

Special Council Meeting/Pre-Agenda Meeting: 4:45 p.m. - Thursday, February 8, 2001

1. One Day On-Sale Liquor License - Church of the Presentation of the BVM

Council/Manager Workshop - 6:00 p.m. - Monday, February 12, 2001

(Closed to the Public)

AGENDA

MAPLEWOOD CITY COUNCIL 7:00 P.M., Monday, February 12, 2001 Council Chambers, Municipal Building Meeting No. 02-04

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF MINUTES

1. Minutes of Meeting 01-02 (January 22, 2001)
2. Minutes of Council/Manager Workshop Meeting (January 22, 2001)

E. APPROVAL OF AGENDA

F. APPOINTMENTS/PRESENTATIONS

1. Ramsey County Attorney - Susan Gaertner

G. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. If a member of the City Council wishes to discuss an item, that item will be removed from the Consent Agenda and will be considered separately.

1. Approval of Claims
2. Annual Leave Policy
3. Proposed Settlement - AFSCME Clerical/Technical & Maintenance - 2001/2002
4. Proposed Settlement - Metro Supervisory Assn. - 2001/2002
5. Proposed Settlement - LELS Local #153 - 2001/2002
6. Non-Union Wages and Benefits - 2001/2002
7. Personnel Policies - Revisions
8. Beth Heights Fifth Addition Final Plat (Beth Court, West of Ferndale Street)
9. Conditional Use Permit Review - North Saint Paul Post Office Annex (1686 Gervais Avenue)
10. Conditional Use Permit Review - Maplewood Retail Center (2303 White Bear Avenue)
11. Woodlynn Heights Townhomes #7 Preliminary Plat Time Extension (Woodlyn Avenue)
12. Conditional Use Permit Review - Woodland Hills Church (1740 Van Dyke Street and 1847 Larpenteur Avenue)
13. Approve AT&T Wireless Site Lease Agreement
14. Surplus Property Disposal - Public Works
15. Budget Adjustments - Police & Fire Departments
16. Agreement to Provide Emergency Management Services to the City of Landfall

- 17. Transfers from Tax Increment Funds
- 18. Carry Over of 2000 Appropriations to 2001

H. PUBLIC HEARINGS

- 1. 7:00 P.M. Tilsen South Neighborhood Streets, Project 00-04 (4 votes)
 - A. Order Improvement After Public Hearing
 - B. Approve Joint Powers Agreement With North St. Paul
- 2. 7:15 P.M. Conditional Use Permit - Lot Division (1101 County Road C) (Callahan)
- 3. 7:30 P.M. Rice/Roselawn Auto Sales (1908 Rice Street)
 - A. Conditional Use Permit
 - B. Setback Variances

I. AWARD OF BIDS

J. UNFINISHED BUSINESS

K. NEW BUSINESS

- 1. Lake Links Trail Master Network Plan
- 2. Change Order #1, Bartelmy Acres Neighborhood Streets, Project 99-13
- 3. Ordinance Amendment - Compensation for Elected Officials
- 4. Grocery Store Inspections

L. VISITOR PRESENTATIONS

M. COUNCIL PRESENTATIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

N. ADMINISTRATIVE PRESENTATIONS

- 1. _____
- 2. _____
- 3. _____
- 4. _____

O. ADJOURNMENT

Sign language interpreters for hearing impaired persons are available for public hearings upon request. The request for this service must be made at least 96 hours in advance. Please call the City Clerk's Office at (651) 770-4523 to make arrangements. Assistant 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
7:00 P.M., Monday, January 22, 2001
Council Chambers, Municipal Building
Meeting No. 01-02

A. CALL TO ORDER:

A regular meeting of the City Council of Maplewood, Minnesota was held in the Council Chambers, Municipal Building, and was called to order at 7:00 P.M. by Mayor Cardinal.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

Robert Cardinal, Mayor	Present
Sherry Allenspach, Councilmember	Present
Kenneth V. Collins, Councilmember	Present
Marvin C. Koppen, Councilmember	Present
Julie A. Wasiluk, Councilmember	Present

D. APPROVAL OF MINUTES:

Councilmember Allenspach moved to approve the minutes of Meeting No. 00-01 (January 8, 2001) as presented.

Seconded by Councilmember Koppen Ayes - all

Councilmember Wasiluk moved to approve the minutes of Council/Manager Workshop (January 8, 2001) as presented.

Seconded by Councilmember Koppen Ayes - all

E. APPROVAL OF AGENDA:

Councilmember Allenspach moved to approve the Agenda as amended:

- M1. Compost Site
- M2. D.A.R.E. Graduations
- M3. Energy Bills
- M4. Liquor Licenses

Seconded by Councilmember Wasiluk Ayes - all

F. APPOINTMENTS/PRESENTATIONS:

None

G. CONSENT AGENDA:

Councilmember Koppen moved to approve the Consent Agenda as presented.

Seconded by Mayor Cardinal

Ayes - all

1. Approval of Claims

Approved claims.

ACCOUNTS

PAYABLE

\$133,864.54 Checks #52789 thru #52851 dated 1/9/01
\$137,981.53 Disbursements via debits to checking account
dated 1/2 thru 1/8/01
\$228.62 Checks #52852 thru #52854 dated 1/9/01
\$453,801.18 Checks #52855 thru #52929 dated 1/16/01
\$129,172.96 Disbursements via debits to checking account
dated 1/9 thru 1/16/01

\$855,048.83 Total Accounts Payable

PAYROLL

\$332,435.01 Payroll Checks and Direct Deposits dated 1/5/01
\$25,784.21 Payroll Deduction check #82134 thru #82141 dated 1/5/01

\$358,219.22 Total Payroll

\$1,213,268.05 GRAND TOTAL

2. Expenditure of Grant Funds, LLEBG

Approved the expenditure of the Local Law Enforcement Block Grant of \$17,031 toward the purchase of a new D.A.R.E. vehicle. The City's match amount is \$1,892, for a total of \$18,923.

3. Replacement of Damaged Squads

Approved expenditure to replace damaged squad cars that were involved in accidents due to weather related road conditions.

4. Purchase of Replacement Squads

Approved expenditure to replace squad cars that are approaching the end of their useful service life.

5. Acceptance of Donation - Dayton's

Accepted a \$1,000 donation from The Target Corporation, Department Store Division, to be used by the police department for the purchase of a digital camera and related software.

6. Acceptance of Donation - Countryside Volkswagen-Saab

Accepted a \$3,000 donation from Countryside Volkswagen-Saab to be used by the police department for needed equipment or programs.

7. Pay Equity Report

Approved the pay equity implementation report that is to be filed with the State Department of Employee Relations by January 31, 2001.

8. Transfer of Funds and Approval of Requisition for Modification to Hazardous Materials/Public Support Unit

Approved the requisition with Custom Fire and the transfer of funds in the amount of \$25,750.00 to cover modifications to the Hazardous Materials/Public Support Unit.

9. Sunday On-Sale Intoxicating Liquor License Renewal - Beau's, 2289 Minnehaha Avenue East

Adopted the following resolution for an on-sale intoxicating liquor license renewal for Beau's, 2289 Minnehaha Avenue East:

RESOLUTION 01-01-007

RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, RAMSEY COUNTY, MINNESOTA, that the following On-Sale Liquor License, has been previously duly issued by this Council, is hereby approved for renewal for one year, effective January 2001, with approval granted herein subject to satisfactory results of required Police, Fire and Health Inspections:

Beau's
Eugene Beaulieu
2289 Minnehaha Avenue East

10. Ramsey Action Programs - Reduction in Food Establishment License Fee

Approved a food establishment license for Ramsey Action Programs to be used at the Concordia Arms, 2030 Lydia Avenue, and waived the \$530.00 fee.

11. Part-time Naturalist Position

Authorized City Manager to recruit and hire a regular part-time naturalist for a six-month period at 24 hours a week at the adopted union wage level and appointed Judy Horsnell as interim lead naturalist.

12. Ramsey County Soccer Partners Grant

Accepted the Ramsey County Partners Grant in the amount of \$200,000 to be used to light two additional soccer fields at the Hazelwood soccer complex and install indoor restroom facilities.

13. Renewal of Landfall Fire Service Contract

Approved a contract in the amount of \$16,850.00 between the City of Maplewood and the City of Landfall which would provide fire protection services to the City of Landfall.

14. Planning Commission's 2000 Annual Report

Accepted the Planning Commission's 2000 Annual Report which includes the commission's activities in the past year and major projects for the new year.

H. PUBLIC HEARINGS:

1. 7:00 P.M. (7:08 P.M.) Comfort Bus Company Conditional Use Permit (1870 Rice Street)

- a. Mayor Cardinal convened the meeting for a public hearing.
- b. City Manager Fursman introduced the staff report.
- c. Community Development Director Coleman presented the specifics of the report.
- d. Commissioner Eric Ahlness presented the Planning Commission report.
- e. Mayor Cardinal opened the public hearing, calling for proponents or opponents. The following persons were heard:

Lee Rossow, Comfort Bus Company, the Applicant
Kerry Rankin, 206 Roselawn Avenue East, Maplewood
Jim Rankin, 206 Roselawn Avenue East, Maplewood
Lee Rossow, second appearance

- f. Mayor Cardinal closed the public hearing.

Councilmember Allenspach moved to adopt the following resolution terminating the conditional use permit for an amusement center at 1870 Rice Street:

**RESOLUTION 01-01-008
CONDITIONAL USE PERMIT TERMINATION**

WHEREAS, the Maplewood City Council approved a conditional use permit for an amusement center at 1870 Rice Street.

WHEREAS, the owner of this property has closed the amusement center and sold the land.

WHEREAS, the Maplewood City Council has approved a conditional use permit to the new owner of this property for the operation of a bus terminal.

WHEREAS, this permit termination applies to the following described property:

EISENMENGER AND ZASPEL'S LAKE PARK, RAMSEY CO., MINN., SUBJECT TO ST AND AVE AND VAC STS AND ALLEYS ACCRUING, THE FOL A TRACT LYING NWLY OF SOO LINE RY R/W OF THE FOL; LOTS 4 THRU 10 BLK 1, LOT 7 BLK 2, LOTS 5 THRU 32 BLK 4, LOTS 12 THRU 25 BLK 6 AND ALL OF BLK 3.

AND

EISENMENGER AND ZASPEL'S LAKE PARK, RAMSEY CO., MINN., SUBJECT TO HWY THE FOL VAC ALLEY ACCRUING AND LOTS 33 THRU LOT 39 BLK 4.

AND

EISENMENGER AND ZASPEL'S LAKE PARK, RAMSEY CO., MINN. VAC ST AND ALLEY ACCRUING AND LOTS 1 THRU 4 BLK 4.

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

1. The city council approved this permit on November 17, 1977. They subsequently reviewed this permit many times and considered several changes to this business. The city council's most recent revision of this permit was on July 10, 2000.
2. On December 18, 2000, the planning commission recommended that the city council terminate this permit.
3. The city council held a public hearing on January 22, 2001. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council terminate the above-described conditional use permit because the site has been sold for use as a bus terminal and is no longer needed as an amusement center.

Seconded by Councilmember Collins

Ayes - Councilmembers Allenspach, Collins,
Koppen, Wasiluk
Abstain - Mayor Cardinal

Councilmember Allenspach moved to adopt the following resolution approving a conditional use permit for motor-vehicle repair as part of a proposed bus terminal at 1870 Rice Street:

RESOLUTION 01-01-009
CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Lee and Craig Rossow, of the Comfort Bus Company, applied for a conditional use permit to operate a motor-vehicle maintenance garage as part of their bus terminal operation.

WHEREAS, this permit applies to 1870 Rice Street. The legal description is:

EISENMENGER AND ZASPEL'S LAKE PARK, RAMSEY CO., MINN., SUBJECT TO ST AND AVE AND VAC STS AND ALLEYS ACCRUING, THE FOL A TRACT LYING NWLY OF SOO LINE RY R/W OF THE FOL; LOTS 4 THRU 10 BLK 1, LOT 7 BLK 2, LOTS 5 THRU 32 BLK 4, LOTS 12 THRU 25 BLK 6 AND ALL OF BLK 3.

AND

EISENMENGER AND ZASPEL'S LAKE PARK, RAMSEY CO., MINN., SUBJECT TO HWY THE FOL VAC ALLEY ACCRUING AND LOTS 33 THRU LOT 39 BLK 4.

AND

EISENMENGER AND ZASPEL'S LAKE PARK, RAMSEY CO., MINN. VAC ST AND ALLEY ACCRUING AND LOTS 1 THRU 4 BLK 4.

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

1. On December 18, 2000, the planning commission recommended that the city council approve this permit.
2. The city council held a public hearing on January 22, 2001. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council revise the above-described conditional use permit revision, based on the following reasons:

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 generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall comply with Minnesota Pollution Control Agency requirements as it relates to all applicable aspects of their vehicle repair operation.

Seconded by Councilmember Koppen

Ayes - Councilmembers Allenspach, Collins,

Koppen, Wasiluk

Abstain - Mayor Cardinal

2. 7:20 P.M. Jehovah's Witness Kingdom Hall Worship Center (925 Century Avenue North)
Conditional Use Permit
Design Approval
 - a. Mayor Cardinal convened the meeting for a public hearing.
 - b. City Manager Fursman introduced the staff report.
 - c. Community Development Director Coleman presented the specifics of the report.
 - d. Commissioner Eric Ahlness presented the Planning Commission report.

- e. Boardmember Matt Ledvina presented the Community Design Review Board report.
- f. Mayor Cardinal opened the public hearing, calling for proponents or opponents. The following persons were heard:

Gil Shipshock, representing Jehovah's Witnesses, the Applicant
Jerry Hicks, 10680 N. Stone Bridge Trail, Stillwater Township, representing his daughter and her husband, Angela and Kevin Stafholt, 2707 Brand Avenue
Don Corteau, 6726 Gretchen Lane, Oakdale, member of the Mounds Park/Oakdale Jehovah's Witness congregation

- g Mayor Cardinal closed the public hearing.

Councilmember Allenspach moved to adopt the following resolution approving a conditional use permit for the Mounds Park/Oakdale Jehovah's Witnesses Kingdom Hall building and parking lot expansion proposal at 925 Century Avenue North:

**RESOLUTION 01-01-010
CONDITIONAL USE PERMIT RESOLUTION**

WHEREAS, Mounds Park/Oakdale Jehovah's Witnesses Kingdom Hall applied for a conditional use permit for a church including their plans to expand their building and parking lot.

WHEREAS, this permit applies to property located at 925 Century Avenue North. The legal description is:

LOT 4, BLOCK 3, AND THE WEST 200 FEET OF LOT 5, BLOCK 3, MIDVALE ACRES. CERTIFICATE OF TITLE #341392.

PID # 25-29-22-41-0059

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

1. On January 2, 2001, the planning commission recommended that the city council approve this permit.
2. On January 22, 2001, 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 council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approve the above-described conditional use permit based on the building and site plans. The city council approves this permit 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 runoff, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction, renovations and improvements shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. Site lights shall only be used when needed at night for services or other church functions. They shall not be on all night.

Seconded by Councilmember Koppen Ayes - all

Councilmember Allenspach moved to approve the plans date-stamped November 29, 2000 for the proposed expansion to the Mounds Park/Oakdale Jehovah's Witnesses Kingdom Hall and parking lot at 925 Century Avenue North. Approval is based on the findings required by the code and subject to the following conditions:

1. Repeat this review in two years if the city has not issued a building permit for this project.

2. Before obtaining a building permit for the addition, the property owner shall provide the following for staff approval:
 - a. A site-lighting plan which shows the proposed lighting fixtures (a “shoe box” style fixture that fully conceals the lens and bulb is a preferred style), the light intensity (code limits the maximum light intensity to .4 foot candles at a residential property line) and the extent of light cast.
 - b. Revised site and landscape plans showing:
 - (1) A decorative wood fence to be placed on the south side of the proposed parking lot. This fence shall run from the west edge of the westerly space to the proposed two-car garage. The fence must be at least six-foot-tall and 80 percent opaque according to code. Opening(s) shall be provided at the bottom of the fence so stormwater runoff is not impeded, if required by the city engineer.

The applicant shall also review with staff the need for additional screening on the north side of the parking lot for the home at 2704 Harvester Avenue. The applicant shall provide any supplemental screening as may be required by staff.
 - (2) Three six-foot-tall evergreen trees in the grass area in the southwest corner of the parking lot.
 - (3) At least two handicap-accessible parking spaces and the elimination of the four handicap-accessible spaces from the northerly driveway.
 - (4) A one-way traffic flow beneath the canopy, with signs posted accordingly, or provide a two-way, 24-foot-wide drive aisle between the handicap parking spaces and the median.
 - c. A grading, drainage and erosion control plan for the city engineer’s approval. This plan shall address the comments and issues addressed by Chris Cavett in the staff report.
3. Complete the following before occupying the building addition:
 - a. Provide continuous concrete curbing around any new portions of the parking lot.
 - b. Restore all ground disturbed during this construction and provide all required landscaping and screening.
 - c. Provide at least two handicap-accessible parking spaces. One must be van-accessible with an eight-foot-wide loading aisle. Handicap-parking signs are to be provided as the ADA (Americans with Disabilities Act) requires.

- d. Construct a trash dumpster enclosure if there will be any outdoor storage of refuse. The enclosure must match the building in color and materials and shall have a closeable gate that is 100 percent opaque. There shall be enough space in the enclosure to conceal any recycling containers that may be used.
 - e. Provide site-security lighting as required by the city code and in accordance with the approved plan. The old site lights must be removed.
 - f. Screen all new rooftop equipment from residential neighbors as required by the code.
 - g. Provide a stop sign at the exit drive onto Century Avenue.
4. If any required work is not done, the city may allow temporary occupancy if :
- a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The city receives a cash escrow or an irrevocable letter of credit for the required work. The amount shall be 1 ½ times the cost of the unfinished work. Any unfinished landscaping shall be completed by June 1 if the building is occupied in the fall or winter or within six weeks if the building is occupied in the spring or summer.
5. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Councilmember Koppen Ayes - all

I. AWARD OF BIDS

None

J. UNFINISHED BUSINESS

None

K. NEW BUSINESS

- 1. Housing Replacement Program Adoption
 - a. City Manager Fursman introduced the staff report.
 - b. Community Development Director Coleman presented the staff report.

Councilmember Wasiluk moved to approve the Housing Replacement Program Operations and Procedures Plan.

Seconded by Councilmember Koppen Ayes - all

2. Tilsen South Neighborhood Streets, Project 00-04, Accepting Report and Calling for Public Hearing
 - a. City Manager Fursman introduced the staff report.
 - b. Assistant City Engineer Cavett presented the staff report.

Councilmember Koppen moved to adopt the following resolution accepting the Tilsen South Neighborhood Streets, Project 00-04 Report and calling for the public hearing:

**RESOLUTION 01-01-011
ACCEPTING REPORT AND CALLING FOR PUBLIC HEARING**

WHEREAS, pursuant to resolution of the council adopted November 27, 2000, a report has been prepared by the city engineering division with reference to the improvement of the Tilsen South Neighborhood Streets, City Project 00-04, and this report was received by the council on January 22, 2001, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

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

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,846,000.
2. A public hearing shall be held on such proposed improvement on the 12th day of February, 2001, in the council chambers of city hall at 7 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Allenspach Ayes - all

3. Edgerton Park Development Plan
 - a. City Manager Fursman introduced the staff report.
 - b. Parks and Recreation Director Anderson presented the staff report.

Councilmember Koppen moved to authorize staff to enter into a formal loan agreement with the Roseville School District in the amount of \$115,000 for developing the parking lot improvements at Edgerton Park/School complex.

Seconded by Councilmember Wasiluk Ayes - all

4. Building Inspector Position

a. City Manager Fursman introduced the staff report.

b. Community Development Director Coleman presented the staff report.

Councilmember Wasiluk moved to approve the additional Building Inspector position.

Seconded by Councilmember Koppen Ayes - all

L. VISITOR PRESENTATIONS

1. Richard Currie, 1937 Kenwood Drive, Maplewood - He said that Councilmember Wasiluk was not at the November 27, 2000 and yet on December 11, 2000 she voted to approve the minutes of the November 27, 2000 meeting. Councilmember Wasiluk wanted to publicly apologize if she took a vote approving some minutes that she shouldn't have.
2. Jerry Markie, 1247 Lealand Road, Maplewood - He talked about the school district levy and the administration letters that were in the December and January issues of the Maplewood In Motion. He applauded the letters being in the Maplewood In Motion.
3. Kathy Juenemann, 721 Mt. Vernon Avenue East, Maplewood - She made a comment about the city working on a park on the west side of the city.

M. COUNCIL PRESENTATIONS

1. Compost Site - Mayor Cardinal asked that the Maplewood Compost Site Monitoring Report, dated February 3, 1995 from the Ramsey County Department of Public Works, be included as an attachment (Attachment 1) to the official minutes of tonight's city council meeting.
2. D.A.R.E. Graduations - Mayor Cardinal wanted to let the public know that there are three D.A.R.E. Graduation dates scheduled as follows: Thursday, January 25th, 2:15 p.m. at Carver Elementary; Tuesday, January 30th, 1:30 p.m. at Presentation School; and Thursday, February 15th, 6:30 p.m. at Edgerton Elementary School.
3. Energy Bills - Mayor Cardinal said that some residents had asked him if the city could do anything about the high energy bills they've been receiving.
4. Liquor Licenses - Councilmember Koppen asked staff if the State Liquor Control Commission was informed, in writing, of the action the city took in regard to the establishments that were not in compliance with the Sunday on-sale liquor laws. Staff said that this has been done verbally but they would be happy to put it in writing to the State Liquor Control Commission.

N. ADMINISTRATIVE PRESENTATIONS

None

O. ADJOURNMENT

Councilmember Collins moved to adjourn the meeting at 8:50 P.M.

