (1) large WECS shall be allowed on a single lot of one (1) to five (5) acre(s). All other larger parcels will be limited to one (1) large WECS per five (5) acres of land area.
- (2) Small WECS. One (1) small WECS shall be allowed on a single lot up to one (1) acre in size. All other larger parcels will be allowed one (1) small WECS per five (5) acres of land area.

(d) Design

- (1) Tower Configuration. All ground mounted WECS shall:
  - a) Be installed with a tubular, monopole type tower.
  - b) Have no guyed wires attached to the tower or other components.
  - c) Have no ladder, step bolts, rungs, or other features used for tower access to extend within eight (8) feet of the ground. Lattice-style towers shall have a protective barrier to prevent unauthorized access to the lower eight (8) feet of the tower.
- (2) Signs. A WECS operator is required to provide a single posting, not to exceed four (4) square feet, at the base of a WECS prohibiting trespassing, warning of high voltage, and providing the emergency contact information for the operator.

2. Roof Mounted WECS.

(a) Height

- (1) Large Roof Mounted WECS:
  - a) Total height of not more than twenty-five (25) feet, measured from the top of the roof to the blade tip at its highest point of travel.
- (2) Small Roof Mounted WECS:

- a) Total height of not more than twenty-five (25) feet, measured from the top of the roof to the blade tip at its highest point of travel.
- b) Residential Installation: In addition to the twenty-five (25) foot height restriction for the Small Roof Mounted WECS, the height of the WECS and the structure on which it is attached must not exceed the maximum height allowed in the residential zoning district for which it is installed.

(b) Placement

Roof mounted WECS must be erected above the roof of a building or structure. The mounts associated with the WECS may extend onto the side of the building or structure.

(c) Number

(1) Large Roof Mounted WECS. The maximum number of Large Roof Mounted WECS shall be approved through the conditional use permit process.

(2) Small Roof Mounted WECS. No more than three (3) roof mounted Small WECS shall be installed on any rooftop.

**d. Conditional Use Permit Procedure.** Procedures for granting conditional use permits from this ordinance are as follows:

- 1. The city council may approve conditional use permit requirements in this ordinance.
- 2. Before the city council acts on a conditional use permit the environmental and natural resources commission and the planning commission will make a recommendation to the city council.
- 3. In reviewing the conditional use permit the environmental and natural resources commission, planning commission, and city council will follow the requirements for conditional use permit approvals as outlined in Article V (conditional use permits).

**e. General Standards**

1. The following provisions will apply to all WECS erected under the provisions of this ordinance:

(a)~~4.~~ Noise: Have a maximum noise production rating of fifty-five (55) dB fifty (50) dBA and shall conform to this standard under normal operating conditions as measured at any property line.

~~2.~~ Color:

- ~~(a) Large WECS: Turbine paint color and high levels of ultraviolet and infrared components of paint could have an impact on the attraction of insect species to the structure, which may attract birds and bats and cause bird and bat mortality. As such, turbine paint color may be approved as part of the conditional use permit process and must be shown to reduce the negative impacts to birds and bats and be a non-obtrusive color so not to cause negative visual impacts to surrounding properties.~~
- ~~(b) Small WECS: Turbine paint color must be a non-obtrusive color so not to cause negative visual impacts to surrounding properties.~~
- (b)3. Over Speed Controls: Shall be equipped with manual and automatic over speed controls to limit the blade rotation within design specifications.
- (c)4. Lighting: Have no installed or accessory lighting, unless required by federal or state regulations.
- (d)5. Intent to Install: Prior to the installation or erection of a WECS, the operator must provide evidence showing their regular electrical service provider has been informed of the customer's intent to install an interconnected, customer-owned generator. Off-grid systems shall be exempt from this requirement.
- (e)6. Signs: The placement of all other signs, postings, or advertisements shall be prohibited on the units. This restriction shall not apply to manufacturer identification, unit model numbers, and similar production labels.
- (f)7. Commercial Installations: All WECS shall be limited to the purpose of on-site energy production, except that any additional energy produced above the total on-site demand may be sold to the operator's regular electrical service provider in accordance with any agreement provided by the same or applicable legislation.
- (g)8. Feeder Lines: Any lines accompanying a WECS, other than those contained within the WECS' tower or those attached to on-site structures by leads, shall be buried within the interior of the subject parcel, unless there are existing lines in the area which the lines accompanying a WECS can be attached.
- (h)9. Clearance: Rotor blades or airfoils must maintain at least 20 feet of clearance between their lowest point and the ground.
- (i)10. Blade Design: The blade design and materials must be engineered to insure safe operation in an urban area.
- ~~11. Warnings: For all large WECS, a sign or signs shall be posted on the tower, transformer and substation warning of high voltage. Signs with emergency contact information shall also be posted on the turbine or at another suitable point.~~

(j)12- Energy Storage: Batteries or other energy storage devices shall be designed consistent with the Minnesota Electric Code and Minnesota Fire Code.

2. In addition to the provisions outlined in Section 3, item e(1) above, the following provisions will apply to large WECS erected under the provisions of this ordinance:

(a) Color: Turbine paint color and high levels of ultraviolet and infrared components of paint could have an impact on the attraction of insect species to the structure, which may attract birds and bats and cause bird and bat mortality. As such, turbine paint color may be approved as part of the conditional use permit process and must be shown to reduce the negative impacts to birds and bats and be a non-obtrusive color so not to cause negative visual impacts to surrounding properties.

(b) Warnings: A sign or signs shall be posted on the tower, transformer and substation warning of high voltage. Signs with emergency contact information shall also be posted on the turbine or at another suitable point.

(c) Environmental Standards: The applicant shall provide the following information in the conditional use permit application. The information will be evaluated in meeting the criteria of a conditional use permit for purposes of minimizing minimize impacts on the environment:

(a) Natural Heritage Review by the Minnesota Department of Natural Resources.

(b) Lands guided as park or open space in the city's Land Use Designation of the Comprehensive Plan that are located within one (1) mile of the project.

(c) Conservation easements and other officially protected natural areas within a quarter mile of the project.

(d) Shoreland, Mississippi Critical Area, Greenways, wetland buffers, wildlife corridors and habitat complexes.

(e) All significant trees impacted by the project.

(f) A plan for turbine-cut in speed strategies where feasible in order to reduce bird and bat deaths. Studies have shown that bird and bat fatalities would be significantly reduced by changing turbine cut-in speed and reducing operational hours during low-wind periods, evening hours (one-half hour before sunset to one-half hour after sunrise-only in spring, summer, and early fall), and migration times in spring and fall.

3. In addition to the provisions outlined in Section 3, item e(1) above, the following provisions will apply to small WECS erected under the provisions of this ordinance:

(a) Color: Turbine paint color must be a non-obtrusive color so not to cause negative visual impacts to surrounding properties.

**f.e. Abandonment**

A WECS that is allowed to remain in a nonfunctional or inoperative state for a period of twelve (12) consecutive months, and which is not brought in operation within the time specified by the city after notification to the owner or operator of the WECS, shall be presumed abandoned and may be declared a public nuisance subject to removal at the expense of the operator.

**Section 4. Solar Energy Sources and Systems**

**a. Definitions, Solar Energy Sources and Systems**

The following words, terms and phrases, when used in this Section, shall have the meaning provided herein, except where the context clearly indicates otherwise:

**Building-Integrated Photovoltaic System.** An active solar system that is an integral part of a principal or accessory building, rather than a separate mechanical device, replacing or substituting for an architectural or structural component of the building. Building-integrated systems include, but are not limited to, photovoltaic or hot water solar systems that are contained within roofing materials, windows, skylights, and awnings.

**Ground mounted Panels.** Freestanding solar panels mounted to the ground by use of stabilizers or similar apparatus.

**Photovoltaic System.** An active solar energy system that converts solar energy directly into electricity.

**Roof or Building Mounted SES.** Solar energy system (panels) that are mounted to the roof or building using brackets, stands or other apparatus.

**Roof Pitch.** The final exterior slope of a building roof calculated by the rise over the run, typically, but not exclusively, expressed in twelfths such as 3/12, 9/12, 12/12.

**Solar Access.** A view of the sun, from any point on the collector surface that is not obscured by any vegetation, building, or object located on parcels of land other than the parcel upon which the solar collector is located, between the hours of 9:00 AM and 3:00 PM Standard time on any day of the year.

**Solar Collector.** A device, structure or a part of a device or structure for which the primary purpose is to transform solar radiant energy into thermal, mechanical, chemical, or electrical energy.

**Solar Energy.** Radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

Solar Energy System (SES). An active solar energy system that collects or stores solar energy and transforms solar energy into another form of energy or transfers heat from a collector to another medium using mechanical, electrical, or chemical means.

Solar Hot Water System. A system that includes a solar collector and a heat exchanger that heats or preheats water for building heating systems or other hot water needs, including residential domestic hot water and hot water for commercial processes.

Zoning Official. Zoning official is any person designated by the city manager to administer and enforce the city's zoning code.

**b. Districts**

Solar energy systems (SES) shall be allowed as an accessory use in all zoning districts.

**c. Placement and Design**

1. Height

- (a) Roof or building mounted SES shall not exceed the maximum allowed height in any zoning district. For purposes for height measurement, solar systems other than building-integrated systems shall be considered to be mechanical devices and are restricted consistent with other building-mounted mechanical devices.
- (b) Ground mounted SES shall not exceed the height of an allowed accessory structure within the zoning district, or fifteen (15) feet in height, whichever is greater, when oriented at maximum tilt.

2. Placement

- (a) Ground mounted SES must meet the accessory structure setback for the zoning district in which it is installed.
- (b) Roof or Building Mounted SES. The collector surface and mounting devices for roof or building mounted SES shall not extend beyond the required building setbacks of the building on which the system is mounted.

3. Coverage

Ground mounted SES may not exceed the area restrictions placed on accessory structures within the subject district.

4. Visibility

- (a) SES shall be designed to blend into the architecture of the building or be screened from routine view from public right-of-ways other than alleys. The color of the solar collector is not required to be consistent with other roofing materials.

- (b) Building Integrated Photovoltaic Systems - Building integrated photovoltaic solar systems shall be allowed regardless of visibility, provided the building component in which the system is integrated meets all required setback, land use or performance standards for the district in which the building is located.
- (c) Ground mounted SES shall be screened from view to the extent possible without reducing their efficiency. Screening may include walls, fences, or landscaping.

**d. General Standards**

1. Notification. Prior to the installation or erection of a SES, the operator must provide evidence showing their regular electrical service provider has been informed of the customer's intent to install an interconnected, customer-owned SES. Off-grid systems shall be exempt from this requirement.
2. Feeder lines. Any lines accompanying a SES, other than those attached to on-site structures by leads, shall be buried within the interior of the subject parcel, unless there are existing lines in the area which the lines accompanying an SES can be attached.
3. Commercial. All SES shall be limited to the purpose of on-site energy production, except that any additional energy produced above the total onsite demand may be sold to the operator's regular electrical service provider in accordance with any agreement provided by the same or applicable legislation.
4. Restrictions on SES Limited. No homeowners' agreement, covenant, common interest community, or other contract between multiple property owners within a subdivision of Maplewood shall restrict or limit solar systems to a greater extent than Maplewood's renewable energy ordinance.
5. Maplewood encourages solar access to be protected in all new subdivisions and allows for existing solar to be protected consistent with Minnesota Statutes. Any solar easements filed, must be consistent with Minnesota Statutes, Chapter 500, Section 30.

**e. Abandonment**

A SES that is allowed to remain in a nonfunctional or inoperative state for a period of twelve (12) consecutive months, and which is not brought in operation within the time specified by city officials, shall be presumed abandoned and may be declared a public nuisance subject to removal at the expense of the operator.

**Section 5. Geothermal Energy Sources and Systems**

**a. Definitions, Geothermal Energy Sources and Systems**

The following words, terms and phrases, when used in this Section, shall have the meaning provided herein, except where the context clearly indicates otherwise:

Closed Loop Ground Source Heat Pump System. A system that circulates a heat transfer fluid, typically food-grade antifreeze, through pipes or coils buried beneath the land surface or anchored to the bottom in a body of water.

Geothermal Energy. Renewable energy generated from the interior of the earth and used to produce energy for heating buildings or serving building commercial or industrial processes.

Ground Source Heat Pump System (GSHPs). A system that uses the relatively constant temperature of the earth or a body of water to provide heating in the winter and cooling in the summer. System components include closed loops of pipe, coils or plates; a fluid that absorbs and transfers heat; and a heat pump unit that processes heat for use or disperses heat for cooling; and an air distribution system. The energy must be used on-site.

Heat Transfer Fluid. A non-toxic and food grade fluid such as potable water, aqueous solutions of propylene glycol not to exceed twenty percent (20%) by weight or aqueous solutions of potassium acetate not to exceed twenty percent (20%) by weight.

Stormwater Pond. These are ponds created for stormwater treatment. A stormwater pond shall not include wetlands created to mitigate the loss of other wetlands.

**b. Districts**

Ground source heat pump systems (GSHPs) shall be deemed an accessory structure, permissible in all zoning districts.

**c. Placement and Design**

1. Placement

- (a) All components of GSHPs including pumps, borings and loops shall be set back at least five (5) feet from interior and rear lot lines.
- (b) Easements. All components of GSHPs shall not encroach on easements.
- (c) GSHPs are ~~permitted in~~ prohibited in surface waters, except for stormwater ponds where they are permitted.

2. Design

- (a) Only closed loop GSHPs utilizing Minnesota Department of Health approved heat transfer fluids are permitted.
- (b) Screening. Ground source heat pumps are considered mechanical equipment and subject to the requirements of the city's zoning ordinance.

**d. General Standards**

1. Noise. GSHPS shall comply with Minnesota Pollution Control Agency standards outlined in Minnesota Rules Chapter 7030.

**e. Abandonment**

A GSHPS that is allowed to remain in a nonfunctional or inoperative state for a period of twelve (12) consecutive months, and which is not brought in operation within the time specified by the city after notification to the owner or operator of the GSHPS, shall be presumed abandoned and may be declared a public nuisance subject to removal at the expense of the operator.

**Section 6. General Ordinance Provisions**

**a. Interpretation**

In interpreting this ordinance and its application, the provisions of these regulations shall be held to be the minimum requirements for the protection of public health, safety and general welfare. This ordinance shall be construed broadly to promote the purposes for which it was adopted.

**b. Conflict**

This ordinance is not intended to interfere with, abrogate or annul any other ordinance, rule or regulation, statute or other provision of law except as provided herein. If any provision of this ordinance imposes restrictions different from any other ordinance, rule or regulation, statute or provision of law, the provision that is more restrictive or imposes high standards shall control.

**c. Severability**

If any part or provision of this ordinance or its application to any developer or circumstance is judged invalid by any competent jurisdiction, the judgment shall be confined in its operation to the part, provision or application directly involved in the controversy in which the judgment shall be rendered and shall not affect or impair the validity of the remainder of these regulations or the application of them to other developers or circumstances.

**Section 7. Ordinance Placement**

The ordinance places all environmental ordinances under the Environment Chapter (Chapter 18) by adding Article V (Environmental Protection and Critical Areas) and including the following ordinances under the new Article: wetlands and streams, tree protection, slopes, Mississippi Critical Area, Flood Plain Overlay District, Shoreland Overlay District, and Renewable Energy. Following is the revised Chapter 18 Article headings (additions are underlined):

## Chapter 18

### ENVIRONMENT

#### Article I. In General

Sec. 18-1 - 18-25. Reserved.

#### Article II. Nuisances

##### Division 1. Generally

Sec. 18-26 Unlawful to cause, create or commit.  
Sec. 18-27 Common law and statutory nuisances adopted by reference.  
Sec. 18-28 Unlawful to permit; cellars, drains cesspools or sewers.  
Sec. 18-29 Rental agents to disclose name of owner or principal to city manager upon request.  
Sec. 18-30 Public nuisances generally.  
Sec. 18-31 Nuisances affecting health, safety, comfort or repose.  
Sec. 18-32 Nuisances affecting morals and safety.  
Sec. 18-33 Enforcement of article generally.  
Sec. 18-34 Continuing violations.  
Sec. 18-35 Notice to abate.  
Sec. 18-36 Abatement by council.  
Sec. 18-37 Abatement on premises.  
Sec. 18-38 Violations of article.  
Sec. 18-39 Loitering.  
Sec. 18-40 - 18-65. Reserved.

##### Division 2. Abandoned Motor Vehicles

Sec. 18-66 Purpose.  
Sec. 18-67 Definitions.  
Sec. 18-68 Violation.  
Sec. 18-69 Taking into custody and impoundment.  
Sec. 18-70 Certain vehicles declared nuisances; abatement; removal.  
Sec. 18-71 Immediate sale of certain vehicles.  
Sec. 18-72 Additional remedies.  
Sec. 18-73 Police reports.  
Sec. 18-74 Notice to owner and lienholders.  
Sec. 18-75 Reclamation by owner or lienholder; preservation of lien rights.  
Sec. 18-76 Sale of vehicle.  
Sec. 18-77 Designation of poundkeeper.  
Sec. 18-78 Bond of poundkeeper.  
Sec. 18-79 Insurance of poundkeeper.  
Sec. 18-80 Towing and storage charges generally.  
Sec. 18-81 Release of vehicle and service fee before vehicle towed away.  
Sec. 18-82 Abatement of towing and storage charges.  
Sec. 18-83 Release of vehicles.  
Sec. 18-84 Release form.

Sec. 18-85 Police records.  
Sec. 18-86 - 18-110. Reserved.

Division 3. Noise Control

Sec. 18-111 Prohibition generally; exception.  
Sec. 18-112 Construction activities.  
Sec. 18-113 Enforcement.  
Sec. 18-114 -18-140. Reserved.

**Article III. Erosion and Sedimentation Control**

Sec. 18-115 Purpose.  
Sec. 18-116 Scope.  
Sec. 18-117 Erosion and sediment control plan.  
Sec. 18-118 Review of plan.  
Sec. 18-119 Modification of plan.  
Sec. 18-120 Escrow requirement.  
Sec. 18-121 Enforcement; penalty.  
Sec. 18-122 -18-175. Reserved.

**Article IV. Air Pollution Control**

Sec. 18-176 Short title.  
Sec. 18-177 State regulations adopted.  
Sec. 18-178 Approval required to start fire.  
Sec. 18-179 Penalties for violations.  
Sec. 18-180 -18-XXX. Reserved.

**Article V. Environmental Protection and Critical Areas**

Division 1. Stormwater Management

Division 2. Wetlands and Streams

Division 3. Tree Protection

Division 4. Slopes

Division 5. Mississippi Critical Area

Division 6. Flood Plain Overlay District

Division 7. Shoreland Overlay District

Division 8. Renewable Energy

The city council approved the first reading of this ordinance on September 26, 2011.

The city council approved the second reading of this ordinance on \_\_\_\_\_.

Signed:

\_\_\_\_\_

Will Rossbach, Mayor

\_\_\_\_\_

Date

Attest:

\_\_\_\_\_

Karen Guilfoile, City Clerk

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## MEMORANDUM

TO: James Antonen, City Manager  
 FROM: Tom Ekstrand, Senior Planner  
 Chuck Ahl, Assistant City Manager  
 SUBJECT: **Conditional Use Permit—LaMettry Collision Auto Repair**  
 (Simple majority vote required)  
 LOCATION: North of 2923 Maplewood Drive  
 DATE: September 28, 2011

### INTRODUCTION

#### Project Description

Rick LaMettry, owner of LaMettry Collision, is requesting approval of a conditional use permit to build a new auto body repair shop north of his existing location, 2923 Maplewood Drive. Mr. LaMettry would then sell his existing building to Steve McDaniels, of Maplewood Toyota, to expand Maplewood Toyota's campus. Maplewood Toyota would use the building to service automobiles as it is presently used.

#### Requests

Mr. LaMettry is requesting that the city council approve:

- A conditional use permit for automotive repair.
- The building, site and landscaping plans.

### BACKGROUND

August 8, 2005: The city council approved a conditional use permit for Steve McDaniels, of Maplewood Toyota, to build a temporary parking lot on the proposed site. The back half of the parking lot was constructed of a pervious parking material to comply with shoreland ordinance requirements. The front half was constructed with a temporary gravel surface. Mr. McDaniels' intention was to build a permanent building on the graveled area.

### DISCUSSION

#### CUP Findings for Approval

The zoning ordinance requires that the city council find that all nine "standards" for CUP approval be met to allow a CUP. In short, these state that the use would (refer to the resolution for the complete wording):

- Comply with the city's comprehensive plan and zoning code.
- Maintain the existing or planned character of the neighborhood.
- Not depreciate property values.
- Not cause any disturbance or nuisance.
- Not cause excessive traffic.

- Be served by adequate public facilities and police/fire protection.
- Not create excessive additional costs for public services.
- Maximize and preserve the site's natural and scenic features.
- Not cause adverse environmental effects.

The proposed use meets these nine criteria. The site was previously intended for an automotive use by Mr. McDaniels. This was noted in the 2005 CUP when the city council granted the approval for the temporary parking lot. Condition 6 of the CUP stated, "The property owner shall obtain city approvals and begin construction of a permanent building on this site by September 30, 2007. . ." Council subsequently extended this deadline until the summer of 2011 for the applicant to either begin the site development process or to pave, curb and landscape the gravel parking lot.

### **EXISTING CUP FOR MAPLEWOOD TOYOTA PARKING LOT**

Staff suggests continuing the existing CUP for the temporary parking lot until construction begins for the proposed body shop. If the proposed building is not built for some reason, the existing CUP may remain. In that event, however, Mr. McDaniels should be required to pave, curb and landscape this parking lot as originally directed by the city council. Staff recommends reviewing this original CUP when construction begins for Mr. LaMettry's building or in one year, whichever comes first.

### **Shoreland Boundary Area**

The proposed site is within the Kohlman Lake Shoreland Boundary area. The Shoreland Ordinance requires a maximum impervious surface of 50 percent. This was considered in 2005 when the city council granted the CUP to allow Maplewood Toyota to use the site for parking. At that time, the city engineer determined that the proposed pervious parking surface, along with grassy areas to be provided, would meet shoreland ordinance requirements. The applicant is proposing to keep the pervious parking area on the west half the site as part of his development proposal.

### **Design Considerations**

#### Building Design

The proposed building would be constructed of precast concrete panels with a textured, stucco-like surface. The front entrance/vehicle-estimate area would be brick with a blue metal fascia. There would be a corresponding brick detail on the northerly front corner of the building to match. Please refer to the building elevations and the colored photos. The photos are of the applicant's Lakeville shop. The proposed facility would match this building.

The exterior materials of nearby buildings range from brick (the existing LaMettry Collision building and the Maplewood Toyota building south of LaMettry Collision) to concrete block (Gulden's Roadhouse) and precast concrete (Venburg Tire). City ordinance states that in considering the design quality of a proposed building, the community design review board should strive for compatibility with the existing buildings in the area. Section 2-290(b)(2) states that "the design and location of the proposed development shall be in keeping with the character of the surrounding neighborhood and is not detrimental to the harmonious, orderly, and attractive development contemplated by this division and the city comprehensive plan."

The proposed building meets the goal of the ordinance and would fit the character of the existing buildings in this area.

### Site Design Elements

**Parking, Access:** Access would be via the existing frontage drive which currently serves LaMettry Collision. City ordinance requires two parking spaces for each repair bay, plus one space per bay for a mechanic—three per bay total. The applicant has said that there will be nine body-work bays, two mechanical-repair bays and four paint bays. This would total 15 bays with a requirement for 45 parking spaces. The site plan shows 23 parking spaces adjacent to the building. The pervious-surface parking area to on the back of the site would support another 100+ parking stalls. The parking requirements would be easily met.