Seconded by Councilmember Allenspach

Ayes - all

Karen E. Guilfoile, City Clerk



Department of Public Works

Paul L. Kirkwold, P.E., Director and County Engineer

ADMINISTRATION/LAND SURVEY

50 West Kellogg Blvd., Suite 910
St. Paul, MN 55102 • (612) 266-2600 • Fax 266-2615

ENGINEERING/OPERATIONS

3377 N. Rice Street
Shoreview, MN 55126
(612) 484-9104 • Fax 482-5232

February 6, 1995

Zach Hansen
Solid Waste Division
Ramsey County Public Health Dept.
1670 Beam Ave, Suite A
Maplewood, MN 55109-1176

RE: Maplewood Compost Site Monitoring Report

Dear Zach:

Enclosed is a summary report, including a table of laboratory results, related to water quality monitoring conducted at the Maplewood Compost site in 1994. All of the data have been supplied to your office previously. This report is intended to summarize the monitoring effort for your use in evaluating the site.

Please review the report and contact me if I can provide additional information about the results.

Sincerely,

Terry Noonan
Project Manager - Water Resources

Summary Report
1994 Water Quality Monitoring
Maplewood Compost Site

February 3, 1995

Site Information

The south portion of the Maplewood Compost site includes eight compost windrows positioned in a parallel fashion, with ends oriented in a north-south direction. The east and south sides of the site are bordered by steep upslopes. Drainage within the site is to the northwest into a large (34.4 Ac) wetland, classified as a partially drained/ditched palustrine emergent wetland with water regime temporarily flooded (Ramsey-Washington Metro Watershed District, May 1993). The compost monitoring location is approximately 1200 Ft. from the South Branch of County Ditch 18, which skirts to the north of the compost site through the wetland and into Kohlman Lake.

A preliminary survey of the site on June 27, 1994 identified the compost windrow to be monitored. The windrow was 100 Ft. in length with a slope of 3.0%. Ramsey County Public Works personnel began site work on July 15, 1994. The leaf compost was removed and the ground smoothed while maintaining the existing slope. Two pieces of 6-mil clear plastic, 12 Ft. X 100 Ft., were overlapped to provide a final dimension of 15 Ft. X 100 Ft. A small earth berm was placed around the outside edge of the plastic (except the downstream end) to exclude surface runoff. At the downstream end, a sampling sump hole was dug measuring 1.5 Ft. X 1.5 Ft. X 2 Ft. deep. Two treated lumber planks were placed on edge and angled to direct leachate to the sump hole for sampling. A clean, plastic bucket was placed in the sump hole to collect the leachate. The sump hole and bucket were covered by a plywood box to exclude precipitation and dust during the monitoring period. The compost was replaced on top of the plastic, with the final windrow dimensions approximately 15 Ft. X 95 Ft. X 8 Ft. high.

Sampling and Laboratory Analyses

Rainfall of 0.37 In. (reading from gage approximately 1.5 Mi. from compost site) on July 20, 1994 resulted in no leachate collection in the sump hole. Following 0.52 In. precipitation on July 21, 1994, sampling at 0730 on July 22, 1994 yielded 7.33 L of leachate in the sampling bucket. No additional leachate was produced until August 10, 1994 following 1.15 In. of precipitation. The sampling sump hole was flooded following this event, so no leachate volume could be determined. Final sampling was done on September 2, 1994 following 0.70 In. of rainfall. The sump hole was again flooded by this event, to a greater extent than the previous storm, due to antecedent precipitation of 0.56 In. on August 30, 1994.

Leachate sampled on July 22, 1994 was poured into sample bottles provided by the Minnesota Health Dept. Laboratory, preserved as required, and delivered to the lab within 4 hours of sampling.

Leachate for nutrient and solids analyses was retained in the Public Works laboratory.

Leachate analyses from August 10, 1994 sampling was limited to phenol (delivered to the state health department laboratory) and nutrients, total suspended solids, and pH. Final leachate collected on September 2, 1994 was analyzed for nutrients, total suspended solids, and pH.

Specific pesticide analyses requested by Solid Waste staff (June 20, 1994 EM) included 2-4 D, dicamba, cygon, chlorpyrifos, diazinon, and sevin. Metal analyses to be done included aluminum, cadmium, chromium, copper, iron, lead, mercury, nickel and zinc. Phenol, BOD 5-day, pH, potassium, total suspended solids, total phosphorus and nitrogen fractions were also requested.

In addition to the leachate sampling, a single water sample was taken on July 22, 1994 from County Ditch 18 near Highway 61 & Beam for analyses of nutrients, pH, selected metals, potassium, BOD 5-day and total suspended solids. The sampling site is downstream of the compost site.

The leachate analyses were often problematic due to the nature of the sample. High background interferences were reported by the state laboratory. Suspect values and large "less than" values were reported in the laboratory report for many of the parameters.

Ammonia-N and NO₂+NO₃-N analyses were not done due to laboratory oversight. Total Kjeldahl-N analysis was completed and includes the organic-N plus ammonia-N fractions. Partitioning of these fractions, and determination of Total N, which is Total Kjeldahl-N plus NO₂+NO₃-N, is not possible.

Results

Chronic Class 2B water quality standards, where available, are included in the table of analytical results. The chronic standard is the highest water concentration of a toxicant to which organisms can be exposed indefinitely without causing chronic toxicity (MS Rules 7050.0220). Class 2B surface waters are intended to support cool and warm water fish and associated aquatic life, and aquatic recreation including swimming, but are not intended to be sources of drinking water.

Leachate concentrations of aluminum, copper, lead, zinc, and perhaps mercury exceeded the chronic standard for Class 2B surface waters. The few chronic Class 2B standards given for pesticides are frequently exceeded in the leachate sample, although this comparison is hindered by the large "less than" values reported from the leachate analyses. Exceptions include atrazine, alachlor, and pentachlorophenol.

Leachate pH was within the Class 2B chronic standard range for all sampling dates. Nutrient concentrations in the leachate were relatively constant. Leachate total dissolved phosphorus was 82% to

93% of leachate total phosphorus concentration.

Leachate water quality on July 22, 1994 differed markedly from the water quality of County Ditch 18. Ditch nutrient concentrations were relatively dilute. Total dissolved phosphorus was 16% of total phosphorus concentration in the County Ditch 18 water sample. Potassium and BOD 5-day concentrations were also much lower in the ditch sample. Leachate total suspended solids concentration was much greater than in County Ditch 18, and the percentage of inorganic solids was greater in the ditch sample relative to the leachate, 62% and 50%, respectively. County Ditch 18 lead concentration exceeded the Class 2B chronic standard, but was less than the leachate lead concentration.

Only a single direct estimate of leachate runoff volume was obtained during the monitoring. Approximately 0.2% (runoff coefficient = 0.002) of the rain volume which fell on the windrow on July 20-21 was collected in the sampling sump hole. A minimum runoff coefficient, >.005, was calculated for the August 10 and September 2 (latter includes August 30 rain depth) precipitation events based on the capacity of the sump bucket. These estimated runoff coefficients are between one and two orders of magnitude smaller than expected for runoff from general pervious surface land-uses (0.1-0.3). An estimate of the total leachate production for the site would include all eight of the compost windrows. Assuming an active compost site covered 50% by windrows and 50% pervious land-use with runoff coefficient of 0.2, the composite runoff coefficient from the site would be low, 0.1025. 97.5% of the expected runoff is derived from the pervious surface within the compost site, with 2.5% derived from leachate.

A small volume of leachate may significantly increase the flow-weighted concentration of certain pollutants in runoff from the compost site. For example, assuming no infiltration, an average total phosphorus concentration in surface runoff from unvegetated pervious land-use of .250 mg/L, and an average leachate total phosphorus concentration of 15 mg/L, the expected composite total phosphorus concentration in runoff leaving the site is .60 mg/L.

Discussion

Leachate nutrient, BOD 5-day, and potassium concentrations were between one and two orders of magnitude greater than those measured in County Ditch 18. Cadmium and lead concentrations in the leachate and County Ditch 18 samples were more similar. Compost is a relatively concentrated source of certain nutrients and oxygen demanding organic material, but not certain metals, relative to the County Ditch 18 watershed.

The leachate monitoring yields information on the concentration of important pollutants to be expected from water that percolates through leaf compost. The impact of leachate on the surficial groundwater, the receiving wetland or downstream County Ditch 18 and Kohlman Lake is related to the loading of the various pollutants. Pollutant

loading is a function of the volume of leachate, pollutant concentration and pathway losses.

Pathway losses include adsorption to soils, sedimentation, infiltration, biological uptake, the time of travel and the distance traveled. Pathway impacts were not addressed directly in the monitoring effort. Infiltration volume into the ground beneath the windrow, although excluded by the plastic for leachate monitoring purposes, will under normal operating conditions be limited since the volume of leachate produced is small. The permeability of the soils at the compost site affects leachate infiltration rates. The slope of the active compost area also promotes some degree of surface runoff of leachate, mixed in with runoff generated by rain falling on the surface rather than on the compost windrows. The compost windrow location is approximately 1200 Ft. from County Ditch 18 through heavily vegetated wetland. Pathway losses through the wetland over this distance are probably large and direct negative impacts on County Ditch 18 by leachate generated from the active compost site are not expected.

For the Maplewood Compost Site the greatest pathway losses of nutrients, oxygen demanding materials, metals, pesticides and suspended solids will probably occur in the adjacent wetland. A small sediment detention basin located at the northwest corner of the site would be useful in reducing the potential wetland impacts associated with pollutant export, particularly solids and pollutants associated with solids, from the compost site.

MAPLEWOOD COMPOST SITE MONITORING

LEACHATE SAMPLE
(CLASS 2B CHRONIC STANDARD)

PARAMETER	UNITS	07/22/94	08/10/94	09/02/94
TOT. PHOSPHORUS	mg/L	18.4	14.2	15.7
TOT. DISS. PHOS.	mg/L	17.2	11.7	
TOT. KJELDAHL N	mg/L	55.3	76.2	72.9
pH		6.73	7.74	7.46
			(CLASS 2B CS: 6.5-9)	
TOT. SUSP. SOLIDS	mg/L	136	197	137
VOL. SUSP. SOLIDS	mg/L	68	152	70
CADMIUM, TOT.	ug/L	0.74	(2B CS, THARD=100: 1.1)	
LEAD, TOT.	ug/L	12	(2B CS, THARD=100: 3.2)	
POTASSIUM, TOT.	mg/L	380		
BOD, 5 DAY	mg/L	410		

COUNTY DITCH 18
HY 61 & BEAM

DOWNSTREAM OF MPLWD COMPOST SITE

WATER SAMPLE
(CLASS 2B CHRONIC STANDARD)

PARAMETER	UNITS	07/22/94
TOT. PHOSPHORUS	mg/L	0.208
TOT. DISS. PHOS.	mg/L	0.033
TOT. KJELDAHL N	mg/L	1.46
pH		7.72 (CLASS 2B CS: 6.5-9)
TOT. SUSP. SOLIDS	mg/L	39
VOL. SUSP. SOLIDS	mg/L	14
CADMIUM, TOT.	ug/L	< 0.1 (2B CS, THARD=100: 1.1)
LEAD, TOT.	ug/L	5 (2B CS, THARD=100: 3.2)
POTASSIUM, TOT.	mg/L	2.14
BOD, 5 DAY	mg/L	6.7

MAPLEWOOD COMPOST SITE MONITORING

LEACHATE SAMPLE
(CLASS 2B CHRONIC STANDARD)

PARAMETER	UNITS	07/22/94	08/10/94
PHENOL, 4AAP	ug/L		56 (2B CHRONIC = 123)
ALUMINUM, TOT.	ug/L	1700	(2B CS: 125)
CADMIUM, TOT.	ug/L	0.74	(2B CS, THARD=100: 1.1)
CHROMIUM, TOT.	ug/L	8.3	(2B CS, CR+3, THARD=100: 207) (2B CS, CR+6, THARD=100: 11)
COPPER, TOT.	ug/L	13	(2B CS, THARD=100: 9.8)
IRON, TOT.	ug/L	2100	
LEAD, TOT.	ug/L	12	(2B CS, THARD=100: 3.2)
MERCURY, TOT.	ug/L	< 0.1	(2B CS: .0069)
NICKEL, TOT.	ug/L	18	(2B CS, THARD=100: 158)
ZINC, TOT.	ug/L	110	(2B CS, THARD=100: 106)
POTASSIUM, TOT.	mg/L	380	
BOD, 5 DAY	mg/L	410	

BASE NEUTRAL ABSTRACTION FOR SDWA PESTICIDES

(LAB NOTE: SAMPLE PROBLEMATIC; HIGH BACKGROUND INTERFERENCE)

CYGON	ug/L	< 1.7	(SUSPECT D/T POOR SPIKE RECOVERY)
DIAZINON	ug/L	< 1.7	
CHLORPYRIFOS	ug/L	< 1.7	(2B CS: 0.041)
HEXACHLOROCYCLOPENTADIENE	ug/L	< 3.4	
PROPACHLOR	ug/L	< 1.7	
HEXACHLOROBENZENE	ug/L	< 0.7	(2B CS: 0.00024)
SIMAZINE	ug/L	< 1.7	
ATRAZINE	ug/L	< 1.7	(2B CS: 10)
LINDANE	ug/L	< 0.7	(2B CS: 0.036)
METRIBUZIN	ug/L	< 1.7	
ALACHLOR	ug/L	< 1.7	(2B CS: 59)
HEPTACHLOR	ug/L	< 1.4	(2B CS: 0.00039)
METOLACHLOR	ug/L	< 1.7	
ALDRIN	ug/L	< 1.7	
HEPTACHLOR EPOXIDE	ug/L	< 0.7	(2B CS: 0.00048)
GAMMA-CHLORDANE	ug/L	< 1.7	
BUTACHLOR	ug/L	< 1.7	
ALPHA-CHLORDANE	ug/L	< 1.7	
TRANS-NONACHLOR	ug/L	< 1.7	
DIELDRIN	ug/L	< 1.7	(2B CS: 0.000026)
ENDRIN	ug/L	< 1.7	(2B CS: 0.016)
DI (2-ETHYLHEXYL) ADIPATE	ug/L	< 17	
METHOXYCHLOR	ug/L	< 1.7	
DI (2-ETHYLHEXYL) PHTHALATE	ug/L	< 14	(2B CS: 2.1)
BENZO (A) PYRENE	ug/L	< 0.7	
TOXAPHENE	ug/L	< 10	(2B CS: 0.0013)

**City of Maplewood
CITY COUNCIL/MANAGER WORKSHOP
Meeting Minutes**

Monday, January 22, 2001
Council Chambers, Municipal Building
6:00 p.m.

A. CALL TO ORDER

B. ROLL CALL

Mayor Robert Cardinal	Present
Councilmember Sherry Allenspach	Present
Councilmember Kenneth Collins	Present
Councilmember Marvin Koppen	Present
Councilmember Julie Wasiluk	Present

Others Present:

City Manager Richard Fursman
Assistant City Manger Melinda Coleman
City Clerk Karen Guilfoile
Associate Planner Ken Roberts

C. APPROVAL OF AGENDA

Councilmember Koppen moved to approve the agenda as submitted. The motion was seconded by Councilmember Wasiluk. The motion passed 5-0.

D. NEW BUSINESS

At this time City Manager Richard Fursman announced that the newly created position of Assistant Community Development Director has been filled. Assistant City Manager/Community Development Melinda Coleman introduced Tom Ekstrand to the council as the new Assistant Community Development Director. Mr. Ekstrand previously worked in the Community Development Department as an Associate Planner.

1. Housing Replacement Program - Associate Planner Ken Roberts presented the staff report on this item which is on tonight's regular Council Meeting agenda for council approval. A discussion followed.

E. OTHER BUSINESS

1. National Night Out - Assistant City Manager Melinda Coleman said that the National Night Out and the city Open House have been combined for the last three years. Staff wanted to know if the council wanted to continue combining these events or would they want two separate events as follows: 1) National Night Out on the first Tuesday in August for neighborhood events showcasing the police department, and 2) Open House on Saturday morning, June 2nd, on the city campus and partnering with the local schools. The council's decision was to continue combining the National Night Out with the city Open House as has been done in the past.
2. Civil Service Commission - City Manager Richard Fursman said that there was a vacancy on the Civil Service Commission and asked the council how they would like to proceed in filling this vacancy. The council directed staff to advertise for this vacancy.
3. Planning Commission and Community Design Review Board - Mayor Cardinal asked to have pictures of the Planning Commission and Community Design Review Board members with their names on them placed out in the foyer. Staff said the picture board is in progress.
4. Cable Commission Discussion - The council attended this meeting and commented on what they had learned from it.

F. ADJOURNMENT

There being no further business, Councilmember Wasiluk moved and Councilmember Allenspach seconded a motion to adjourn the meeting at 6:45 p.m.

AGENDA REPORT

TO: City Council
FROM: Finance Director *Donot*
RE: APPROVAL OF CLAIMS
DATE: February 5, 2001

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:

\$1,248.00	Checks #52930 dated 1/17/01
\$416,516.22	Checks #52931 thru #52995 dated 1/19 thru 1/23/01
\$171,775.08	Disbursements via debits to checking account dated 1/17 thru 1/22/01
\$356.25	Checks #52996 thru #52997 dated 1/22 thru 1/24/00
\$124,307.39	Checks #52998 thru #53064 dated 1/30/01
\$89,357.71	Disbursements via debits to checking account dated 1/23 thru 1/29/01
\$115,020.65	Checks #53065 thru #53071 dated 1/30 thru 2/1/01
\$90,945.27	Checks #53072 thru #53132 dated 2/6/01
\$1,707,606.37	Disbursements via debits to checking account dated 1/30 thru 2/5/01
\$2,717,132.94	Total Accounts Payable

PAYROLL:

\$461,610.28	Payroll Checks and Direct Deposits dated 1/19/01
\$34,352.00	Payroll Deduction check #82443 thru #82448 dated 1/19/01
\$350,444.86	Payroll Checks and Direct Deposits dated 2/2/01
\$45,968.17	Payroll Deduction check #82642 thru #82649 dated 2/2/01
\$892,375.31	Total Payroll
<u>\$3,609,508.25</u>	GRAND TOTAL

Attached is a detailed listing of these claims. Please call me at 770-4513 if you have any questions on the attached listing. This will allow me to check the supporting documentation on file if necessary.

hu
 Attachments

Check	Date	Vendor	Description/Account	Amount
52930	1/17/01	00908 M.R.P.A.	VOLLEYBALL TEAM REG - 78 TEAMS	1,248.00
52931	1/23/01	00033 ACE HARDWARE	MISC MAINT SUPPLIES	131.43
52932	1/23/01	00055 AFFORDABLE ENGRAVING	NAMES TAGS	232.70
52933	1/23/01	00111 ANIMAL CONTROL SERVICES, INC.	MAPLEWOOD BOARDING FEES MAPLEWOOD PATROL & BOARDING FEES	244.30 988.52
52934	1/23/01	01810 BARNA, GUZY & STEFFEN, LTD.	ATTORNEY SERVICES	39.00
52935	1/23/01	00159 BARTZ, PAUL	LUNCH AT TRAINING 11/06 TO 11/09 LUNCH AT TRAINING 11/20 & 11/21 LUNCH AT TRAINING 12/14 TO 12/08 LUNCH AT TRAINING 12/11 TO 12/15 LUNCH AT TRAINING 11/13 TO 11/17 LUNCH AT TRAINING 11/27 TO 12/01 LUNCH AT TRAINING 12/18 TO 12/19	26.11 11.21 30.88 38.58 26.39 33.99 13.85
52936	1/23/01	00178 BERGGREN, GORDON	NAME SIGNS FOR COUNCIL CHAMBERS	30.00
52937	1/23/01	00240 C.S.C. CREDIT SERVICES	FEES FOR SERVICE	50.00
52938	1/23/01	00395 DEPT. OF NATURAL RESOURCES	DNR FEES	1,558.00
52939	1/19/01	00415 DON'S PAINT & BODY SHOP	REPAIR ACCIDENT DAMAGE	3,406.77
52940	1/23/01	00463 EMERGENCY APPARATUS MAINT.	REPAIR ENGINE 1	2,039.61
52941	1/23/01	00483 EXECUTONE SYSTEMS OF ST PAUL	REPLACE POWER SUPPLY FOR VOICE MA	379.65
52942	1/23/01	00585 GOPHER STATE ONE-CALL, INC.	DEC 2000 SERVICE - 30 TICKETS	48.00
52943	1/23/01	00606 GRUBER'S POWER EQUIPMENT	V-BELT	23.32
52944	1/23/01	00648 HESC	D& A TEST	80.00
52945	1/23/01	00687 HUGO'S TREE CARE	TREE TRIMMING	202.35
52946	1/23/01	00735 INTOXIMETERS	MOUTHPIECES - BREATH TESTING	123.45
52947	1/23/01	00755 JEFFERSON FIRE & SAFETY, INC.	MORNING PRIDE TURNOUT COATS	31,041.25
52948	1/23/01	00789 KATH COMPANIES	AUTO SUPPLIES MIN LAMP STAT 4 AUTO SUPPLIES	66.42 2.76 29.10
52949	1/23/01	00806 KNOX LUMBER CO	MAINT MATERIALS	91.25
52950	1/23/01	00867 LILLIE SUBURBAN NEWSPAPERS	PUBLIC NOTICES 12/27	89.31
52951	1/23/01	00917 MAC QUEEN EQUIPMENT	CARBIDE BLADE 7/8X	1,517.63
52952	1/23/01	00932 MAPLEWOOD BAKERY	BIRTHDAY CAKES	99.75
52953	1/23/01	01819 MCLEOD USA	LOCAL TELEPHONE SERVICE 11/16 TO 12/1	2,600.86
52954	1/23/01	01946 MEDICA FINANCE DEPT	RICHARD BENSON 00009813 - REFUND INS J MCDONALD 00011663 - REFUND	419.37 414.58
52955	1/23/01	00985 METROPOLITAN COUNCIL	WASTEWATER - FEB 2001	158,973.53
52956	1/23/01	00998 MIDWEST COCA-COLA BOTTLING CO.	MERCH FOR RESALE	620.30
52957	1/23/01	01908 MINN DEPT OF ADMINISTRATION	COMM ROUTER SRV & PORTS - NOV 2000	440.00
52958	1/23/01	01023 MINN. COUNTY ATTORNEYS ASSOC.	NEW DWI FORMS	34.70

Check	Date	Vendor	Description/Account	Amount
52959	1/23/01	01026 MINN. DEPT. OF TRANSPORTATION	PROJ 99-07 HAZELWOOD - MATERIALS TES	253.47
52960	1/23/01	01058 MINNESOTA SHREDDING LLC	DOCUMENT DESTRUCTION	69.93
52961	1/23/01	01126 NCPERS GROUP LIFE INS 612001	PERA LIFE INS - P/R DED IN JANUARY	237.00
52962	1/23/01	01887 NORTHLAND CONCRETE & MASONARY	65 MAPLEWOOD FIRE -PYMT 3	33,250.00
52963	1/23/01	01208 OCHS BRICK COMPANY	INTERSTATE MONTEREY MATTE UTILITY F	5,846.85
52964	1/23/01	00001 ONE TIME VENDOR	REFUND BOB RADKE - RACQUETBALL LEA	14.00
52965	1/23/01	00001 ONE TIME VENDOR	REFUND GREGORY CYLKOWSKI - RACQUE	14.00
52966	1/23/01	00001 ONE TIME VENDOR	REFUND JEANNINE HENRY - WILD & WACK	15.00
52967	1/23/01	00001 ONE TIME VENDOR	REFUND REBECCA LUCAS - DEP ON RM R	300.00
52968	1/23/01	01311 P.E.R.A.	P/R DED REMITTANCE 1/19/01	34,748.37
52969	1/23/01	01909 PARKOS CONSTRUCTION CO	FIRE STATION - PYMT 2	74,302.35
52970	1/23/01	01267 PIONEER PRESS	MCC ADVERTISING	220.00
52971	1/23/01	01463 PROFESSIONAL MASSAGE CENTER	MASSAGE - DEC 1 TO 31	3,398.00
52972	1/23/01	00396 PUBLIC SAFETY, DEPT OF	IDS MWA, E, F, G, I THRU T - 4TH QTR	1,920.00
			MDTS SPC471 THRU SPC485 - 4TH QTR 200	1,350.00
52973	1/23/01	00396 PUBLIC SAFETY, DEPT OF	TUITION FOR TRAINING	3,150.00
52974	1/23/01	01678 QWEST	COIN-OP TELEPHONES	376.89
			LOCAL PHONE SERIVCE- 1/1 TO 1/31/01	1,109.34
52975	1/23/01	01326 R.C.L.L.G.	2001 RCLLG MEMBERSHIP DUES	1,350.00
52976	1/23/01	01850 RAWLINGS, RINDA	PERMIT WORKS MTG 1/11	9.97
52977	1/19/01	01947 RAYMOND BERGS MUSIC WORKS INC	CONCERT 1/19/01 - MOTOWN REVUE	3,200.00
52978	1/23/01	01359 REGAL AUTO WASH DETAIL & LUBE	CAR WASHES	237.50
52979	1/23/01	01360 REINHART INSTITUTIONAL FOODS	MERCH FOR RESALE	311.95
			MERCH FOR RESALE	627.75
52980	1/23/01	01477 SMITH & WESSON	RENTAL IDENTI KIT	408.00
52981	1/23/01	01514 ST PAUL STAMP WORKS	NEW BANDS & PAD FOR DATE STAMPER	18.37
52982	1/23/01	01504 ST PAUL, CITY OF	MEDICAL SUPPLIES	1,302.50
52983	1/23/01	01538 STREICHER'S	DUTY AMMO	1,380.63
52984	1/23/01	01560 SUPERIOR SERVICES	DEC RECYCLING	15,561.92
52985	1/23/01	01577 TR COMPUTER SALES, INC.	PERMIT WORKS - TECHNICAL SRV	150.00
52986	1/23/01	01669 TWIN CITIES TRANSPORT & RECOVE	TOW FORFEITURE VEH	63.90
52987	1/23/01	01664 TWIN CITY GARAGE DOOR CO.	REPAIR GARAGE DOOR	85.00
52988	1/23/01	01693 U.S. POSTAL SERVICE	REPLENISH POSTAGE METER #17663816	3,000.00
52989	1/23/01	01690 UNITED HOSPITAL	PRE-EMP PHYSICAL FOR FF	60.00
52990	1/23/01	01704 URBANSKI, HOLLY	REFUND - DANCE CALSS CANCELATION	35.00
52991	1/23/01	01896 VERTICLE SYSTEMS INC	ADLSLITE SOFTWARE	2,124.68
			1 YEAR ANNUAL (365 DAYS) UNLIMITED	360.00

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
52992	1/23/01	01734 WALSH, WILLIAM P.	COMMERCIAL PLUMBING INSPECTIONS	900.00
52993	1/23/01	01750 WATSON CO INC, THE	MERCH FOR RESALE	174.93
52994	1/23/01	01755 WEBER ELECTRIC	FIRE STATION - PYMT 3	17,480.00
52995	1/23/01	01876 WHAT WORKS INC	TRAINING	900.00

66 Checks in this report

Total checks : 417,764.22

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Transmitted Settlement

<u>Date</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
01/16/01	01/17/01	MN State Treasurer	Drivers License #697	1,003.00
01/16/01	01/17/01	MN State Treasurer	Deputy Registrar #149	9,581.55
01/12/01	01/17/01	Elan Financial Services	Purchasing card items	9,737.82
01/17/01	01/18/01	MN State Treasurer	Drivers License #697	743.25
01/17/01	01/18/01	MN State Treasurer	Deputy Registrar #149	9,437.50
01/18/01	01/19/01	MN State Treasurer	Drivers License #697	714.25
01/18/01	01/19/01	MN State Treasurer	Deputy Registrar #149	13,890.52
01/10/01	01/19/01	MN Dept of Revenue	Sales Tax	9,423.00
01/19/01	01/22/01	MN State Treasurer	Drivers License #697	641.50
01/19/01	01/22/01	MN State Treasurer	Deputy Registrar #149	7,971.00
01/19/01	01/22/01	U.S. Treasurer	Federal Payroll Tax	107,903.69
01/10/01	01/22/01	MN Dept of Revenue	Fuel Tax	728.00
TOTAL				171,775.08

Check	Date	Vendor	Description/Account	Amount
52996	1/22/01	01694 UNITED PARCEL SERVICE	RETURN OF MERCH	6.25
52997	1/24/01	01952 ELGIN SWEEPER COMPANY	PYMT FOR TRNG SEMINAR - FEB 6 & 7, 200	350.00
52998	1/30/01	00018 A T & T WIRELESS SERVICES	CELL PHONES	246.94
52999	1/30/01	00024 ABLE HOSE & RUBBER INC	HYDRANT HOSE & FITTINGS - STAT 3 - E3	68.60
53000	1/30/01	01908 ADMINISTRATION, DEPT OF	DATA PROCESSING - DEC 2000	440.00
53001	1/30/01	00111 ANIMAL CONTROL SERVICES, INC.	MAPLEWOOD PATROL & BOARDING FEES	632.54
53002	1/30/01	01948 ANOKA, CITY OF	2001 TUG MAILING DUES	24.00
53003	1/30/01	00159 BARTZ, PAUL	POLICE OFFICER FOR 3M EVENT - PD BY 3	125.00
53004	1/30/01	00164 BAY FIREWORKS, INC.	DOWNPAYMENT - FIREWORKS JULY 4, 01	5,000.00
53005	1/30/01	00166 BEARCOM	REPEATER	178.28
53006	1/30/01	00198 BOARD OF WATER COMMISSIONERS	MONTHLY WATER UTIL 12/6 TO 1/4	780.38
53007	1/30/01	00216 BRIGGS & MORGAN, P.A.	PROFESSIONAL SERVICES	2,375.00
53008	1/30/01	00280 CENTRAL STORES	OFFICE SUPPLIES	320.38
53009	1/30/01	00312 COMPRESSAIR & EQUIPMENT CO.	REPAIR TO COMPS	226.25
53010	1/30/01	00446 DANKA OFFICE IMAGING CO.	KODAK COPIER - NOV 2000	1,060.53
53011	1/30/01	00380 DAVIES WATER EQUIPMENT CO.	REPAIR METROTECH 880B	404.70
53012	1/30/01	00406 DITCH WITCH OF MN INC	REBUILD POST DRIVER & PULLER	968.81
53013	1/30/01	01601 ECONOMICS PRESS INC, THE	SUBSCRIPTION - BITS & PIECES	50.09
53014	1/30/01	00447 ECOPRINT	BUSINESS CARDS	90.52
53015	1/30/01	00449 EDEN SYSTEMS, INC.	PROJ MGMT	31.25
53016	1/30/01	00463 EMERGENCY APPARATUS MAINT.	REPAIR RESCUE VEH 7 REPAIR ENGINE 4	155.52 194.40
53017	1/30/01	00464 EMERGENCY AUTOMOTIVE TECH, INC	LABOR AND INSTALLATION EQUIP REPAIR K-9 SQUAD	1,096.40 401.94
53018	1/30/01	00494 FAMILY SERVICE, INC.	DIVERISON/RESTITUTION SRVS - 2001	38,722.00
53019	1/30/01	00513 FIRSTAR TRUST COMPANY	2000 ADMINISTRATIVE FEE 2000 ADMINISTRATIVE FEE	175.00 325.00
53020	1/30/01	01949 GARY L FISCHLER & ASSOC, P.A.	PERSONNEL EVALUATION - PW DIR PERSONNEL EVALUATION - PW DIR PERSONNEL EVALUATION - PW DIR	450.00 450.00 450.00
53021	1/30/01	00543 GE CAPITAL	KODAK COPIER LEASE - DEC 2000	528.32
53022	1/30/01	00581 GOODYEAR AUTO SERVICE CENTER	SQD ALIGNMENT	39.00
53023	1/30/01	01928 GOODYEAR COMMERCIAL TIRE & SRV	NEW TIRES - MEDIC 2	224.28
53024	1/30/01	00589 GRAF, DAVE	KARATE INSTRUCTOR - DEC 2000 KARATE INSTRUCTOR - JAN 2001	180.00 234.00
53025	1/30/01	00656 HELICOPTER FLIGHT INC.	DEER SURVEY 1/10/01	350.00
53026	1/30/01	01950 HELLAND, MARION	INSERVICE PRESENTATION	75.00

Check	Date	Vendor	Description/Account	Amount
53027	1/30/01	00661 HERITAGE BANK	US SAVINGS BONDS 1/5 & 1/19/01 P/R DED	500.00
53028	1/30/01	00675 HOLIDAY FLEET	SQD WASHES	10.36
53029	1/30/01	01083 M.D.R.A.	2001 MEMBERSHIP DUES	360.00
53030	1/30/01	00898 M.F.A.P.C.	2001 ANNUAL MEMBERSHIP DUES	35.00
53031	1/30/01	00888 M/A ASSOCIATES	FOAM SQUEEGEES	168.04
53032	1/30/01	00917 MAC QUEEN EQUIPMENT INC	CARBIDE BLADES	1,821.15
53033	1/30/01	00925 MAJESTIC LANDSCAPE CONTR., INC	LABOR TO FIX SPRINKLER CONTROLLER &	240.00
53034	1/30/01	00932 MAPLEWOOD BAKERY	BIRTHDAY CAKES	142.50
53035	1/30/01	01951 MEDICARE REFUND	M JOHNSON 00020424 - REFUND TO MEDIC	311.16
53036	1/30/01	00991 MICROFACS	SERVICE/ZONE/TONER/CLUTCH	583.64
53037	1/30/01	01020 MINNEAPOLIS RAG STOCK CO.	50# BOX RAGS	70.00
53038	1/30/01	01089 MINNESOTA UC FUND	4TH QTR 2000 UNEMPLOYMENT	6,704.56
53039	1/30/01	01953 MUNICI-PALS	2001 MEMBERSHIP DUES	20.00
53040	1/30/01	00395 NATURAL RESOURCES, DEPT OF	DNR FEES	1,881.50
53041	1/30/01	01175 NORTH ST. PAUL CITY OF	MONTHLY UTIL - 12/7 TO 1/8/01 SEWER - 1830 & 1902 CTY RD B	1,378.53 620.21
53042	1/30/01	01212 OLSON, ARNOLD G	REIMBURSE MILEAGE 1/5 TO 1/19 PLAN REVIEWER & CODE CONSULTANT REIMBURSE MILEAGE 12/22 TO 12/29	58.50 600.00 34.13
53043	1/30/01	01218 ON SITE SANITATION	TRASH REMOVAL TRASH REMOVAL	57.65 57.65
53044	1/30/01	00001 ONE TIME VENDOR	REFUND OH ANDERSON SCHOOL - GROUP	25.20
53045	1/30/01	00001 ONE TIME VENDOR	REFUND DAVID FRANKE - ACH	35.00
53046	1/30/01	00001 ONE TIME VENDOR	REFUND KATE FINCEL - GYMNASTICS	38.00
53047	1/30/01	00001 ONE TIME VENDOR	REFUND JULIE ANN WOLLENBERG - YOUT	38.00
53048	1/30/01	00001 ONE TIME VENDOR	REFUND DAWN REINSBERG -BD PARTY	45.00
53049	1/30/01	00001 ONE TIME VENDOR	REFUND LOIS MCHUGH - MASSAGES	102.24
53050	1/30/01	01679 QWEST DEX	MAPLEWOOD COMMUNITY CTR DIRECTOR	99.00
53051	1/30/01	01337 RAMSEY COUNTY-PROP REC & REV	TRAFFIC TAG BOOKS DATA PROCESSING SERVICES - DEC 2000 POSTAL VERIFICATION CARDS 2000 RADIO SERVICE - 4TH QTR	1,159.49 905.20 274.08 45,904.86
53052	1/30/01	01338 RAMSEY COUNTY-VITAL STATISTICS	NOTARY PUBL COMM - J WEGWERTH	25.00
53053	1/30/01	01458 SIGNS BY NORTHLAND	2 NAME SIGNS	71.18
53054	1/30/01	01468 SLABA, JACLEE	PAINTING - EDGERTON GYM	100.00
53055	1/30/01	01572 SYSTEMS SUPPLY, INC.	PRINTER SUPPLIES PRINTER SUPPLIES	477.48 424.40
53056	1/30/01	01573 SZCZEPANSKI, TOM	LODGING - JOI CONVENTION	320.87
53057	1/30/01	01574 T.A. SCHIFSKY & SONS, INC	WINTER MIX	10.65

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description/Account</u>	<u>Amount</u>
53058	1/30/01	01592 TAYLOR TECHNOLOGIES, INC.	PHONE SUPPORT - DEC 2000	26.00
53059	1/30/01	01595 TESSMAN SEED CO. - ST. PAUL	24" PUSHER	187.23
53060	1/30/01	01669 TWIN CITIES TRANSPORT &	TOW FORFEITURE VEH	63.90
			TOW FORFEITURE VEH	63.90
53061	1/30/01	01711 VECTOR INTERNET SERVICES INC	WEB SPACE/DOMAIN HOSTING 1/19 - 2/19	24.00
53062	1/30/01	01728 VOYAGEUR ASSET MGMT, LLC	INV MGMT FEE 1/1 TO3/31/01	806.00
53063	1/30/01	01734 WALSH, WILLIAM P.	COMMERCIAL PLUMBING INSPECTIONS	220.00
53064	1/30/01	01876 WHAT WORKS INC	DISC COMM ASSESSMENTS	132.00

69 Checks in this report

Total checks : 124,663.64

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Transmitted Settlement

<u>Date</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
01/22/01	01/23/01	MN State Treasurer	Drivers License #697	796.00
01/22/01	01/23/01	MN State Treasurer	Deputy Registrar #149	8,871.63
01/19/01	01/23/01	MN State Treasurer	State Payroll Tax	18,258.80
01/19/01	01/23/01	CBSA	Dental claims	2,863.70
01/23/01	01/24/01	MN State Treasurer	Drivers License #697	759.00
01/23/01	01/24/01	MN State Treasurer	Deputy Registrar #149	8,959.00
01/19/01	01/24/01	Elan Financial Services	Purchasing card items	19,098.68
01/24/01	01/25/01	MN State Treasurer	Drivers License #697	668.25
01/24/01	01/25/01	MN State Treasurer	Deputy Registrar #149	9,751.75
01/25/01	01/26/01	MN State Treasurer	Drivers License #697	618.75
01/25/01	01/26/01	MN State Treasurer	Deputy Registrar #149	6,038.50
01/19/01	01/26/01	WI Dept of Revenue	State Payroll Tax	1,196.93
01/26/01	01/29/01	MN State Treasurer	Drivers License #697	512.75
01/26/01	01/29/01	MN State Treasurer	Deputy Registrar #149	10,963.97
TOTAL				89,357.71

Check	Date	Vendor	Description/Account	Amount
53065	1/30/01	01954 KAYSER FORD	2000 FORD CROWN VICTORIA SQUAD CAR	40,998.00
53066	2/1/01	00276 CORPORATE BENEFIT SERVICES	MONTHLY ADMIN FEE - FEB 2001	521.30
53067	2/1/01	00529 FORTIS BENEFITS INSURANCE CO.	MONTHLY PREMIUM DUE - FEB 2001	2,454.76
53068	2/1/01	00644 HEALTHPARTNERS	MONTHLY PREM DUE - FEB 2001	32,169.16
53069	2/1/01	00966 MEDICA CHOICE	MONTHLY PREMIUM - FEB 2001	36,062.78
53070	2/1/01	01085 MN LIFE INSURANCE	MONTHLY PREM - FEB 2001	2,793.65
53071	2/1/01	00283 CENTURY COLLEGE	HEALTHCARE PROVIDER CARDS	21.00
53072	2/6/01	01048 3M	BLK FILM #1178	441.68
53073	2/6/01	00018 A T & T WIRELESS SERVICES	MONTHLY CELLULAR MONTHLY CELLULAR	110.70 14.63
53074	2/6/01	00033 ACE HARDWARE	MISC SUPPLIES - NOV 2000 MISC SUPPLIES - DEC 2000	287.80 201.65
53075	2/6/01	00055 AFFORDABLE ENGRAVING	NAME TAGS W/CLUTCH BACKS	20.24
53076	2/6/01	00114 ANOKA HENNEPIN TECH COLLEGE	BOOK FOR EMT CLASS	87.57
53077	2/6/01	00014 AT & T	2000 LONG DISTANCE CHARGES	7.52
53078	2/6/01	00021 AWD COOLERS	WATER SERVICE	319.02
53079	2/6/01	00174 BELDE, STAN	K-9 HANDLER - FEB 2001	35.00
53080	2/6/01	01957 BELL YELLOW PAGES	YELLOW PAGES AD FOR MCC - 2001	183.00
53081	2/6/01	00178 BERGGREN, GORDON	NAME SIGNS FOR COUNCIL CHAMBERS	30.00
53082	2/6/01	01811 BERNATELLO'S PIZZA INC	MERCH FOR RESALE MERCH FOR RESALE	241.20 80.40
53083	2/6/01	00349 CUB FOODS-MAPLEWOOD EAST	REFRESHMENTS - DARE	14.55
53084	2/6/01	00370 DAKOTA COUNTY SHERIFF'S OFFICE	TRI-CTY LAW ENFORCEMENT - 2001 DUES	60.00
53085	2/6/01	00367 DP INDUSTRIAL MARKETING	50 - 60" LOCKBARS	956.89
53086	2/6/01	01943 DUNN, SALLY	UNIFORM - CLOTHES	150.22
53087	2/6/01	00483 EXECUTONE SYSTEMS OF ST PAUL	TELEPHONE INSTALLS & REPAIRS	1,438.41
53088	2/6/01	00499 FAUST, DANIEL	GFOA CONF - AIRFARE & HOTEL DEPOSIT	624.00
53089	2/6/01	01955 HASSUMANI, NURI	MCC STAFF WORKSHOP 1/21/01	500.00
53090	2/6/01	00668 HIEBERT, STEVEN	K-9 HANDLER - FEB 2001	35.00
53091	2/6/01	01916 INSITUFORM TECH USA INC	PROJ 00-08 - CURED IN PLACE PIPE	9,514.70
53092	2/6/01	01605 INSTITUTE FOR FORENSIC, THE	CSO CANDIDATE PSYCH EXAM	350.00
53093	2/6/01	00778 KBS COMPUTER SERVICES	TYPEWRITER RIBBON	172.21
53094	2/6/01	00828 L.M.C.I.T.	ZERWAS CLAIM	2,177.78
53095	2/6/01	00843 LANDSCAPE ALTERNATIVES	FLOWERS	49.94
53096	2/6/01	00857 LEAGUE OF MINN. CITIES	2001 MEMBERSHIP - MN MAYORS ASSN LEGISLATIVE CONF 2001 - R CARDINAL LEADERSHIP SEMINAR - K COLLINS	20.00 70.00 150.00