**Site Lighting:** Site lighting was installed for the temporary parking lot. There would be light poles removed that are in the location of the proposed building. Any replacement lights shall meet the design of the existing pole lights and shall comply with city ordinance to guard against light spillover and light intensity maximums.

**Landscaping:** The proposed landscaping plan consists of shrub beds along the east side of the frontage drive with five Royalty Crabapple trees. There would also be shrubs planted near the building and another crabapple tree as well. The rear of the site close on the west side of the existing pervious-surface parking lot would have a continuation of spruce and pine trees.

**Trash Storage:** Trash is shown to be stored in the building. If outdoor storage is used in the future, the city code would require an enclosure for all trash containers.

### **Staff Comments**

#### Assistant Fire Chief

Butch Gervais, the assistant fire chief, requires that the applicant provide:

- A fire protection system to be installed per code requirements.
- An alarm system to be installed per code requirements.
- The paint booths meet all code requirements.

#### Building Official

Dave Fisher, the building official, had the following comments:

- The applicant shall provide a fire sprinkler system.
- The building shall meet all applicable building codes.
- It is recommended that the applicant have a preconstruction meeting with the city.

#### Police

Lieutenant Richard Doblar had the following comments:

- Construction site thefts and burglaries are a large business affecting many large construction projects throughout the Twin Cities metro area.

- The contractor/developer should be encouraged to plan and provide for site security during the construction process.
- On-site security, alarm systems and other appropriate security measures would be highly encouraged to deter and report theft and suspicious activity in a timely manner.

### City Engineer

Steve Kummer, staff engineer, reviewed the proposal and has submitted the attached Engineering Plan Review. Mr. Kummer lists several conditions of approval that should be included as requirements if the project is approved. Mr. Kummer also raises the question as to whether the parking should be allowed directly from the frontage drive. This drive is a private driveway system and is not a high-volume roadway. Though this is not typical, it is also not in violation of any city ordinance and would serve the traffic circulation needs of the property.

### **Neighbors' Comments**

Staff surveyed the 47 property owners within 500 feet of the site for their comments. Of the five replies, two were opposed, one was not opposed and two expressed concerns about the maintenance of the pond.

The comments received were:

- Why should LaMettry Collision move? It would bring commercial commotion closer to the homes. You can already smell paint outside the homes.
- The holding pond should be protected from snow melt which contains debris and gravel.
- Overstory trees should be planted to help screen the site from the west.

Staff's reply:

- We cannot comment on whether Mr. LaMettry should or should not relocate to this site. That is his decision. From the city's perspective, though, it has been expected that another automotive-repair building would be constructed on this site since Mr. McDaniels proposed the temporary parking lot in 2005. His plan at that time was to build an auto-service building for Maplewood Toyota on the front half of the site.
- Regarding paint smell, staff asked the assistant fire chief if there is any hazard due to the smell of paint. Mr. Gervais explained that LaMettry Collision has the proper ventilation equipment in their paint booth, but sometimes when doors are open, paint odor can be detected. This is not a toxic issue.
- Mr. Kummer recommended the gravel that has been pushed onto the pond slope needs to be removed and the slope restored with an approved erosion-control blanket and native seeding. The use of the pond to dispose of snow should stop since this practice litters and contaminates the pond.
- Overstory trees would be good for screening the parking lot from the hillside to the west. There is limited room available on site for tree planting, though. Deciduous trees could replace some or all of the proposed evergreens, but then there would be no continual

screening of the parking lot as code requires on the residential side. Granted, this is questionable due to the difference in topography. Staff's feeling is that the evergreens should be planted as proposed. Most of the yards to the west have existing tree cover that buffers them from the proposed site already.

## **SUMMARY**

Staff supports the proposed CUP. The existing CUP for car parking, which was issued to Maplewood Toyota, should remain until construction begins on Mr. LaMettry's building. Staff recommends one year for construction to start and for the termination of Maplewood Toyota's use of this site for parking. If Mr. LaMettry's plans change and he does not build, the Maplewood Toyota parking lot should be improved with paving, curbing and landscaping as previously directed by the city council.

## **COMMISSION ACTIONS**

September 6, 2011: The planning commission recommended approval of the CUP.

September 27, 2011: The community design review board recommended approval of the design plans. The board added the conditions that the coping on the top of the building be metal and be a color to match the wall color. The board also recommended that the metal fascia be made of all vertical panels with no horizontal breaks and that the color of the lighting fixtures on the proposed structure match the building color.

## **BUDGET IMPACTS**

None.

## **RECOMMENDATIONS**

- A. Adopt the resolution approving a conditional use permit for vehicle repair on the property north of 2923 Maplewood Drive. Approval is based on the findings required by ordinance and subject to the following conditions:
  1. All construction shall follow the site plan date-stamped July 25, 2011. The director of community development may approve minor changes.
  2. The proposed construction must be substantially started or the proposed use utilized within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
  3. If within one year of this permit approval the construction does not begin, the city shall review the status of the 2005 conditional use permit granted to Maplewood Toyota for their temporary parking lot on this site. Consideration shall be given to terminating that CUP, or requiring permanent parking lot improvements, based on the development plans of Mr. LaMettry.
  4. The city council shall review this permit in one year.

5. The applicant shall comply with the pervious-surface requirements of the Shoreland Ordinance and the pervious-surface area requirements determined by the Maplewood Engineering Department. This was determined in 2005 for the existing parking lot, however, a reevaluation shall be made to assure code compliance.
  6. The applicant shall comply with the conditions stated in the Maplewood Engineering Department's review of this proposal as prepared by Steve Kummer, staff engineer, dated August 10, 2011.
  7. There shall be no plowing of snow from this site for deposit in the city's holding pond to the west.
- B. Approve the plans date-stamped July 25, 2011, for the proposed LaMettry Collision building north of 2923 Maplewood Drive: Approval is subject to applicant doing the following:
1. Repeating this plan review if construction has not started within two years.
  2. Any new light poles that are installed shall match those on the site presently in place.
  3. An in-ground landscaping irrigation system shall be installed as required by code for all landscaped areas. The proposed evergreen trees to the west may not be irrigated, but the applicant shall assure the watering of these trees for their survival.
  4. The applicant shall not plow snow or dump snow into the city's holding pond west of the site.
  5. The applicant shall submit cash escrow or an irrevocable letter of credit before the issuance of a grading permit to cover the cost of installing all required landscaping. This escrow shall be in the amount of 150 percent of the cost of all landscaping.
  6. The building elevations shall be revised so the color of the wall lights matches the color of the building and that the coping on top of the building be metal and also match the building color.
  7. The metal panels on the building shall be constructed all of vertical panel sections with no horizontal breaks or joints.

## CITIZEN COMMENTS

Staff surveyed the 47 surrounding property owners within 500 feet of the proposed site for their comments about this proposal. Of the five replies, two were opposed, one was not opposed and two expressed concerns about the maintenance of the pond.

### Opposed

- I do not see the need for LaMettry to move. Maplewood has already done more than enough for Toyota. This move would put LaMettry right behind me. More noise for us. It is hard enough to try and sell homes up here because of LaMettry and Toyota. (Buchman, 2954 Duluth Street N.)
- We don't like the idea because we sometimes smell paint outside our home. If they move to the proposed lot, it will be closer to the homes. (respondent unknown)

### Not Opposed

- I personally am not opposed to this relocation. (Schmaecher, 1256 County Road D)

### Additional Comments

- My main concern is the holding pond area. Snow is piled and dumped in the area where the fencing currently ends. There is a huge pile of debris, gravel and litter that needs to be removed. What steps, if any, is Mr. LaMettry going to utilize to keep the pond area free of debris and trash and piling of snow when removing the snow from the parking area? (Taylor, Manteca, CA)
- I don't object to LaMettry Collision relocating here, but they should take steps to not dump snow in the pond like they have in the past. There should be additional overstory trees planted for a better screen for the homes to the west. (call received by telephone, no name given)

## REFERENCE INFORMATION

### SITE DESCRIPTION

Existing Use: Temporary parking lot for Maplewood Toyota  
Site size: 2.7 acres.

### SURROUNDING LAND USES

North: Gulden's Roadhouse and the future Heritage Square 5<sup>th</sup> Addition town homes  
South: LaMettry Collision  
East: Highway 61  
West: Single dwellings

### PLANNING

Land Use Plan Designation: M1 (light manufacturing)  
Zoning: M1

#### Criteria for CUP Approval

Section 44-512(8) requires a CUP for vehicle maintenance facilities in M1 and BC (business commercial) zoning districts.

Section 44-1097(a) states that the city council may grant a CUP which must be based on the nine standards for approval noted in the resolution.

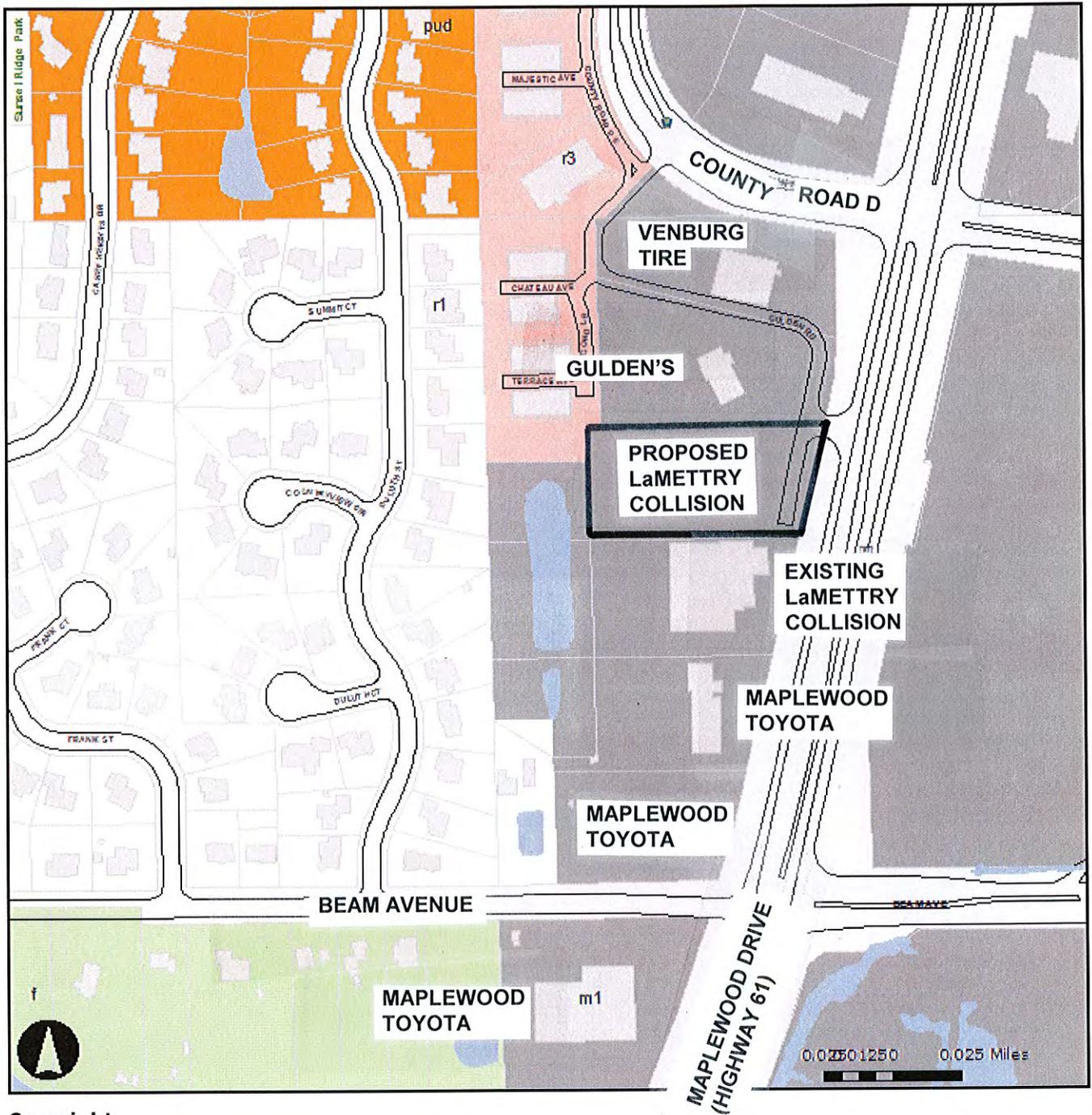
### APPLICATION DATE

We received the complete application and plans for this proposal on July 25, 2011. State law required that the city take action within 60 days of receiving complete applications. The review deadline for city council action was September 23, 2011. However, staff extended this review period an additional 60 days. The current review deadline for this proposal is now November 22, 2011.

p:\sec4\LaMettry Collision CUP CC Report 10 11 te  
Attachments:

1. Location/Zoning Map
2. Land Use Map
3. Site/Landscaping Plan
4. Project Narrative dated July 8, 2011
5. Engineering Report by Steve Kummer dated August 10, 2011
6. CUP Resolution
7. Plans and photos date-stamped July 25, 2011 (separate attachments)

# LOCATION/ZONING MAP



**Copyright**

MaplewoodBaseMap

Chad Bergo

Parcels: This data set is available to everyone. Fees and policy are published in the Ramsey County Fee Schedule. Charges are variable and are subject to change. See the Ramsey County Fee Schedule for specific information on fees and policy.

# Kohlman Lake - Future Land Use Map

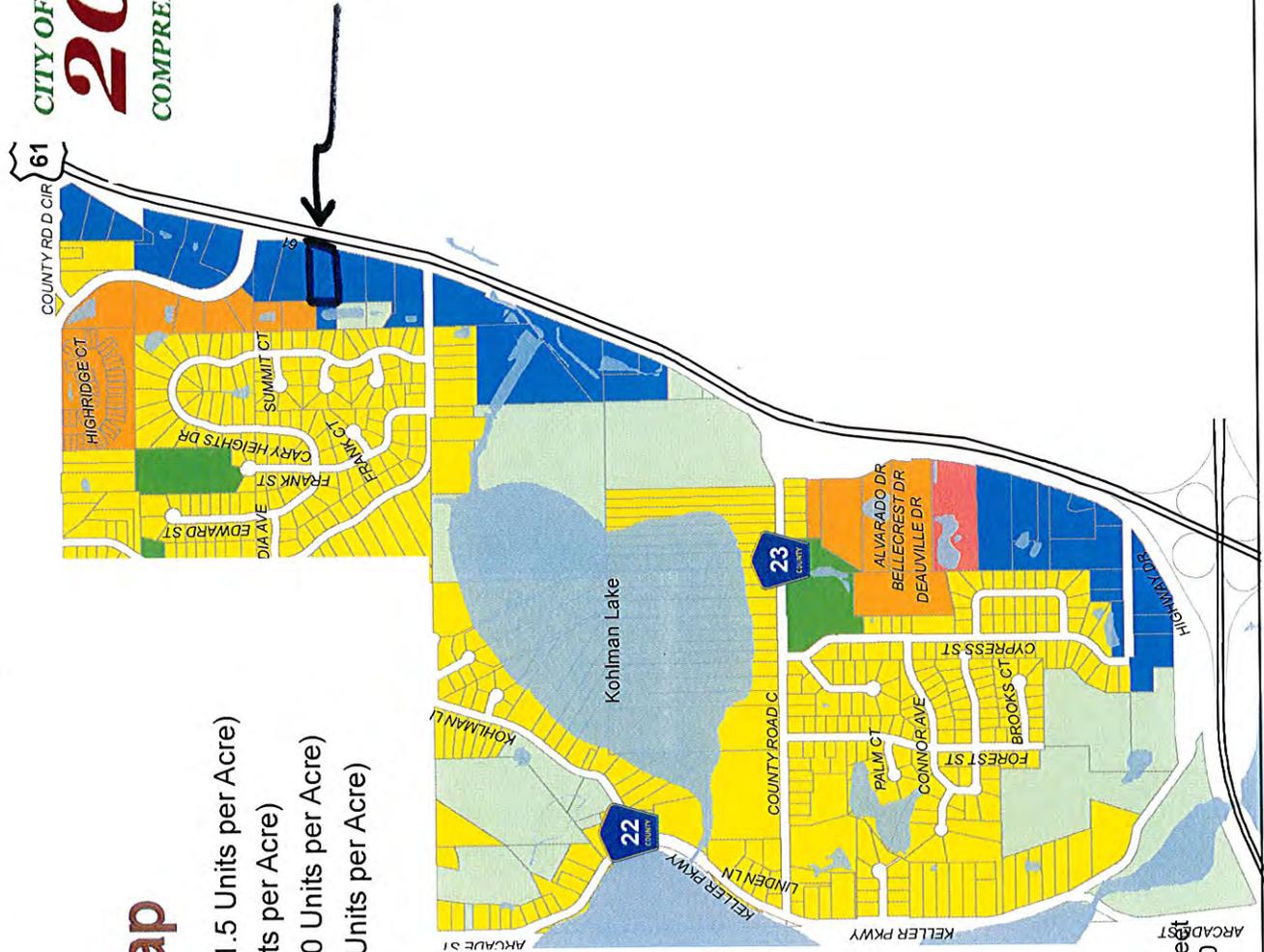
CITY OF MAPLEWOOD  
**2030**  
COMPREHENSIVE PLAN

-  Rural/ Low Density Residential (0.5 - 1.5 Units per Acre)
-  Low Density Residential (2.6 - 6.0 Units per Acre)
-  Medium Density Residential (6.1 - 10.0 Units per Acre)
-  High Density Residential (10.1 - 25.0 Units per Acre)
-  Mixed Use (6.0 - 31.0 Units per Acre)

-  Commercial
-  Industrial
-  Government
-  Institutional
-  Park
-  Open Space
-  Water

**Neighborhoods**  
January 25, 2010

PROPOSED  
LaMETTRY  
COLLISION  
SITE





Richard LaMettry  
C/O LaMettry's Collision  
3209 Galleria #1804  
Edina, MN. 55435

7/8/2011

City of Maplewood  
1830 County Road B East  
Maplewood, MN. 55109

RE: Conditional Use and PUD Application (2011)

To Whom It May Concern:

This proposal is for a new structure to relocate the existing auto-body shop located next door to the property to facilitate the future use of the Toyota dealership. This new structure would not change any of the existing conditions or standards or character of the existing properties. The property was developed for this purpose and was designed not to generate any additional traffic, cause any additional costs for public facilities or services or cause any additional adverse environmental effects.

This project is not any different than what already exists, would complete the intended development and would provide additional tax base for the city.

Thank you,

Richard LaMettry

**Engineering Plan Review**

**PROJECT:** LaMettry's Collision  
**PROJECT NO:** 11-21  
**COMMENTS BY:** Steve Kummer, P.E. – Staff Engineer

**DATE:** 8-10-11

**PLAN SET:** Design Review Dated 6-15-11

**REPORTS:** HydroCAD Computations dated 7-14-11

Summary

LaMettry's Auto Body and Collision is proposing to construct a new building on a vacant parcel north of their existing building at 2923 Maplewood Drive (Highway 61). The vacant parcel was created as part of a 1997 lot split which involved the expansion of Maplewood Toyota to the north side of Beam Avenue.

Water and sanitary sewer is already stubbed to the lot. Since the site will disturb more than ½ acre, the site must meet the City's rate control and infiltration rules.

Access to the site is via an existing private frontage road that connects Gulden's, LaMettry's, Venburg Tire, and the Maplewood Toyota repair garage along the west side of Highway 61. No access points to Highway 61 are expected to be revised.

Request

The applicant is requesting design review and a conditional use permit.

The scope of this review includes aspects of site design including, but not limited to, geometrics, paving, grading, utilities, temporary sediment and erosion control and permanent storm water management. The following are Engineering review comments on the design review, and act as conditions to be addressed prior to issuing any City permits:

General

- 1) Provide "true" scale drawings. The reduced drawings submitted do not match the scale as specified on the plans.
- 2) Provide a copy of the geotechnical evaluation to the City. Provide information on assumed soils infiltration rates for the infiltration structure.
- 3) Provide note: "Perform all work in conformance to applicable City of Maplewood and State of Minnesota requirements."
- 4) Indicate limits of construction along north and east sides of the site. Provide orange safety fencing along limits.

Storm Water Management

- 5) If the existing infiltration pipe will take drainage from the lot to the south, then an easement agreement between the two properties is required.
- 6) Provide construction details on the proposed underground 36-inch infiltration pipe including access port locations. Provide a written procedure for periodic maintenance of the system.
- 7) Verify that proposed building FFE is at least two feet above the 100-year HWL of the pond to the west.

West Pond

- 8) Remove excess open-graded aggregate material from the pervious parking area that has migrated from the parking lot into the pond. Re-establish the sideslope with an approved erosion control blanket and native seeding.

Erosion Control

- 9) Plans should call for compost log or biolog around the perimeter of the site with the silt fence. The concern is being able to properly bury the silt fence within the hard-pan gravel that currently exists on the vacant parcel.

Site Plan

- 10) Does the easement agreement for the private frontage road permit the placement of the parking stalls along the east side of the building to directly access the private frontage road?
- 11) Provide site import/export computations including assumed compaction factors.

Other

- 12) Submit a signed copy of the MPCA construction storm water permit prior to grading permit issue.
- 13) Satisfy requirements of all permitting authorities associated with this project. Provide copies of written approval letters and permits.
- 14) The applicant shall enter into a maintenance agreement with the City. The City shall either prepare the agreement or coordinate preparation of the maintenance agreement with the Watershed District.
- 15) The applicant shall provide a letter of credit or cash escrow for 125% of the proposed site improvements that includes the cost of grading, erosion control, and permanent establishment/seeding.

*-END COMMENTS-*

## CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Richard LaMettry applied for a conditional use permit to construct a building for automotive repair.

WHEREAS, this permit applies to property located north of LaMettry Collision, 2923 Maplewood Drive. The legal description is:

SECTION 4, TOWNSHIP 29, RANGE 22, EX N 409.5 FT & EX W 197.4 FT OF NWLY 469.5 FT & EX S 698 FT THE FOL; THE E 723.4 FT LYING WLY OF HWY OF SE ¼ OF NE ¼ (SUBJ TO RD & EASEMENTS) IN SEC 04, TN 29, RN 22.

WHEREAS, the history of this conditional use permit is as follows:

1. On September 6, 2011, the planning commission held a public hearing to review this proposal. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of the city staff. The planning commission recommended that the city council approve this permit.
2. The city council held a public meeting on October 10, 2011 to review this proposal. The council considered the report and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council \_\_\_\_\_ the above-described conditional use permit because:

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.

8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan date-stamped July 25, 2011. The director of community development may approve minor changes.
2. The proposed construction must be substantially started or the proposed use utilized within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. If within one year of this permit approval the construction does not begin, the city shall review the status of the 2005 conditional use permit granted to Maplewood Toyota for their temporary parking lot on this site. Consideration shall be given to terminating that CUP, or requiring permanent parking lot improvements, based on the development plans of Mr. LaMettry.
4. The city council shall review this permit in one year.
5. The applicant shall comply with the pervious-surface requirements of the Shoreland Ordinance and the pervious-surface area requirements determined by the Maplewood Engineering Department. This was determined in 2005 for the existing parking lot, however, a reevaluation shall be made to assure code compliance.
6. The applicant shall comply with the conditions stated in the Maplewood Engineering Department's review of this proposal as prepared by Steve Kummer, staff engineer, dated August 10, 2011.
7. There shall be no plowing of snow from this site for deposit in the city's holding pond to the west.

The Maplewood City Council approved this resolution on \_\_\_\_\_, 2011.