Check	Date	Vendor	Description/Account	Amount
53097	2/6/01	00908 M.R.P.A.	2001 MEMBERSHIP FEES	1,459.00
53098	2/6/01	00932 MAPLEWOOD BAKERY	BIRTHDAY CAKES MERCH FOR RESALE	114.00 429.37
53099	2/6/01	00964 MEDICAL RESEARCH LAB, INC.	CABLE 3LD PATIENT RA 6 FT HOSE WITH ADAPTER	178.00 31.00
53100	2/6/01	00998 MIDWEST COCA-COLA BOTTLING CO.	MERCH FOR RESALE MERCH FOR RESALE MERCH FOR RESALE	173.20 179.85 543.95
53101	2/6/01	01117 MUNICILITE CO.	BRAID HYDRAULIC HOSES/DAYCO FITTING	629.48
53102	2/6/01	01115 MUNICIPAL LEGISLATIVE COMM.	2001 ANNUAL DUES	8,945.00
53103	2/6/01	01127 N.E.S.A.	YTH BASKETBALL REFS & SCOREKEEPER	981.25
53104	2/6/01	00395 NATURAL RESOURCES, DEPT OF	DNR FEES	1,290.00
53105	2/6/01	01174 NORTH ST PAUL-MAPLEWOOD-	MEMBERSHIP DUES	175.00
53106	2/6/01	01187 NORTHERN TOOL & EQUIPMENT CO.	FLEXOV CHOPSAW EHL/GOODYEAR P WA	109.64
53107	2/6/01	00001 ONE TIME VENDOR	REFUND STACY TRAPP - CPR	15.00
53108	2/6/01	01229 OXYGEN SERVICE COMPANY, INC.	SOAPSTONE/GOGGLES/ACETYLENE	61.53
53109	2/6/01	01311 P.E.R.A.	P/R DEDUCTION REMITTANCE - 2/2/01	35,872.11
53110	2/6/01	01284 POSTMASTER	POSTAGE - MAPLEWOOD IN MOTION	5,000.00
53111	2/6/01	01742 PUBLIC HEALTH & ENVIRONMENT	REG FOR TRNG - CUDE & DOLLERSHELL	20.00
53112	2/6/01	01353 RAY O'HERRON CO INC	CHEMICAL SPRAY CHEMICAL SPRAY - RESERVES & INVESTM	79.31 68.45
53113	2/6/01	01360 REINHART FOODSERVICE	MERCH FOR RESALE	213.57
53114	2/6/01	01956 RIVER COUNTY RESOURCE CONS	CONFERENCE ATTENDANCE	40.00
53115	2/6/01	01387 ROSSINI, DR. JAMES	FITNESS PROGRAM FEES	100.00
53116	2/6/01	01389 ROSSMAN, DAVID	MEALS 1/25 & 1/26	23.83
53117	2/6/01	01418 SAM'S CLUB DIRECT	MERCH FOR RESALE MERCH FOR RESALE CANDY/SNACKS MERCH FOR RESALE MERCH FOR RESALE CANDY/SNACKS VENDING MACHINE - POP	343.29 47.33 27.80 106.54 17.20 113.96 500.40
53118	2/6/01	01461 SIMPLEX TIME RECORDER CO	SERVICE AGREEMENT THRU 11/30/01	2,288.15
53119	2/6/01	01556 SPEEDWAY SUPERAMERICA LLC	FUEL	107.13
53120	2/6/01	01514 ST PAUL STAMP WORKS INC	DOG & CAT LICENSE TAGS/SPLIT RINGS	182.84
53121	2/6/01	01537 STREAMLINE DESIGN INC.	TSHIRTS - SR HIGH BASKETBALL	997.00
53122	2/6/01	01538 STREICHER'S	SQUAD EQUIP INSTALL SQUAD EQUIP INSTALL	2,074.73 903.60
53123	2/6/01	01564 SUZANNE'S CUISINE, INC.	FOOD/BEV FOR PW CANDIDATES REC 1/9 WEDDING FAIR	249.11 500.00

Check	Date	Vendor	Description/Account	Amount
53124	2/6/01	01026	TRANSPORTATION, DEPT OF	
			MATERIAL TESTING & INSPECTIONS	180.07
			LAB TEST RATE	135.92
53125	2/6/01	01644	TREADWAY GRAPHICS	
			BALLOONS/MICROFIL BALLOONS - DARE	278.44
53126	2/6/01	01580	TSE, INC.	
			JANITORIAL SERVICES 10/19 TO 11/15	669.00
			JANITORIAL SRVS 11/16 TO 12/13	623.34
53127	2/6/01	01670	U-CARE MINNESOTA	
			ARTHUR LIDBERG 00019627 - REFUND	377.86
53128	2/6/01	01683	UNIFORMS UNLIMITED INC	
			TURTLENECK	31.00
			PANT	44.06
			PANTS	49.46
			SHIRTS/GLOVES	98.87
			SHOES/SHIRT/PANTS/BELT/LAMP MODULE	475.62
			SOCS/OLYMPIC GTX	203.27
			BOOTS/KNIFE/OLYMPIC GTX	297.36
			PANTS	40.95
			NAVY OUTERSHELL FOR ABA	67.50
			SWEATER	108.86
			NAME TAGS	17.23
			MERCH FOR RESALE	152.85
53129	2/6/01	01709	VASKO RUBBISH REMOVAL	
			PW TRASH REMOVAL - FEB 2001	731.65
			CH TRASH REMOVAL - FEB 2001	501.31
			MCC TRASH REMOVAL - FEB 2001	1,133.72
53130	2/6/01	01721	VIRTUE PRINTING	
			DOG & CAT LICENSE FORMS	565.60
			FINAL INSPECTION BLUE CARDS	60.39
53131	2/6/01	01750	WATSON CO INC, THE	
			MERCH FOR RESALE	170.09
			MERCH FOR RESALE	134.12
53132	2/6/01	01793	XEROX CORPORATION	
			XEROX CHARGES - DEC 2000	261.00

68 Checks in this report

Total checks : 205,965.92

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Transmitted Date	Settlement Date	Payee	Description	Amount
01/29/01	01/30/01	MN State Treasurer	Drivers License #697	1,001.00
01/29/01	01/30/01	MN State Treasurer	Deputy Registrar #149	6,708.38
01/26/01	01/30/01	CBSA	Dental claims	2,034.30
01/30/01	01/31/01	MN State Treasurer	Drivers License #697	809.00
01/30/01	01/31/01	MN State Treasurer	Deputy Registrar #149	9,988.75
01/26/01	01/31/01	Elan Financial Services	Purchasing card items	19,313.41
01/31/01	02/01/01	MN State Treasurer	Drivers License #697	498.00
01/31/01	02/01/01	MN State Treasurer	Deputy Registrar #149	4,854.00
02/01/01	02/01/01	Firstar Bank	Debt Service	1,609,140.50
02/01/01	02/02/01	MN State Treasurer	Drivers License #697	612.50
02/01/01	02/02/01	MN State Treasurer	Deputy Registrar #149	6,411.50
02/02/01	02/05/01	MN State Treasurer	Drivers License #697	575.00
02/02/01	02/05/01	MN State Treasurer	Deputy Registrar #149	11,378.50
02/02/01	02/05/01	U.S. Treasurer	Federal Payroll Tax	74,136.37
TOTAL				1,707,606.37

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
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DIRECT DEPOSIT	01/19/01	ALLENSPACH, SHERRY	350.81
DIRECT DEPOSIT	01/19/01	ALDRIDGE, MARK	2407.91
DIRECT DEPOSIT	01/19/01	BOHL, JOHN C	2172.49
DIRECT DEPOSIT	01/19/01	FLOR, TIMOTHY	1952.92
DIRECT DEPOSIT	01/19/01	FRASER, JOHN	2159.98
DIRECT DEPOSIT	01/19/01	TAUBMAN, DOUGLAS J	3151.80
DIRECT DEPOSIT	01/19/01	PALMA, STEVEN	2397.19
DIRECT DEPOSIT	01/19/01	JOHNSON, KEVIN	2104.27
DIRECT DEPOSIT	01/19/01	ERICKSON, VIRGINIA A	2059.23
DIRECT DEPOSIT	01/19/01	CROTTY, KERRY	2067.45
DIRECT DEPOSIT	01/19/01	HASSENSTAB, DENISE R	125.75
DIRECT DEPOSIT	01/19/01	HIEBERT, STEVEN	2313.27
DIRECT DEPOSIT	01/19/01	DUNN, ALICE	2328.19
DIRECT DEPOSIT	01/19/01	CORNER, AMY L	97.00
DIRECT DEPOSIT	01/19/01	CHRISTENSEN, CHARLES M	2015.00
DIRECT DEPOSIT	01/19/01	BELDE, STANLEY	2274.84
DIRECT DEPOSIT	01/19/01	RENSLOW, RITA	197.93
DIRECT DEPOSIT	01/19/01	BAKKE, LONN A	2173.79
DIRECT DEPOSIT	01/19/01	BOWMAN, RICK A	2026.43
DIRECT DEPOSIT	01/19/01	KOPPEN, MARVIN	350.81
DIRECT DEPOSIT	01/19/01	PIKE, GARY K	1802.75
DIRECT DEPOSIT	01/19/01	HEINZ, STEPHEN J	2026.43
DIRECT DEPOSIT	01/19/01	HEMQUIST, MICHAEL R	2230.00
DIRECT DEPOSIT	01/19/01	SKRYPEK, JOSHUA L	684.50
DIRECT DEPOSIT	01/19/01	HERBERT, MICHAEL J	2026.43

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	01/19/01	STOCKTON, DERRELL T	2026.43
DIRECT DEPOSIT	01/19/01	ROSSMAN, DAVID A	2184.88
DIRECT DEPOSIT	01/19/01	HALWEG, KEVIN R	2581.61
DIRECT DEPOSIT	01/19/01	OLSON, JULIE S	1424.30
DIRECT DEPOSIT	01/19/01	BREHEIM, ROGER W	1631.17
DIRECT DEPOSIT	01/19/01	LARSON, DANIEL J	1523.23
DIRECT DEPOSIT	01/19/01	THIENES, PAUL	2530.46
DIRECT DEPOSIT	01/19/01	ANZALDI, MANDY	954.47
DIRECT DEPOSIT	01/19/01	POWELL, PHILIP	1698.26
DIRECT DEPOSIT	01/19/01	SZCZEPANSKI, THOMAS J	2263.53
DIRECT DEPOSIT	01/19/01	WENZEL, JAY B	1523.23
DIRECT DEPOSIT	01/19/01	DOBLAR, RICHARD N	1477.69
DIRECT DEPOSIT	01/19/01	COLLINS, KENNETH V	350.81
DIRECT DEPOSIT	01/19/01	CAMPBELL, CRAIG D	1337.63
DIRECT DEPOSIT	01/19/01	DOLLERSCHELL, ROBERT J	243.93
DIRECT DEPOSIT	01/19/01	ERICKSON, KYLE F	534.09
DIRECT DEPOSIT	01/19/01	WEAVER, KRISTINE A	841.14
DIRECT DEPOSIT	01/19/01	HAWKINS, LISA A	79.40
DIRECT DEPOSIT	01/19/01	MCGUIRE, MICHAEL A	197.48
DIRECT DEPOSIT	01/19/01	OSTER, ANDREA J	1508.03
DIRECT DEPOSIT	01/19/01	URBANSKI, HOLLY S	1438.43
DIRECT DEPOSIT	01/19/01	ANDERSON, CAROLE J	1978.24
DIRECT DEPOSIT	01/19/01	JACKSON, MARY L	1485.63
DIRECT DEPOSIT	01/19/01	TETZLAFF, JUDY A	1340.83
DIRECT DEPOSIT	01/19/01	CASAREZ, GINA	1328.83

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	01/19/01	CARLE, JEANETTE E	1420.66
DIRECT DEPOSIT	01/19/01	JAGOE, CAROL	1395.23
DIRECT DEPOSIT	01/19/01	OLSON, SANDRA	942.13
DIRECT DEPOSIT	01/19/01	CORCORAN, THERESA M	1201.63
DIRECT DEPOSIT	01/19/01	MARTINSON, CAROL F	1395.23
DIRECT DEPOSIT	01/19/01	EVERSON, PAUL	2099.12
DIRECT DEPOSIT	01/19/01	PARSONS, KURT G	1739.15
DIRECT DEPOSIT	01/19/01	SPANGLER, EDNA E	613.44
DIRECT DEPOSIT	01/19/01	ZWIEG, SUSAN C.	2101.38
DIRECT DEPOSIT	01/19/01	DeBILZAN, THOMAS C	1511.82
DIRECT DEPOSIT	01/19/01	EDGE, DOUGLAS	1615.01
DIRECT DEPOSIT	01/19/01	LUTZ, DAVID P	1759.90
DIRECT DEPOSIT	01/19/01	MEYER, GERALD W	1635.23
DIRECT DEPOSIT	01/19/01	NAGEL, BRYAN	1751.90
DIRECT DEPOSIT	01/19/01	OSWALD, ERICK D	1768.54
DIRECT DEPOSIT	01/19/01	DUCHARME, JOHN	1872.03
DIRECT DEPOSIT	01/19/01	PECK, DENNIS L	1978.43
DIRECT DEPOSIT	01/19/01	PRIEBE, WILLIAM	1907.23
DIRECT DEPOSIT	01/19/01	DOHERTY, KATHLEEN M	1563.11
DIRECT DEPOSIT	01/19/01	SCHINDELDECKER, JAMES	1561.63
DIRECT DEPOSIT	01/19/01	GREW-HAYMAN, JANET M	1259.23
DIRECT DEPOSIT	01/19/01	HORSNELL, JUDITH A	763.38
DIRECT DEPOSIT	01/19/01	NELSON, JEAN	973.91
DIRECT DEPOSIT	01/19/01	GAYNOR, VIRGINIA A	1456.03
DIRECT DEPOSIT	01/19/01	LIVINGSTON, JOYCE L	786.29

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	01/19/01	THOMPSON, DEBRA J	524.24
DIRECT DEPOSIT	01/19/01	EKSTRAND, THOMAS G	2060.28
DIRECT DEPOSIT	01/19/01	ROBERTS, KENNETH	2022.93
DIRECT DEPOSIT	01/19/01	CARVER, NICHOLAS N	1961.63
DIRECT DEPOSIT	01/19/01	KELLY, LISA	1149.42
DIRECT DEPOSIT	01/19/01	NORDQUIST, RICHARD	1810.81
DIRECT DEPOSIT	01/19/01	OTIS, MARY ELLEN M	622.62
DIRECT DEPOSIT	01/19/01	CHRISTENSEN, JODIE D	796.58
DIRECT DEPOSIT	01/19/01	COLEMAN, PHILIP	337.02
DIRECT DEPOSIT	01/19/01	FARR, DIANE M	375.11
DIRECT DEPOSIT	01/19/01	HORWATH, RONALD J	599.90
DIRECT DEPOSIT	01/19/01	LARSON, DEBRA	395.27
DIRECT DEPOSIT	01/19/01	MOORE, VANESSA J	443.23
DIRECT DEPOSIT	01/19/01	SEEGER, GERALD F	418.59
DIRECT DEPOSIT	01/19/01	STEINHORST, JEFFREY	553.84
DIRECT DEPOSIT	01/19/01	SWANSON, LYLE	1614.21
DIRECT DEPOSIT	01/19/01	FLUG, MEGAN L	259.63
DIRECT DEPOSIT	01/19/01	WATCZAK, LAURA	1936.83
DIRECT DEPOSIT	01/19/01	MORNING, TIMOTHY L	1410.25
DIRECT DEPOSIT	01/19/01	SCHULTZ, SCOTT M	1568.15
DIRECT DEPOSIT	01/19/01	REILLY, MICHAEL R	1199.72
DIRECT DEPOSIT	01/19/01	YOUNG, DILLON J	665.90
DIRECT DEPOSIT	01/19/01	ATKINS, KATHERINE	85.25
DIRECT DEPOSIT	01/19/01	RAWLINGS, RINDA M	1158.43
DIRECT DEPOSIT	01/19/01	FLUG, ELAINE R	43.94

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DIRECT DEPOSIT	01/19/01	McCLUNG, HEATHER A	351.37
DIRECT DEPOSIT	01/19/01	DARST, JAMES M	1562.03
DIRECT DEPOSIT	01/19/01	SINDT, ANDREA J	1072.03
DIRECT DEPOSIT	01/19/01	WORWA, LINDSAY M	47.48
DIRECT DEPOSIT	01/19/01	JUNG, STEPHANIE J	1643.81
DIRECT DEPOSIT	01/19/01	PALM, ROXANN L	1149.63
DIRECT DEPOSIT	01/19/01	FRY, PATRICIA	1480.03
DIRECT DEPOSIT	01/19/01	CARLSON, THERESE	1754.30
DIRECT DEPOSIT	01/19/01	LE, SHERYL	3141.92
DIRECT DEPOSIT	01/19/01	FAUST, DANIEL F	3403.12
DIRECT DEPOSIT	01/19/01	BAUMAN, GAYLE L	2305.89
DIRECT DEPOSIT	01/19/01	KELSEY, CONNIE L	1491.70
DIRECT DEPOSIT	01/19/01	GUILFOILE, KAREN E	2139.24
DIRECT DEPOSIT	01/19/01	WINGER, DONALD S	3403.80
DIRECT DEPOSIT	01/19/01	ANDREWS, SCOTT A	2510.58
DIRECT DEPOSIT	01/19/01	BANICK, JOHN J	3956.30
DIRECT DEPOSIT	01/19/01	KARIS, FLINT D	2355.23
DIRECT DEPOSIT	01/19/01	KVAM, DAVID	2479.83
DIRECT DEPOSIT	01/19/01	RABBETT, KEVIN	2311.14
DIRECT DEPOSIT	01/19/01	STEFFEN, SCOTT L	3948.32
DIRECT DEPOSIT	01/19/01	THOMALLA, DAVID J	3956.30
DIRECT DEPOSIT	01/19/01	BERGERON, JOSEPH A	2357.54
DIRECT DEPOSIT	01/19/01	GERVAIS-JR, CLARENCE N	1980.89
DIRECT DEPOSIT	01/19/01	CALLAHAN, COLLEEN J	1745.23
DIRECT DEPOSIT	01/19/01	LUKIN, STEVEN J	2579.94

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DIRECT DEPOSIT	01/19/01	SVENDSEN, RUSTIN L	2060.00
DIRECT DEPOSIT	01/19/01	PRIEFER, WILLIAM	2879.63
DIRECT DEPOSIT	01/19/01	KANE, MICHAEL R	2168.83
DIRECT DEPOSIT	01/19/01	LUNDSTEN, LANCE	2470.69
DIRECT DEPOSIT	01/19/01	CAVETT, CHRISTOPHER M	2557.70
DIRECT DEPOSIT	01/19/01	ANDERSON, BRUCE	3059.51
DIRECT DEPOSIT	01/19/01	MARUSKA, MARK A	3233.63
DIRECT DEPOSIT	01/19/01	HUTCHINSON, ANN E	1780.03
DIRECT DEPOSIT	01/19/01	COLEMAN, MELINDA	3219.80
DIRECT DEPOSIT	01/19/01	GRAF, MICHAEL	1272.83
DIRECT DEPOSIT	01/19/01	ROBBINS, AUDRA L	1272.83
DIRECT DEPOSIT	01/19/01	CROSSON, LINDA	1691.23
DIRECT DEPOSIT	01/19/01	EASTMAN, THOMAS E	2130.86
DIRECT DEPOSIT	01/19/01	STAPLES, PAULINE	2400.31
DIRECT DEPOSIT	01/19/01	SCHLINGMAN, PAUL	1826.43
DIRECT DEPOSIT	01/19/01	HURLEY, STEPHEN	2247.05
DIRECT DEPOSIT	01/19/01	JOHNSON, BONNIE	761.06
DIRECT DEPOSIT	01/19/01	BERGO, CHAD M	1624.24
82144	01/19/01	CARDINAL, ROBERT J.	398.62
82145	01/19/01	WASILUK, JULIE A	350.81
82146	01/19/01	FURSMAN, RICHARD F	3873.08
82147	01/19/01	ZICK, LINDA	345.00
82148	01/19/01	INGVOLDSTAD, CURTIS J	106.25
82149	01/19/01	CUDE, LARRY J	391.71
82150	01/19/01	EDSON, KAREN L	376.00

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82151	01/19/01	MATHEYS, ALANA KAYE	2422.30
82152	01/19/01	WEGWERTH, JUDITH A	1446.43
82153	01/19/01	VIETOR, LORRAINE S	1634.55
82154	01/19/01	PALANK, MARY KAY	1395.23
82155	01/19/01	RICHIE, CAROLE L	1395.23
82156	01/19/01	RYAN, MICHAEL	4359.89
82157	01/19/01	SVENDSEN, JOANNE M	1606.19
82158	01/19/01	BARTZ, PAUL	1972.41
82159	01/19/01	BUSACK, DANIEL P	1652.89
82160	01/19/01	KONG, TOMMY T	1511.94
82161	01/19/01	WELCHLIN, CABOT V	2070.24
82162	01/19/01	MEEHAN, JAMES	2456.97
82163	01/19/01	SHORTREED, MICHAEL P	2514.79
82164	01/19/01	ACOSTA, MARK J	576.00
82165	01/19/01	AMBORN, JASON H	996.00
82166	01/19/01	ANDERSON, BOBBIE J	824.00
82167	01/19/01	ANDERSON, BRIAN	648.00
82168	01/19/01	AUBIN, DENNIS J	1332.00
82169	01/19/01	BAHL, DAVID C	1860.00
82170	01/19/01	BALAZS, JOSEPH M	1236.00
82171	01/19/01	BAUMAN, ANDREW C	3580.00
82172	01/19/01	BECK, PATRICK L	2092.00
82173	01/19/01	BOE, ERICK W	744.00
82174	01/19/01	BOLLES, THOMAS A	1164.00
82175	01/19/01	BOURQUIN, RON G	984.00

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82176	01/19/01	BRAATEN, HAROLD A	982.00
82177	01/19/01	BUCHE, JOETTE	2087.00
82178	01/19/01	CAHILL, CHRISTOPHER S	1347.00
82179	01/19/01	CORCORAN, JENNIFER L	732.00
82180	01/19/01	CROMETT, MARK F	1467.00
82181	01/19/01	DALY, FRANK	1272.00
82182	01/19/01	DAWSON, RICHARD P	1069.00
82183	01/19/01	DIETZ, EDWARD W	552.00
82184	01/19/01	DITTEL, MICHAEL A	1642.00
82185	01/19/01	DOREE, KURT A	1130.00
82186	01/19/01	DUELLEMAN, AMY L	1056.00
82187	01/19/01	DUELLEMAN, JOSEPH W	720.00
82188	01/19/01	DUELLEMAN, KIRK T	930.00
82189	01/19/01	EVERSON, PAUL E	1041.00
82190	01/19/01	FASULO, WALTER R	1042.00
82191	01/19/01	FETTERS, JEFFREY L	1897.00
82192	01/19/01	FITZGERALD, EDWARD P	672.00
82193	01/19/01	GERARD, JAMIE P	2737.00
82194	01/19/01	GERVAIS-JR, CLARENCE N	1896.00
82195	01/19/01	GRILL, CARL	972.00
82196	01/19/01	HAKSETH, NATHAN I	1821.00
82197	01/19/01	HALE, JOSEPH E	736.00
82198	01/19/01	HAMLIN, ANDREW G	835.00
82199	01/19/01	HASKINS, KEVIN J	744.00
82200	01/19/01	HEFFERNAN, PATRICK E	2296.00

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82201	01/19/01	HERLUND, RICK R	1818.00
82202	01/19/01	HJELLE, ERIK DAVID	576.00
82203	01/19/01	HOHN, JAMES M	1505.00
82204	01/19/01	JOHNSON, DOUGLAS R	1480.00
82205	01/19/01	KARNOWSKI, SANDRA J	1640.00
82206	01/19/01	KNABE, WILLIAM H	1086.00
82207	01/19/01	KOEHN, CORY M	3827.00
82208	01/19/01	KOLASA, MARK A	944.00
82209	01/19/01	KONDER, RONALD W	2938.00
82210	01/19/01	KORTUS, WILLIAM J	950.00
82211	01/19/01	L'ALLIER, TED C	1084.00
82212	01/19/01	LEDMAN, KEVIN	2648.00
82213	01/19/01	LIDBERG, MICHAEL A	1111.00
82214	01/19/01	LINN, BRYAN D	460.00
82215	01/19/01	LOVE, NICOLE J	537.00
82216	01/19/01	LUCERO, ROGER E	664.00
82217	01/19/01	MALLORY, GORDON E	1314.00
82218	01/19/01	MARTY, MARK K	2852.00
82219	01/19/01	MARX, ERIC D	584.00
82220	01/19/01	MELANDER, JON A	2541.00
82221	01/19/01	MELANDER, SCOTT A	1866.00
82222	01/19/01	MELLEN, RICHARD T	784.00
82223	01/19/01	MEYERS, PAUL E	1078.00
82224	01/19/01	MILLER, NICHOLAS J	1068.00
82225	01/19/01	MONK, JOHN J	994.00

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82226	01/19/01	MONROY, JON J	4050.00
82227	01/19/01	McGOVERN, JOHN L	1074.00
82228	01/19/01	NADEAU, AARON R	256.00
82229	01/19/01	NALIPINSKI, STEPHEN M	1997.00
82230	01/19/01	NEUMAN, BRIAN A	748.00
82231	01/19/01	NOLAN, PAUL W	1080.00
82232	01/19/01	NOVAK, JEROME R	811.00
82233	01/19/01	OLSON, KENNETH A	828.00
82234	01/19/01	PETERSON, MARK S	1030.00
82235	01/19/01	PETERSON, RICHARD A	600.00
82236	01/19/01	PETERSON, ROBERT H	1004.00
82237	01/19/01	PETERSON, THEODORE E	1158.00
82238	01/19/01	PIERCE, SCOTT G	742.00
82239	01/19/01	PILLAR, MICHAEL R	60.00
82240	01/19/01	POOLE, CHRISTOPHER C	368.00
82241	01/19/01	RICKETSON, BRENT L	938.00
82242	01/19/01	ROMANIK, JAMES A	734.00
82243	01/19/01	RONDEAU, WILLIAM R	216.00
82244	01/19/01	SACKETT, JAMES T	1248.00
82245	01/19/01	SCHADT, JEFFREY A	2388.00
82246	01/19/01	SCHOENECKER, THOMAS R	1068.00
82247	01/19/01	SCHULTZ, THOMAS E	907.00
82248	01/19/01	SEDLACEK, JEFFREY D	1161.00
82249	01/19/01	SEVERSON, DAVID A	1736.00
82250	01/19/01	SHANLEY, ROBERT J	192.00

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82251	01/19/01	SIEDOW, ERIC R	360.00
82252	01/19/01	SIKORA, PAUL T	72.00
82253	01/19/01	SINGER, SCOTT W	564.00
82254	01/19/01	SKOK, STEPHEN L	1078.00
82255	01/19/01	SMITH, KEITH A	1199.00
82256	01/19/01	SMITH, RICHARD J	826.00
82257	01/19/01	STANWAY, ROBERT A	552.00
82258	01/19/01	SVENDSEN, RON	1326.00
82259	01/19/01	TESSMER, TODD D	548.00
82260	01/19/01	TREPANIER, EUGENE	1490.00
82261	01/19/01	TRONNES, JOHN E	372.00
82262	01/19/01	UBEL, JEFFREY J	784.00
82263	01/19/01	WALZ, JAMES G	1547.00
82264	01/19/01	WATERS, JOSEPH D	2038.00
82265	01/19/01	WELDON, ROBERT W	816.00
82266	01/19/01	WHISLER, MICHAEL D	1189.00
82267	01/19/01	WHITE, JOEL A	768.00
82268	01/19/01	WILSON, JASON M	4730.00
82269	01/19/01	ZASTROW, GREGG P	1429.00
82270	01/19/01	ZIMMERMANN HOHN, ANN K	2032.00
82271	01/19/01	DARST, ROBERTA L	257.25
82272	01/19/01	SCHWAB, TAHIRAH H	101.50
82273	01/19/01	CHLEBECK, JUDY M	1564.03
82274	01/19/01	NIVEN, AMY S	552.16
82275	01/19/01	FREBERG, RONALD L	1823.94

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82276	01/19/01	JONES, DONALD R	1413.96
82277	01/19/01	ELIAS, JAMES G	1978.43
82278	01/19/01	EMMS, MELISSA K	392.40
82279	01/19/01	LINDBLOM, RANDAL	1872.03
82280	01/19/01	EDSON, DAVID B	1897.48
82281	01/19/01	HELEY, ROLAND B	1835.11
82282	01/19/01	HINNENKAMP, GARY	1608.53
82283	01/19/01	LAVAQUE, MICHAEL	888.26
82284	01/19/01	LINDORFF, DENNIS P	1561.63
82285	01/19/01	NOVAK, MICHAEL J	1373.23
82286	01/19/01	BERGREN, KIRSTEN A	22.50
82287	01/19/01	SOUTTER, CHRISTINE	143.00
82288	01/19/01	WORDEN, KRISTEN L	49.50
82289	01/19/01	HANSEN, LORI L	909.26
82290	01/19/01	ANDERSON, EVERETT	796.72
82291	01/19/01	OSTROM, MARJORIE	2493.63
82292	01/19/01	WENGER, ROBERT J	1992.83
82293	01/19/01	ADAMS, CAILIN M	32.25
82294	01/19/01	ANGLES, JERI L	80.00
82295	01/19/01	BALLESTRAZZE, THAD M	88.00
82296	01/19/01	BENDER, JAYME L	21.75
82297	01/19/01	BJORK, BRANDON R	144.75
82298	01/19/01	BUCZKOWSKI, ALAN	60.00
82299	01/19/01	DRAGOS, AMANDA M	20.25
82300	01/19/01	FINN, GREGORY S	1608.63

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82301	01/19/01	FITCH, CHRISTOPHER A	50.50
82302	01/19/01	FRANK, LAURA	280.50
82303	01/19/01	GEBHARD, JILLIAN R	199.38
82304	01/19/01	GLASS, ROBERT P	45.00
82305	01/19/01	GORE, MICHAEL A	40.00
82306	01/19/01	HORNER, JAY B	33.00
82307	01/19/01	JONDAHL, ERIN E	27.00
82308	01/19/01	KAREL, BRADLEY M	32.25
82309	01/19/01	KAREL, JULIE E	33.00
82310	01/19/01	KELLY, BRYAN PAUL	90.00
82311	01/19/01	KINNING, KATIE M	40.00
82312	01/19/01	KLEM, JOSH H	72.00
82313	01/19/01	LUSHANKO, ADAM	44.00
82314	01/19/01	MARTINUCCI, ERIN R	21.00
82315	01/19/01	MICK, JONATHAN	41.00
82316	01/19/01	McBRIDE, PATRICK D	72.00
82317	01/19/01	McCABE, MATTHEW L	30.75
82318	01/19/01	NIEMCZYK, ANTHONY R	33.00
82319	01/19/01	NIEMCZYK, BRIAN N	72.00
82320	01/19/01	O'SHEA, COLETTE T	28.00
82321	01/19/01	OHLHAUSER, MEGHAN M	195.75
82322	01/19/01	POLASKI, PATRICK R	323.19
82323	01/19/01	ROERING, JORDAN T	30.75
82324	01/19/01	SANDHOLM, DAN R	30.00
82325	01/19/01	SCHNOBRICH, LAURIE K	84.00

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82326	01/19/01	SHOBERG, KARI A	263.75
82327	01/19/01	SIKORA, PAUL T	95.00
82328	01/19/01	TARR-JR, GUS L	42.00
82329	01/19/01	THOMPSON, BRYAN J	52.50
82330	01/19/01	UNGAR, KRISTOPHER	44.00
82331	01/19/01	VANDERBOSCH, BLAKE R	44.00
82332	01/19/01	VERHULST, RYAN H	147.00
82333	01/19/01	WALSH, JESSICA M	19.50
82334	01/19/01	WERNER, KATIE M	117.50
82335	01/19/01	WILLIAMS, ERICA L	26.00
82336	01/19/01	GERMAIN, DAVID	1652.85
82337	01/19/01	HAAG, MARK W	1152.83
82338	01/19/01	NADEAU, EDWARD A	3233.63
82339	01/19/01	GLASS, JEAN	849.62
82340	01/19/01	HOIUM, SHEILA	854.72
82341	01/19/01	KARAS, TAMARA A	250.92
82342	01/19/01	PARTLOW, JOSHUA J	197.20
82343	01/19/01	POWERS, NICOLE L	236.08
82344	01/19/01	RIDLEHOOVER, KATE I	176.45
82345	01/19/01	SALZBRENNER, HEIDI T	35.50
82346	01/19/01	SCHMIDT, RUSSELL	1251.23
82347	01/19/01	SHOBERG, CARY J	551.12
82348	01/19/01	SMITH, AMY L	185.06
82349	01/19/01	ABRAHAMSON, REBECCA L.	102.44
82350	01/19/01	ANDERSON, TIMOTHY R	93.50

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82351	01/19/01	BACHMAN, NICOLE T	69.88
82352	01/19/01	BITTNER, KATIE C	295.13
82353	01/19/01	BODZIAK, MICHAEL D	157.00
82364	01/19/01	CARLSON, JULIE ANN	40.00
82365	01/19/01	CHAPMAN, JENNY A	199.11
82366	01/19/01	CMIEL, NICHOLAS S	36.30
82367	01/19/01	COSTA, JOSEPH P	126.00
82368	01/19/01	DEMPSEY, BETH M	62.05
82369	01/19/01	DeGRAW, KRYSTAL M	344.93
82370	01/19/01	ERICKSON, CAROL A	63.45
82371	01/19/01	FONTAINE, ANTHONY	54.90
82372	01/19/01	GORAL, TERESA A	36.00
82373	01/19/01	GRUENHAGEN, LINDA C	218.35
82374	01/19/01	HAFNER, THOMAS J	34.38
82375	01/19/01	HAGGERTY, KATHRYN A	75.60
82376	01/19/01	HAGSTROM, LINDSEY S	96.19
82377	01/19/01	HAWKE, ASHLEY RYAN	544.13
82378	01/19/01	HEINN, REBECCA L	373.90
82379	01/19/01	HILLS, CHRISTINE M	133.25
82380	01/19/01	HOLMGREN, LEAH M	102.60
82381	01/19/01	HOULE, DENISE L	116.10
82382	01/19/01	IRISH, KARL D	86.13
82383	01/19/01	JOHNSON, ROBERT P	144.63
82384	01/19/01	JOHNSON, ROLLAND H	44.53
82385	01/19/01	JOVONOVICH, TODD R	108.28

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82386	01/19/01	KAHLER, BRADLEY G	58.50
82387	01/19/01	KERSCHNER, JOLENE M	127.00
82388	01/19/01	KOEHNEN, MARY B	854.72
82389	01/19/01	KROLL, MARK J	78.20
82390	01/19/01	MEVERDEN, LAURA J	29.48
82391	01/19/01	MILLS, ANNE K	66.63
82392	01/19/01	MOSSONG, ANDREA M	129.01
82393	01/19/01	MOTZ, ERIN M	66.98
82394	01/19/01	McMAHON, MELISSA E	42.25
82395	01/19/01	OIE, GINA M	65.50
82396	01/19/01	OLSON, ABIGAIL E	162.38
82397	01/19/01	OWEN, JONATHAN	117.65
82398	01/19/01	PEHOSKI, JOEL T	71.28
82399	01/19/01	POWERS, JESSICA	24.48
82400	01/19/01	REGESTER, DOUG	21.25
82401	01/19/01	SEXTON, ALAYA LANI	20.00
82402	01/19/01	SISTERMAN, ANNA V	106.40
82403	01/19/01	SMITLEY, SHARON L	179.10
82404	01/19/01	SWANER, JESSICA	219.35
82405	01/19/01	VIERS, MARY A	261.77
82406	01/19/01	WARNER, CAROLYN	59.70
82407	01/19/01	WEDES, CARYL H	97.50
82408	01/19/01	WELTER, ELIZABETH M	213.90
82409	01/19/01	WHITE, NICOLE B	55.25
82410	01/19/01	WILLIAMS, KELLY M	1032.39

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82411	01/19/01	WOODMAN, ALICE E	306.15
82412	01/19/01	ZIELINSKI, JENNIFER L	31.50
82413	01/19/01	BOSLEY, CAROL	145.55
82414	01/19/01	FLEMING, KATHY A	243.75
82415	01/19/01	FLEMING, LAURA C	97.50
82416	01/19/01	GLASS, GILLIAN	33.00
82417	01/19/01	GROPPOLI, LINDA M	175.00
82418	01/19/01	HANSEN, ANNA K	182.58
82419	01/19/01	HUPPERT, ERICA L	40.95
82420	01/19/01	KONECZNY, JENNA M	48.00
82421	01/19/01	LARKIN, JENNIFER L	18.00
82422	01/19/01	MANNING, KENNETH R	108.75
82423	01/19/01	SCHROEDER, KATHLEEN	327.85
82424	01/19/01	TARNOWSKI, MICHAEL	37.95
82425	01/19/01	BEHAN, JAMES	1304.03
82426	01/19/01	CHAPEAU, GREG M	625.74
82427	01/19/01	DOUGLASS, TOM	195.30
82428	01/19/01	JAHN, DAVID J	1328.83
82429	01/19/01	KOSKI, JOHN F	1027.88
82430	01/19/01	KYRK, ASHLEY	37.80
82431	01/19/01	LANGEVIN, KRISTINA A	78.00
82432	01/19/01	LESLIE, DUSTIN G	102.00
82433	01/19/01	LONETTI, JAMES F	733.38
82434	01/19/01	MATTESON, FRANK M	231.35
82435	01/19/01	MORIN, TROY J	136.00

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82436	01/19/01	PATTERSON, ALBERT	658.50
82437	01/19/01	PRINS, KELLY M	211.52
82438	01/19/01	ROSEBEAR, CRYSTAL J	138.00
82439	01/19/01	SEVERSON, HOLLY A	72.00
82440	01/19/01	AICHELE, CRAIG J	1388.83
82441	01/19/01	MULVANEY, DENNIS M	1727.23
82442	01/19/01	PRIEM, STEVEN A.	1583.23
			461610.28

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EMPLOYEE GROSS EARNINGS REPORT
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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	02/02/01	BECKER, RONALD D	1170.00
DIRECT DEPOSIT	02/02/01	ALLENSPACH, SHERRY	350.81
DIRECT DEPOSIT	02/02/01	ALDRIDGE, MARK	2129.67
DIRECT DEPOSIT	02/02/01	BOHL, JOHN C	2311.84
DIRECT DEPOSIT	02/02/01	FLOR, TIMOTHY	2178.91
DIRECT DEPOSIT	02/02/01	FRASER, JOHN	2273.60
DIRECT DEPOSIT	02/02/01	TAUBMAN, DOUGLAS J	3357.80
DIRECT DEPOSIT	02/02/01	PALMA, STEVEN	2422.56
DIRECT DEPOSIT	02/02/01	JOHNSON, KEVIN	2645.41
DIRECT DEPOSIT	02/02/01	ERICKSON, VIRGINIA A	2059.23
DIRECT DEPOSIT	02/02/01	CROTTY, KERRY	2455.58
DIRECT DEPOSIT	02/02/01	HASSENSTAB, DENISE R	56.30
DIRECT DEPOSIT	02/02/01	HIEBERT, STEVEN	2521.05
DIRECT DEPOSIT	02/02/01	DUNN, ALICE	2570.77
DIRECT DEPOSIT	02/02/01	CORNER, AMY L	126.10
DIRECT DEPOSIT	02/02/01	BELDE, STANLEY	2422.85
DIRECT DEPOSIT	02/02/01	RENSLOW, RITA	289.28
DIRECT DEPOSIT	02/02/01	BAKKE, LONN A	2247.80
DIRECT DEPOSIT	02/02/01	BOWMAN, RICK A	2026.43
DIRECT DEPOSIT	02/02/01	KOPPEN, MARVIN	350.81
DIRECT DEPOSIT	02/02/01	PIKE, GARY K	2105.15
DIRECT DEPOSIT	02/02/01	HEINZ, STEPHEN J	2063.69
DIRECT DEPOSIT	02/02/01	SKRYPEK, JOSHUA L	558.00
DIRECT DEPOSIT	02/02/01	HERBERT, MICHAEL J	2026.43
DIRECT DEPOSIT	02/02/01	STOCKTON, DERRELL T	2249.99

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	02/02/01	ROSSMAN, DAVID A	2757.37
DIRECT DEPOSIT	02/02/01	HALWEG, KEVIN R	2933.30
DIRECT DEPOSIT	02/02/01	MARUSKA, ERICA	89.98
DIRECT DEPOSIT	02/02/01	OLSON, JULIE S	1523.23
DIRECT DEPOSIT	02/02/01	BREHEIM, ROGER W	1573.63
DIRECT DEPOSIT	02/02/01	LARSON, DANIEL J	1648.44
DIRECT DEPOSIT	02/02/01	THIENES, PAUL	2558.08
DIRECT DEPOSIT	02/02/01	ANZALDI, MANDY	1004.00
DIRECT DEPOSIT	02/02/01	POWELL, PHILIP	1698.26
DIRECT DEPOSIT	02/02/01	SZCZEPANSKI, THOMAS J	2301.63
DIRECT DEPOSIT	02/02/01	WENZEL, JAY B	1523.23
DIRECT DEPOSIT	02/02/01	DOBLAR, RICHARD N	1526.06
DIRECT DEPOSIT	02/02/01	COLLINS, KENNETH V	350.81
DIRECT DEPOSIT	02/02/01	CAMPBELL, CRAIG D	1337.63
DIRECT DEPOSIT	02/02/01	DOLLERSCHELL, ROBERT J	243.93
DIRECT DEPOSIT	02/02/01	ERICKSON, KYLE F	669.73
DIRECT DEPOSIT	02/02/01	WEAVER, KRISTINE A	904.72
DIRECT DEPOSIT	02/02/01	HAWKINS, LISA A	112.13
DIRECT DEPOSIT	02/02/01	KOEHNEN, AMY	76.00
DIRECT DEPOSIT	02/02/01	MCGUIRE, MICHAEL A	197.48
DIRECT DEPOSIT	02/02/01	OSTER, ANDREA J	1508.03
DIRECT DEPOSIT	02/02/01	URBANSKI, HOLLY S	1438.43
DIRECT DEPOSIT	02/02/01	ANDERSON, CAROLE J	1984.71
DIRECT DEPOSIT	02/02/01	JACKSON, MARY L	1485.63
DIRECT DEPOSIT	02/02/01	TETZLAFF, JUDY A	1340.83

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EMPLOYEE GROSS EARNINGS REPORT
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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	02/02/01	CASAREZ, GINA	1151.51
DIRECT DEPOSIT	02/02/01	CARLE, JEANETTE E	1395.23
DIRECT DEPOSIT	02/02/01	JAGOE, CAROL	1395.23
DIRECT DEPOSIT	02/02/01	OLSON, SANDRA	1416.73
DIRECT DEPOSIT	02/02/01	CORCORAN, THERESA M	1201.63
DIRECT DEPOSIT	02/02/01	MARTINSON, CAROL F	2154.59
DIRECT DEPOSIT	02/02/01	EVERSON, PAUL	2490.84
DIRECT DEPOSIT	02/02/01	PARSONS, KURT G	1967.38
DIRECT DEPOSIT	02/02/01	SPANGLER, EDNA E	725.46
DIRECT DEPOSIT	02/02/01	ZWIEG, SUSAN C.	1480.03
DIRECT DEPOSIT	02/02/01	DeBILZAN, THOMAS C	1668.59
DIRECT DEPOSIT	02/02/01	EDGE, DOUGLAS	1993.13
DIRECT DEPOSIT	02/02/01	LUTZ, DAVID P	3001.86
DIRECT DEPOSIT	02/02/01	MEYER, GERALD W	3127.56
DIRECT DEPOSIT	02/02/01	NAGEL, BRYAN	2009.28
DIRECT DEPOSIT	02/02/01	OSWALD, ERICK D	2940.26
DIRECT DEPOSIT	02/02/01	DUCHARME, JOHN	1872.03
DIRECT DEPOSIT	02/02/01	PECK, DENNIS L	1978.43
DIRECT DEPOSIT	02/02/01	PRIEBE, WILLIAM	1907.23
DIRECT DEPOSIT	02/02/01	DOHERTY, KATHLEEN M	1508.03
DIRECT DEPOSIT	02/02/01	SCHINDELDECKER, JAMES	1561.63
DIRECT DEPOSIT	02/02/01	GREW-HAYMAN, JANET M	928.66
DIRECT DEPOSIT	02/02/01	HORSNELL, JUDITH A	1259.22
DIRECT DEPOSIT	02/02/01	NELSON, JEAN	999.34
DIRECT DEPOSIT	02/02/01	GAYNOR, VIRGINIA A	1456.03