**DRAFT**  
**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION**  
**1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA**  
**TUESDAY, SEPTEMBER 6, 2011**

**5. PUBLIC HEARING**

**a. 7:00 p.m. or later: Conditional Use Permit for LaMettry Collision Auto Repair, 2923 Maplewood Drive**

1. Senior Planner, Tom Ekstrand gave the report and answered questions of the commission.
2. Owner of LaMettry Collision, Rick LaMettry addressed and answered questions of the commission.
3. Owner of Maplewood Toyota, Steve McDaniels addressed and answered questions of the commission.

Chairperson Fischer opened the public hearing.

There were no residents that came forward to address the commission.

Chairperson Fischer closed the public hearing.

Commissioner Yarwood moved to approve the resolution approving a conditional use permit for vehicle repair on the property north of 2923 Maplewood Drive. Approval is based on the findings required by ordinance and subject to the following conditions: (**correcting impervious to pervious**).

1. All construction shall follow the site plan date-stamped July 25, 2011. The director of community development may approve minor changes.
2. The proposed construction must be substantially started or the proposed use utilized within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. If within one year of this permit approval the construction does not begin, the city shall review the status of the 2005 conditional use permit granted to Maplewood Toyota for their temporary parking lot on this site. Consideration shall be given to terminating that CIP, or requiring permanent parking lot improvements, based on the development plans of Mr. LaMettry.
4. The city council shall review this permit in one year.
5. The applicant shall comply with the impervious-surface requirements of the Shoreland Ordinance and the impervious-surface area requirements determined by the Maplewood Engineering Department. This was determined in 2005 for the existing parking lot, however, a reevaluation shall be made to assure code compliance.
6. The applicant shall comply with the conditions stated in the Maplewood Engineering Department's review of this proposal as prepared by Steve Kummer, staff engineer, dated August 10, 2011.

7. There shall be no plowing of snow from this site for deposit in the city's holding pond to the west.

Seconded by Commissioner Pearson.

Ayes – All

The motion passed.

This item will go to the CDRB on September 27, 2011 and to the City Council on October 10, 2011.

DRAFT

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, SEPTEMBER 27, 2011**

**1. DESIGN REVIEW**

**a. LaMettry Collision Auto Repair, 2923 Maplewood Drive.**

- i. Senior Planner, Tom Ekstrand gave the report and answered questions of the board.
- ii. Owner of LaMettry Collision, Richard LaMettry addressed and answered questions of the board.

Boardmember Shankar moved to approve the plans date-stamped July 25, 2011, for the proposed LaMettry Collision building north of 2923 Maplewood Drive: Approval is subject to the applicant doing the following: (additions to the motion are underlined).

1. Repeating this plan review if construction has not started within two years.
2. Any new light poles that are installed shall match those on the site presently in place.
3. An in-ground landscaping irrigation system shall be installed as required by code for all landscaped areas. The proposed evergreen trees to the west may not be irrigated, but the applicant shall assure the watering of these trees for their survival.
4. The applicant shall not plow snow or dump snow into the city's holding pond west of the site.
5. The applicant shall submit cash escrow or an irrevocable letter of credit before the issuance of a grading permit to cover the cost of installing all required landscaping. This escrow shall be in the amount of 150 percent of the cost of all landscaping.
6. The metal fascia for the canopy shall be composite metal panel in lieu of vertical flat metal panels with vertical joints with no less than 3 feet on center horizontal joint in the middle is not required and it is noted the color of the panel is grayish blue rather than the intense shown in the photographs.
7. The pre-finished metal coping on the top of the tip up panels and wall pack lights shall match the color of the tip up panels.

Seconded by Boardmember Lamers.

Ayes – All

The motion passed.

**AGENDA REPORT**

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
 Sarah Burlingame, Senior Administrative Assistant  
**DATE:** October 4, 2011  
**SUBJECT:** Consider 2012 Charitable Gambling Funds Requests

**INTRODUCTION**

Each year the Maplewood City Council solicits requests for charitable gambling funds. Every year the requests for funds have exceeded the available funds. That is the case this year. The city received 17 applications with \$53,091 in requests. The amount of funds available is \$30,000.

**BACKGROUND**

Several years ago the City Council developed a policy on the award criteria. In addition, a policy was established that allows the city an opportunity to review requests on an annual basis to determine their merit and overall community benefit while still allowing time to include requests in the upcoming budget process. A copy of the policy is attached.

The following is a list of the organizations and groups who have submitted donation requests. Staff has also attached a copy of the complete applications so that you will have a better understanding of the individual requests. In addition, at the back of the staff report and applications is a spreadsheet whereby each Council member can note their recommendations for funding. Also attached are the score sheets from the previous 3 years for your reference.

<b>Organization</b>	<b>Amount Requested</b>
American Red Cross - TC Area Chapter	\$2,500.00
Boy Scout Troop 461	\$2,500.00
Dispute Resolution Center	\$3,000.00
District 622 ADD/ADHD Support Group	\$600.00
District 622 Education Foundation	\$2,500.00
Friends of Ramsey County Libraries	\$4,500.00
Maple Tree Monastery Childcare Center	\$3,176.50
Maplewood Area Historical Society	\$7,614.00
Maplewood Mall - Simon Youth Foundation	\$500.00
Maplewood Police Explorers	\$8,000.00
Maplewood Police Reserves	\$5,000.00
Maplewood Youth Scholarship Fund	\$3,000.00
North St. Paul Area Food Shelf	\$1,000.00
Ramsey County Fair	\$3,200.00
Second Chance Animal Rescue	\$2,000.00
Tubman Family Alliance	\$3,500.00
Weaver Elementary PTA	\$500.00
<b>TOTAL AMOUNT OF REQUESTS</b>	<b>\$53,091</b>

**RECOMMENDATION**

The City Council should review the requests and fill out the provided score sheet. Staff will collect the score sheets and total the final suggested award amounts. The suggested award amounts will be brought before the Council at the next meeting for approval.

Attachments:

1. City Charitable gambling policy
2. Previous 3 years final score sheets
3. Summary of 2012 Charitable Gambling Requests
4. Charitable Gambling applications
5. 2012 Charitable Gambling Requests - score sheet

## **CITY OF MAPLEWOOD**

### **CITY COUNCIL POLICIES ON AWARDS OF CHARITABLE GAMBLING TAX FUNDS**

1. All licensed charitable gambling organizations within the City are required to contribute 10 percent (10%) of net profits derived from lawful gambling activity in the City to the Charitable Gambling Tax Fund. These funds are dispersed by the City Council for lawful expenditures.
2. Charitable Gambling Tax Funds shall be distributed for projects, equipment, or activities that are based in the community and which primarily benefit of Maplewood residents.
3. The allocation of Charitable Gambling Tax Funds is an annual award and receipt of funds does not in any way guarantee or commit the City of Maplewood to funding in any subsequent year. Each years funding requires a new, separate application.
4. Projects which involve the purchase of equipment, supplies, or specific items will be looked upon more favorably than requests for salaries or general operating costs.
5. All funds are required to be expended for the requested project within one year of the date of receipt of the award letter. Grantees shall submit such receipts or other proof of expenditure for the proposed purpose with their request for payment of the grant award.
6. No employee or department of the City of Maplewood shall solicit a donation from a licensed charitable organization without City Manager approval. If there is a financial need for a specific program that was not funded in the City budget, staff may submit a request to the City Manager for the use of Charitable Gambling Tax Funds.
7. In general, requests from organized athletic groups will not be funded. Funding for these programs should be from participating families or community auxiliary groups. There are so many athletic organizations within the community that the City of Maplewood is not capable of funding their financial requests nor fairly determining appropriate recipients.
8. The City of Maplewood grants funds from Lawful Gambling Tax Fund to support activities and services benefiting Maplewood residents.. The first priority in the granting of funds will be given to the City of Maplewood domiciled organizations. The second priority or consideration will be given to funding requests from other organizations which are used primarily for the benefit of Maplewood residents.
9. All applications must be complete and submitted by the application deadline established by the City Manager.

## 2009 Charitable Gambling Funds Score Sheet

Name of Organization	Requested Amount	DL	KJ	EH	JN	WR	Proposed Award
Friends of Maplewood Nature	\$10,740	\$5,400	\$9,000	\$0	\$9,240	\$7,378	\$6,204
Maplewood Community Center	\$10,000	\$7,000	\$6,000	\$10,000	\$5,000	\$6,919	\$6,984
Heritage Theatre Company	\$8,000	\$3,000	\$3,000	\$0	\$5,000	\$2,000	\$2,600
Ramsey County Fair	\$4,900	\$5,500	\$0	\$4,900	\$2,450	\$4,900	\$3,550
Maplewood Police Explorers	\$8,000	\$3,700	\$4,000	\$8,000	\$5,200	\$5,619	\$5,304
Maplewood Police Reserves	\$5,000	\$6,000	\$5,000	\$5,000	\$3,250	\$3,819	\$4,614
Maplewood Area Historical Society	\$15,814	\$5,000	\$9,000	\$14,600	\$12,860	\$9,805	\$10,253
Walker at Hazel Ridge	\$8,000	\$6,000	\$4,000	\$0	\$1,000	\$2,000	\$2,600
American Red Cross – TC Chapter	\$2,500	\$2,500	\$1,500	\$2,500	\$1,000	\$2,500	\$2,000
Dispute Resolution Center	\$3,000	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Fund Reserves	\$0	\$900	\$3,500	\$0	\$0	\$60	\$392
<b>TOTAL AMOUNT OF REQUESTS</b>	<b>\$75,954</b>	<b>\$46,500</b>	<b>\$46,500</b>	<b>\$46,500</b>	<b>\$46,500</b>	<b>\$46,500</b>	<b>\$46,000</b>

An estimated **\$46,000** is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

## 2010 Charitable Gambling Funds Score Sheet

Name of Organization	Requested	DL	KJ	EH	JN	WR	Proposed
American Red Cross – TC Chapter	\$2,500	\$2,000	\$1,500	\$2,500	\$500	\$0	\$1,300
Ashland Productions	\$12,000	\$500	\$2,000	\$0	\$2,500	\$0	\$1,000
City of Maplewood Scholarship Fund	\$2,000	\$1,000	\$1,000	\$0	\$750	\$0	\$550
Dispute Resolution Center	\$3,000	\$1,500	\$2,000	\$0	\$750	\$1,000	\$1,050
Friends of Maplewood Nature	\$7,200	\$2,000	\$2,500	\$0	\$2,500	\$4,000	\$2,200
Heritage Theatre Company	\$9,400	\$500	\$1,400	\$0	\$500	\$0	\$480
Maplewood Area Historical Society	\$16,250	\$1,000	\$3,500	\$0	\$4,500	\$6,200	\$3,040
Maplewood Community Center	\$10,000	\$2,000	\$3,000	\$8,500	\$3,750	\$0	\$3,450
Maplewood Firefighters Flower Fund	\$1,000	\$500	\$500	\$1,000	\$500	\$1,000	\$700
Maplewood Police Explorers	\$8,000	\$1,500	\$2,000	\$8,000	\$3,250	\$3,150	\$3,580
Maplewood Police Reserves	\$5,000	\$3,000	\$2,500	\$5,000	\$2,750	\$5,000	\$3,650
Poj Koob Yawm Ntxwy (PKYN)	\$10,000	\$3,000	\$600	\$0	\$500	\$0	\$820
Ramsey County Fair	\$4,650	\$3,500	\$2,000	\$0	\$1,250	\$4,650	\$2,280
St. Paul Composite Squadron Civilian Air Patrol	\$2,000	\$1,500	\$500	\$0	\$500	\$0	\$500
St. Paul Educational Foundation, Inc.	\$5,000	\$1,000	\$0	\$0	\$0	\$0	\$0*
Walker at Hazel Ridge	\$6,500	\$500	\$0	\$0	\$500	\$0	\$200
Fund Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$200
<b>TOTAL AMOUNT OF REQUESTS</b>	<b>\$104,500</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

An estimated **\$25,000** is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

\* Removed from consideration due to past practice of zeroing out any applicant that gets a zero allocation from four or more members of the City Council.

## 2011 Charitable Gambling Funds Score Sheet

Name of Organization	Requested Amount	WR	KJ	JL	MK	JN	Proposed Award
American Red Cross - TC Area Chapter	\$2,500	\$0	\$1,000	\$2,500	\$0	\$500	\$800
Ashland Productions	\$5,000	\$2,500	\$1,000	\$0	\$0	\$1,200	\$940
Austin Otto - Boy Scout Troop 461	\$6,500	\$0	\$500	\$0	\$1,000	\$1,200	\$540
Dispute Resolution Center	\$3,000	\$0	\$2,000	\$2,000	\$0	\$1,250	\$1,050
District 622 ADD/ADHD Support Group	\$1,600	\$0	\$0	\$1,600	\$0	\$400	\$400
District 622 Fusion Drumline	\$12,650	\$0	\$1,500	\$3,000	\$0	\$0	\$900
Friends of Maplewood Nature	\$3,000	\$1,500	\$3,000	\$2,000	\$1,000	\$2,500	\$2,000
Maple Tree Monastery Childcare Center	\$3,335	\$0	\$0	\$2,000	\$0	\$2,000	\$800
Maplewood Area Historical Society	\$16,551	\$6,000	\$2,500	\$2,000	\$5,500	\$4,000	\$4,000
Maplewood Mall - Simon Youth Foundation	\$5,000	\$0	\$1,000	\$0	\$0	\$500	\$300
Maplewood Police Explorers	\$8,000	\$6,000	\$1,500	\$1,500	\$5,000	\$2,200	\$3,240
Maplewood Police Reserves	\$5,000	\$3,500	\$3,500	\$1,500	\$5,000	\$2,200	\$3,140
Maplewood Youth Scholarship Fund	\$2,000	\$2,000	\$1,000	\$900	\$0	\$1,100	\$1,000
North St. Paul Area Food Shelf	\$1,000	\$0	\$500	\$1,000	\$1,000	\$1,000	\$700
Presentation Cub Scout Pack 461	\$1,000	\$0	\$0	\$0	\$1,000	\$350	\$270
Ramsey County Fair	\$4,500	\$3,500	\$1,500	\$0	\$4,500	\$1,800	\$2,260
Saint Paul Composite Squadron Civilian Air Patrol	\$3,552	\$0	\$0	\$0	\$0	\$800	*\$0
St. Paul Ski Club	\$5,000	\$0	\$0	\$0	\$0	\$0	*\$0
Tubman Family Alliance	\$12,000	\$0	\$2,500	\$5,000	\$0	\$2,000	\$1,900
Fund Reserves		\$0	\$2,000	\$0	\$1,000	\$0	\$760
<b>TOTAL AMOUNT OF REQUESTS</b>	<b>\$101,188</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>

An estimated \$25,000 is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

**\* Applicant receives \$0 if applicant did not receive 2 or more votes for fund allocations**

**2012 Charitable Gambling Requests**

<b>Name of Organization/Contact Info</b>	<b>Reason for Request</b>	<b>Amount Requested</b>	<b>Amount of Award</b>
<p><b>American Red Cross - TC Area Chapter</b> Lacy Brick (612)604-3289 1201 West River Parkway Minneapolis MN 55454</p>	<p>Funds for lifesaving programs and services – disaster relief, medical response, after-hours crisis counseling, culturally sensitive health and safety presentations, emergency response and job skills trainings, and biomedical needs.</p>	<p>\$2,500.00</p>	
<p><b>Boy Scout Troop 461</b> Kevin Otto (651)484-7772 1725 Kennard St. Maplewood MN 55109</p>	<p>Funds to purchase new enclosed trailer used for campouts, summer camps and adventure trips. Trailer is used to transport and store all necessary camping equipment and troop gear.</p>	<p>\$2,500.00</p>	
<p><b>Dispute Resolution Center</b> Jeanne Zimmer (651)292-6067 91 East Arch St. St. Paul MN 55130</p>	<p>Funds to provide conflict-resolution services in the East Metro area. Provides comprehensive free and low-cost dispute resolution services to the community.</p>	<p>\$3,000.00</p>	
<p><b>District 622 ADD/ADHD Support Group</b> Sarah Lijja (612)816-0451 2392 Timber Ave. E Maplewood MN 55119</p>	<p>Funds for high quality speakers to come to speak at group meetings.</p>	<p>\$600.00</p>	
<p><b>District 622 Education Foundation</b> Marylee Abrams (651)484-5560 2878 Meadowlark Lane Maplewood MN 55109</p>	<p>Funds to go towards 2 programs: - Angle Fund provides assistance to public school students who are financially needy. This program helps them to be fully to participate in school. - Innovative Grants are provided to District 622 Teachers to enhance learning opportunities for students beyond what is funded by the school district</p>	<p>\$2,500.00</p>	
<p><b>Friends of Ramsey County Libraries</b> Susan Gerhz (651)486-2213 4570 Victoria Street Shoreview MN 55126</p>	<p>Purchase free standing panels with interactive literacy-building activities for preschool children using the Ramsey County Library in Maplewood, 3025 Southlawn Drive.</p>	<p>\$4,500.00</p>	

<p><b>Maple Tree Monastery Childcare Center</b> Jennie Schlauch (651)770-0766 2625 Benet Rd. Maplewood MN 55109</p>	<p>Fund for installation of baby swings into infant play area including ADA approved posts, swings and ground cover</p>	<p>\$3,176.50</p>	
<p><b>Maplewood Area Historical Society</b> Lois Behm (651)770-8941 P.O. Box 9372 No. St. Paul MN 55109</p>	<p>Milk House: Relocate sprinkler heads, outlets and lighting and put in ceiling. Porch: Install new beadboard ceiling and paint, refinish floor. Miscellaneous: gutters on Welcome center and barn entrances; photo cells on external lighting; add lighting and outlets in tin shed and new machine shed; lighting for flag pole.</p>	<p>\$7,614.00</p>	
<p><b>Maplewood Mall - Simon Youth Foundation</b> Heather Norsten (651)7703863 3001 White Bear Ave. Suite 1072 Maplewood MN 55109</p>	<p>Funds to assist in putting on gift wrapping/coat checks and ability to fundraise through art fairs, golf outings, silent auctions, etc.</p>	<p>\$500.00</p>	
<p><b>Maplewood Police Explorers</b> David Thomalla (651)249-2602 1830 County Road B E Maplewood MN 55109</p>	<p>Funds will be utilized to subsidize dollars budgeted to send the Maplewood Police Explorers to the annual state conference, a competition in Duluth and national conferences. Funds will help purchase uniforms and needed equipment.</p>	<p>\$8,000.00</p>	
<p><b>Maplewood Police Reserves</b> Dave Kvam (651)249-2603 1830 County Road B E Maplewood MN 55109</p>	<p>Funds will be used to provide reserve officers with uniforms and equipment they use when volunteering services to the City of Maplewood including: uniform and vehicle items, specialty products and services related to the bike patrol program and maintaining and equipping the supply trailer.</p>	<p>\$5,000.00</p>	
<p><b>Maplewood Youth Scholarship Fund</b> Audra Robbins (651)249-2125 1830 County Road B E Maplewood MN 55109</p>	<p>Funds used to give recreation youth scholarships that provide a 2/3 reduction in program costs to our participants. Scholarships are given to Maplewood Youth under 18 years of age that demonstrate financial need.</p>	<p>\$3,000.00</p>	
<p><b>North St. Paul Area Food Shelf</b> Linda Zick (651)770-1309 2538 E Seppala Boulevard No. St. Paul MN 55109</p>	<p>Funds to purchase food for the food shelf.</p>	<p>\$1,000.00</p>	

<p><b>Ramsey County Fair</b> Joe Fox (651)777-6514 1821 Myrtle St. Maplewood MN 55109</p>	<p>Funds to pay for ribbons and premiums for 4H club members and other adults and youth in the open class division. Funds also used for the Farmer for the Day program. Funds will also be used to pay part of the cost of the petting zoo.</p>	<p>\$3,200.00</p>	
<p><b>Second Chance Animal Rescue</b> Nancy Minion (651)578-9451 2681 Mallard Drive Woodbury MN 55125</p>	<p>Funds to help cover vet expenses for rescued animals.</p>	<p>\$2,000.00</p>	
<p><b>Tubman Family Alliance</b> Janet Golden (651)789-6750 1725 Monastery Way Maplewood MN 55109</p>	<p>Funds for equipment and supplies to complete a Community Learning Center at Harriet Tubman Center East (former St. Paul's Monastery). Funds will purchase printer/fax machines, LCD projector, two dropdown screens, and supplies including toner, flashdrives, paper, and higher quality stationary for resumes and cover letters.</p>	<p>\$3,500.00</p>	
<p><b>Weaver Elementary PTA</b> Cathy Seiford (651)400-0228 2135 Birmingham St. Maplewood MN 55109</p>	<p>Funds to help replace school patrol equipment at the school (40 vests, 17 flags, 17 ponchos)</p>	<p>\$500.00</p>	
<p><b>TOTAL AMOUNT OF REQUESTS</b></p>		<p><b>\$53,090.50</b></p>	

An estimated **\$30,000** is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.



# American Red Cross

Twin Cities Area Chapter

1201 West River Parkway  
Minneapolis, MN 55454  
Tel (612) 871-7676  
Fax (612) 872-3200  
[www.redcrossmn.org](http://www.redcrossmn.org)

September 22, 2011

James Antonen  
City Manager  
City of Maplewood  
1830 County Road B East  
Maplewood, MN 55109

Dear Jim,

On behalf of the American Red Cross Twin Cities Area Chapter, I am writing to respectfully request the support of the City of Maplewood through its Charitable Gambling Tax Fund Program for 2012 with a \$2,500 grant to help fund our lifesaving programs and services. The Twin Cities Red Cross provides members of our community with disaster relief services, medical response at community events, after-hours crisis counseling, a vital link to military members and their families, international tracing services, culturally sensitive health and safety presentations, emergency response and job skills trainings, and bio-medical needs.

The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies. The American Red Cross has had a presence in the Twin Cities metro area since 1915 and adheres to the seven fundamental principles of the International Red Cross Movement: humanity, impartiality, independence, neutrality, voluntary service, unity, and universality. The Twin Cities Red Cross is the largest Red Cross unit in the State of Minnesota and serves as a Regional Chapter designed to facilitate the sharing of responsibilities and resources for neighboring Chapters. We serve the 2.96 million residents of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, and western Washington counties. Locally, we concentrate on the core services of the Red Cross which include Disaster Response, Emergency Preparedness Training, Service to Armed Forces, Health and Safety Classes, and International Services. The goals of the Twin Cities Area Chapter are to increase our capacity to respond to local disasters; to train our neighbors in basic CPR and First Aid; and increase our visibility in the community.

Virtually everything we do depends, one way or another, on the successful relationships the Twin Cities Red Cross has with individuals and organizations outside of the Chapter. Whether it is our volunteer base, funding partners, first responders, local businesses, or other nonprofits - the partners we work with everyday help us identify and meet the needs of our community. The American Red Cross is not a government agency. Our programs rely on financial support and voluntary service from generous citizens in the Twin Cities area. Your gift supports the lifesaving mission of the American Red Cross in your community, across the country and around the world.

Thank you for considering this request. Please contact me at [lbrick@redcrossmn.org](mailto:lbrick@redcrossmn.org) or (612) 604-3289 if you have any questions, or if you would like additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Lacy K. Brick".

Lacy K. Brick  
Director of Major Gifts

## City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: American Red Cross Twin Cities Area Chapter  
Phone Number of Contact Person: 612-604-3289  
Address: 1201 West River Parkway, Minneapolis, MN 55454  
E-mail Address: lbrick@redcrosstc.org

**Check Type of Organization Making Request:**

City       County       School District # \_\_\_\_\_  
 Non-profit EIN # 53-0196605 (Proof of IRS 501c3 status is required)  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 2,500

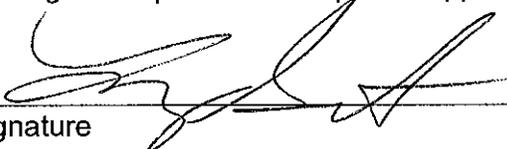
Explain expenditure – attach additional sheets if necessary.