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 EMPLOYEE GROSS EARNINGS REPORT
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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
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DIRECT DEPOSIT	02/02/01	LIVINGSTON, JOYCE L	786.29
DIRECT DEPOSIT	02/02/01	THOMPSON, DEBRA J	524.24
DIRECT DEPOSIT	02/02/01	EKSTRAND, THOMAS G	2435.46
DIRECT DEPOSIT	02/02/01	ROBERTS, KENNETH	1951.23
DIRECT DEPOSIT	02/02/01	CARVER, NICHOLAS N	1961.63
DIRECT DEPOSIT	02/02/01	KELLY, LISA	1149.43
DIRECT DEPOSIT	02/02/01	NORDQUIST, RICHARD	1666.55
DIRECT DEPOSIT	02/02/01	OTIS, MARY ELLEN M	649.15
DIRECT DEPOSIT	02/02/01	CHRISTENSEN, JODIE D	914.42
DIRECT DEPOSIT	02/02/01	COLEMAN, PHILIP	539.89
DIRECT DEPOSIT	02/02/01	FARR, DIANE M	381.31
DIRECT DEPOSIT	02/02/01	HORWATH, RONALD J	569.92
DIRECT DEPOSIT	02/02/01	LARSON, DEBRA	411.31
DIRECT DEPOSIT	02/02/01	MOORE, VANESSA J	239.95
DIRECT DEPOSIT	02/02/01	SEEGER, GERALD F	412.56
DIRECT DEPOSIT	02/02/01	STEINHORST, JEFFREY	553.84
DIRECT DEPOSIT	02/02/01	SWANSON, LYLE	2313.24
DIRECT DEPOSIT	02/02/01	FLUG, MEGAN L	182.13
DIRECT DEPOSIT	02/02/01	WATCZAK, LAURA	2087.69
DIRECT DEPOSIT	02/02/01	MORNING, TIMOTHY L	1399.76
DIRECT DEPOSIT	02/02/01	SCHULTZ, SCOTT M	1502.39
DIRECT DEPOSIT	02/02/01	REILLY, MICHAEL R	1150.41
DIRECT DEPOSIT	02/02/01	YOUNG, DILLON J	675.26
DIRECT DEPOSIT	02/02/01	ATKINS, KATHERINE	185.07
DIRECT DEPOSIT	02/02/01	RAWLINGS, RINDA M	1158.43

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
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DIRECT DEPOSIT	02/02/01	FLUG, ELAINE R	37.00
DIRECT DEPOSIT	02/02/01	McCLUNG, HEATHER A	318.96
DIRECT DEPOSIT	02/02/01	DARST, JAMES M	1845.68
DIRECT DEPOSIT	02/02/01	SINDT, ANDREA J	1072.03
DIRECT DEPOSIT	02/02/01	WORWA, LINDSAY M	127.29
DIRECT DEPOSIT	02/02/01	JUNG, STEPHANIE J	1657.90
DIRECT DEPOSIT	02/02/01	PALM, ROXANN L	1038.59
DIRECT DEPOSIT	02/02/01	FRY, PATRICIA	1480.03
DIRECT DEPOSIT	02/02/01	CARLSON, THERESE	1754.30
DIRECT DEPOSIT	02/02/01	LE, SHERYL	3306.05
DIRECT DEPOSIT	02/02/01	FAUST, DANIEL F	3528.12
DIRECT DEPOSIT	02/02/01	BAUMAN, GAYLE L	2305.89
DIRECT DEPOSIT	02/02/01	KELSEY, CONNIE L	1496.61
DIRECT DEPOSIT	02/02/01	GUILFOILE, KAREN E	2264.24
DIRECT DEPOSIT	02/02/01	WINGER, DONALD S	3403.80
DIRECT DEPOSIT	02/02/01	ANDREWS, SCOTT A	2831.79
DIRECT DEPOSIT	02/02/01	BANICK, JOHN J	2663.50
DIRECT DEPOSIT	02/02/01	KARIS, FLINT D	2507.22
DIRECT DEPOSIT	02/02/01	KVAM, DAVID	2598.22
DIRECT DEPOSIT	02/02/01	RABBETT, KEVIN	2708.32
DIRECT DEPOSIT	02/02/01	STEFFEN, SCOTT L	2922.07
DIRECT DEPOSIT	02/02/01	THOMALLA, DAVID J	4053.26
DIRECT DEPOSIT	02/02/01	BERGERON, JOSEPH A	4204.59
DIRECT DEPOSIT	02/02/01	GERVAIS-JR, CLARENCE N	1980.89
DIRECT DEPOSIT	02/02/01	CALLAHAN, COLLEEN J	1870.23

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DIRECT DEPOSIT	02/02/01	LUKIN, STEVEN J	2579.94
DIRECT DEPOSIT	02/02/01	SVENDSEN, RUSTIN L	2060.00
DIRECT DEPOSIT	02/02/01	PRIEFER, WILLIAM	3016.92
DIRECT DEPOSIT	02/02/01	KANE, MICHAEL R	3366.73
DIRECT DEPOSIT	02/02/01	LUNDSTEN, LANCE	2470.69
DIRECT DEPOSIT	02/02/01	CAVETT, CHRISTOPHER M	2557.70
DIRECT DEPOSIT	02/02/01	ANDERSON, BRUCE	3234.51
DIRECT DEPOSIT	02/02/01	MARUSKA, MARK A	3446.59
DIRECT DEPOSIT	02/02/01	HUTCHINSON, ANN E	1780.03
DIRECT DEPOSIT	02/02/01	COLEMAN, MELINDA	3394.80
DIRECT DEPOSIT	02/02/01	GRAF, MICHAEL	1272.83
DIRECT DEPOSIT	02/02/01	ROBBINS, AUDRA L	1272.83
DIRECT DEPOSIT	02/02/01	CROSSON, LINDA	1691.23
DIRECT DEPOSIT	02/02/01	EASTMAN, THOMAS E	2130.86
DIRECT DEPOSIT	02/02/01	STAPLES, PAULINE	3798.55
DIRECT DEPOSIT	02/02/01	SCHLINGMAN, PAUL	1826.43
DIRECT DEPOSIT	02/02/01	HURLEY, STEPHEN	2247.05
DIRECT DEPOSIT	02/02/01	JOHNSON, BONNIE	779.75
DIRECT DEPOSIT	02/02/01	BERGO, CHAD M	1624.24
82451	02/02/01	CARDINAL, ROBERT J.	398.62
82452	02/02/01	WASILUK, JULIE A	350.81
82453	02/02/01	FURSMAN, RICHARD F	4323.08
82454	02/02/01	INGVOLDSTAD, CURTIS J	100.00
82455	02/02/01	CUDE, LARRY J	391.71
82456	02/02/01	MATHEYS, ALANA KAYE	2580.62

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82457	02/02/01	WEGWERTH, JUDITH A	1446.43
82458	02/02/01	VIETOR, LORRAINE S	1589.21
82459	02/02/01	PALANK, MARY KAY	1395.23
82460	02/02/01	RICHIE, CAROLE L	1585.07
82461	02/02/01	RYAN, MICHAEL	4644.85
82462	02/02/01	SVENDSEN, JOANNE M	2616.53
82463	02/02/01	BARTZ, PAUL	1936.83
82464	02/02/01	BUSACK, DANIEL P	1680.72
82465	02/02/01	KONG, TOMMY T	1682.36
82466	02/02/01	WELCHLIN, CABOT V	1996.83
82467	02/02/01	MEEHAN, JAMES	2431.23
82468	02/02/01	SHORTREED, MICHAEL P	2940.98
82469	02/02/01	DARST, ROBERTA L	283.50
82470	02/02/01	SCHWAB, TAHIRAH H	110.25
82471	02/02/01	CHLEBECK, JUDY M	1564.03
82472	02/02/01	NIVEN, AMY S	572.89
82473	02/02/01	FREBERG, RONALD L	2095.50
82474	02/02/01	JONES, DONALD R	1668.59
82475	02/02/01	ELIAS, JAMES G	1978.43
82476	02/02/01	EMMS, MELISSA K	98.10
82477	02/02/01	LINDBLOM, RANDAL	2738.03
82478	02/02/01	EDSON, DAVID B	2406.45
82479	02/02/01	HELEY, ROLAND B	1852.20
82480	02/02/01	HINNENKAMP, GARY	1788.26
82481	02/02/01	LAVAQUE, MICHAEL	249.12

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82482	02/02/01	LINDORFF, DENNIS P	1561.63
82483	02/02/01	NOVAK, MICHAEL J	1199.23
82484	02/02/01	BERGREN, KIRSTEN A	15.75
82485	02/02/01	SOUTTER, CHRISTINE	107.25
82486	02/02/01	HANSEN, LORI L	838.26
82487	02/02/01	ANDERSON, EVERETT	514.34
82488	02/02/01	OSTROM, MARJORIE	2639.36
82489	02/02/01	WENGER, ROBERT J	2647.29
82490	02/02/01	ADAMS, CAILIN M	75.25
82491	02/02/01	ANGLES, JERI L	200.00
82492	02/02/01	BENDER, JAYME L	43.50
82493	02/02/01	BENNETT, HEIDI	274.00
82494	02/02/01	BJORK, BRANDON R	180.00
82495	02/02/01	BROWN, BRUCE A	132.00
82496	02/02/01	BUCZKOWSKI, ALAN	72.00
82497	02/02/01	DAVISON, LINCOLN R	793.50
82498	02/02/01	DRESSEN, EMILY L	28.00
82499	02/02/01	FINN, GREGORY S	1856.43
82500	02/02/01	FITCH, CHRISTOPHER A	41.00
82501	02/02/01	FRANK, LAURA	334.13
82502	02/02/01	GEBHARD, JILLIAN R	391.50
82503	02/02/01	GLASS, DANIEL M	70.00
82504	02/02/01	GORE, MICHAEL A	60.00
82505	02/02/01	HARGROVE, AYAN T	21.50
82506	02/02/01	HAWKES, BRYAN L	66.00

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82507	02/02/01	HOLDER, RYAN M	143.00
82508	02/02/01	HORNER, JAY B	11.00
82509	02/02/01	JAWORSKI, ERIC K	32.50
82510	02/02/01	JONDAHL, ERIN E	19.50
82511	02/02/01	KAREL, BRADLEY M	51.00
82512	02/02/01	KAREL, JULIE E	66.00
82513	02/02/01	KLEM, JOSH H	109.50
82514	02/02/01	LANDE, JOSEPH R.	28.00
82515	02/02/01	LANDE, MICHAEL	54.00
82516	02/02/01	LUSHANKO, ADAM	33.00
82517	02/02/01	MARTINUCCI, ERIN R	49.00
82518	02/02/01	MICK, JONATHAN	61.50
82519	02/02/01	MICK, KYLE J	30.00
82520	02/02/01	McBRIDE, PATRICK D	108.00
82521	02/02/01	McCABE, MATTHEW L	27.00
82522	02/02/01	NIEMCZYK, ANTHONY R	66.00
82523	02/02/01	NIEMCZYK, BRIAN N	126.75
82524	02/02/01	O'SHEA, COLETTE T	42.00
82525	02/02/01	OHLHAUSER, MEGHAN M	216.00
82526	02/02/01	POLASKI, PATRICK R	362.50
82527	02/02/01	RASMUSSEN, DAVID M	40.00
82528	02/02/01	ROERING, JORDAN T	30.75
82529	02/02/01	SATTER, BONNIE K	19.50
82530	02/02/01	SCHOEN, DEREK W	35.00
82531	02/02/01	SHOBERG, KARI A	279.13

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82532	02/02/01	SPENCER, WILLIAM	56.25
82533	02/02/01	TARR-JR, GUS L	100.00
82534	02/02/01	THOMAS, RUSSELL	42.00
82535	02/02/01	UNGAR, KRISTOPHER	44.00
82536	02/02/01	VANDERBOSCH, BLAKE R	77.00
82537	02/02/01	VAUGHAN, PATRICK J	694.00
82538	02/02/01	VERHULST, RYAN H	147.00
82539	02/02/01	WALSH, JESSICA M	19.50
82540	02/02/01	WERNER, KATIE M	128.75
82541	02/02/01	WILLIAMS, ERICA L	19.50
82542	02/02/01	ZIELINSKI, JOSEPH R	49.00
82543	02/02/01	GERMAIN, DAVID	1599.55
82544	02/02/01	HAAG, MARK W	1384.27
82545	02/02/01	NADEAU, EDWARD A	3526.45
82546	02/02/01	GLASS, JEAN	863.29
82547	02/02/01	HOIUM, SHEILA	854.72
82548	02/02/01	KARAS, TAMARA A	57.73
82549	02/02/01	MOFFAT, ETHAN J	127.50
82550	02/02/01	PARTLOW, JOSHUA J	306.00
82551	02/02/01	POWERS, NICOLE L	220.10
82552	02/02/01	RIDLEHOOVER, KATE I	353.57
82553	02/02/01	SALZBRENNER, HEIDI T	49.70
82554	02/02/01	SCHMIDT, RUSSELL	1251.23
82555	02/02/01	SHOBERG, CARY J	639.68
82556	02/02/01	SMITH, AMY L	259.09

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82557	02/02/01	ANDERSON, TIMOTHY R	119.00
82558	02/02/01	BACHMAN, NICOLE T	66.63
82559	02/02/01	BITTNER, KATIE C	667.38
82560	02/02/01	BODZIAK, MICHAEL D	221.00
82561	02/02/01	CARLSON, JULIE ANN	56.00
82562	02/02/01	CHAPMAN, JENNY A	403.55
82563	02/02/01	CMIEL, NICHOLAS S	47.85
82564	02/02/01	COSTA, JOSEPH P	223.00
82565	02/02/01	DEMPSEY, BETH M	100.10
82566	02/02/01	DeGRAW, KRYSTAL M	398.28
82567	02/02/01	ERICKSON, CAROL A	102.90
82568	02/02/01	FONTAINE, ANTHONY	45.00
82569	02/02/01	GORAL, TERESA A	34.00
82570	02/02/01	GRUENHAGEN, LINDA C	312.38
82571	02/02/01	HAFNER, THOMAS J	54.69
82572	02/02/01	HAGGERTY, KATHRYN A	132.30
82573	02/02/01	HAWKE, ASHLEY RYAN	606.48
82574	02/02/01	HEINN, REBECCA L	473.30
82575	02/02/01	HENLY, SAMUEL E	8.13
82576	02/02/01	HILLS, CHRISTINE M	141.38
82577	02/02/01	HOLMGREN, LEAH M	339.52
82578	02/02/01	HOULE, DENISE L	173.50
82579	02/02/01	IRISH, KARL D	89.38
82580	02/02/01	JOHNSON, ROBERT P	207.91
82581	02/02/01	JOHNSON, ROLLAND H	53.09

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82582	02/02/01	JOHNSON, SUSAN M	40.50
82583	02/02/01	JOVONOVICH, TODD R	60.35
82584	02/02/01	KERSCHNER, BRANDON R	60.13
82585	02/02/01	KERSCHNER, JOLENE M	115.25
82586	02/02/01	KOEHNEN, MARY B	645.95
82587	02/02/01	KROLL, MARK J	102.00
82588	02/02/01	MILLS, ANNE K	47.13
82589	02/02/01	MOSSONG, ANDREA M	41.88
82590	02/02/01	McMAHON, MELISSA E	30.88
82591	02/02/01	OIE, GINA M	127.73
82592	02/02/01	OLSON, ABIGAIL E	150.26
82593	02/02/01	OWEN, JONATHAN	130.06
82594	02/02/01	PEHOSKI, JOEL T	94.50
82595	02/02/01	REGESTER, DOUG	61.00
82596	02/02/01	SCHAEFER, ROB J	8.13
82597	02/02/01	SISTERMAN, ANNA V	129.60
82598	02/02/01	SMITLEY, SHARON L	276.05
82599	02/02/01	SWANER, JESSICA	161.95
82600	02/02/01	VIERS, MARY A	346.52
82601	02/02/01	WARNER, CAROLYN	119.30
82602	02/02/01	WEDES, CARYL H	136.00
82603	02/02/01	WELTER, ELIZABETH M	315.65
82604	02/02/01	WELTER, KRISTINE M	121.88
82605	02/02/01	WHITE, NICOLE B	156.38
82606	02/02/01	WHITE, TIMOTHY M	35.63

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82607	02/02/01	WILLIAMS, KELLY M	632.29
82608	02/02/01	WOODMAN, ALICE E	369.15
82609	02/02/01	ZIELINSKI, JENNIFER L	134.53
82610	02/02/01	BOSLEY, CAROL	180.40
82611	02/02/01	FLEMING, KATHY A	276.25
82612	02/02/01	GLASS, GILLIAN	114.58
82613	02/02/01	GROPPOLI, LINDA M	236.25
82614	02/02/01	HANSEN, ANNA K	152.43
82615	02/02/01	HANSEN, EMILY J	51.00
82616	02/02/01	HUPPERT, ERICA L	81.90
82617	02/02/01	KONECZNY, JENNA M	126.00
82618	02/02/01	LARKIN, JENNIFER L	151.50
82619	02/02/01	RADKE, ANN M	106.50
82620	02/02/01	SCHROEDER, KATHLEEN	319.55
82621	02/02/01	TARNOWSKI, MICHAEL	74.25
82622	02/02/01	TRAPP, STACY M	198.00
82623	02/02/01	BEHAN, JAMES	1493.75
82624	02/02/01	CHAPEAU, GREG M	686.58
82625	02/02/01	DOUGLASS, TOM	239.40
82626	02/02/01	JAHN, DAVID J	1328.83
82627	02/02/01	KOSKI, JOHN F	1150.73
82628	02/02/01	KYRK, ASHLEY	50.40
82629	02/02/01	LANGEVIN, KRISTINA A	186.00
82630	02/02/01	LESLIE, DUSTIN G	153.00
82631	02/02/01	LONETTI, JAMES F	803.58

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
82632	02/02/01	MAINA, FRANK	66.00
82633	02/02/01	MATTESON, FRANK M	198.30
82634	02/02/01	MORIN, TROY J	162.00
82635	02/02/01	PATTERSON, ALBERT	752.10
82636	02/02/01	PRINS, KELLY M	204.91
82637	02/02/01	ROSEBEAR, CRYSTAL J	144.00
82638	02/02/01	SEVERSON, HOLLY A	84.00
82639	02/02/01	AICHELE, CRAIG J	1388.83
82640	02/02/01	MULVANEY, DENNIS M	1727.23
82641	02/02/01	PRIEM, STEVEN A.	1583.23
			350444.86

AGENDA REPORT

Action by Council

DATE: January 31, 2001
TO: Richard Fursman
City Manager
FROM:  Sherrie Le
Human Resource Director

Date _____

Endorsed _____

Modified _____

Rejected _____

SUBJECT: Annual Leave

I have attached the proposed description of a new benefit entitled Annual Leave. This benefit is being proposed to replace vacation and sick leave. This was developed through the labor negotiations process with AFSCME, LELS Local 153 (Police Officers) and the Metro Supervisory Association. We also met with the non-union employees and explained it to them.

We have successfully negotiated this new benefit in each of the three contracts that expired 12-31-00. It will be optional for current employees hired before May 5, 2001 and mandatory for all new hires in these three groups after this date. We want to offer this new program to regular non-union employees under the same conditions.

This new benefit will help to resolve the discrepancies between severance pay provisions of the various groups. These discrepancies have caused a lot of difficulties in negotiations and with employee morale in general. We will propose this benefit to the Sergeants union when their contract expires (unless they request it earlier).

We anticipate some increased cost to the City initially and a decrease in cost over the years as employees leave who are eligible for the sick leave as severance. We feel the increased cost now is worth it to resolve the employee morale issues.

RECOMMENDATION

Please recommend approval of this new benefit to the City Council with the understanding that it will be applicable to all regular non-union employees and all employees covered by a collective bargaining agreement that has incorporated annual leave.

City of Maplewood Annual Leave Plan

Introduction

It is the objective of the City of Maplewood to provide consistency and flexibility in the delivery of paid time off benefit alternatives to City staff. The traditional paid vacation, sick leave, and personal holidays have been in place for many years. These programs are highly structured with extensive rules applied to their use. These rules may not provide the best “fit” for the circumstances of individual employees and their immediate and extended families.

These rules often interject the employer into the personal lives of employees and require supervisors to make subjective judgments. A good example is who qualifies as “immediate” family when an employee needs to provide care for someone in their household who is incapacitated. In addition, the definition of “too sick to work” is extremely subjective and it is impossible to hold everyone to the same standard.

The Annual Leave Plan replaces individual vacation and sick leave plans and combines them into a single benefit program. Employees would accrue annual leave based on length of service with the City. This means that employees all receive the same amount of paid time off, regardless of their personal or family situation. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

With the adoption of this plan, the City firmly accepts and endorses the principles of consistency, flexibility, personal responsibility, and the recognition of years of service.

Policy

It is the policy of the City of Maplewood to provide paid time away from work to eligible employees. This policy is implemented by means of the Annual Leave Program, which covers all paid leave previously available under the City’s vacation and sick leave benefits. The Annual Leave program does not include designated or personal holidays, funeral leave, military leave or court leave.

Any sick leave or vacation time that an employee may have used under the Family and Medical Leave or Parenting Leave policies will become annual leave. The legal requirements of the time off and continuation of insurance contributions under those laws remain unchanged. (This means the City will contribute the same amounts toward health and dental insurance premiums while employees are on family and medical leave as they would have prior to annual leave.)

Annual Leave can be used for any reason, subject only to necessary request and approval procedures consistent with policy and labor contracts. As with all paid time off programs, we need to ensure that service to the public and work requirements are not adversely impacted.

Medical Certification

Good attendance is an essential job function for all City employees. If unplanned absences are excessive, a doctor's certificate may still be required. It shall state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of their position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work. (If an unplanned absence is not viewed as a problem by the employee's supervisor, a doctor's statement will not be required.)

Accrual Rates

<u>Years of Service</u>	<u>Annual Accrual Rates</u>
1 - 4 Years	19 days
5 - 11 Years	24 days
12 - 20 Years	29 days
After 20 Years	34 days

Annual Leave shall not accrue during unpaid leaves. Regular part-time employees shall accrue annual leave on a pro-rated basis based on regular hours worked.

Annual leave will accrue on a pay-period basis (as vacation and sick leave do) for up to 62 days. Employees can carry over up to their full balance as long as the total balance never exceeds the 62 day cap. No additional accrual will occur above the cap.