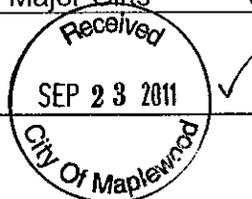
The American Red Cross, a humanitarian organization led by volunteers and guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disaster and help people prevent, prepare for, and respond to emergencies. The American Red Cross has had a presence in the Twin Cities metro area since 1915 and adheres to the seven fundamental principles of the International Red Cross Movement: humanity, impartiality, independence, neutrality, voluntary service, unity, and universality. The Twin Cities Red Cross is the largest Red Cross unit in the State of Minnesota and serves as a Regional Chapter designed to facilitate the sharing of responsibilities and resources for neighboring Chapters. We serve the 2.96 million residents of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, and western Washington counties. Locally, we concentrate on the core services of the Red Cross which include Disaster Response, Emergency Preparedness Training, Service to Armed Forces, Health and Safety Classes, and International Services. The goals of the Twin Cities Area Chapter are to increase our capacity to respond to local disasters; to train our neighbors in basic CPR and First Aid; and increase our visibility in the community.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

The following Twin Cities Red Cross programs and services reach out in Maplewood: Emergency Services Disaster Relief, Service to Armed Forces, Safety Mobile, and Emergency Social Services and Crisis Counseling.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

      Director of Major Gifts      09/22/2011  
Signature      Title      Date  
Print Name: Lacy Brick



**Internal Revenue Service**

**Date:** July 20, 2006

AMERICAN NATIONAL RED CROSS  
2025 E ST NW  
WASHINGTON DC 20006-5009

**Department of the Treasury**  
**P. O. Box 2508**  
**Cincinnati, OH 45201**

**Person to Contact:**  
Ms. Dalton 31-07967  
Customer Service Specialist  
**Toll Free Telephone Number:**  
877-829-5500  
**Federal Identification Number:**  
53-0196605

Dear Sir or Madam:

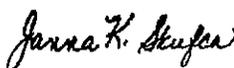
This is in response to your request of July 20, 2006, regarding your organization's tax-exempt status.

Our records indicate that the American National Red Cross is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 and is classified as a publicly supported organization, and not a private foundation, because it is described in sections 509(a)(1) and 170(b)(1)(a)(vi) of the Code. Donors may deduct contributions to it as provided in section 170 of the Code. This organization was recognized as exempt in December 1938.

Even though the American National Red Cross was issued an individual ruling, this ruling covers its chapters, branches, and auxiliaries.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

**City of Maplewood**  
**Application for Charitable Gambling Tax Funds**



**Information:**

Name of Organization requesting funds: Dispute Resolution Center

Phone Number of Contact Person: 651 292 6067

Address: 91 East Arch Street, Saint Paul, MN 55130

E-mail Address: drc-administration@drc-mn.org

**Check Type of Organization Making Request:**

- City       County       School District # \_\_\_\_\_  
 Non-profit \_\_\_\_\_ (Proof of IRS 501c3 status is required)  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 3,000

Explain expenditure – attach additional sheets if necessary.

The Dispute Resolution Center (DRC) is a not-for-profit community dispute resolution program founded in 1982 to provide conflict-resolution services in the East Metro area of the Twin Cities. The oldest community mediation program in the State of Minnesota, DRC is the East Metro's only provider of comprehensive free and low-cost dispute resolution services – including a range of restorative processes, including circles and conferencing. As a community resource, DRC provides affordable, accessible opportunities for neighbors, families, community groups, government agencies, and businesses to resolve conflict. DRC is able to provide free services to the Maplewood community through the generous support of Maplewood Charitable Gambling Tax Funds. Support in the amount of \$3,000 for fiscal year 2012 will help provide conflict-resolution services throughout the City of Maplewood. [Please see additional information attached.]

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

As a resource to city staff, DRC provides an alternative to the many hours spent attending to disputes involving neighbors, including: ordinance violations, trees, parking, pets, noise, and inter-cultural conflicts. DRC supports Maplewood residents and City staff in resolving matters that might otherwise escalate into violence or result in costly litigation. Since 1999, DRC has assisted over 550 residents of Maplewood in resolving conflicts related to their relationships as neighbors, employers and employees, landlords and tenants, and families. Mediation strengthens and builds community relationships by providing opportunities for community members to resolve differences respectfully and learn self-sufficiency in handling future conflicts..

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

     Executive Director      September 23, 2011  
Signature      Title      Date

Print Name: Jeanne F. Zimmer

**Lawful Purpose Request (continued):**

Through the use of constructive means such as mediation and facilitation, DRC provides an alternative to courts and the need for costly litigation and assist with disputes before they result in an escalation to the point of violence. DRC assists people in resolving a variety of issues including:

- Neighborhood conflicts around noise, pets, trees or property lines
- Matters of public safety concerning traffic or parking
- Landlord/tenant concerns such as repairs, noise or nonpayment of rent
- Consumer-merchant disputes about payment or dissatisfaction with goods or services
- Small claims concerning money, property damage or breach of contract
- Post-divorce family issues such as parenting schedules and communication.

DRC provides high-quality services to fulfill its mission of promoting the constructive resolution of conflict through open communication and shared decision-making. Studies have demonstrated that agreements reached in mediation are more likely to be adhered to than those settlements imposed by a third party. Participants report greater satisfaction with their agreements and believe that the process improved their relationships with other parties and opened the door to improved communication.

DRC does not presume that mediation must result in an agreement to be successful. In post-session evaluations, participants report that other benefits of mediation include improved relationships and increased understanding of the other person's ideas and feelings. The process offers a safe and respectful forum for discussing difficult issues and teaching skills to avoid future conflict. In the long run, this creates more peaceful, stable and less violent communities and requires less police and municipal intervention -- and fewer dollars -- when disputes arise.

Established in 1998, DRC's Community Restorative Justice Program receives referrals from police departments, courts, youth services and community groups. Volunteer facilitators assist victims, offenders, and community members to address the impact of crime in their neighborhoods and determine appropriate restitution for the harm done to others.

In addition to mediation, DRC provides workshops and educational presentations on conflict resolution and communication to community groups and organizations such as schools, landlords and tenant unions, community councils and block clubs, youth centers, and other audiences. These trainings build the capacity within neighborhoods, families and other relationships to peacefully address future conflicts. DRC encourages people to consider the full range of options when confronted with difficult situations, and to realize that violence is never an appropriate response. Mediation confers both respect and responsibility on all parties in a conflict. Last year, DRC provided training and educational services to approximately 2,000 participants to assist them in handling future conflict and lessen the likelihood they will resort to violence as a means of resolving disputes.

**Justification (continued):**

DRC services are provided through the generous efforts of over 100 community volunteers – including residents of Maplewood - who are recruited and trained as mediators and facilitators by DRC. Volunteers must relate well to participants, both to earn their trust as well as to understand their language and culture. DRC benefits from a diverse group of volunteers who represent a broad cross-section of the community. DRC volunteers contribute approximately 3,500 hours of service as facilitators, mediators, trainers, and board members each year.

Mediation and education about conflict encourage residents to explore opportunities for resolution that is satisfactory to all concerned. This fosters an atmosphere of safety, respect and peace among community members that does not exist when more adversarial options are used to resolve disputes.

DRC has worked with other municipalities to develop city-specific flyers to be used by police, council members, and other referral sources, to encourage the use of the alternative dispute resolution services provided by DRC. An easily photocopied flyer is enclosed for use within the City of Maplewood, as well as an example of a customized insert developed for the City of Roseville.

Studies from across the country have shown that referrals to community mediation can reduce 911 nuisance calls, easing the burden placed upon police departments and creating healthy neighborhoods.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 21 2003

Employer Identification Number:  
41-1441352

DLN:  
17053186748083

Contact Person:  
PAUL D KERR

ID# 31104

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
170(b)(1)(A)(vi)

DISPUTE RESOLUTION CENTER  
974 W 7TH ST  
ST PAUL, MN 55102-3250

Dear Applicant:

Our letter dated 1983, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

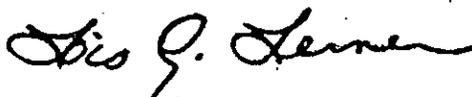
Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



# Dispute Resolution Center



## What is DRC?

The **Dispute Resolution Center** is a non-profit organization designed to assist people in resolving their disputes in a cooperative manner. We believe that people can reach resolutions respectfully—and to everyone's satisfaction.

## Why Use Mediation?

Mediation is a confidential and convenient voluntary process that provides an opportunity for people to meet in a safe environment with impartial mediators and work toward a satisfactory resolution of all issues. Mediators do not decide the outcome, but rather assist people in reaching their own agreement in a manner that best meets their needs.

**For more information or to schedule a session with DRC Call:**

**Call 651-292-779**

**91 East Arch  
St. Paul, MN, 55130-4301**

**[www.disputeresolutioncenter.org](http://www.disputeresolutioncenter.org)  
Intake@DRC-MN.org**

### City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: District 622 ADD/ADHD Support Group  
Phone Number of Contact Person: Sarah Lilja, 612-816-0451  
Address: 2392 Timber Ave. E, Maplewood MN 55119  
E-mail Address: Slilja@comcast.net

**Check Type of Organization Making Request:**

- City
- County
- School District # \_\_\_\_\_
- Non-profit \_\_\_\_\_ (Proof of IRS 501c3 status is required)
- Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 600

Explain expenditure – attach additional sheets if necessary.

please see attached

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

please see attached

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Sarah R. Lilja, Facilitator  
Signature Title

9/20/11  
Date

Print Name: Sarah R. Lilja



### District 622 ADD/ADHD Support Group

Request: \$600 for speakers.

The District 622 ADD/ADHD Support Group was established in 1994 by a group of parents, teachers, nurses, social workers, and psychologists in School District 622 concerned about the specialized needs of the growing population of children diagnosed with ADD/ADHD (Attention Deficit Hyperactivity Disorder). The goal of this group is to provide education and support to parents, family members, and professionals in the community who are involved in the lives of children diagnosed with ADHD. It is a well-documented fact that ADHD, if not properly treated, has life-long negative effects including unmet educational potential, increased risk of other serious mental health disorders, joblessness, poverty, arrest and incarceration. The District 622 ADD/ADHD Support Group is committed to helping our community, families and local professionals gain the support and education they need to help our children with ADHD achieve success and become positively contributing members of our society.

This group meets monthly from October through April. At each meeting an expert speaker gives a presentation on a topic related to working with and raising children with ADHD. Last year, the \$400 grant from the City of Maplewood's charitable gambling funds was used to pay for the printing and mailing of one of our newsletters. This allowed us to spend the funds that we would normally have allotted to the newsletter on very high quality speakers. Their topics included: what's good about ADHD, evaluation and comprehensive treatment of ADHD, positive psychology, sensory processing disorder and ADHD, and organizing your student with ADHD. Due at least in part to the excellence of and high interest in our speakers, our overall attendance numbers were up last year, averaging 28 people per meeting. We also serve 81 new individuals who had never attended our group before. Finally, we provided phone support and referral help to 55 callers last year.

The support group also provides low cost, specialized childcare (\$2 per child). Childcare is a particularly important part of our service to families because in the cases where a child has severe ADHD or ADHD and a co-occurring condition like Bipolar Disorder, many parents cannot find a babysitter with whom they can leave their child at home. The support group also has a free lending library of books and magazines on ADHD and related topics, and twice yearly sends out a newsletter filled with information and resources. Outside of meetings, volunteers provide free phone consultation, education and referrals to any caller needing help regarding ADHD. Through our meetings, publications and phone support, the ADHD support group reaches nearly 600 people every year.

An advisory group, consisting of a licensed psychologist, a clinical social worker, two nurse practitioners and a registered nurse, provides oversight and does planning for the group. All of the advisory members also have close personal relationships with children with ADHD as a parent, grandparent, or a service provider in the community. The members of the advisory group are all volunteers. The support group itself is funded solely through donations.

Although we are sponsored by District 622 (which provides the group with free meeting spaces, publicity and free copying), our group is open to anyone regardless of where they live. However, the majority of our members live in the City of Maplewood as well as in North Saint Paul and Oakdale. Parents, grandparents, extended family members, and professionals all attend our group. The types of professionals that typically attend are teachers, health care providers, education assistants and paraprofessionals, social workers and special educators. We provide continuing education units (CEU) to professionals.

Outcomes for the support group are tracked via participant surveys, which are completed at every meeting. We have data for our group going back to 1995. Parents consistently report that our

group has had a significant positive impact on the functioning of their child(ren) with ADHD as well as on their families. Almost all families report that if this group did not exist they would not know where else to go for help and support. Professionals report that the information presented by our speakers is of the highest quality and is very valuable to them in their work. They also appreciate the opportunity to get such high quality training for free. Below are some quotes from last year's surveys:

*Love this group! Great ideas, super support!*

*Thank you! I can't wait until we meet again in October!*

*The volunteers at this group have been such a tremendous help to me and my child. They are always willing to talk and they have such great information and experience!*

*Wow, this presentation was so touching and relevant to my family right now.*

*Fabulous! A lot of useful information to use both in my teaching and in dealing with my child.*

*I needed tonight's positive boost.*

*This group is a great resource for parents and professionals.*

*I love the idea that I am NOT alone!*

*I love getting this information! I am really tired in the evening and have a hard time going anywhere – BUT – I will come here! See you next month.*

*Excellent speaker. Wonderful information. Was very helpful.*

*I am so happy to have learned about this group!*

*Super ideas from professionals so not just from some "nut" online. Comments from group on new info are also helpful.*

*The speaker had lots of great ideas! Well spoken and easy to listen to.*

*Great presentation! Lots of examples that were well explained. Gave me a sense of hope!*

*Good information. Better feelings after every meeting!*

*My understanding of ADHD has been developed tonight and the positives shared help inspire me in my relationship with my son!*

*It is very helpful to be with others and sharing thoughts and information.*

*It is nice to learn from other people's experience.*

*Just nice to feel supported! Just to feel supported and to know I'm not the only one makes life better for my whole family! Thank you!*

## DISTRICT 622 ADD/ADHD SUPPORT GROUP (Fall 2011)

### MEETING INFORMATION

All adults are welcome to our group. You do not need to live in District 622 in order to attend. We ask that you do not bring children to meetings but they are welcome to attend our childcare.

We meet on the second Monday of the month from October to April from **6:30 - 8:30 p.m.** with the exception of our March meeting, which will meet the first Monday of the month. We meet at the District Education Center (DEC), 2520 E. 12th Ave., North St. Paul. Please use the western doors, facing 12th Ave., to enter the building. The closest parking is on 12<sup>th</sup> Ave. in front of St. Mark's church or in the lot on the west side of the building. *The doors on the eastern side of the building are often closed at 5:00 pm.*

### FINDING OUR MEETINGS

The best way to get to the DEC is to take Highway 36 to McKnight Road and go north. Then take the first right onto 11th Avenue. DEC is the building after North High, on the south side of the street, across from St. Mark's Church. If you are traveling west on highway 36 you can also take the Margaret Street exit and go straight. DEC will be on your left (don't park in the first lot by the soccer field; it's a long walk to our doors from there. Use the west lot or park on the street).

### SUPPORT GROUP SCHEDULE:

**Oct. 10** Help, I'm Stressed Out! ADHD - and all the challenges that go with it can affect every aspect of a child/teen's life. **Rebecca Kajander, BSN, MPH, CPNP** will discuss non-pharmacologic strategies that help manage stress, support attention, and promote health in children and adolescents.

**Nov. 14** Good nutrition can help rebalance brain chemistry and have a positive impact on ADHD. Even small dietary changes can improve focus and follow-through. **Angela Makepeace, BS, M.Ed.** from Nutritional Weight and Wellness, will talk about Nutrition for Attention Deficit Disorder.

**Dec. 12** **Dr. Joe House, LP**, will talk about Common Sleep Disorders in ADHD, including insomnia, enuresis (bed-wetting), sleep apnea and general problems with regulating sleep/wake patterns.

**Jan. 9** **Dave Kearn, LP**, will talk about ADHD and Co-Occurring Disorders and the telltale signs that may signal the presence of other mental health, conduct or learning disorders.

**Feb. 13** Children Who Struggle With Anger may not respond to traditional behavior approaches. **Amy Moeller, LICSW and Libby Bergman, LICSW** will explain why and offer an alternative holistic approach. This workshop will allow parents to practice skills and discuss specific examples.

**\*\*Mar. 5** **Lauren Braswell, Ph.D.** will be sharing information from her University of St. Thomas course on Positive Psychology. These concepts go beyond blind optimism or simple wishful thinking to help parents, teachers and those with ADHD learn how to use positive emotions in a restorative manner. *\*This meeting is on the first Monday of the month.*

**Apr. 9** Open Meeting. Bring your questions, concerns, and ideas to share as we discuss *your* topics.

### MEETING CANCELLATIONS

Support group meetings are cancelled whenever District 622 is closed due to bad weather. You can find out if the district is closed at [www.isd622.org/](http://www.isd622.org/).

### CHILDCARE - PLEASE CALL AHEAD

Please make childcare reservations *at least one week before* every meeting. Call **651-748-7594** and leave a message with your name and phone number and the names and ages of your child(ren). *If you do not leave all of this information, your reservation for childcare will not be accepted*, so please don't forget. The cost is \$2 per child per meeting. **There is no drop-in care.**

If you make a reservation and then later realize that you can no longer attend that night's meeting, please call the childcare line so we can give your child's spot to someone else.

### OUR FINANCIAL STATUS

Our financial situation is adequate for this year but without finding additional sources of funding or donations, we may have trouble funding our group for next year. We continue to look for financial support and accept donations at any time. If you know of an organization that might be interested in supporting our work, please pass that information on to Sarah Lilja. If you want to make a donation, you can do so by dropping it in our donation box at a meeting or by sending a check (*made out to the District 622 ADD/ADHD Support Group*) to Sarah Lilja, 2520 E. 12<sup>th</sup> Ave., N. St. Paul, MN 55109. All donations are tax deductible.

### **REMBER IMPORTANT IEP INFORMATION**

PACER has developed a laminated, 3x5-inch card that is easy for parents to take to IEP meetings so they can act as a strong advocate for their child. On one side, the card lists essential components for IEP discussion and inclusion on the IEP form. On the reverse side, 10 parental rights and responsibilities in special education are included. The card will also be translated into Spanish, Hmong, and Somali. For more information and to request a card, call PACER Center at (952)838-9000. Cards are free to all Minnesota parents of children with disabilities.

### **FREE RESOURCE CENTER ON ADHD**

Need to know more about ADHD? Want to talk with someone who is knowledgeable and caring? Contact CHADD's (Children and Adults with ADHD) team of highly trained health information specialists. Call 800-233-4050 M-F, 9-5, EST or email:

[http://www.help4adhd.org/info\\_request.cfm](http://www.help4adhd.org/info_request.cfm)

### **COLLEGE AND POST-SECONDARY FAIR**

The FREE annual Groves Academy College Fair, on October 3, 2011 from 6:00 to 8:00 PM, is designed to help students, parents and counselors understand more about the specific programs and services that are available at select colleges. Representatives from over 50 colleges attend each year. The colleges, including four-year, two-year, and vocational/technical schools, each have programs and services in place for LD/ADHD students. For more information go to:

[www.grovesacademy.org](http://www.grovesacademy.org)

### **BOOKS IN THE LIBRARY**

Thank you to all of you who made such an effort to return books to the group last year and over the summer. If you find a support group book at home and cannot make it to a meeting to return it, please call Sarah Lilja at 651-748-7585 to make arrangements to get it back to us. Thank you!

### **SCHOOL SUCCESS BLOG**

Joan Teach, Ph.D., an educational consultant and adult with ADHD writes a blog full of interesting ideas about how to help children with ADHD be successful at school. Though the blog is written for teachers, there is plenty of useful information and ideas for parents, too. To read more go to:

[adhdteacher.wordpress.com](http://adhdteacher.wordpress.com)

*Disclaimer: Resources in this newsletter have not necessarily been reviewed for accuracy. Please be a cautious consumer. We do not endorse any of the services or information mentioned in this newsletter.*

### **LEARNING DISABILITIES BOOK FOR KIDS**

Using language that is just right for kids ages 8 – 13, *Many Ways to Learn: A Kid's Guide to LD*, provides a in depth overview of life when you have learning disabilities. The book describes various types of LDs, how to cope with social issues that many kids with LD face, and how school, family and friends can help.

### **DISABILITY PROGRAMS & SERVICES**

The US Department of Labor has launched a website that offers comprehensive information about programs and services for people with disabilities, including ADHD. Go to: [disability.gov](http://disability.gov)

### **TOOTHBRUSHES FOR SENSITIVE MOUTHS**

Some children with ADHD also have sensory processing problems which can make brushing their teeth very uncomfortable (brush is too pokey or hard, toothpaste tastes too strong, brushing actually feels painful, etc.). Here are four products that might help: Fuchs Natural Bristle Toothbrush (very, very soft bristles) at [fuchs-toothbrushes.com](http://fuchs-toothbrushes.com); Oral-B Pulsar Vibrating Toothbrush (the vibration feels calming and soothing) at [oralb.com](http://oralb.com); Surround Toothbrush (bristles on three sides so that one swipe covers the greatest possible area) at [specializedcare.com](http://specializedcare.com); and Colgate Wisp (tiny disposable brush with mint flavor bead, no toothpaste required) at [colgatewisp.com](http://colgatewisp.com).

### **FREEUPCOMING PACER WORKSHOPS**

PACER Center is offering some FREE workshops:

- *Special Education: What Do Parents Need to Know?* Monday, Oct. 10, 2011 from 6:30pm - 8:30pm
- *IDEA: Understanding the IEP* Thursday, Oct. 6, 2011 from 6:30pm - 9:30pm. For more information or to register, go to [www.pacer.org](http://www.pacer.org)

### **BOOKS ON ADULT ADHD**

The following books are all very positively reviewed resources for adults with ADHD: *Adult ADD: A Guide for the Newly Diagnosed* by Stephanie Moulton; *More Attention, Less Deficit* by Ari Tuckman; and *The Disorganized Mind* by Nancy Ratey.

### **WHO CAN ANSWER YOUR QUESTIONS?**

Don't know who to talk to at your child's school? Feeling frustrated about your situation? We'll try to help. Call Sarah Lilja, Social Worker, at 651-748-7585, or June McCarthy, Parent Facilitator, at 651-653-7563.

.....  
**DO YOU WANT YOUR NAME REMOVED FROM THIS MAILING LIST?** Call 651-748-7585 and leave a message, spelling your last name.

# abrams & schmidt

A T T O R N E Y S   A T   L A W

September 22, 2011



City Manager James Antonen  
City of Maplewood  
1830 E. County Road B  
Maplewood, Minnesota 55109-2702

**Hand-delivered**

Re: City of Maplewood Charitable Gambling Grant Applications

Dear Mr. Antonen,

Enclosed please find an Application for Charitable Gambling Tax Funds, submitted by the 622 Education Foundation. The 622 Education Foundation is a non-profit organization which benefits Maplewood students enrolled in the 622 School District. I am fortunate to serve on the Board of Directors of the 622 Education Foundation, and support its honorable mission to enhance learning, and assist the neediest of students in our community.

If you have any questions concerning the enclosed submission you may either contact Carole Anderson at [carole48@comcast.net](mailto:carole48@comcast.net), or myself at the number below. Thank you for your kind consideration.

Sincerely,

A handwritten signature in cursive script that reads "Marylee Abrams".

Marylee Abrams

Enclosure

3820 Cleveland Avenue North • Suite 100  
Arden Hills • Minnesota • 55112-3285  
Office • 651.332.7907  
Fax • 651.332.7909  
[www.abramsandschmidt.com](http://www.abramsandschmidt.com)



## 622 Education Foundation Angel Fund Guidelines

### PURPOSE:

In 1998, the Angel Fund was created to assist students whose families are in financial need. The Foundation provides \$1 per registered student, based on enrollment as of September 30. In January, another \$1 per student may be sent to each building. The January funding is made possible by a member of our community.

Use of the money is at the discretion of the principal or program supervisor within the guidelines explained below. No student names are given to the Foundation; however, a list of ways in which the money is spent and the number of students impacted is required by May 30 of this year. Please use the charts below as your guidelines.

The lists below are intended to give you a broad overlook of what the Foundation considers appropriate and inappropriate, based on our guidelines. If you have a concern or question, please check with us by e-mail to our Administrative Coordinator, Sue Jennings, at [csjennings@comcast.net](mailto:csjennings@comcast.net).

- Examples of **appropriate** Angel Fund usage include:

Boots and outerwear	Clothing	Health Office snacks, breakfast, lunch
Lice treatment supplies	Birth certificate fees	Anger group participation
Replace lost inhaler, lost books	School supplies	Gym uniform
Bus cards, special taxi costs	Eyeglasses, alarm clocks	Cub and Target gift cards for family
Lunch debts	Graduation cap/gown	Medications, pharmacy supplies

- Examples of **inappropriate** Angel Fund usage include:

Field Trips to:		
Bakken	Apple Orchard	Animal Farm
State Capital	Crystal Caves	Colleges

- Items that can be **funded elsewhere** (PTO, Booster Clubs, Curriculum Dept, etc.)

Social Studies Atlases/Maps	FACS – Sewing bags	Choir shirts, sweats
Thank you gifts	Community Ed 8 <sup>th</sup> Hour Activities	Athletic fees and uniforms
Yearbooks	Driver's Ed assistance	Many field trip expenses

**Attachment B**

**2010 Education Foundation Grant Winners**

<b>Grant #</b>	<b>Grant Name</b>	<b>Teacher</b>	<b>School/Building</b>	<b>Amount</b>
19-02	Using Graphic Novels in the Classroom	Michelle Dzik	Harmony ALC	\$296
19-03	Music Therapy	Denise Caley Sheri Wohlers	John Glenn	\$834
19-05	NuevasFronteras/Nouvelle Frontieres: Expanding Horizons Through Video Technology	Carrie Hansen Billie Jo Shoen Monica Dahlberg	Tartan	\$2000
19-07	Write Away-Right Away	Laurie Fuchs Barb Herzog Nancy Pera	Weaver	\$2157
19-08	Adaptive Athletics/Sports	Cherie Bender	Skyview Elementary Skyview Middle John Glenn	\$4400
19-09	American History Simulations	Jennifer Neisse	John Glenn	\$719.54
19-16	Sewing is Math	Deb Kratz Margie Walsh	Harmony	\$800
19-18	Finding our Way!	Leslie Gorman Randy Tappe Ray Fini Mike Pendleton Shannon McCarthy Crystal Stout Joe Recchio Sue Akervik Cheryl Green Kathryn Marget Linda Dailey Joy Mueller	Skyview Middle Maplewood	\$3518.88
19-21	Visualizing Communication	Annie Hodges Andrew Strub	North	\$455.96
19-22	Engineering for the 21 <sup>st</sup> Century	John Stangl	Harmony ACL	\$889.90
19-24	CNC Milling Machine Software	Kenneth Balfanz	Tartan	\$2060
19-29	Brain POP	Krystal Stout	Maplewood	\$195
19-33	Implementing a FVR (Free and Voluntary Reading) Program	Donna Arcuri Sarah Hosfield	North	\$188.33

**“Angel Fund” Expense Record Summary – 2010-2011**Report completed by: each school administrator

<b>ITEM (Expenditure)</b>	<b># students served</b>
Medical supplies	1
Food in school (snacks, pre-school breakfasts, etc)	86
PE Uniforms	7
Winter coats	90
Boots	86
School clothing	105
Food cards from Rainbow or Cub Food Stores for families	115
School supplies (pencils, paper, calculators, etc)	230
Scholarship assistance (for specialized high-potential classes)	23
Cab fare – medical emergencies	5
Bike repair for Adaptive PE students	7
Medications (including head lice shampoo)	92
Hand sanitizer	17
Mints – MCA testing	226
Sweatpants (for health office)	Many
Lost books	3
Alarm clocks	16
College application fee	3
Commencement fees	26
Tennis shoes	17
Backpack program	26

**Total expenditures for the Angel Fund in 2010-11 was  
\$21,175.00**

Attachment D

## **622 Education Foundation Guidelines for Grant Applications**

**Purpose:**

The Education Foundation Grant is designed to encourage, facilitate, and recognize innovative and creative approaches to the accomplishment of District 622's Vision.

**Persons Eligible to Apply for Grants:**

Individuals or teams of individuals employed by the North St. Paul-Maplewood-Oakdale Public Schools who are involved in the instruction of students. This includes teachers, principals, bus drivers, cooks, custodians, clerical, education assistants, paraprofessionals, etc. Persons not employed by ISD 622, including students and student organizations, may apply for grants with the approval of ISD 622's Superintendent of Schools or his/her designee (principals, dept. managers, etc.)

**Eligible Proposals:**

- Projects designed to be completed within 12 months of being awarded.
- Projects that meet the selection criteria.
- **Do NOT apply if your project is currently being funded and/or is underway.**

**Selection Criteria:**

1. *Education Foundation priorities include*
  - a. innovative teaching, and
  - b. extended day/year, educational/enrichment opportunities.
2. *Consideration is given to the degree to which the proposal*
  - a. reflects the Vision of District 622 (see headline above),
  - b. is a creative or innovative approach to the accomplishment of the District's Vision (**IT MUST ADDRESS A NEW PROJECT AS OPPOSED TO ONE ACCOMPLISHED OR UNDER WAY**),
  - c. includes sound evaluation procedures, and
  - d. is clear and logical, including (1) specific objectives, (2) a clear description of procedures or methods, and (3) evaluation procedures that measure accomplishment of the objectives.
3. *Grants cannot be used to pay staff salaries*, except for the cost of a substitute required to enable fulfillment of the Grant. Substitute costs must be included in the dollar amount of funding requested by the Grant.
4. *Grants are not intended to enable staff to make a lane change.*
5. For a greater chance of success, before applying for Technology grants please consult the Technology department to assure your request meets District standards and requirements.
6. *Grant Application must be signed by appropriate supervisor, administrator or committee (p. 5).*

**Funding Allocations: (Complete the Education Foundation Grant Program Application)**

**Education Foundation Grant Program:** Grants of up to \$2,000 may be awarded to individuals or small groups who initiate programs or projects. Grants of up to \$5,000 may be awarded to **campus-initiated or district-wide initiated programs or projects**. Available funding is based upon Education Foundation Board of Directors' discretion.

## Attachment D

**Send application to Sue Jennings, c/o Superintendent's Office, Education Center,  
Or FAX to 651-748-7413 by 4:00 P.M. on Thursday, October 27, 2011.**

### **Responsibilities of Grant Recipients:**

1. Use the award for the purpose intended.
2. Complete the Grant within 12 months of being awarded.
3. Submit the evaluation form, including a summary of financial expenditures, to the Education Foundation, c/o Superintendent's office, within 30 days of completion.
4. Agree to share successful procedures with the 622 Education Foundation, if requested.

### **Guidelines for Completing the Application:**

The project is appropriate if you can answer yes to the following questions:

- Is it important to student achievement or personal development?
- Can it be done?
- Is it practical?
- Is it new for you? (Funding will not be allocated for something already completed or in progress.)

### **Goal Statement:**

- Tell what you hope to achieve. (What will be different or better if the project is successful?)
- Keep the statement simple and straightforward.
- Promise only that which you can reasonably expect to achieve.

### **Statement of Rationale: Address --**

- The problem or issue.
- The importance of the goal.
- How the project supports the goal.
- How your project relates to the district's educational plan.

### **Objectives:**

- Limit the number of objectives.
- Be specific; state in measurable terms to the degree appropriate.

### **Instructional Procedures:**

- Be specific.
- List steps.
- Relate to purpose and objectives.
- Estimate duration of project.

### **Evaluation:**

- Relate to stated objectives.
- Indicate how you will know whether the project was successful.

### **Grant Application Rejection:**

## Attachment D

Any Grant Application received after the deadline, and/or any Grant Application without appropriate signatures, will be returned to the writer.

**Questions? Please call Grant Committee Chair, Betti Marx 748-7416**



LORI SWANSON  
ATTORNEY GENERAL

**STATE OF MINNESOTA**  
OFFICE OF THE ATTORNEY GENERAL

SUITE 1200  
445 MINNESOTA STREET  
ST. PAUL, MN 55101-0130  
TELEPHONE: (651) 296-9412

March 23, 2010

622 EDUCATION FOUNDATION, INC.  
ATTN LAURA HAWKINS  
P O BOX 9979  
MAPLEWOOD, MN 55109

**FOR FISCAL YEAR ENDING: 6/30/2009**

Dear Sir or Madam:

This Office has received the annual report which was recently filed for the above referenced charitable organization. Your organization's registration has been continued pursuant to Minnesota Statutes chapter 309, the Charitable Solicitations Act.

We wish to remind you that registration is not an endorsement of the organization and that Minnesota law prohibits any person from misrepresenting the meaning of registration.

Since many grant making organizations require evidence of registration with this office, we suggest that you **retain this letter in your files.**

Your next annual report and financial statement will be due on the 15th day of the seventh month after the close of your organization's fiscal year end.

Sincerely,

A handwritten signature in cursive script, appearing to read "C. Nelson".

CYNDI H. H. NELSON  
Registration Administrator, Charities  
Telephone: (651) 757-1311

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 12 2000**

NORTH ST PAUL-MAPLEWOOD-OAKDALE  
SCHOOL DISTRICT EDUCATION  
2607 WHITE BEAR AVE  
MAPLEWOOD, MN 55109

Employer Identification Number:  
41-1854041  
DIN:  
17053078778020  
Contact Person:  
THOMAS E O'BRIEN ID# 31187  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
January 1997  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

Letter 1050 (DO/CG)

-2-

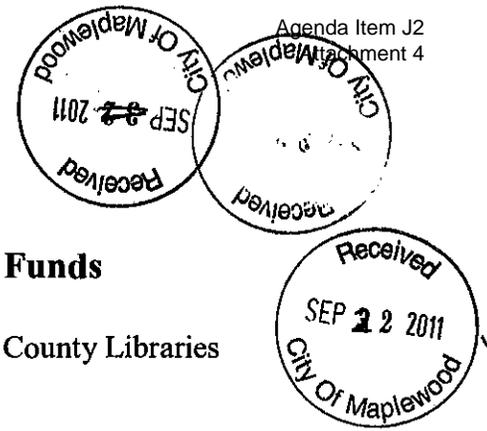
NORTH ST PAUL-MAPLEWOOD-OAKDALE

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller  
Steven T. Miller  
Director, Exempt Organizations

Letter 1050 (DO/CG)



# City of Maplewood

## Application for Charitable Gambling Tax Funds

**Name of Organization requesting funds:** Friends of the Ramsey County Libraries

**Phone Number of Contact Person:** 651 486-2213

**Address:** 4570 N. Victoria Street, Shoreview, MN 55126

**E-mail Address:** sgehrz@rcrlreads.org

**Check Type of Organization Making Request:**

City  County  School District # \_\_\_\_\_

Non-profit (Proof of IRS 501c3 status is required) (Attached)

Other (specify)

### Lawful Purpose Request

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

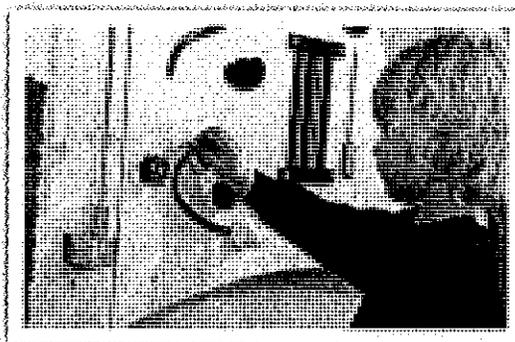
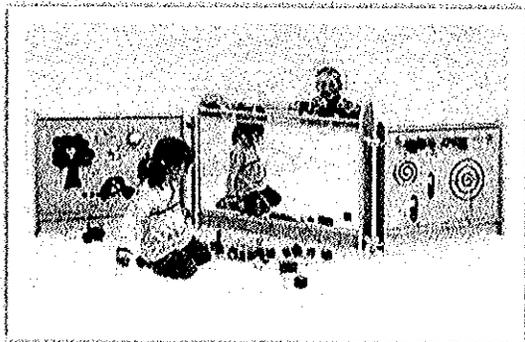
**Purpose:** To purchase three free-standing panels with interactive literacy-building activities for preschool children using the Ramsey County Library in Maplewood, 3025 Southlawn Drive.

**Need:** When the library in Maplewood was designed, a separate 16' x 16' space within the children's area was included to be used for Story times and other programs for children. The popularity of these programs with children, parents, and caregivers greatly exceeded expectations and this space quickly became too small to accommodate the demand. Programs needed to be moved into the large Community Room and currently more than 100 children participate every week.

Although many preschool children do not have their own library card and not all library cardholders have birthdates, Ramsey County Library has around 680 cardholders recorded as under the age of 5. Of those, approximately 200 have the Maplewood Library listed as their "home" branch.

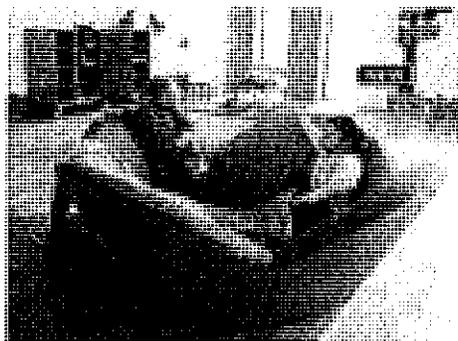
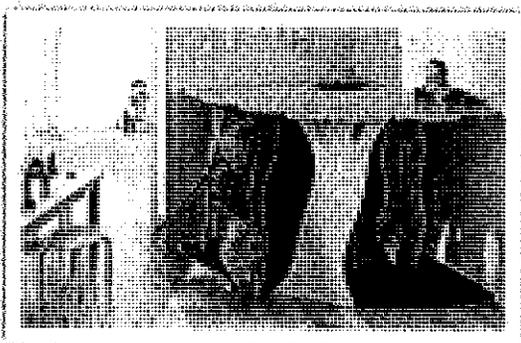
The small space originally designed for programs is currently open with very limited visibility by library staff. Having open space in the toddler/preschool area promotes excessive physical activity, i.e. running around, misbehaving, making noise, and does not foster literacy-building interaction either with peers or adults. Major public libraries in the country have learned that preschool children benefit from being in an environment that is divided into smaller "nooks" and spaces. Children use different parts of their brain when working on literacy-building activities than when engaging in physical activities. Public libraries are a major resource for the development of early literacy skills and the physical environments need to support that purpose.

**Project:** The panels being requested from the City of Maplewood are the first phase in a plan to add equipment and furnishings that will create quiet nook areas for young children to look at a book and to use interactive pieces to develop pre-literacy skills, i.e. manipulation of shapes, identification of colors, vocabulary, and development of small motor skills.



Each panel costs approximately \$1500 and can be purchased separately if funds are not available for all three.

As funds become available through the Friends of the Ramsey County Libraries fundraising efforts, additional furnishings will be added to the space. The following are examples of the types of furnishings recommended by the Children's Librarian,

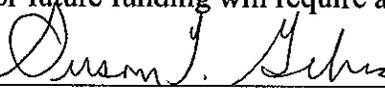


Upon completion, this redesigned space will help toddlers increase their attention span and learn in a calming but intellectually stimulating environment. Reducing physical activity and noise by preschoolers will benefit all users of that library.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

- The applicant, Friends of the Ramsey County Libraries, is a 501 (c) (3) nonprofit organization.
- Funds will be used to purchase equipment for the Maplewood Library and primarily benefit Maplewood residents and young families.
- This request is not for ongoing operating expenses.
- The panels will be ordered immediately upon notification of the award of charitable gambling funds and be constructed, delivered, and installed within six months.
- Although the office of the Friends of the Ramsey County Libraries is in Shoreview, the organization has been raising funds for all the branch libraries since 1979, including the library in Maplewood.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Signature  Title: Executive Director  
Date: 9/22/2011 Print Name: Susan L. Gehrz  
Amount Requested \$ 4,500  
Updated 06.25.07

**CITY OF MAPLEWOOD  
CITY COUNCIL POLICIES ON AWARDS OF  
CHARITABLE GAMBLING TAX FUNDS**

1. All licensed charitable gambling organizations within the City are required to contribute 10 percent (10%) of net profits derived from lawful gambling activity in the City to the Charitable Gambling Tax Fund. These funds are dispersed by the City Council for lawful expenditures.
2. Charitable Gambling Tax Funds shall be distributed for projects, equipment, or activities that are based in the community and which primarily benefit of Maplewood residents.
3. The allocation of Charitable Gambling Tax Funds is an annual award and receipt of funds does not in any way guarantee or commit the City of Maplewood to funding in any subsequent year. Each years funding requires a new, separate application.

4. Projects which involve the purchase of equipment, supplies, or specific items will be looked upon more favorably than requests for salaries or general operating costs.

5. All funds are required to be expended for the requested project within one year of the date of receipt of the award letter. Grantees shall submit such receipts or other proof of expenditure for the proposed purpose with their request for payment of the grant award.

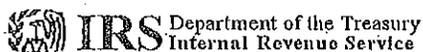
6. No employee or department of the City of Maplewood shall solicit a donation from a licensed charitable organization without City Manager approval. If there is a financial need for a specific program that was not funded in the City budget, staff may submit a request to the City Manager for the use of Charitable Gambling Tax Funds.

7. In general, requests from organized athletic groups will not be funded. Funding for these programs should be from participating families or community auxiliary groups. There are so many athletic organizations within the community that the City of Maplewood is not capable of funding their financial requests nor fairly determining appropriate recipients.

8. The City of Maplewood grants funds from Lawful Gambling Tax Fund to support activities and services benefiting Maplewood residents.. The first priority in the granting of funds will be given to the City of Maplewood domiciled organizations. The second priority or consideration will be given to funding requests from other organizations which are used primarily for the benefit of Maplewood residents.

9. All applications must be complete and submitted by the application deadline established by the City Manager.

Updated 06.26.07



P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077552845  
Nov. 23, 2010 LTR 4168C 0  
41-1597085 000000 00

00020853  
BODC: TE

FRIENDS OF THE RAMSEY COUNTY  
LIBRARIES  
% RAMSEY COUNTY PUBLIC LIBRARY  
4570 VICTORIA ST N  
SHOREVIEW MN 55126-5800



009346

Employer Identification Number: 41-1597085  
Person to Contact: Mrs. Jones  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 19, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

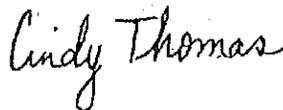
Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

4077552845  
Nov. 23, 2010 LTR 4168C 0  
41-1597085 000000 00  
00020854

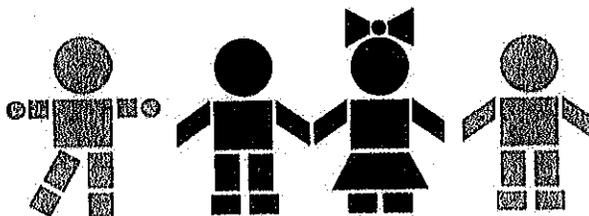
FRIENDS OF THE RAMSEY COUNTY  
LIBRARIES  
% RAMSEY COUNTY PUBLIC LIBRARY  
4570 VICTORIA ST N  
SHOREVIEW MN 55126-5800

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,



Cindy Thomas  
Manager, EO Determinations



**8-17-11**

**Dear City Council Members,**

**Thank you for the opportunity to submit this grant. I would be happy to answer any questions you have regarding our proposal. I look forward to hearing from you.**

**Sincerely,**

A handwritten signature in cursive script that reads "Jennie Schlauch".

**Jennie Schlauch**

**Maple Tree Childcare Center Program Director**

**Maple Tree Childcare Center**

**2625 Benet Road**

**Maplewood, MN 55109**

**651-770-0766**

### City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: **Maple Tree Childcare Center**

Phone Number of Contact Person: **Jennie Schlauch, Director, Phone number 651-770-0766**

Address: **2625 Benet Road, Maplewood, MN 55109**

E-mail Address: **JSchlauch2@aol.com**

**Check Type of Organization Making Request:**

City       County       School District # \_\_\_\_\_

Non-profit: See attached documents (Proof of IRS 501c3 status is required)

Other (specify) \_\_\_\_\_

*Lawful Purpose Request*

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount requested **\$3,176.50**

Explain expenditure - attach additional sheets if necessary.

**Our infant play area is in need of further development. An important facet of the project is to install baby swings. This involves the placement of ADA approved posts, swings, and ground cover. The cost for this project comes to \$3176.50. Any amount toward this project would be most gratefully received.**

*Justification* - Outline how the proposed project or use of the Charitable Gambling Tax Fund

meets guidelines established by City Council.

**The development of the infant playground is important to the children's need for gross motor and sensory experiences. The equipment is ADA certified and will accommodate children with disabilities. The playground area is important space for our children and will be enjoyed by our regular clients as well as the children of Hill House Shelter who receive free childcare at our site.**

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Jennie Schlauch, Director      8-17-11

Signature

Date

Print Name: *Jennie Schlauch*





# PROPOSAL

CONTACT: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 E-MAIL: \_\_\_\_\_

**Please make all PO's and contracts out to:**  
 Flagship Recreation  
 3980 Zanzibar Ln N  
 Plymouth MN 55446

SHIP TO: Please Advise  
 \_\_\_\_\_  
 \_\_\_\_\_

**Please remit payment to:**  
 Flagship Recreation  
 3980 Zanzibar Ln N  
 Plymouth MN 55446

BILL TO: Please Advise  
 \_\_\_\_\_  
 \_\_\_\_\_

August 17, 2011  
**Date:**  
 Prices are good until 12/31/2011

**We are pleased to submit this proposal to supply the following items:**

QTY	ITEM NO.	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
<b>Project Name: Maple Tree Child Care Center Toddler Swing</b>						
1	117962B	Toddler Swing, with (2) Full-Bucket Seats		\$1,291.50	-	\$ 1,291.50
1	Install	Toddle Swing		\$565.00		\$ 565.00
15	yards	Wood Fiber Surfacing				\$ 665.00
1	Install	Wood Fiber Surfacing				\$ 450.00
<b>TERMS: 50% down upon order. Net 20 on remaining balance.</b>						
<i>SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, LLC CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.</i>						<b>Total Weight</b>
						SUBTOTAL MATERIAL \$ 2,971.50
						INSTALLATION Included Above
						FREIGHT \$205.00
						SALES TAX Provide Exempt Cert.
						<b>TOTAL \$ 3,176.50</b>

ACCEPTED BY CUSTOMER \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

PROPOSED BY: \_\_\_\_\_ DATE 8/17/2011

Chris DesRoches, Flagship Recreation

PRINT NAME \_\_\_\_\_

This proposal is presented by



Flagship Recreation, LLC  
 3980 Zanzibar Lane North Plymouth, MN 55446  
 (O) 763-550-7860 (T) 877-550-7860 (F) 763-550-7864  
[info@flagshipplay.com](mailto:info@flagshipplay.com)

# MINNESOTA REVENUE

October 21, 2008

Sisters of Saint Benedict Maple Tree Childcare  
2625 Benet Rd.  
Maplewood, MN 55109

To Whom It May Concern:

Your application for exemption from the Minnesota sales tax as a nonprofit organization has been approved as of May 6, 1983. Your organization's exempt status number is 28921.