Annual Leave shall be provided to employees covered by a collective bargaining agreement as it is negotiated into contracts. Employees hired prior to May 5, 2001 who are covered by a collective bargaining agreement that contains annual leave, shall have the option to remain in the sick leave and vacation plans.

They also have the option to convert to annual leave during one of two open window periods. The first open window period will be a 60 day period shortly after City Council approval of the labor agreement incorporating annual leave. The second open window period will be the month of September, 2001 during our regular open enrollment period for benefits. Employees hired after the agreement is ratified by both parties will automatically be provided annual leave if they are covered by a collective bargaining agreement that has incorporated annual leave. Non-union employees hired prior to May 5, 2001 will have the option to convert to annual leave during two similar open enrollment periods - which will likely coincide with open enrollment periods set up for other employees. Those hired after May-5-01 will automatically be provided annual leave.

Current Sick Leave Balances - Deferred Sick Leave

Employees hired prior to May 5, 2001 who have accrued sick leave and who elect to participate in the annual leave program will retain their current sick leave balance to be used as "deferred sick leave" until the balance is exhausted. Deferred sick leave can be used for any doctor certified extended leave that would have been covered under the previous sick leave policy in effect December 31, 2000. An extended leave for purposes of this policy is defined as one requiring an employee to be out of work for more than three consecutive days.

If an employee knows they will be out for more than three consecutive days before the absence, they will be eligible to use the deferred sick leave bank from the first day. For example, if an employee has a scheduled surgery where they know - in advance - they will be out for two weeks, the employee will be able to use hours from their deferred sick leave bank starting on the first day of the absence. If an employee is out and expects to return within three days, they will use annual leave. If the medical condition extends beyond the three days, the deferred sick leave bank will be applied retroactively and any annual leave used will be restored to the annual leave balance.

Once the deferred sick leave bank is exhausted, employees will use annual leave for all absences covered by the annual leave program - up to the point that disability insurance coverage goes into effect. Any deferred sick leave balance remaining when an employee leaves City service will expire unless the employee would have been eligible for sick leave as severance pay prior to electing annual leave. (See Severance Pay below.)

Current Vacation Balances

Unused vacation balances shall be converted to annual leave on a one-for-one basis.

Banked Personal Holiday Hours

Employees who have banked personal holiday hours that were earned and unused prior to March, 1984 will have the option to cash them out at their current hourly rate during the open window period or to retain them.

Short Term Disability Insurance

The City will adopt an optional short term disability insurance program effective October 1, 2001. The cost of this coverage will be paid by the employee, if the employee elects coverage. For employees who elect this coverage, the benefits will begin after an employee is out for 30 calendar days.

The City already has a long term disability program in place where benefits begin at 90 calendar days. Short term disability benefits will therefore cover the period from 30 calendar days to 90 calendar days. Employees may use sick leave hours from the deferred sick leave bank to make up the difference between pay provided by short- and long-term disability insurance payments and their regular take-home pay.

Severance Pay

Under the current vacation and sick leave programs, employees are eligible for 100% of their vacation and personal holiday balance when they leave City employment. Some employees are also eligible for 50% of their sick leave balance when they leave. Eligibility for sick leave as severance varies by group with different maximum payouts depending on the group. For some groups there are different severance pay benefits dependent upon an employee's start date.

When a current employee elects annual leave, their eligibility for severance pay will change somewhat. If the employee would have been eligible for sick leave as severance prior to electing annual leave, they will retain their eligibility (using the remaining deferred sick leave balance) under the same conditions as were in place before they elected annual leave.

For example, if an employee was eligible for 50% of their sick leave balance - up to a cap of 50 days - prior to electing annual leave, they will be eligible for 50% of their deferred sick leave balance up to 50 days when they leave City service.

New employees, and current employees who elect annual leave, will be eligible for 100% of their annual leave balance when they leave City service. They may receive this as cash or deferred compensation (subject to IRS regulations).

Unpaid Leave

Unpaid leaves may be approved in accordance with the City Personnel Policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under parenting leave or family and medical leave, the employee may retain a balance of 40 hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Manager.

Sick Leave Conversion

There are various sick leave conversion programs in existence which cover different employee groups. Some programs vary within a particular group based on hire date. Employees who opt into annual leave will be able to convert annual leave to cash or deferred compensation as described below. Employees who do not elect annual leave may continue to convert sick leave and/or vacation based on programs in effect in December 2000.

Annual Leave Conversion

Annual leave will be eligible for conversion to cash or deferred compensation on a one-for-one basis (subject to IRS maximum deferral regulations) annually subject to the following conditions. Up to 40% of the annual leave balance, not to exceed 80 hours, may be converted each year provided the employee has used a minimum of 30% of their annual accrual during the current calendar year and has a minimum balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December and will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by the Finance Department each year. Finance will notify all employees who are accruing annual leave in November of each year as to the dates and conversion options. The conversion will be part of regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

January 9, 2001

AGENDA REPORT

Action by Council

DATE: January 31, 2001

TO: Richard Fursman
City Manager

FROM: Sherrie Le
Human Resource Director

SUBJECT: Proposed Settlement - A.F.S.C.M.E. Clerical/Technical & Maintenance

Date _____
Endorsed _____
Modified _____
Rejected _____

I have attached the proposed two-year negotiated labor agreement between the City and A.F.S.C.M.E. Local 2725. It has been ratified by their membership.

I have included the Bureau of Mediation Services Uniform Settlement Document. By Law, this must be presented to the City Council with the proposed settlement. Approval of this settlement is recommended. If you have any questions, please let me know.

CITY OF MAPLEWOOD

AND

A.F.S.C.M.E. Local 2725

Clerical/Technical/Maintenance TENTATIVE CONTRACT SETTLEMENT 2001 & 2002

1. Duration Two year agreement to expire December 31, 2002.
2. Wages General wage increase of 3% for 2001 retroactive to 1-1-01. General wage increase of 3.75% effective 1-1-02.

Salary Ranges will be replaced with new eight step salary range. Current employees will be moved into the new pay ranges at a step equal to their current pay rate (or if no equal step exists in the new system, they will move to the next highest step) on their anniversary date. If they were due an increase in pay during the contract period, they will be moved to the closest step in the new ranges that would not result in a loss of pay due to adopting the new ranges. Employees will be gradually moved into the new salary ranges based on their anniversary dates. New employees hired between 1-1-01 and 12-31-01 in the Building Custodian class will be placed into the 2000 ranges adjusted by 3% until 1-1-02. They will move to step 1 of the 2002 ranges on 1-1-02.

Employees will be eligible for a step increase once per year up to the maximum pay. This will occur on their anniversary date if their performance is fully satisfactory on their performance evaluation. Employees whose performance is less than fully satisfactory will not receive a step increase until they have received two consecutive performance evaluations that are fully satisfactory.

In addition, twelve job classes were adjusted to bring them in line with the 75th percentile of the market.

3. Recognition Two new job classes were added and one was restructured and retitled. New classes are: *Clerk and Utility Maintenance Trainee*. Facility Technician Campus was changed to *Lead Custodian*.

4. Work Sched. We added a new 7.7 which allows flexible job assignments on a temporary basis without the City being obligated to pay "out-of-class" pay. These assignments are intended to be used to provide variety or growth and development to the employee and must be agreed to by the employee, union representative and department head and approved by the Human Resource Director. We also clarified that out-of-class pay applies to situations where employees work out-of-class for "4 hours or more". (It previously stated 1/2 of a shift and we have many shift lengths now.)
5. Standby We established standby pay for weekdays at the rate of 1 hour of straight time. We had existing language that covered weekends and holidays. For Utility Maintenance staff, the straight-time and overtime rate for standby will be based on Step 8 of the Utility Maintenance Worker range.
6. Annual Leave We agreed to offer annual leave to all current employees at their option and to put all new hires after 5-5-01 on annual leave in lieu of vacation and sick leave. The annual leave program is described in a separate document.
7. Injury on Duty We agreed to allow Injury on Duty pay to extend to 90 "working" days instead of 90 "calendar" days. There was a dispute over this issue for a number of years. We clarified that no employee will receive more than their normal wages while on Injury on Duty Pay.
8. Insurance We agreed to add the following language:

"Where the City provides more than one choice of health insurance plans (from the same provider), the EMPLOYER will pay the cost of employee (single) health insurance coverage and 50% plus \$35 of the cost toward the monthly dependent health coverage for the least costly plan. If the employee chooses the more costly plan, the employee will pay the difference in cost between the two plans.

It is understood that by agreeing to add the language requiring employees to pay the difference between a lower and higher cost plan, the EMPLOYER is not intending to reduce insurance benefits below what is presently available (12'00). Any changes that are presented at renewal will be discussed (and agreed to) through the Labor-Management Committee process. These benefits apply to full-time employees only."

The increase from (50% + \$20) to (50% + \$35) will be effective March 1, 2001. Employees with dependent coverage will be reimbursed for the difference retroactive to January 1, 2001.

We agreed to go out for bid for Short-term disability Insurance to be effective 10-01-01.

We clarified that employees can use accrued leave to supplement long-term disability payments up to their normal wages. This was existing practice.

9. Uniforms

We revised this section to increase the number of employees eligible for coveralls and decrease the number of coveralls to a one time purchase instead of two pair annually. The positions now eligible are: park, utility and street maintenance workers; mechanics; engineering technicians; building inspectors; and the environmental health inspector. We clarified these coveralls are not to be used outside of City work and will normally be kept on premises.

We increased the amount of money reimbursed for safety shoes for employees who are required to wear them. They are now eligible for reimbursement of up to \$165 per pair, per employee per year. An employee may be reimbursed for an extra pair if the shoes are obviously ruined at work with the expectation that they will not normally need a new pair the following year.

10. Tools

We increased the annual tool allowance to \$225 effective 1-1-01 and \$275 effective 1-1-02 for the three mechanic positions.

11. Personnel Files

We agreed to remove past discipline from employees' personnel files if there has been no further discipline within the past five years.

12. Def. Comp.

Increase deferred compensation from \$85 to \$90 per month retroactive to 1-1-01; remain at \$90 per month in 2002.

13. Housekeeping

There were a few housekeeping changes throughout the document.

UNIFORM SETTLEMENT FORM

PUBLIC EMPLOYER: City of Maplewood

EXCLUSIVE REPRESENT AFSCME Cler./Tech./Mfice.

UNIT Local 2725

Dates	Base Year 1/1/00 - 1) 12/31/00		Year of Contract 12/31/00 - 2) 12/30/01		2nd Year Base		Year of Contract (if applicable) 12/31/01 - 3) 12/30/02		3rd Year Base		Year of Contract (if applicable) Dates	
	First		Second		Second		Third		Third			
Base wage	5) \$2,923,736	New \$ by Wage Schedule Improvement 14) \$87,712	Base wage	28) \$3,062,512	New \$ by Wage Schedule Improvement 37) \$114,844	Base wage	51) N.A.	New \$ by Wage Schedule Improvement 60) N.A.	Base wage	51) N.A.	New \$ by Wage Schedule Improvement 60) N.A.	
Base Social Security Contribution 5A) RD YEAR	\$223,666	New \$ by Wage Schedule Movement 15) \$51,064	Base Social Security Contribution 28A)	\$234,282	New \$ by Wage Schedule Movement 38) \$28,496	Base Social Security Contribution 51A) N.A.		New \$ by Wage Schedule Movement 61) N.A.	Base Social Security Contribution 51A) N.A.		New \$ by Wage Schedule Movement 61) N.A.	
Base Local Retirement Contribution 5B)	\$151,450	New \$ Local Retirement Contribution 15B) \$7,189	Base Local Retirement Contribution 28B)	\$158,639	New \$ Local Retirement Contribution 38B) \$7,425	Base Local Retirement Contribution 51B) N.A.		New \$ Local Retirement Contribution 61B) N.A.	Base Local Retirement Contribution 51B) N.A.		New \$ Local Retirement Contribution 61B) N.A.	
Base Medical Insurance 6)	\$260,114	New \$ for Medical Insurance 16) \$3,960	Base Medical Insurance 29)	\$264,074	New \$ for Medical Insurance 39) \$0	Base Medical Insurance 52) N.A.		New \$ for Medical Insurance 62) N.A.	Base Medical Insurance 52) N.A.		New \$ for Medical Insurance 62) N.A.	
Base Dental Insurance 7)	\$23,424	New \$ for Dental Insurance 17) \$0	Base Dental Insurance 30)	\$23,424	New \$ for Dental Insurance 40) \$0	Base Dental Insurance 53) N.A.		New \$ for Dental Insurance 63) N.A.	Base Dental Insurance 53) N.A.		New \$ for Dental Insurance 63) N.A.	
Base Life Insurance 8)	\$4,831	New \$ for Life Insurance 18) \$0	Base Life Insurance 31)	\$4,831	New \$ for Life Insurance 41) \$0	Base Life Insurance 54) N.A.		New \$ for Life Insurance 64) N.A.	Base Life Insurance 54) N.A.		New \$ for Life Insurance 64) N.A.	
Base Shift Differential 9)	\$0	New \$ for Shift Differential 19) \$0	Base Shift Differential 32)	\$0	New \$ for Shift Differential 42) \$0	Base Shift Differential 55) N.A.		New \$ for Shift Differential 65) N.A.	Base Shift Differential 55) N.A.		New \$ for Shift Differential 65) N.A.	
Base Extra-Curricular* 10)	\$0	New \$ for Extra-Curricular 20) \$0	Base Extra-Curricular* 33)	\$0	New \$ for Extra-Curricular 43) \$0	Base Extra-Curricular* 56) N.A.		New \$ for Extra-Curricular 66) N.A.	Base Extra-Curricular* 56) N.A.		New \$ for Extra-Curricular 66) N.A.	
Base Deferred Compensation 11)	\$8,500	New \$ for Deferred Compensation 21) \$1,000	Base Deferred Compensation 34)	\$9,500	New \$ for Deferred Compensation 44) \$0	Base Deferred Compensation 57) N.A.		New \$ for Deferred Compensation 67) N.A.	Base Deferred Compensation 57) N.A.		New \$ for Deferred Compensation 67) N.A.	
Base Other Forms of Compensation 12)	\$1,875	New \$ for Other Forms of Compensation 22) \$3,750	Base Other Forms of Compensation 35)	\$5,625	New \$ for Other Forms of Compensation 45) \$150	Base Other Forms of Compensation 58) N.A.		New \$ for Other Forms of Compensation 68) N.A.	Base Other Forms of Compensation 58) N.A.		New \$ for Other Forms of Compensation 68) N.A.	
Base Year Total Baseline 13)	\$3,597,596	Total New \$ Change from Baseline 23) \$165,291	Base Year Total Baseline 36)	\$3,762,886	Total New \$ Change from Baseline 46) \$161,881	Base Year Total Baseline 59) N.A.		Total New \$ Change from Baseline 69) N.A.	Base Year Total Baseline 59) N.A.		Total New \$ Change from Baseline 69) N.A.	
		% Change from Baseline 24) 4.59%			% Change from Baseline 47) 4.30%			% Change from Baseline 70) N.A.			% Change from Baseline 70) N.A.	
		Total First Year \$ Settlement 25) \$3,762,887			Total Second Year \$ Settlement 48) \$3,924,767			Total Third Year \$ Settlement 71) N.A.			Total Third Year \$ Settlement 71) N.A.	
		Lump Sum Payment 26) \$0			Lump Sum Payment 49) \$0			Lump Sum Payment 72) N.A.			Lump Sum Payment 72) N.A.	
		% increase over Baseline 27) 0.00%			% increase over Baseline 50) 0.00%			% increase over Baseline 73) N.A.			% increase over Baseline 73) N.A.	

* applies to Education units only

**SUPPLEMENTAL WORKSHEET:
OTHER FORMS OF COMPENSATION**

Public Employer: City of Maplewood
Exclusive Representative: AFSCME
Unit: 2725

OTHER FORMS OF COMPENSATION	NUMBER OF EMPLOYEES X OTHER COMPENSATION DOLLARS PER EMPLOYEE (A)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX A (B)	BOX A + B (C)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX C (D)	BOX C + D (E)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX E (F)
Uniform or Clothing Allowance	\$1,350	\$3,600	\$4,950	-0-	-0-	
Payment for Additional Training or Education						
Tool Allowance	525	150	675	150	825	
Call-Back to Work Payment						
Stand-By or On-Call Payment						
License Payment						
Payment for Separating from Employment						
Retirees Insurance Payments						
Totals	\$1,875	\$3,750	\$5,625	\$150	\$825	
	Column Total Enter Box 12	Column Total Enter Box 22	Column Total Enter Box 35	Column Total Enter Box 45	Column Total Enter Box 58	Column Total Enter Box 68

AGENDA REPORT

Action by Council

Date _____
Endorsed _____
Modified _____
Rejected _____

DATE: January 31, 2001

TO: Richard Fursman
City Manager

FROM: *SL*
Sherrie Le
Human Resource Director

SUBJECT: Proposed Settlement - Metro Supervisory Association

I have attached the proposed two-year negotiated contract settlement between the City and the Metro Supervisory Association. This settlement has been ratified by their membership. In addition, I have included the Bureau of Mediation Services Uniform Settlement Document. By Law, this must be presented to the City Council with the proposed settlement.

Approval of this settlement is recommended. If you have any questions, please let me know.

**CITY OF MAPLEWOOD
AND
METRO SUPERVISORY ASSOCIATION
CONTRACT NEGOTIATIONS
TENTATIVE SETTLEMENT
January 18, 2001**

1. Duration Two year agreement to expire December 31, 2002.
2. Wages General wage increase of 3% retroactive to 1-1-01. General wage increase of 3.75% effective January 1, 2001.

Salary Ranges will be replaced with new six step salary range. Current employees will be moved into the new pay ranges at a step equal to their current pay rate (or if no equal step exists in the new system, they will move to the next highest step) on their anniversary date. If they were due an increase in pay during the contract period, they will be moved to the closest step in the new ranges that would not result in a loss of pay due to adopting the new ranges.

Employees will be eligible for a step increase once per year up to the maximum pay. This will occur on their anniversary date if their performance is fully satisfactory on their most recent evaluation. Employees whose performance is less than fully satisfactory will not receive a step increase until they have received two consecutive performance evaluations that are fully satisfactory. Recreation Program Supervisors hired in 2001 will start in one of the first two steps of the 2000 salary ranges (adjusted by the 3% wage increase). They will move to the new ranges 1-1-02.

In addition, six job classes were adjusted to bring them in line with the 75th percentile of the market (adjusted for merit pay).

3. Recognition Delete title that was moved to non-union; revise two titles that have changed.
4. Callback Clarified what a callback is for Foreman.
5. Overtime Delete Article 9 in its entirety. Foremen are no longer eligible for overtime.

6. Seniority Clarified that seniority in many of the provisions refers to "job class" seniority. Clarified that regular part-time employees would be laid off before regular full-time employees. Added "transferred" employees to section dealing with employees promoted outside of the bargaining unit retaining seniority in the unit for thirty days. Deleted the letter of understanding providing extended bumping rights to a particular employee.
7. Job Posting Allows posting of jobs to be concurrent with advertizing for vacancies.
8. Annual Leave We agreed to offer annual leave to all current employees at their option and to put all new hires after 5-5-01 on annual leave in lieu of vacation and sick leave. The annual leave program is described in a separate document.
9. Deferred Compensation We increased the City's Contribution to deferred compensation by \$5 per month (from \$85 to \$90) retroactive to January 1, 2001. No change in second year.
10. Merit Pay Revise Article 29 - Delete one phrase that no longer applies related to the former City Manager.
11. Injury on Duty We agreed to allow Injury on Duty pay to extend to 90 working days instead of 90 calendar days. There was a dispute over this issue for a number of years. We clarified that no employee will receive more than their normal wages while on Injury on Duty Pay.
12. Insurance We agreed to add the following language:

"Where the City provides more than one choice of health insurance plans (from the same provider), the EMPLOYER will pay the cost of employee (single) health insurance coverage and 50% plus \$35 of the cost toward the monthly dependent health coverage for the least costly plan. If the employee chooses the more costly plan, the employee will pay the difference in cost between the two plans.

It is understood that by agreeing to add the language requiring employees to pay the difference between a lower and higher cost plan, the EMPLOYER is not intending to reduce insurance benefits below what is presently available (12'00). Any changes that are presented at renewal will be discussed (and agreed to) through the Labor-Management Committee process. These benefits apply to full-time employees only."

We agreed to go out for bid for Short-term disability Insurance to be effective 10-01-01.

We clarified that employees can use accrued leave to supplement long-term disability payments up to their normal wages.