Your exempt status number should be entered on the enclosed Certificate of Exemption, Form ST3. A copy of a properly completed Certificate of Exemption must be given to each seller from whom you purchase, lease, or rent tangible personal property or services for your use in your nonprofit functions.

**This exemption does not apply to purchases of prepared food, soft drinks, candy, lodging, waste collection and disposal services, or to purchases or leases of motor vehicles.** Purchases or leases of qualifying motor vehicles are exempt if the vehicles are used primarily to transport goods or people, other than employees, as part of the organization's charitable, religious, or educational functions. Qualifying vehicles are those defined in Minnesota Statutes, section 168.011, as a truck, bus, or passenger automobile that is designed and used for carrying more than nine people.

Your exempt status number may not be used by a building contractor to obtain exemption for materials purchased under a lump sum construction project covering both labor and materials for the construction, alteration, or repair of your building or other real property you may own.

Your application for nonprofit exempt status from Minnesota sales and use tax was approved based on current facts and circumstances regarding your organization and laws in effect at the time of approval. Different circumstances, statutory changes, or subsequent court decisions could affect your nonprofit exempt status. If your sources of support, character, or method of operation change, you must let us know so we can consider the effect of the change on your status. Also, please inform us of all changes in your legal name or address.

If your organization makes ongoing taxable retail sales, you are required to obtain a Minnesota tax identification number and to collect and remit the sales tax. When you purchase items for resale, you should give your supplier a properly completed Form ST3 claiming the resale exemption.

For more information on your exemption or on Minnesota sales tax, please write us at the address below or call us at (651) 296-6181.

Enclosure: Form ST3

Sales and Use Tax Division  
Policy Services and Taxpayer Programs  
Mail Station 6330  
St. Paul, MN 55146-6330

Tel: 651-296-6181  
Fax: 651-556-3102

Minnesota Relay (TTY) 711

An equal opportunity employer  
Packet Page Number 199 of 248

**City of Maplewood  
Application for Charitable Gambling Tax Funds**

**Information:**

Name of Organization requesting funds: Maplewood Area Historical Society

Phone Number of Contact Person: 651-770-8941

Address: 2170 East County Road D, Maplewood, MN 55109 Mail: P.O Box 9372, North St. Paul, MN 55109

E-mail Address: behm3030@bitstream.net

**Check Type of Organization Making Request:**

- City       County       School District # \_\_\_\_\_
- Non-profit Historical Society (Proof of IRS 501c3 status is required)
- Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose: Amount Requested \$ 7,614.00

Explain expenditure – attach additional sheets if necessary.

**FUNDING REQUESTED FOR THE FOLLOWING PROJECTS:**

1. Milk House - Relocate sprinkler heads, outlets and lighting, put in ceiling	\$2,614.00
2. Porch - Install new beadboard ceiling and paint; sand and stain floor	\$1,935.00
3. Miscellaneous:	
a) Gutters on Welcome Center and Barn entrances; b) Photo Cells on external lighting	
Welcome Center; c) Add lighting and outlets in Tin Shed and new Machine Shed;	
d) Lighting for Flag Pole	Total Miscellaneous \$3,065.00
	<b>TOTAL REQUEST \$7,614.00</b>

- The Milk House will be used for displays and demonstrations, making it necessary to upgrade the space
- The beadboard ceiling on the porch is deteriorated, requiring replacement and the floor is in very poor condition and needs to be refinished.
- a) Gutters on Welcome Center and Barn entrances will protect visitors from rain; b) Photo cells on Welcome Center will save money while ensuring safety and security at night; c) Lighting and outlets in the new machine shed are needed for displays and demonstrations; d) The Flagpole needs to be lit so flag can be properly flown at night.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council. The purchases listed above are for use at the Bruentrup Heritage Farm, 2170 County Road D East in Maplewood for improvements and continuing maintenance. The Maplewood Area Historical Society has a 99-year lease and operates the historical Farm as an educational facility on City-owned open space. In addition to the educational functions, the Farm is a repository for local historical artifacts and records which can be accessed for research and is available for tours demonstrating early farm life. The Society holds its monthly meetings at the Farm and hosts Vcommunity and fund raising activities at various times during the year.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Lois N. Behm      Treasurer      September 23, 2011  
Signature      Title      Date

Lois N. Behm  
Print Name

Updated 06.25.07



**CITY OF MAPLEWOOD**

**CITY COUNCIL POLICIES ON AWARDS OF  
CHARITABLE GAMBLING TAX FUNDS**

1. All licensed charitable gambling organizations within the City are required to contribute 10 percent (10%) of net profits derived from lawful gambling activity in the City to the Charitable Gambling Tax Fund. These funds are dispersed by the City Council for lawful expenditures.
2. Charitable Gambling Tax Funds shall be distributed for projects, equipment, or activities that are based in the community and which primarily benefit of Maplewood residents.
3. The allocation of Charitable Gambling Tax Funds is an annual award and receipt of funds does not in any way guarantee or commit the City of Maplewood to funding in any subsequent year. Each years funding requires a new, separate application.
4. Projects which involve the purchase of equipment, supplies, or specific items will be looked upon more favorably than requests for salaries or general operating costs.
5. All funds are required to be expended for the requested project within one year of the date of receipt of the award letter. Grantees shall submit such receipts or other proof of expenditure for the proposed purpose with their request for payment of the grant award.
6. No employee or department of the City of Maplewood shall solicit a donation from a licensed charitable organization without City Manager approval. If there is a financial need for a specific program that was not funded in the City budget, staff may submit a request to the City Manager for the use of Charitable Gambling Tax Funds.
7. In general, requests from organized athletic groups will not be funded. Funding for these programs should be from participating families or community auxiliary groups. There are so many athletic organizations within the community that the City of Maplewood is not capable of funding their financial requests nor fairly determining appropriate recipients.
8. The City of Maplewood grants funds from Lawful Gambling Tax Fund to support activities and services benefiting Maplewood residents. The first priority in the granting of funds will be given to the City of Maplewood domiciled organizations. The second priority or consideration will be given to funding requests from other organizations which are used primarily for the benefit of Maplewood residents.
9. All applications must be complete and submitted by the application deadline established by the City Manager.

Updated 06.26.07

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 09 2002**

Employer Identification Number:  
41-1893832

DIN:  
17053082773002

MAPLEWOOD AREA HISTORICAL SOCIETY  
2170 E COUNTY RD D  
MAPLEWOOD, MN 55109-1003

Contact Person:  
LARRY W BOTHE ID# 31462

Contact Telephone Number:  
(877) 829-5500

Our Letter Dated:  
February 1999

Addendum Applies:  
no

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

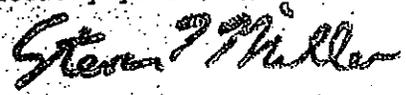
Letter 1050 (DO/CG)

MAPLEWOOD AREA HISTORICAL SOCIETY

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Steven T. Miller  
Director, Exempt Organizations

Letter 1050 (DO/CG)

# MINNESOTA REVENUE

Agenda Item J2  
Attachment 4

June 17, 2010

Letter ID: L1376047616

MAPLEWOOD AREA HISTORICAL SOCIETY  
2170 COUNTY ROAD D E  
MAPLEWOOD MN 55109-5316

## To Whom It May Concern:

Your application for exemption from the Minnesota sales tax as a nonprofit organization has been approved as of March 26, 1999. Your organization's exempt status number is 37745.

Your exempt status number should be entered on the enclosed Certificate of Exemption, Form ST3. A copy of a fully completed Certificate of Exemption must be given to each seller from whom you purchase, lease, or rent tangible personal property or services for your use in your nonprofit functions.

This exemption does not apply to purchases of prepared food, soft drinks, candy, alcoholic beverages, lodging, waste collection and disposal services, or to purchases or leases of motor vehicles. Purchases or leases of qualifying motor vehicles are exempt if the vehicles are used primarily to transport goods or people, other than employees, as part of the organization's charitable, religious, or educational functions. Qualifying vehicles are those defined in Minnesota Statutes, section 168.011, as a truck, bus, or passenger automobile that is designed and used for carrying more than nine people.

Your exempt status number may not be used by a building contractor to obtain exemption for materials purchased under a lump sum construction project covering both labor and materials for the construction, alteration, or repair of your building or other real property you may own.

Your application for nonprofit exempt status from Minnesota sales and use tax was approved based on current facts and circumstances regarding your organization and laws in effect at the time of approval. Different circumstances, statutory changes, or subsequent court decisions could affect your nonprofit exempt status. If your sources of support, character, or method of operation change, you must let us know so we can consider the effect of the change on your status. Also, please inform us of all changes in your legal name or address.

If your organization makes ongoing taxable retail sales, you are required to obtain a Minnesota tax identification number and to collect and remit the sales tax. When you purchase items for resale, you should give your supplier a fully completed Form ST3 claiming the resale exemption.

For more information on your exemption or on Minnesota sales tax, please write us at the

Sales and Use Tax Division  
Mail Station 6330  
St. Paul, MN 55146-6330  
An equal opportunity employer  
[www.taxes.state.mn.us](http://www.taxes.state.mn.us)

Tel: (651) 296-6181  
Fax: (651) 556-3102  
TTY: (651) 556-3030 or  
Call 711 for the Minnesota Relay



"Jesus Christ is the same yesterday, today and forever." Heb. 13:8



# Archdiocese of Saint Paul and Minneapolis

Chancellor for Civil Affairs

January 2, 2007

Mr. Steve Blessing  
Director of Administration and Finance  
The Church of the Presentation of the Blessed Virgin Mary  
1725 Kennard Street  
Maplewood, MN 55109-4699

Dear Mr. Blessing:

The Church of the Presentation of the Blessed Virgin Mary, a Minnesota religious parish corporation, is a tax exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue Code by reason of a Group Ruling issued to the United States Conference of Catholic Bishops by the Internal Revenue Service on July 1, 2006, which is the latest annual update in a series that began with the original determination of March 25, 1946. A copy of the 2006 Group Ruling is enclosed.

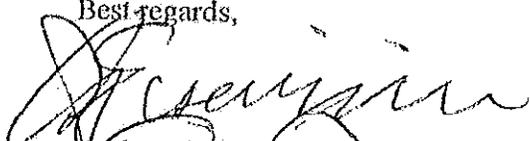
The Group Ruling provides that any organizations listed in the *Official Catholic Directory* for 2006 as being an agency, instrumentality and educational, charitable and religious institutions operated, supervised or controlled by or in connection with the Roman Catholic Church in the United States, are tax exempt.

The Church of the Presentation of the Blessed Virgin Mary is listed in the *Official Catholic Directory* for 2006. A copy of the page from the directory showing that listing is enclosed.

If you have any questions about the tax exempt status, please contact me.

Thank you.

Best regards,

  
Andrew J. Eisenzimmer  
Chancellor for Civil Affairs

BOY SCOUT TROOP 461  
CHARTERED ORGANIZATION  
PRESENTATION MEN'S CLUB

Enclosures



July 29, 2011



Ms. Heather Norsten  
Maplewood Mall - Simon Youth Foundation  
3001 White Bear Ave. Suite 1072  
Maplewood, MN 55109

Dear Ms. Norsten,

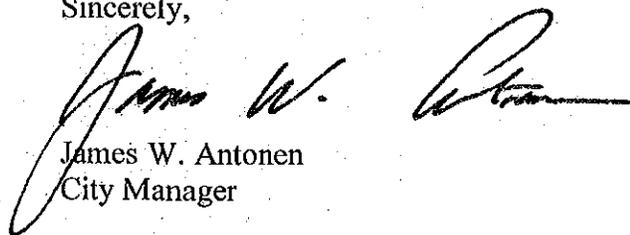
Please find enclosed an application for the 2012 Charitable Gambling Tax Funds Program and a copy of the Maplewood City Council's rules for the program.

Should you wish to apply for funding of a project in 2012, please submit your completed application by *September 24, 2011* to:

James W. Antonen, City Manager  
Maplewood City Hall  
1830 East County Road B  
Maplewood, MN 55109

Thank you for your participation in this program in the past. If you have any questions, please feel free to contact me at 651.249.2050.

Sincerely,



James W. Antonen  
City Manager

### City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: Simon Youth Foundation  
Phone Number of Contact Person: Heather Norsten 651-770-3863  
Address: 3001 White Bear Avenue, suite 1072 Maplewood, MN 55109  
E-mail Address: hnorsten@simon.com

**Check Type of Organization Making Request:**

City     County     School District # \_\_\_\_\_ Tax ID: 35-2035 269  
 Non-profit Mal's charity (Proof of IRS 501c3 status is required) W-9 attached  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 500

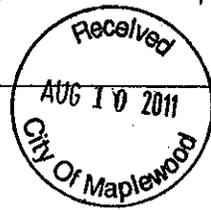
Explain expenditure – attach additional sheets if necessary.

Maplewood hosts events all year long to assist with our local scholarships within City of Maplewood for students active in our community. This contribution will allow us to be active in the community and continue the participation even with the decrease in donations each year.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council. This contribution assists in putting on gift wrapping / coat checks and ability to fundraise through art fairs, golf outings, holiday services, silent auctions, etc.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Heather Norsten Director of Marketing & Business Development  
Signature Title Date 8/8/11  
Print Name: Heather L Norsten



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 28 2002

Employer Identification Number:  
35-2035269  
DLN:  
17053089749062  
Contact Person:  
YVONNE LIGGETT ID# 31296  
Contact Telephone Number:  
(877) 829-5500  
Our Letter Dated:  
May 1998  
Addendum Applies:  
no

SIMON YOUTH FOUNDATION INC  
115 W WASHINGTON ST  
INDIANAPOLIS, IN 46204-0000

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

-2-

SIMON YOUTH FOUNDATION INC

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Steven T. Miller  
Director, Exempt Organizations

Letter 1050 (DO/CG)

### City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: Maplewood Police Explorers  
Phone Number of Contact Person: (651) 249-2602  
Address: 1830 County Road B East, Maplewood, MN, 55109  
E-mail Address: david.thomalla@ci.maplewood.mn.us

**Check Type of Organization Making Request:**

City       County       School District # \_\_\_\_\_  
 Non-profit \_\_\_\_\_ (Proof of IRS 501c3 status is required)  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

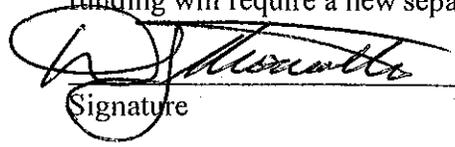
The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 8,000

Explain expenditure – attach additional sheets if necessary.  
The funds will be utilized to subsidize dollars budgeted to send the Maplewood Police Explorers to the annual state conference, a competition in Duluth and national conferences. They will also be used to help purchase uniforms and needed equipment. As part of their activities at the conferences, the Explorers participate in competitions with Police Explorer groups sponsored by other law enforcement agencies. The funds would be used to help send the Explorers to these competitions. These competitions also offer the Police Explorers an opportunity to obtain scholarships for college.

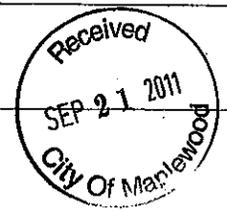
**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council. The Maplewood Police Explorers are a group of high-school-aged students who belong to the Explorer Post sponsored by the Maplewood Police Department. In belonging to this Post, the Police Explorers actively participate and learn about law enforcement as a career. The Advisors are Maplewood police officers who have taken an interest in teaching these students about law enforcement. (CONTINUED ON ATTACHED SHEET)

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.



Signature \_\_\_\_\_ Title Chief of Police Date 9-21-11

Print Name: David J. Thomalla



**City of Maplewood  
Application for Charitable Gambling Tax Funds**

Name of Organization Requesting Funds:                      Maplewood Police Explorers

***Justification (Continued):*** In addition, these Police Explorers volunteer their time and assist in several City-sponsored activities (such as National Night Out, the Ramsey County Fair, Taste of Maplewood and/or activities on the 4<sup>th</sup> of July).

# City of Maplewood Application for Charitable Gambling Tax Funds



**Information:**

Name of Organization requesting funds: Maplewood Police Reserves  
Phone Number of Contact Person: David Kvam, 651-249-2603  
Address: 1830 County Road B East, Maplewood, MN 55109  
E-mail Address: dave.kvam@ci.maplewood.mn.us

**Check Type of Organization Making Request:**

City       County       School District # \_\_\_\_\_  
 Non-profit \_\_\_\_\_ (Proof of IRS 501c3 status is required)  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 5,000

Explain expenditure – attach additional sheets if necessary.

Funds would be used to provide reserve officers with uniforms and equipment they use when volunteering services to the City of Maplewood. The purchases would include uniform & vehicle items, but also specialty products and services related to their bike patrol program. The reserve officers maintain a trailer stocked and organized with supplies used during the many details they work throughout the year. Funds could also be used to help maintain and equip the trailer.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council. Police reserve officers volunteer approximately 8,000 to 10,000 hours per year in service to the community. Some of the services which reserve officers provide include: traffic control and security details at events such as the Ramsey County Fair, Taste of Maplewood, Lightning Run, MS 60/30, and several high school graduations held at Aldrich Arena. A weekly part of their duties is to transport arrestees and those requiring detoxification, as well as persons needing courtesy transports. Their assistance frees sworn officers to perform other tasks.

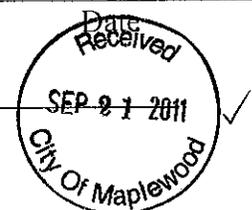
By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Signature

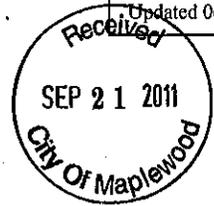
Deputy Chief  
Title

9-21-2011  
Date

Print Name: David Kvam



Updated 06.25.07



**City of Maplewood**  
**Application for Charitable Gambling Tax Funds**

**Information:**

Name of Organization requesting funds: Youth Scholarship Fund  
CITY OF MAPLEWOOD  
Phone Number of Contact Person: ANDRA ROBBINS : 651-299-2125  
Address: 1830 COUNTRY RD BE, MAPLEWOOD MN, 55109  
E-mail Address: ANDRA.ROBBINS@CI.MAPLEWOOD.MN.US

**Check Type of Organization Making Request:**

City     County     School District # \_\_\_\_\_  
 Non-profit \_\_\_\_\_ (Proof of IRS 501c3 status is required)  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 3,000.00

Explain expenditure – attach additional sheets if necessary.

APPLICANTS MUST BE RESIDENTS OF MAPLEWOOD.  
YOUTH SCHOLARSHIPS PROVIDE A 2/3 REDUCTION IN PROGRAM COSTS TO OUR PARTICIPANTS. THE PARTICIPANT IS RESPONSIBLE FOR REMAINING 1/3 OF PROGRAM FEE. SCHOLARSHIPS ARE AVAILABLE TO YOUTH UNDER 18 YEARS OF AGE.  
\* SEE ATTACHED APPLICATION INFORMATION.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

THE YOUTH SCHOLARSHIP PROGRAM WAS DEVELOPED TO FACILITATE RECREATIONAL OPPORTUNITIES FOR MAPLEWOOD RESIDENTS WHO DEMONSTRATE FINANCIAL NEED AND MIGHT OTHERWISE NOT PARTICIPATE IN A RECREATIONAL ACTIVITY. THIS PROGRAM IS ONLY FOR YOUTH UNDER THE AGE OF 18.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Signature: [Signature] Title: Recreation Supervisor Date: 9/21/2011  
Print Name: Andra Robbins



**Internal Revenue Service**

**Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201**

**Date: August 6, 2003**

**Person to Contact:  
Yvette Davis 31-07751  
Customer Service Representative  
Toll Free Telephone Number:  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
36-3617858**

**North St. Paul Area Emergency Food Shelf  
2538 E. Seppala Blvd.  
North Saint Paul, MN 55109-3015**

**Dear Sir or Madam:**

**This is in response to your telephone inquiry regarding your organization's tax-exempt status.**

**In October 1996, we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.**

**Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).**

**This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.**

**Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.**

**All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).**

**Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.**

**Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.**

North St. Paul Area Emergency Food Shelf  
36-3617858

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

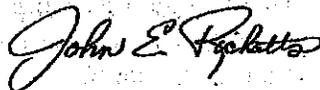
Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services

### City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: Ramsey County Fair  
Phone Number of Contact Person: 651-777-6514  
Address: 1821 Myrtle St. Maplewood 55109  
E-mail Address: Foxxk@12@umn.edu

**Check Type of Organization Making Request:**

- City
- County
- School District # \_\_\_\_\_
- Non-profit 501-C-3 NON PROFIT (Proof of IRS 501c3 status is required)
- Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 3200.00

Explain expenditure – attach additional sheets if necessary.

**The amount requested for the Ramsey County Fair, July 11-15, 2012 is for the following programs. We will use the funds for paying for ribbons and premiums for the 4-H club members and other Adults and youth in our open class division. These educational exhibits are on display and it shows what the young people have learned in their 4-H clubs. We will also use the funds for our Farmer for the Day program. We attempt to explain to the young people and parents some aspects of farming as it relates to food production from the farm. These funds will assist for part of the cost of the farm animal petting zoo which also relates to animals raised on a farm. We have at least one stage entertainment that involves the young people. The requested funds would pay for about 1/3 of the total costs for these activities.**

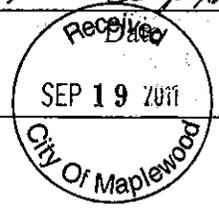
**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council. \_\_\_\_\_

**Even though the Ramsey County 4-H program covers all of the County a significant number of the 4-H'ers and fair participants come from Maplewood. Many of our exhibitors, volunteers youth leaders, and civic organizations who participate in the operation of the fair come from Maplewood. The fair has been located in Maplewood for over 50 of it's 99 years of operation.**

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Joe Fox Secretary/manager Sept. 17, 2011  
Signature Title

Print Name: Joseph L. Fox





Supplemental page for Application for Charitable Gambling Tax Funds  
Second Chance Animal Rescue

**Explain Expenditure**

Second Chance Animal Rescue is an all volunteer, nonprofit 501(c)(3) animal rescue organization that incorporated in 1994 to rescue dogs and cats out of animal control facilities and various other situations. We do not have a shelter but, instead, hold animals in volunteer foster homes until adoptive homes are found. All animals taken into our program go to a veterinarian where they are health checked, heartworm or FeLV/FIV checked, spayed or neutered, vaccinated, and dewormed. Many animals require additional vet care - because of being strays on the streets they may have ear infections, be matted, injured, etc. We provide the care. Being a nonprofit, we count on donations to help pay our vet expenses. In 2010, those expenses exceeded \$100,000. We are not able to recoup all of those expenses in adoption fees. To date, we have rescued over 8,300 animals and placed them into permanent adoptive homes. If we were granted funds from the Maplewood Charitable Gambling Fund, they would be used to help offset our veterinary expenses.

Please view our website for more information about Second Chance Animal Rescue – [www.secondchancerescue.org](http://www.secondchancerescue.org)

**Justification**

Second Chance rescues stray dogs and cats from Hillcrest Animal Hospital, which is the impound facility for the City of Maplewood and is located in Maplewood. We provide a much needed service to the citizens and the City of Maplewood by taking impounded dogs and cats into our program before they are put to sleep (euthanized). There is a State five-day animal holding requirement of strays and, after that if the owner doesn't reclaim them, they can be euthanized. Second Chance goes in and takes as many animals as it has foster homes open prior to the animals being euthanized. This saves the City money by not having to pay for euthanasia and it helps the citizens in two ways: (1) if their dog or cat is lost and not reclaimed by the legal holding period, there is a good chance the animal is placed into a rescue organization rather than put to sleep; and (2) Second Chance adopts out many animals to the residents of Maplewood as new family members. Second Chance also utilizes the veterinary services of Hillcrest Animal Hospital for medical work on some of the rescued dogs and cats.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 19 1999**

Employer Identification Number:  
41-1780387

DLN:  
17053044746009

Contact Person:  
MR LEWIS

ID# 31037

Contact Telephone Number:  
(877) 829-5500

Our Letter Dated:  
October 1995

Addendum Applies:  
No

→ SECOND CHANCE ANIMAL RESCUE  
PO BOX 10533  
WHITE BEAR LAKE, MN 55110-0533

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

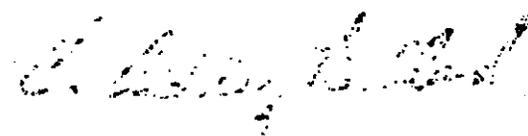
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



District Director

Letter 1050 (DO/CG)



September 23, 2011

James W. Antonen, City Manager  
Maplewood City Hall  
1830 East County Road B  
Maplewood, MN 55109

Dear Mr. Antonen,

Tubman respectfully requests \$3,500 for equipment and supplies to complete a Community Learning Center at Harriet Tubman Center East (the former St. Paul's Monastery) located at 1725 Monastery Avenue in Maplewood. The Community Learning Center, which will be open to both Tubman clients and other members of the community, will include two classrooms, three conference rooms, two large meeting areas, and a computer center.

Tubman highly values our longstanding connection with the City of Maplewood and its residents, including working with the Maplewood Police Department and City Prosecutor when providing criminal advocacy services to victims of domestic violence and providing violence prevention education in area schools. Tubman currently serves over 300 Maplewood residents each year and expects that number to increase in 2012.

The enclosed application describes our project and how it will benefit residents of Maplewood. Thank you for all the many ways Maplewood supports Tubman. I hope you will agree that our Community Learning Center is deserving of the City's continued support. If you have any questions, please contact me at [jgolden@tubman.org](mailto:jgolden@tubman.org) or 651-789-6750.

Thank you for considering our request, and all you do for the community. We look forward to hearing from you soon.

Sincerely,

Janet Golden  
Director of Sustainability Services

**TUBMAN CENTER WEST**

3111 First Ave. So.  
Minneapolis, MN  
55408

612.825.3333

**TUBMAN CENTER EAST**

1725 Monastery Way  
Maplewood, MN  
55109

651.770.8544

**CHRYSALIS CENTER**

4432 Chicago Ave. So.  
Minneapolis, MN  
55407

612.871.0118



Updated 6.25.07



## City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization Requesting Funds: Tubman

Phone Number of Contact Person: Janet Golden, Director of Sustainability Services  
651-789-6750

Address: Harriet Tubman Center East, 1725 Monastery Way, Maplewood, MN 55109

E-mail Address: JGolden@tubman.org

**Check Type of Organization Making Request:**

- City       County       School District # \_\_\_\_\_
- Non-profit      (Proof of IRS 501c3 status is required)
- Other (specify) \_\_\_\_\_

***Lawful Purpose Request***

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$3,500

**Community Learning Center**

Tubman requests \$3,500 for equipment and supplies to complete a Community Learning Center at Harriet Tubman Center East (the former St. Paul's Monastery) located at 1725 Monastery Avenue in Maplewood. Charitable Gambling Tax Funds will be used to purchase two printer/fax machines, an LCD projector, two dropdown screens, and supplies including toner, flashdrive, paper, and higher quality stationery for resumes and cover letters.

Tubman's plan to open the Community Learning Center earlier in 2011 was postponed due to reduced availability of funds needed to equip the center and delays in closing on grants and loans to fund building renovations necessary to relocate emergency shelter beds to the facility and make safety and accessibility improvements. After deciding to merge with ElderCare Rights Alliance (ECRA) as of July 1, 2011, Tubman assessed ECRA's computer equipment to determine what was available for the Community Learning Center and what additional equipment would be needed. A computer server, two computer workstations, and software for the server and ten computer workstations acquired in the ECRA merger will be used in the Community Learning Center. In addition, Tubman has purchased eight computer workstations, installed wiring, and begun to setup the workstations with generous support from 2011 Maplewood Charitable Gambling Tax Funds, the Rotary Club of North St. Paul, Maplewood, Oakdale, and other donors.

The Community Learning Center will be open to both Tubman clients and other members of the community. It will include two classrooms, three conference rooms, two large meeting areas, and a computer center with ten computer workstations, a dedicated server and a dedicated printer/fax

machine. HIPAA privacy rules related to Tubman's counseling services and security requirements for the agency's network and client databases mean that the agency must have a separate server system for public access.

The Community Learning Center will be used as follows:

- Community groups and other service providers will hold meetings, workshops, and information fairs. Groups which have used this space to date include the Twin Cities Adult Education Alliance, CommonBond Communities, and the Benedictine Sisters. Tubman is exploring the possibility of local institutions of higher learning offering classes in the center and a collaboration with District 622 to provide tutoring and mentoring services to youth in Tubman's shelter.
- Participants in our Financial, Career/Vocational, Housing, and Senior Programming Workshops (which are open to the community) will attend group presentations and participate in related activities such as budgeting, creating financial plans, accessing credit reports and consumer information, searching for jobs and training opportunities, and completing online applications.
- Tubman clients and community members (including Maplewood residents) will have internet access for tasks relating to work, school, financial matters or housing; to access information and community resources; and to maintain communication with friends and family. The computers will be available for public use during specific hours, and interns and volunteers will assist clients with basic computer skills.

**Justification** – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

Funding equipment and supplies for a Community Learning Center at Harriet Tubman Center East clearly fits the guidelines established by the City Council and will benefit residents of Maplewood. Harriet Tubman Center East is located in Maplewood and the Community Learning Center will be open to the public (including Maplewood residents) as well as participants in Tubman's services.

Tubman is a multi-service agency with almost 40 years of experience serving individuals and families and is the state's largest provider of domestic violence services. Tubman was formed from three separate organizations: Chrysalis, A Center for Women, founded in 1974; Harriet Tubman Center, founded in 1976; Family Violence Network, founded in 1982; and ElderCare Rights Alliance, founded in 1972. The agency offers a full complement of services including family violence shelter and transitional housing; mental and chemical health assessment, treatment, and support; legal services including Orders for Protection; parenting education and child care; youth programs and in-school violence prevention; resource counseling, financial literacy and job readiness education; caregiver support and elder care resources; as well as community education and professional training.

Tubman has a long-standing connection with the City of Maplewood and its residents. Tubman works with the Maplewood Police Department and City Prosecutor when providing criminal advocacy services to victims of domestic violence and provides related training. Maplewood Police Chief David Thomalla is a member of a collaborative group convened by Tubman to

Updated 6.25.07

identify criminal justice system issues and concerns, plan collaborative solutions, and design a joint suburban Ramsey and Washington County domestic abuse service center to be housed at Harriet Tubman Center East. Tubman also provides violence prevention education to students at area schools, including Hill-Murray High School, Tartan High School, North St. Paul High School, Next Step Transition Program, White Bear Lake High School, White Bear Lake Alternative Learning Center, White Bear Lake Transition Plus Services, Woodbury High School, Crosswinds Arts and Science School, and East Ridge High School.

From July 1, 2010 to June 30, 2011, Tubman served over 300 Maplewood residents:

- 90 received legal services, including criminal and civil advocacy for victims of domestic violence and legal representation and advice
- 27 received emergency shelter and a broad range of related supportive services
- 16 received housing and job search assistance
- 12 received mental or chemical health counseling services
- 7 participated in support groups for adults, youth, and children
- 3 families received in-home advocacy and support services
- 161 received resources, referrals, advocacy and support by phone

Tubman expects that the Community Learning Center, and the expansion of services and relocation of emergency shelter to Harriet Tubman Center East will increase the number of Maplewood residents served in 2012. The facility is adjacent to CommonBond's 48-unit Trail's Edge townhomes and 40-unit senior housing, the Sisters of St. Benedict's new monastery and Hill-Murray High School. Staff at CommonBond's Trail's Edge development have told us the Community Learning Center will provide needed computer access for their residents and the residents of the new senior housing facility and will benefit our collaborative work and the community.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

_____	Director of Sustainability Services	September 23, 2011
Signature	Title	Date

Print Name: Janet Golden

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248158532  
Dec. 24, 2009 LTR 4168C E0  
41-1240048 000000 00

00020085  
BODC: TE

TURMAN  
3111 FIRST AVE SOUTH  
MINNEAPOLIS MN 55408



010196

Employer Identification Number: 41-1240048  
Person to Contact: Mr. Lafollette  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 15, 2009, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in December 1974.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Requests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

### City of Maplewood Application for Charitable Gambling Tax Funds

**Information:**

Name of Organization requesting funds: Weaver Association of Parents + Teachers  
Phone Number of Contact Person: 651-400-0228  
Address: 2135 Birmingham St., Mplwd, 55109  
E-mail Address: cathy@seiford.com

**Check Type of Organization Making Request:**

- City       County       School District # \_\_\_\_\_  
 Non-profit \_\_\_\_\_ (Proof of IRS 501c3 status is required)  
 Other (specify) \_\_\_\_\_

**Lawful Purpose Request**

The above named organization requests Lawful Charitable Gambling Tax Funds for the following purpose:

Amount Requested \$ 500.00

Explain expenditure – attach additional sheets if necessary.

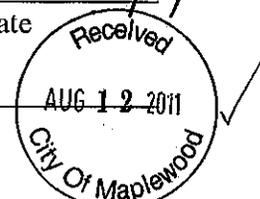
We are the Parent/Teacher organization at Weaver Elementary. We have identified a need to replace the current school patrol equipment at the school (40 vests, 17 flags, 17 ponchos). Many of the items are faded + torn. Safety of all weaver children is of great concern to us. We have already ~~sent~~ received donations from local Lions clubs for \$1,000, and are requesting the balance (\$500) for this purchase

Justification – Outline how the proposed project or use of the Charitable Gambling Tax Fund meets guidelines established by City Council.

This request is for equipment that will directly benefit Maplewood students. Not only keeping the walker + bus patrols visible, but ensuring they do their job keeping all students safe as they travel to/from school.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Signature: Cathy Seiford Title: Weaver APT Co-president Date: 8/9/11  
Print Name: Cathy Seiford



## 2012 Charitable Gambling Funds Score Sheet

Organization	Amount Requested	WR	KJ	JL	MK	JN	Proposed Award
American Red Cross - TC Area Chapter	\$2,500.00						
Boy Scout Troop 461	\$2,500.00						
Dispute Resolution Center	\$3,000.00						
District 622 ADD/ADHD Support Group	\$600.00						
District 622 Education Foundation	\$2,500.00						
Friends of Ramsey County Libraries	\$4,500.00						
Maple Tree Monastery Childcare Center	\$3,176.50						
Maplewood Area Historical Society	\$7,614.00						
Maplewood Mall - Simon Youth Foundation	\$500.00						
Maplewood Police Explorers	\$8,000.00						
Maplewood Police Reserves	\$5,000.00						
Maplewood Youth Scholarship Fund	\$3,000.00						
North St. Paul Area Food Shelf	\$1,000.00						
Ramsey County Fair	\$3,200.00						
Second Chance Animal Rescue	\$2,000.00						
Tubman Family Alliance	\$3,500.00						
Weaver Elementary PTA	\$500.00						
Fund Reserves							
<b>TOTAL AMOUNT OF REQUESTS</b>	<b>\$53,091</b>						

An estimated **\$30,000** is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

**AGENDA REPORT**

**TO:** City Manager  
**FROM:** Finance Manager  
**RE:** FORMATION OF AN AUDIT COMMITTEE TO SELECT AN AUDIT FIRM  
**DATE:** October 3, 2011

**PROPOSAL**

It is proposed that an audit committee be formed consisting of a council member, the assistant city manager, finance manager and assistant finance manager to prepare a recommendation to the council on selection of an audit firm.

**BACKGROUND**

HLB Tautges Redpath has conducted the city's annual audit for the past 5 years. A request for proposals has been sent to several audit firms in September. In October the proposals will be reviewed and representatives from the audit firms may be asked to make oral presentations. Since audit firms technically report to the council and work closely with management and the finance staff, an audit committee with council, management and finance representatives would be useful for reviewing the proposals received.

It is anticipated the committee will meet 2 to 4 times during the period 10/24/11 – 11/3/11 during business hours. One meeting will be scheduled for the week of 10/24/11 – 10/27/11 to review proposals and oral presentations will be scheduled for the week of 10/31/11 – 11/3/11.

**RECOMMENDATIONS**

It is recommended that an audit committee be formed consisting of a council member, the assistant city manager, finance manager and assistant finance manager to prepare a recommendation to the council on selection of an audit firm.

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Michael Thompson, City Engineer / Dep. Director of Public Works  
**SUBJECT:** **East Metro Public Safety Training Facility, City Project 09-09, Resolution Authorizing Consulting Services and Establishing Project Budget**  
**DATE:** September 30, 2011

### INTRODUCTION

The council will consider authorizing consulting services for the next phase in developing the regional safety training facility site located at the intersection of Hwy 120 and Hwy 5. The council will also consider establishing a project budget.

### BACKGROUND

The City has worked a number of years on developing a plan for the use of the property at the Highway 5 and Highway 120 intersection of which the majority is owned by Mn/DOT. Mn/DOT has stated their willingness to convey this site to the City with conditions such as creating wetland credits, providing buffering, and allowing a 5 acre maintenance area for Mn/DOT maintenance operations to continue in this area if the City cannot find another location for their use.

Currently the City is working to acquire the property through quit claim deed, which Mn/DOT stated would be the likely mechanism for the property transfer. The City is currently waiting on Mn/DOT permit approval to begin extensive testing of the soils and materials within the site for contamination. The City plans to use the \$450,000 Ramsey County ERF grant for remediation purposes on the entire property. That work cannot start until the City has acquired the property, hence the importance of continuing to work with Mn/DOT on that critical path.

Also, \$3,000,000 was allocated toward the regional fire training facility at this site as part of the State Bonding Bill this year. Fire Chief, Steve Lukin, continues making partnerships with other cities, colleges, and entities that will be part of the regional safety training facility. Mr. Lukin will be working on agreements and joint power agreements over the coming months with the intent of opening the facility for full use in fall of 2013.

### WORK ORDER

A number of steps must be taken including land acquisition, land use designation, environmental reviews, site assessment (Marshlands considerations), facility planning, final design, and construction. The first step in the planning phase will be a series of concept reviews made to the council, commission, and neighbors in order to gain feedback on the project from all stakeholders involved. These meetings are proposed to begin later this year.

The attached work order provided by SEH, Inc. essentially takes the project through all of the environmental work, and up to a 30% set of plans, which will detail the site features and how the overall site will function (traffic/buildings/marshlands considerations/utilities/etc). This work is estimated in an amount of \$110,000. Once all stakeholders agree on the final report from SEH, Inc. the next step is taking the 30% set of plans through full 100% design and inspection services to have the site operational by fall of 2013.

## **BUDGET**

An overall budget of \$3,700,000 is proposed with the following identified as funding sources:

- Bonding Bill - \$3,000,000
- County ERF Grant - \$450,000
- City EUF Fund - \$250,000

The council will consider authorizing consulting services for the next phase in developing the regional fire training facility site located at the intersection of Hwy 120 and Hwy 5. The council will also consider establishing a project budget.

## **RECOMMENDATION**

It is recommended that the council adopt the attached resolution authorizing SEH, Inc. services in an amount of \$110,000, and also adopt a project budget for the East Metro Public Safety Training Facility Improvements, City Project 09-09.

Attachments:

1. Resolution Authorizing Consultant Services and Adopting Project Budget
2. Land Use Permit Timeline
3. SEH Work Order
4. Location Map

**RESOLUTION  
AUTHORIZING CONSULTING SERVICES AND  
ADOPTING PROJECT BUDGET**

WHEREAS, the City has received \$3,000,000 and \$450,000 from the bonding bill and Ramsey County respectively, and the City intends to move forward with the implementation of the East Metro Public Safety Training Facility Improvements, City Project 09-09.

AND WHEREAS, consulting services are needed for the next phase of the improvement project, and SEH, Inc. has provided previous work on this project and has presented a work order to continue project implementation;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, as follows:

1. The City's consultant, SEH, Inc. is the designated firm for the next phase of implementation and the City will execute the attached work order estimated in an amount of \$110,000 in order to begin said work plan.

2. The finance director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project. A project budget of \$3,700,000 shall be established. The proposed financing plan is as follows:

- State Bonding Bill - \$3,000,000
- County ERF Grant - \$450,000
- City EUF Fund - \$250,000

Adopted by the City Council this 10<sup>th</sup> day of October 2011.

## East Metro Regional Public Safety Training Center/Marshlands

### Land Use Issues and Timeline

September 13, 2011

#### Land Use Permits Required

1. Comprehensive Land Use Designation – Designate right-of-way as Government
2. Right of Way Vacation
3. Zoning – Zone right-of-way as Light Industrial or Commercial
4. Conditional Use Permit
5. Possible Variances (Wetlands)

#### Timeline

1. Phase I – Preplanning Phase (Complete by December 12, 2011)
  - a. Concept/Fact Finding
    - i. Neighborhood Meeting?
    - ii. Planning Commission (10/4, 10/18, or 11/1, or 11/15)
    - iii. Community Design Review Board (10/25, 11/22)
    - iv. Environmental and Natural Resources Commission (10/17, 11/21)
    - v. City Council Workshop (October/November/December)
  - b. City Approval of Comprehensive Land Use Designation
    - i. Planning Commission (10/18, 11/1 or 11/15)
    - ii. City Council Meeting (11/14, 11/28 or 12/12)
2. Phase II - Planning Phase (Requires Full Set of Plans by January 1, 2012 to be Complete by March 26, 2012)
  - a. Metropolitan Council Approval of Land Use Designation (January/February)
  - b. City Land Use Permits (PC/ENR/CDRB/BEDS meetings in February/March)
  - c. Final City Council Approval (March 26, 2012)
3. Phase III – Construction Phase



September 30, 2011

RE: Maplewood, Minnesota  
East Metro Regional Public Safety  
Training Center  
Supplemental Letter Agreement No. 100  
SEH File No. MAPLE 117956  
City No. 09-09

Mr. Michael Thompson, PE  
City Engineer / Deputy Public Works Director  
City of Maplewood  
1830 East County Road B  
Maplewood, Minnesota 55109

Dear Mr. Thompson:

This Supplemental Letter Agreement No. 100 is an extension of and in accordance with the Standard Agreement for Professional Engineering Services between the City of Maplewood (City) and Short Elliott Hendrickson Inc. (SEH<sup>®</sup>). This supplemental agreement pertains to professional services relating to the Phase I Preliminary Workplan for the East Metro Regional Public Safety Training Center.

This project will require significant coordination and communication between City and SEH staff. We understand that primary contacts for the City will be: Michael Thompson for engineering items and overall administrative issues; Steve Lukin for the site layout and building/facility programming; and Shann Finwall for the Ramsey County ERF Grant.

### **Scope of Work**

This scope of work consists of surveying, providing support of the property transfer process, site investigations to characterize soils, coordination with regulatory agencies relating to wetlands, defining site facilities and a final site layout and preparing a design documentation report that will serve as the basis for the more detailed design work. The complete scope of work is described in Exhibit A.

### **Schedule**

We can commence work immediately upon authorization to proceed, understanding that some of the site work such as City staff digging test pits will be dependent on weather and site soil conditions. A preliminary schedule for each major task is provided in Exhibit A. As stated in Exhibit A, we will work with the City to develop a more detailed schedule that provides for a building/facility opening in the summer to fall of 2013.

Mr. Michael Thompson  
Supplemental Letter Agreement No. 100  
September 30, 2011  
Page 2

**Compensation**

Compensation shall be on an hourly basis, based on the actual hours worked for SEH personnel assigned to the project, plus reimbursable. The estimated fee for the services described in the Phase I Preliminary Workplan (Exhibit A) is \$110,000. An estimated budget for each major task is provided as Exhibit B. The total estimated fee will not be exceeded without prior authorization from the City.

This supplemental Letter Agreement shall be the basis of work by SEH on the project described in this letter. If you are in agreement with the terms, please execute this Supplemental Letter Agreement with proper signatures and return one original to our offices.

We look forward to continuing our work with the City of Maplewood.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

CITY OF MAPLEWOOD, MINNESOTA



Mark L. Lobermeier, PE  
Principal | Client Service Manager

By: \_\_\_\_\_

Title: \_\_\_\_\_

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2011

- c: Steve Lukin – City of Maplewood
- Shann Finwall – City of Maplewood
- Ron Leaf, PE - SEH
- Al Sunderman – SEH
- Larry Koch – SEH
- Barry Peters – SEH
- Tom Sohrweide - SEH

EXHIBIT A –  
EAST METRO REGIONAL PUBLIC SAFETY TRAINING CENTER  
PHASE I - PRELIMINARY PLANNING & DESIGN WORKPLAN

City No. 09-09  
SEH No. 117956  
September 2011

**PHASE I – PRELIMINARY PLANNING / DESIGN** **(Preliminary Schedule)**

The following task outline and descriptions summarize our proposed work in Phase 1 of this project. Based on input from City staff, we have developed a preliminary schedule for the tasks listed in this first phase of work. This preliminary planning and design Phase is scheduled through December 2011. We understand that the project is expected to move into the more detailed design Phase as soon as the facility programming and site layout decisions have been made. Additional detail will be built into the overall project schedule as this phase 1 Workplan progresses. We understand that the City's goal is for the schedule to provide for a facility/ building opening during the summer to fall of 2013.

**1.1 SURVEY / PROPERTY ASSESSMENTS**

- A. Survey (Schedule dependent on MnDOT Permit approval)
  - a. Topographic survey (Sept. 26-Oct. 4)
  - b. Stockpile survey
  - c. Trees/utilities
  - d. Boundary (iron) locates

SEH will complete a topographic survey of the site features and soil stockpiles, delineate areas of trees, locate utilities and structures on the site and along TH 120, and locate the property corners. We will stake boring locations in advance of the AET drilling work.

SEH will prepare a Certificate of Survey of the property that includes information in Task 1.1.A, and the wetland delineation boundaries that will be updated in the fall of 2011. See Task I.D for Wetland delineation update.

- B. Property Transfer (TBD)

The City will lead this effort through coordination with MnDOT. SEH will provide support in the form of property surveys and preparation of exhibits needed to facilitate the transfer process. In order to move forward with the preliminary layout and design work, we anticipate that the City will finalize a memorandum of understanding with MnDOT prior to October 15 that identifies the extent of land that MnDOT desires on a short term basis on the site and any other conditions that MnDOT places on the transfer that would impact the preliminary layout of the site.

C. Land Use Plan Update (Sept. 2011– Mar. 2012)

The property transfer process has not been completed with MnDOT. Therefore, we understand that based on the timing of the transfer and the conditions agreed to as part of the transfer some changes to the site design conditions and layout may result. Any significant changes to the design constraints will be recorded in the Preliminary Report (decision documentation) described in Task 1.7.

We understand that City staff will lead the process to update the City’s land use classification for the site, including approval by the Metropolitan Council.

1.2 ENVIRONMENTAL INVESTIGATIONS

- A. Site investigation prep, boring & trench layout, etc. (Sept. 26-Oct. 7)
- B. Site work (Sept. 26-Oct. 7)
  - a. Test Pits and trenches in all areas of fill including the road base. (*Assume City Backhoe and Operator*)
  - b. Composite sampling, analysis and characterization of fill and spoil piles on site.
  - c. Spoil pile volume calculations following survey.
  - d. Environmental oversight and potential sampling/analysis of geotechnical borings.
- C. Laboratory Analyses (Pace Subcontract) (Oct. 10-28)
- D. Final Phase II ESA Report Preparation (Oct. 17-Nov. 4)
  - a. Spoil pile volumes and waste characterization
  - b. Identify options for material use/disposal
  - c. Identify further investigation requirements, if needed
- E. Further Investigation, if needed (TBD)
- F. Prepare the Construction Contingency Plan (CCP) and Negotiate MPCA CCP approval. (Oct. 31-Nov. 18)

SEH will conduct a Phase II Environmental Site Assessment (ESA) of the site. The ESA will include approximately 10 test pits and 9 hollow stem borings, preparation of a Health and Safety Plan. Soil samples will be collected and may be analyzed for the following potential analytes: GRO, BTEX, DRO, VOCs, SVOCs, RCRA Metals, PCBs and asbestos. If high levels of contamination is detected, TCLP analyses may also be conducted.

During field activities, soils will be screened with a Photo-ionization detector (PID). Any debris and/or notable contamination will be documented following standard protocol. Potential asbestos containing materials (ACM) discovered during field activities will be analyzed for asbestos. A final report presenting the results of the Phase II ESA including tables, figures, analytical reports and boring/ test pit logs will be prepared. The final report will include conclusions and recommendations if appropriate.

### 1.3 GEOTECHNICAL INVESTIGATIONS

(Sept. 26-Oct. 7)

- A. Field Investigations:
  - a. Boring layout targeted to planned site features
  - b. Using environmental sampling protocol
  - c. Groundwater elevation assessment
  - d. Oversee AET Site drilling work and laboratory analyses
- B. Analysis and Report Preparation
  - a. Foundation needs for buildings/towers
  - b. Utility recommendations
  - c. Environmental recommendations (stormwater, wetlands, stockpile soils)

SEH will prepare a drilling location map in conjunction with the test pits to be completed during the environmental work and provide an estimated 4 hours of on-site boring program review and test assignment recommendations during the drilling program. See attached AET subcontract for a detailed description of the site drilling program. Geotechnical recommendations will be presented in the preliminary engineering report with specific recommendations for the classroom building, burn towers, stormwater feature(s) and pavement.

- C. Geotechnical Drilling Program
  - a. AET Subcontract (see attached)

### 1.4 WETLAND REGULATORY COORDINATION

(Sept. 20-Oct. 15)

- A. Wetland and Buffer Needs Assessment
  - a. Impacts / Mitigation Requirements
  - b. WCA/RWMWD Coordination

SEH will coordinate and participate in a site visit with RWMWD staff and City staff to review the delineations completed in 2005. Following the site visit/meeting, we will prepare a technical memorandum describing the current wetland regulatory requirements that apply to the site. This work will result in an updated wetland delineation for the site.

### 1.5 ARCHITECTURAL / FACILITIES PROGRAMMING

(Sept. 26-Nov. 18)

- A. Training Facilities
  - a. Classroom building type, size, location, features
  - b. Basement use (if included)
  - c. Training towers/burn building types, size(s), locations
  - d. Other potential buildings/facilities (e.g., Police space needs, including firing range)
  - e. Pond / water feature

- B. Other potential site uses/needs:
  - a. MnDOT Needs
  - b. Century College

We will coordinate an estimated two (2) meetings with the facility Steering Committee to refine the site features and site layout. The first meeting would serve to develop the list of facilities/features that are to be included in the long-term site plan and define the site design constraints such as access to TH120, utility locations, extent of land needed for MnDOT and preferred location on the site, general site layout, wetland coordination issues, sustainable design goals, etc.

Our scope of work includes participating in a tour of a training facility with members of the facility Steering Committee.

## 1.6 SITE LAYOUT AND UTILITIES

(Sept. 26-Nov. 18)

- A. Utility Assessments
  - a. Public: Water, Sanitary
  - b. Private: Electric, Communications, Gas
- B. Site Access / Traffic
  - a. Number and location(s), Signal Improvements, Turn lanes
- C. Refinements to site layout
  - a. Preliminary grading plan
  - b. Fencing
- D. Sustainable Site Design Goals / Features (LEED / Green Globes)
  - a. Geothermal, wind, solar, other
- E. Environmental site needs
  - a. Fate of stockpile soils
  - b. Spill / Fire retardant prevention or containment
- F. Marshlands considerations
  - a. Natural features, trails

SEH will complete a preliminary assessment of the public and private utilities to be provided at the site and make recommendations of preferred utility connection points.

SEH will evaluate the site access needs and intersection/signal design requirements at the TH120/CSAH 5 intersection. We will make contacts with and coordinate access improvements with the City, North St. Paul, Oakdale, MnDOT, Ramsey County and Washington County. The number and location(s) of access points, turn lanes and signal improvements will be defined and a preliminary agreement/understanding of the intersection improvements will be obtained.

After completion of the preliminary site investigations, SEH will prepare a refined layout and preliminary grading plan based on the site features list and site constraints. The second meeting of the facility Steering Committee would serve to identify any

adjustments to the site features and discuss the preliminary cost estimates relative to the available project budget.

The City has indicated the desire to incorporate sustainable design concepts at the site/facility. We will work with City staff and the facility Steering Committee to define the extent of sustainable features that could be incorporated into the site plan and what, if any, additional funding may be available towards implementing these features. For this preliminary phase, this effort will be limited to a meeting between City and SEH staff and one or members of the facility Steering Committee to define the site goals and narrow the list of features that will be considered further during the next phase.

1.7 PRELIMINARY REPORT (Nov. 7-Dec. 30)

- A. Develop Draft Report
- B. Prepare Final Report

SEH will prepare a preliminary report documenting the data collected and the site design decisions and constraints developed in Tasks I and II. The draft report will be developed in close coordination with City staff and the facility management team. The draft report will be presented to City Commissions and Council. A final report will be prepared following approval of the proposed project by the Council. The final report will serve as the basis for the subsequent design development and final design phases of the project.

The Preliminary Report will provide a recommended Project Phasing Plan and schedule for implementing the planned site improvements. The following general concept for possible bid packages will be refined through further discussions with the project team.

- 1. Bid Package 1 – Soil Removals and Cleanup
- 2. Bid Package 2 – Public/Private Utility Improvements
- 3. Bid Package 3 – Site and Site Access Improvements
- 4. Bid Package 4 – Buildings /Facilities

1.8 MEETINGS / COORDINATION

This project will require a significant effort to coordinate the activities of the Project Design Team and the Facility Management Team. Based on input from City staff, we have included an estimated number of meetings (see list below) for the first phase of work through December 2011.

- A. Project Design Team (4)
- B. Facility Management Team / Project Partners (2)
- C. City Commissions / Council (4)
  - a. Planning Commission (& Neighborhood Concept Review) (Oct.-Nov.)
  - b. Community Design Review Board (Oct.-Nov.)
  - c. Environmental and Natural Resources Commission (Oct.-Nov.)

- d. City Council Workshop (Nov.-Dec)
- D. Facility Tour (Sept.-Oct.)
- c. Support site features selection
- d. Review facility/tower sub contractors

1.9 PROJECT MANAGEMENT (Sept. 12-Dec. 30)

- A. Coordinate Meetings / Approvals / Project Updates / Cost Estimates
- B. Prepare / Update / Maintain Project Financing Plan
- C. Develop and Maintain Project Schedule and Design Decision Document

This task will involve coordination of the design team activities and overall programming of the project. Tasks will include coordinating meetings (agendas, minutes, etc.), updating project schedules and financing plan information and updating project costs estimates as the overall facility plan is refined. We will develop and maintain a design decision document that will contain key project related decisions made by the Project Design Team, Facility Management Team and City Commissions/Council.

We will develop and maintain a project schedule for the work assuming construction of the site improvements begins in the spring of 2012.

SEH will continue to explore funding opportunities to supplement the funding provided through the State Bonding Bill and the Ramsey County ERF Grant. We will work with City staff to develop an overall project budget and update the budget (construction costs and funding components) as needed. The budget will support decision points on what the priorities are and how best to phase the implementation plan if the wish list is greater than the available funds.

1. ERF Grant – Shann Finwall, City of Maplewood
2. Bonding Bill
3. Partners Support
4. Fire / EMS grants/funding opportunities
5. Sustainability / Green Infrastructure
6. Other funding opportunities

EXHIBIT B

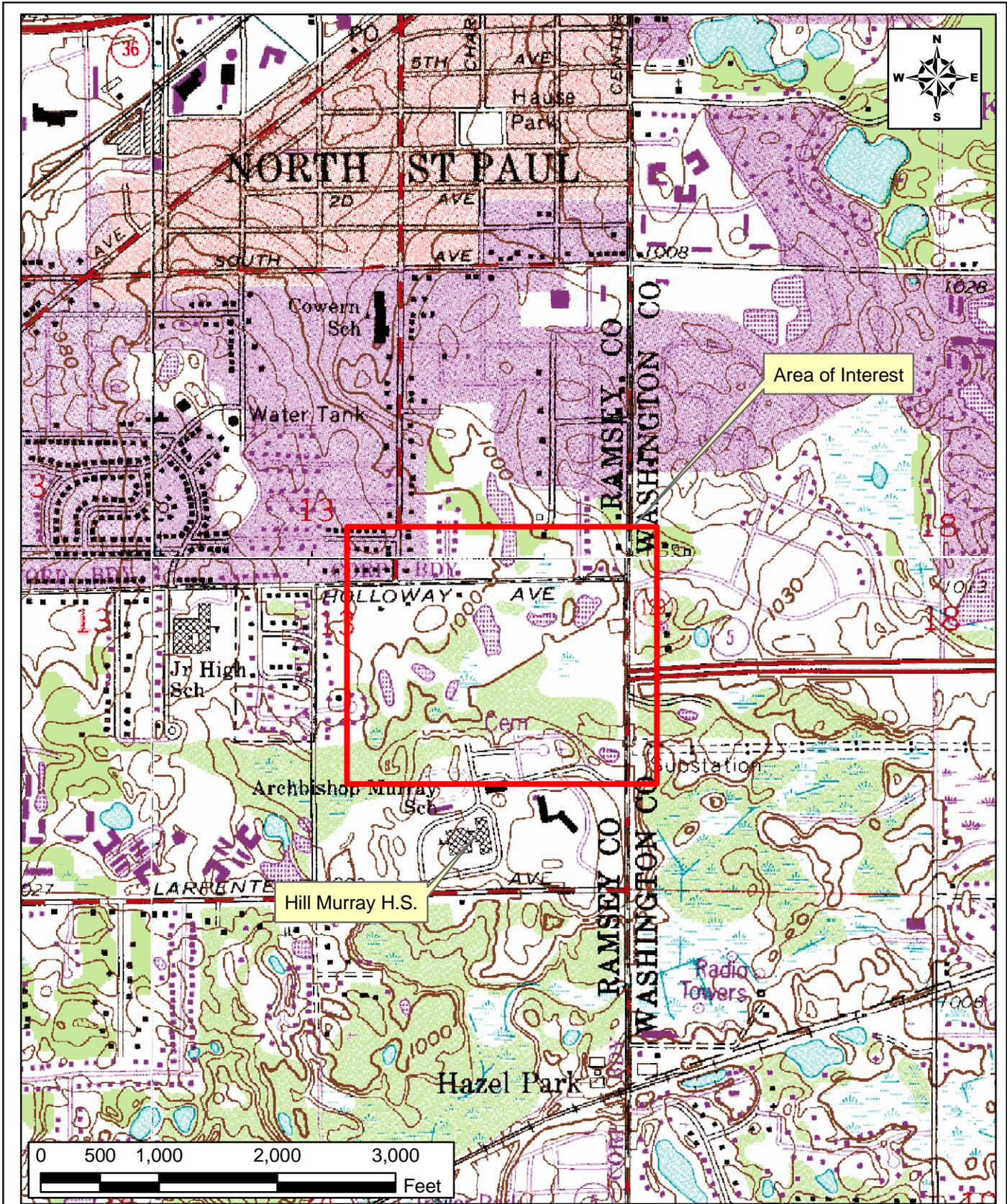
**East Metro Regional Public Safety Training Center**

Estimated Task Fees - Supplemental Agreement No. 100

City Project No. 09-09

SEH No. MAPLE 117956

Project Task	Task Cost
<b>PHASE 1</b>	
<b>1.1 SURVEY / PROPERTY ASSESSMENTS</b>	<b>\$12,000</b>
a Survey	
b Property Transfer - Certificate of Survey	
c Land Use Change (City)	
d Expenses	
<b>1.2 ENVIRONMENTAL INVESTIGATIONS</b>	<b>\$23,000</b>
a Site Prep, boring and pit layouts	
b Site Work (City, SEH and AET)	
c Pace Subcontract - (\$4,400 for Lab Analyses)	
d Phase II Report Preparation	
e Additional Investigations (if needed)	
f Prepare CCP and Review with MPCA	
g Expenses	
<b>1.3 GEOTECHNICAL INVESTIGATIONS</b>	<b>\$13,400</b>
a Field Investigations	
b Analysis and Report Preparation	
c AET Subcontract - (\$5,500 for Drilling)	
d Expenses	
<b>1.4 WETLAND REGULATORY COORDINATION</b>	<b>\$1,600</b>
a Wetland and Buffer Needs Assessment	
b Expenses	
<b>1.5 ARCHITECTURAL/FACILITIES PROGRAMMING</b>	<b>\$11,400</b>
a Training Facilities	
b Other site uses (MnDOT, Century College, etc.)	
c Expenses	
<b>1.6 SITE LAYOUT AND UTILITIES</b>	<b>\$16,500</b>
a Utilities (Sanitary, Water, communications, etc.)	
b Site Access/Traffic	
c Refinements to Site Layout / Grading Plan	
d Sustainable design goals	
e Environmental Site needs	
f Marshlands considerations	
g Expenses	
<b>1.7 PRELIMINARY REPORT</b>	<b>\$6,600</b>
a Prepare Draft Report (Figures, budgets, phasing, etc.)	
b Prepare Final Report following Commission/Council input	
c Expenses	
<b>1.8 MEETINGS / COORDINATION</b>	<b>\$15,500</b>
a Project Design Team (4)	
b Facility Steering Committee (2-3)	
c City Commissions / Council (4)	
d Facility Tours (1)	
e Expenses	
<b>1.9 PROJECT MANAGEMENT</b>	<b>\$10,000</b>
a Meeting Coordination / Project Updates / Approvals / Cost Est.	
b Develop / Maintain Project Financing Plan	
c Develop / Maintain Project Schedule	
d Expenses	
<b>TOTAL ESTIMATED LABOR AND EXPENSES</b>	<b>\$110,000</b>



Map Document: (S:\KOMM\Mora0070100\Wetland Permit\GIS) 03/19/2007

	<p>3535 VADNAIS CENTER DR. ST. PAUL, MN 55110 PHONE: (651) 490-2000 FAX: (651) 490-2150 WATTS: 800-325-2055 www.sehinc.com</p>	<p>PROJECT: A-MAPLE0602.01</p> <p>DATE: 03/03/09</p>	<p><b>Project Location Map</b> USGS Topographic Map</p> <p>Maplewood, Minnesota</p>	<p>Figure 1</p>
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## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Michael Thompson, City Engineer/ Dep. Director of Public Works  
 Alan Kantrud, City Attorney  
**SUBJECT:** **Holloway Avenue and Stanich Highlands Area Improvements, City Project 09-13, Resolution Accepting Assessment Roll and Calling for Re-Assessment Public Hearing for November 14, 2011**  
**DATE:** September 26, 2011

### INTRODUCTION

The City Council will consider the Re-Assessment of three residential properties located within the limits of City Project 09-13 consistent with Minnesota Statute 429.071 Subdivision 2. The City Council will consider accepting the attached assessment roll and holding an Assessment Hearing for the Re-Assessment of subject properties.

### BACKGROUND

This project involved the full street reconstruction (sub grade corrections, new aggregate base, new concrete curb and gutter where none existed before, and new bituminous pavement) of Holloway Avenue and streets in the Stanich Highlands Area (location map attached). The work also included the installation of new storm sewer and replacement of water main. Sanitary sewer main repairs and storm water treatment in the neighborhood are also included in the scope of the project.

The Maplewood City Council ordered the preparation of the feasibility study at the June 1, 2009 meeting. On June 22, 2009, the city council accepted the feasibility report, ordered the public hearing, ordered the project, and authorized preparation of plans and specifications. The public hearing notice was published twice and notice was sent to the property owners. The public hearing was conducted at the July 13, 2009 council meeting. On July 27, 2009, the city council approved the plans, authorized to advertise for bids, and ordered the preparation of the assessment roll. Bids were opened on Wednesday, August 19, 2009 with Assessment Hearing and Adoption of the Assessment Roll on September 28, 2009.

Construction started in summer of 2009 with construction finalized in 2010.

### ASSESSMENT DISCUSSION

During the assessment hearing process, three property owners objected (1929 Kingston Ave E, 1930 Kingston Ave E, and 1935 Kingston Ave E) and appealed to Ramsey County District Court. The order for judgment was the reassessment as provided in Minn. Stat. 429.071. The following is the specific language from the Statute:

#### **429.071 SUPPLEMENTAL ASSESSMENTS; REASSESSMENT.**

##### **Subd. 2.Reassessment.**

When an assessment is, for any reason whatever, set aside by a court of competent jurisdiction as to any parcel or parcels of land, or in event the council

finds that the assessment or any part thereof is excessive or determines on advice of the municipal attorney that the assessment or proposed assessment or any part thereof is or may be invalid for any reason, the council may, upon notice and hearing as provided for the original assessment, make a reassessment or a new assessment as to such parcel or parcels.

Accordingly, the City now proposes to make reassessment against the three subject parcels. In advance of this report an independent appraiser was hired to conduct a Special Benefits Appraisal for each of the three residential properties. The City received the appraisal documents on August 31, 2011.

It should be noted that the proposed assessment against each parcel is \$6,990 which is lower than the finding of special benefit for each parcel; which was found to be \$7,900. By keeping the proposed reassessment amount at \$6,990 it maintains consistency with similar assessments in this neighborhood for single family residential receiving a full street reconstruction with new storm sewer infrastructure. The proposed assessment of \$6,990 also conforms to the City's assessment policy, which states that the lower amount of the set rate or the special benefit shall be used. This ensures that the proposed assessment does not exceed the special benefit.

## **RECOMMENDATION**

It is recommended that the council approve the attached resolution accepting the attached assessment roll for 1929 Kingston Ave E, 1930 Kingston Ave E, and 1935 Kingston Ave E, and calling the Assessment Hearing for Re-Assessment of subject properties for November 14, 2011 at 7:00 pm for the Holloway Avenue and Stanich Highlands Area Improvements, City Project 09-13.

### Attachments:

1. Resolution: Accepting Assessment Roll and Ordering Public Hearing
2. Location Map
3. Assessment Roll

**RESOLUTION  
ACCEPTING ASSESSMENT ROLL AND  
ORDERING ASSESSMENT HEARING FOR REASSESSMENT**

WHEREAS, the clerk and the city engineer have, at the direction of the council, prepared an assessment roll for the re-assessment of three residential properties within the Holloway Avenue and Stanich Highlands Area Improvement Area, City Project 09-13, and the said assessment roll is on file in the office of the city engineer;

WHEREAS, a Public Hearing was held on July 13, 2009 and project was ordered to proceed; and

WHEREAS, all benefiting property owners were mailed notice of the assessment amount and date and time of the hearing and the Assessment Hearing was held September 28, 2009; and

WHEREAS, the City received objections from the following three residential property owners:

- 1) Paul Berglund, 1929 Kingston Avenue East
- 2) Kathleen Susan Haley, 1930 Kingston Avenue East
- 3) Margaret Ellen Haggerty, 1935 Kingston Avenue East

WHEREAS, the appeal by subject properties was heard by Ramsey County District Court and order of judgment calls for Reassessment as provide in Minn. Stat. 429.071; and

WHEREAS, the City intends reassess subject properties above accordingly.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD,  
MINNESOTA:

1. A hearing shall be held on the 14th day of November, 2011, at the city hall at 7:00 p.m. to pass upon such proposed reassessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such reassessment.

2. The city clerk is hereby directed to cause a notice of the hearing on the proposed reassessment to be published in the official newspaper, at least two weeks prior to the hearing, and to mail notices to the owners of all property affected by said reassessment.

3. The notice of hearing shall state the date, time and place of hearing, the general nature of the improvement, the area to be reassessed, that the proposed assessment roll is on file with the clerk and city engineer, and that written or oral objections will be considered.

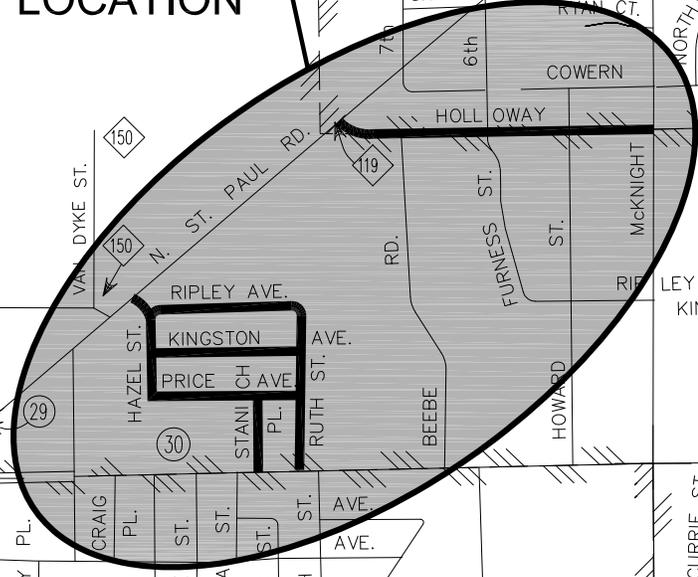
4. The owner of any property so assessed may, at any time prior to certification of the reassessment to the county auditor, pay the whole of the reassessment on such property, with interest accrued to the date of payment, to the City of Maplewood, except that no interest shall be charged if the entire reassessment is paid within 30 days from the adoption of the reassessment. Owner may at any time thereafter, pay to the City of Maplewood the entire amount of the reassessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council this 14<sup>th</sup> day of November 2011.

# NORTH ST. PAUL

1990 POP.  
12,376

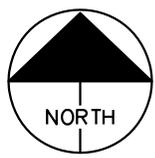
**PROJECT LOCATION**



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City of Maplewood, Minnesota  
Department of Public Works  
Engineering Division



## PROJECT LOCATION MAP

## STREET IMPROVEMENTS

CITY OF MAPLEWOOD  
CITY OF NORTH ST. PAUL



**Kimley-Horn  
and Associates, Inc.**

EXHIBIT 1

Holloway Avenue and Stanich Highlands Area Improvements  
City Project 09-13  
Re-assessment

PARCEL ID	OWNER	STREET NUMBER	STREET	STORM ASSESSMENT	STREET ASSESSMENT	TOTAL ASSESSMENT
142922340034	PAUL W BERGLUND	1929	KINGSTON AVE E	\$990.00	\$6,000.00	\$6,990.00
142922340041	KATHLEEN SUSAN HALEY	1930	KINGSTON AVE E	\$990.00	\$6,000.00	\$6,990.00
142922340033	MARGARET ELLEN HAGGERTY	1935	KINGSTON AVE E	\$990.00	\$6,000.00	\$6,990.00
				STORM ASSESSMENT	STREET ASSESSMENT	TOTAL ASSESSMENT
				\$2,970.00	\$18,000.00	\$20,970.00
				TOTALS =		