13. Personnel Files *We agreed to remove past discipline from employees' personnel files if there has been no further discipline within the past five years. (Previously stated 3 years.)*
14. Uniforms *Foremen will be reimbursed \$165 every other year for safety shoes when required by the City to wear them.*
15. Housekeeping *There were a few housekeeping changes throughout the document, particularly in the section related to salary ranges.*

UNIFORM SETTLEMENT FORM

PUBLIC EMPLOYER: City of Maplewood

EXCLUSIVE REPRESENTATIVE: Metro Supervisory Association

UNIT/Union Brief Name _____

Dates	Base Year 1/1/00 - 1) 12/31/00	Year of Contract		2nd Year Base	Year of Contract (if applicable)	3rd Year Base	Year of Contract (if applicable)
		First	Second				
		Dates	12/31/00 - 2) 12/30/01		12/31/01 - 3) 12/30/02		
Base wage	5) \$218,294	New \$ by Wage Schedule Improvement	14) \$6,549	Base wage	28) \$232,393	Base wage	51) N.A.
		New \$ by Wage Schedule Movement	15) \$7,550				
Base Social Security Contribution	5A) \$16,699	New \$ Social Security Contribution	15A) \$1,079	Base Social Security Contribution	28A) \$17,778	Base Social Security Contribution	51A) N.A.
Base Local Retirement Contribution	5B) \$11,308	New \$ Local Retirement Contribution	15B) \$730	Base Local Retirement Contribution	28B) \$12,038	Base Local Retirement Contribution	51B) N.A.
Base Medical Insurance	6) \$48,863	New \$ for Medical Insurance	16) \$0	Base Medical Insurance	29) \$48,863	Base Medical Insurance	52) N.A.
Base Dental Insurance	7) \$4,608	New \$ for Dental Insurance	17) \$0	Base Dental Insurance	30) \$4,608	Base Dental Insurance	53) N.A.
Base Life Insurance	8) \$1,176	New \$ for Life Insurance	18) \$0	Base Life Insurance	31) \$1,176	Base Life Insurance	54) N.A.
Base Shift Differential	9) \$0	New \$ for Shift Differential	19) \$0	Base Shift Differential	32) \$0	Base Shift Differential	55) N.A.
Base Extra-Curricular*	10) \$0	New \$ for Extra-Curricular	20) \$0	Base Extra-Curricular*	33) \$0	Base Extra-Curricular*	56) N.A.
Base Deferred Compensation	11) \$12,240	New \$ for Deferred Compensation	21) \$720	Base Deferred Compensation	34) \$12,960	Base Deferred Compensation	57) N.A.
Base Other Forms of Compensation	12) \$135	New \$ for Other Forms of Compensation	22) \$113	Base Other Forms of Compensation	35) \$248	Base Other Forms of Compensation	58) N.A.
		Total New \$ Change from Baseline	23) \$16,741	Total New \$ Change from Baseline	46) \$17,409	Total New \$ Change from Baseline	69) N.A.
		% Change from Baseline	24) 5.34%	% Change from Baseline	47) 5.27%	% Change from Baseline	70) N.A.
Base Year Total Baseline	13) \$313,323	Total First Year \$ Settlement	25) \$330,064	Base Year Total Baseline	36) \$330,064	Base Year Total Baseline	59) N.A.
		Lump Sum Payment	26) \$0	Lump Sum Payment	49) \$0	Lump Sum Payment	72) N.A.
		% increase over Baseline	27) 0.00%	% increase over Baseline	50) 0.00%	% increase over Baseline	73) N.A.

* applies to Education units only

SUPPLEMENTAL WORKSHEET: OTHER FORMS OF COMPENSATION

Public Employer: City of Maplewood
 Exclusive Representative: Metro Supervisory Assoc.
 Unit:

OTHER FORMS OF COMPENSATION	NUMBER OF EMPLOYEES X OTHER COMPENSATION DOLLARS PER EMPLOYEE (A)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX A (B)	BOX A + B (C)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX C (D)	BOX C + D (E)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX E (F)
Uniform or Clothing Allowance	\$135	\$112.50	\$247.50	\$112.50-	\$360	
Payment for Additional Training or Education	Limit amount available to U of M Rates. This is potential decrease.	Unable to Calculate				
Tool Allowance						
Call-Back to Work Payment						
Stand-By or On-Call Payment						
License Payment						
Payment for Separating from Employment						
Retirees Insurance Payments						
Totals	\$135	\$112.50	\$247.50	\$112.50	\$360	
	Column Total Enter Box 12	Column Total Enter Box 22	Column Total Enter Box 35	Column Total Enter Box 45	Column Total Enter Box 58	Column Total Enter Box 68

AGENDA REPORT

Action by Council

Date _____

Endorsed _____

Modified _____

Rejected _____

DATE: January 31, 2001

TO: Richard Fursman
City Manager

FROM:  Sherrie Le
Human Resource Director

SUBJECT: Proposed Settlement - LELS Local #153

I have attached the proposed two-year negotiated contract settlement between the City and LELS Local #153 representing the police officers. This settlement has been ratified by their membership. In addition, I have included the Bureau of Mediation Services Uniform Settlement Document. By Law, this must be presented to the City Council with the proposed settlement.

Approval of this settlement is recommended. If you have any questions, please let me know.

**CITY OF MAPLEWOOD
AND
LELS #153 - POLICE OFFICERS
CONTRACT NEGOTIATIONS
TENTATIVE SETTLEMENT
January 12, 2001**

1. Wages and Duration: Two year contract; 3% January 1, 2001; 3.75% January 1, 2002. Salary Range adjusted by deleting the six month step and changing the starting pay to 70% of top patrol rate. Rename the steps to Step 1 through Step 4. Add: *"It is understood that the City has the right to start a new hire at any step in the regular salary range (excluding longevity steps) at the City's discretion when hiring an experienced officer."* Wages will be retroactive to 1-1-01.
2. Deferred Compensation: Increase from \$85 to \$90 per month in 2001; remain at \$90 per month in 2002. Deferred compensation increase will be retroactive to 1-1-01.
3. Replace the longevity pay system currently in place. The new system will be 3%, 5%, 7% and 9% after 4, 8, 12, & 16 years respectively and will apply to all employees. (Article XXI). Longevity pay increase will be retroactive to 1-1-01.
4. Appendix A - Specialty Pay - Increase specialty pay from 4% to 5% for the following assignments: juvenile, *mall*, investigator, and school liaison. Police Paramedics will continue to receive a 5% differential while working as paramedic officers (patrol, DARE, or mall officer) until they have worked as paramedics for five years. Specialty pay increase will be retroactive to 1-1-01.

After five years working as a paramedic, they will receive a paramedic differential of 8% thereafter as long as they are not receiving any other specialty pay. Officers working in any other specialty pay assignments such as school liaison, investigator, juvenile, or Canine (dog handler) will receive only the specialty pay associated with those assignments. If they normally receive higher specialty pay due to being a paramedic for 5 years or more, they will be reduced to 5% while in these assignments. The past practice of retaining a higher paramedic differential while carrying out these assignments will not continue.
5. Article IX - Uniforms - Replace with:

"The Employer shall provide required uniform and equipment items, but not to exceed \$600 per year. *Any amount remaining can be carried over from the previous year, if unspent, to be spent on necessary uniform items until January 31, of the following year.* Up to \$600 per officer for plainclothes officers will be reimbursed for necessary items that are purchased in Maplewood." (Plainclothes officers had been \$425)

“The Employer will reimburse officers 100% of the cost of peace officer license renewal.” (Previous reimbursement was 50%.)

6. Insurance - Article 17.1 will be replaced with:

Health Insurance - “Where the City provides more than one choice of health insurance plans (from the same provider), the EMPLOYER will pay the cost of employee (single) health insurance coverage and 50% plus \$35 of the cost toward the monthly dependent health coverage for the least costly plan. If the employee chooses the more costly plan, the employee will pay the difference in cost between the two plans. It is understood that by agreeing to add the language requiring employees to pay the difference between a lower and higher cost plan, the EMPLOYER is not intending to reduce insurance benefits below what is presently available (12'00). Any changes that are presented at renewal will be discussed (and agreed to) through the Labor-Management Committee process. These benefits apply to full-time employees only. (Previous contract paid 50% + \$20 toward dependent coverage for both health and dental.)

Dental, Life and Long-term Disability Insurance - The EMPLOYER shall pay 100% of the cost of employee (single) dental insurance coverage, a \$25,000 group term life insurance policy, and long term disability insurance for regular full-time employees.” (Previous contract paid 50% + \$20 toward dependent coverage for both health and dental.)

Short-term Disability Insurance - The City agrees to go out for bid for short-term disability insurance coverage to be effective 10-01-01. Employees may elect this optional coverage at the employee's cost.

7. Article XXII - Tuition Reimbursement - Delete “High School”. Add: “The maximum reimbursement will be based on per credit cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within 12 months of reimbursement.”
8. Article XX - Injury on Duty - Add: “Employees shall receive no more than their regular take-home pay during the 90 working days.” Add: “and other disability payments” after “worker's compensation insurance payments” in the first sentence.

9. Revise Vacation and Sick Leave Sections. Vacation Section will be re-labeled as:

Article B-1 Vacation/Annual Leave

B-1b Change the word “annual” to “vacation.”

(New) B-1d - The EMPLOYER and UNION agree to incorporate the Annual Leave Program as adopted by the City Council on February 12, 2001.

(New) B1-e - *Articles B-1a through B-1c do not apply to employees who select annual leave.*

Sick Leave (New) BIIc. *Annual Leave - Article B-II does not apply to employees who accrue annual leave except as provided in the Annual Leave Program (Current Sick Leave Balance - Deferred Sick Leave and Severance Pay Sections).*

10. Add: *“Officers on a 5-2 rotation who are required to work on a holiday will be allowed to take another day off within the pay-period plus receive four hours of pay OR can elect to receive time and one-half pay with no time off. This is in addition to regular holiday pay.”*
11. Article 13.7 Voluntary Partial Shift Exchange - Change “4” to “a full shift” and “same 28 day pay cycle” to “*same pay-period.*” Replace “The request to exchange hours must be submitted in writing.” with “*It is understood that the request must be submitted in writing to the Lieutenant in charge of scheduling (or the Lieutenant’s designees) and must be approved prior to the first date of the exchange.*”

UNIFORM SETTLEMENT FORM

PUBLIC EMPLOYER: City of Maplewood

EXCLUSIVE REPRESENT LELS

UNIT Local 153

Dates	Base Year 1/1/00 - 1) 12/31/00	Year of Contract (if applicable)		Year of Contract (if applicable) Dates	3rd Year Base	Year of Contract (if applicable) Dates
		First 12/31/00 - 2) 12/30/01	Second 12/31/01 - 3) 12/30/02			
Base wage	5) \$1,518,238	New \$ by Wage Schedule Improvement 14) \$45,547	Base wage 28) \$1,565,453	51) N.A.	Base wage	New \$ by Wage Schedule Improvement 60) N.A.
		New \$ by Wage Schedule Movement 15) \$16,668	New \$ by Wage Schedule Movement 38) \$3,712			New \$ by Wage Schedule Movement 61) N.A.
Base Social Security Contribution 5A)	\$116,145	New \$ Social Security Contribution 15A) \$4,759	Base Social Security Contribution 28A) \$119,757		Base Social Security Contribution 51A) N.A.	New \$ Social Security Contribution 61A) N.A.
Base Local Retirement Contribution 5B)	\$78,645	New \$ Local Retirement Contribution 15B) \$3,223	Base Local Retirement Contribution 28B) \$81,090		Base Local Retirement Contribution 51B) N.A.	New \$ Local Retirement Contribution 61B) N.A.
Base Medical Insurance 6)	\$147,990	New \$ for Medical Insurance 16) \$3,420	Base Medical Insurance 29) \$151,410		Base Medical Insurance 52) N.A.	New \$ for Medical Insurance 62) N.A.
Base Dental Insurance 7)	\$18,984	New \$ for Dental Insurance 17) (\$6,312)	Base Dental Insurance 30) \$12,672		Base Dental Insurance 53) N.A.	New \$ for Dental Insurance 63) N.A.
Base Life Insurance 8)	\$2,178	New \$ for Life Insurance 18) \$0	Base Life Insurance 31) \$2,178		Base Life Insurance 54) N.A.	New \$ for Life Insurance 64) N.A.
Base Shift Differential 9)	\$0	New \$ for Shift Differential 19) \$0	Base Shift Differential 32) \$0		Base Shift Differential 55) N.A.	New \$ for Shift Differential 65) N.A.
Base Extra-Curricular* 10)	\$0	New \$ for Extra-Curricular 20) \$0	Base Extra-Curricular* 33) \$0		Base Extra-Curricular* 56) N.A.	New \$ for Extra-Curricular 66) N.A.
Base Deferred Compensation 11)	\$33,660	New \$ for Deferred Compensation 21) \$1,980	Base Deferred Compensation 34) \$35,640		Base Deferred Compensation 57) N.A.	New \$ for Deferred Compensation 67) N.A.
Base Other Forms of Compensation 12)	\$19,770	New \$ for Other Forms of Compensation 22) \$1,020	Base Other Forms of Compensation 35) \$20,790		Base Other Forms of Compensation 58) N.A.	New \$ for Other Forms of Compensation 68) N.A.
		Total New \$ Change from Baseline 23) \$70,305	Total New \$ Change from Baseline 46) \$70,926			Total New \$ Change from Baseline 69) N.A.
		% Change from Baseline 24) 3.63%	% Change from Baseline 47) 3.56%			% Change from Baseline 70) N.A.
Base Year Total Baseline 13)	\$1,935,610	Total First Year \$ Settlement 25) \$2,005,915	Base Year Total Baseline 36) \$1,988,990		Base Year Total Baseline 59) N.A.	Total Third Year \$ Settlement 71) N.A.
		Lump Sum Payment 26) \$0	Lump Sum Payment 49) \$0			Lump Sum Payment 72) N.A.
		% increase over Baseline 27) 0.00%	% increase over Baseline 50) 0.00%			% increase over Baseline 73) N.A.

* applies to Education units only

**SUPPLEMENTAL WORKSHEET:
OTHER FORMS OF COMPENSATION**

Public Employer: City of Maplewood
 Exclusive Representative: LELS - Police Officer
 Unit: 2725

OTHER FORMS OF COMPENSATION	NUMBER OF EMPLOYEES X OTHER COMPENSATION DOLLARS PER EMPLOYEE (A)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX A (B)	BOX A + B (C)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX C (D)	BOX C + D (E)	NUMBER OF EMPLOYEES X NEW DOLLARS PER EMPLOYEE OVER BOX E (F)
Uniform or Clothing Allowance	\$19,275	\$25	\$19,800		\$19,800	
Payment for Additional Training or Education	Limit amount available to U of M Rates	Unable to Calculate		-0-		
Tool Allowance						
Call-Back to Work Payment						
Stand-By or On-Call Payment						
License Payment	\$495	495	990	495	\$1,485	
Payment for Separating from Employment						
Retirees Insurance Payments						
Totals	\$19,770	\$1,020	\$20,790	\$495	\$21,285	
	Column Total Enter Box 12	Column Total Enter Box 22	Column Total Enter Box 35	Column Total Enter Box 45	Column Total Enter Box 58	Column Total Enter Box 68

AGENDA REPORT

Action by Council

DATE: February 2, 2001

TO: Richard Fursman
City Manager

FROM: 
Sherrie Le
Human Resource Director

Date _____
Endorsed _____
Modified _____
Rejected _____

SUBJECT: NON-UNION WAGES & BENEFITS - 2001/2002

Background

The City has negotiated tentative agreements with AFSCME, LELS (Police Officers) and the Metro Supervisory Association for 2001 & 2002. These agreements cover approximately 148 of our 185 regular employees. There are 28 non-represented, benefit-earning employees and two non-represented employees who are not benefit-earning and receive stipends instead of salaries.

One of our goals during negotiations was to decrease the number of discrepancies between contracts, and between the bargaining units and non-union employees. While it is not likely that all contracts will ever look alike or that all pay and benefits plans will be the same, we were able to eliminate some differences. The last step in this process involves making changes to wages and benefits for the regular non-union employees.

The regular non-union positions include:

City Manager
Finance Director
Park & Rec. Director
Fire Chief
Admin. Asst. - Police
Community Ctr. Mgr.
Payroll Technician
MIS/GIS Technician
Public Works Coord.
Asst. Emer. Mgmt. Dir.

Assistant City Manager
City Clerk
Police Captain
Asst. City Engineer
MIS Coordinator
Fire Marshal II
C.O.S. Coordinator
Rec. Prgm. Manager
Asst. Comm. Dev. Dir.

Police Chief
Public Works Director
Asst. Fire Chief
Asst. Finance Dir.
Executive Assistant
Human Resource Director
Police Lieutenant
Rec. Prgm. Coord. II
Emergency Mgmt. Dir.

General Wage Increase

All three bargaining units settled for 3% retroactive to January 1, 2001 and 3.75% effective January 1, 2002. We recommend that regular non-union employees receive this same wage adjustment.

Recommended Wage Adjustments based on Market:

We also made adjustments to a number of salary ranges in each of the three bargaining units to bring wages into a better position relative to the external market. We used Stanton Group V cities (excluding Bloomington) for the market comparison whenever data was available.

For most groups we also added a requirement that performance be fully satisfactory to achieve an increase within the salary range. Movement within the range will continue to be based on performance for non-union employees. We recommend adopting market adjustments for the following salary ranges so we can retain internal equity among the groups.

Job Title	Recommended Adjustment (before 3% COLA)
Admin. Asst. - Police	From \$37,791 - \$50,457 to \$41,073 - \$54,160
Assistant City Manager	From \$61,712 - \$82,394 to \$64,570 - \$84,532
Asst. Comm. Dev. Dir.	From \$50,000 - \$63,633 to \$53,578 - \$65,327
Asst. Finance Dir.	From \$50,244 - \$66,312 to \$52,134 - \$69,174
City Manager	Adjust Minimum Salary (only) from \$80,921 to \$86,871
Executive Assistant	From \$35,201 - \$44,298 to \$37,417 - \$48,937
Finance Director	Adjust Minimum Salary (only) from \$64,355 to \$66,426
MIS Coordinator	From \$44,018 - \$58,768 to \$51,477 - \$66,000
MIS/GIS Technician	From \$35,690 - \$46,350 to \$36,052 - \$47,095
Park & Rec Director	From \$61,712 - \$82,394 to \$65,023 - \$84,526
Payroll Technician	Adjust Minimum Salary (only) from \$31,662 to \$31,854
Police Captain	Adjust Minimum Salary (only) from \$61,014 to \$64,563
Police Chief	From \$64,355 - \$85,921 to \$71,754 - \$88,537
Police Lieutenant	Adjust Minimum Salary (only) from \$57,300 to \$59,028
Public Works Coord.	From \$48,307 - \$62,367 to \$52,311 - \$66,385
Public Works Director	From \$64,355 - \$85,921 to \$68,973 - \$90,085
Rec. Program Coord. II	From \$43,499 - \$53,567 to \$45,207 - \$58,768

Recommended Benefit Changes:

Annual Leave - We developed a new benefit entitled "Annual Leave" which has been submitted under separate cover for approval. We request that annual leave be optional for all benefit-earning non-union employees hired before May 5, 2001. We would like it to be mandatory for all new hires on or after that date. Annual Leave is provided in lieu of vacation and sick leave.

Health Insurance - We recommend the following language to apply to all benefit-earning non-union employees to be consistent with labor agreements.

"Where the City provides more than one choice of health insurance plans (from the same provider), the EMPLOYER will pay the cost of employee (single) health insurance coverage and 50% plus \$35 of the cost toward the monthly dependent health coverage for the least costly plan. If the employee chooses the more costly plan, the employee will pay the difference in cost between the two plans.

It is not the City's intent to reduce insurance benefits below what is presently available.

RECOMMENDATION

Please submit to the City Council for approval.

MEMORANDUM

TO: Richard Fursman
City Manager

FROM: ^M Sherrie Le
Human Resource Director

RE: Personnel Policies

DATE: February 6, 2001

Action by Council

Date _____

Endorsed _____

Modified _____

Rejected _____

I have made a number of changes to the Personnel Policies, primarily to incorporate annual leave. There are also a few other miscellaneous changes that are described below.

<u>Section</u>	<u>Change</u>
2 Employee Responsibilities	Added "and staff" to requirement to conduct themselves with decorum toward "residents."
3 Definitions	Updated list of Senior Management Staff.
6 Leave Policy For Non -Union Exempt Employees	Deleted individual titles; described generally.
9 Leaves	Added language referencing annual leave.
11 Discipline, Work-Rule Offenses	Added three work-rule offenses: "Spreading negative rumors about other employees" "Bringing negative public opinion upon the city by one's conduct"

“Treating other employees in an unprofessional or disrespectful manner including making hurtful, disparaging or cutting remarks. (Instructive comments and suggestions for improvement are encouraged provided they are given in a positive, constructive manner.)”

13 Employee Education

Added a cap and a requirement to reimburse the City if the employee leaves within 1 year of reimbursement.

RECOMMENDATION

Please submit to City Council for approval.

- C. Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their department.
- D. Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- E. Report all unsafe conditions to their immediate supervisor.
- F. Maintain good attendance as it is an essential requirement of every City position.

APPEARANCE

Departments may establish dress codes for employees as part of departmental rules. Overall, personal appearance should be appropriate to the nature of the work and contacts with other people and should instill confidence and present a positive image to the public.

FALSIFICATION OF RECORDS

No person shall make false statements, certificates, marks, ratings, or reports in regard to any test, certificate, or appointment held or made under the City personnel system, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the personnel policies. Such acts will be cause for immediate disciplinary action and possibly grounds for criminal prosecution.

RENDERING OF CONSIDERATION

No person shall, directly or indirectly, give or make available any valuable consideration to any person on account of or in connection with any test, appointment, or promotion. Such acts will be cause for immediate disciplinary action, possible criminal prosecution, and/or elimination of a candidate from consideration for appointment.

ATTENDANCE

The operations and standards of service in the City of Maplewood require that employees be at work unless compelling reasons warrant absence. Absence and tardiness records reflect an employee's responsibility to his/her job and to fellow workers. These records have a direct effect on employment status and progress.

"SENIOR MANAGEMENT STAFF" - This designation includes the following positions: City Manager, all department heads, Assistant City Manager, and City Clerk.

"TEMPORARY EMPLOYEE" - An employee who is employed on either a full-time or part-time basis in a temporary position (one that is not intended to be ongoing) where no benefit eligibility exists and no credit is given for seniority. Temporary employees earn no employment rights. Temporary positions are normally less than one hundred days in duration.

SECTION 4 - EMPLOYEE RECRUITMENT AND SELECTION

SCOPE

The Human Resource Director will manage the hiring process for all regular positions within the City. All applications for regular full-time and part-time employment shall be submitted to the Human Resource Department for consideration. The Human Resource Director will utilize department resources to assist in the process as appropriate.

FEATURES OF THE RECRUITMENT SYSTEM

- A. Regular Position Vacancy Announcements: Position vacancies, for regular full-time and part-time positions, shall be published by posting announcements on official City bulletin boards for at least 10 days. Such postings will normally specify the title and salary of the positions; the nature of the work to be performed; the minimum and essential requirements of the position; the time and place to apply; the closing date for receiving applications; and other pertinent information.
- B. Application Forms: Application shall normally be made on application forms provided by the Human Resource Department. Supplemental questionnaires may be required in certain situations. All candidates must complete required application materials with original signatures, and ensure they are submitted by the application deadline, in order to be considered for the position. The deadline for application may be extended by the Human Resource Director after consultation with the appropriate department head.
- C. Appointments and promotions in the City service shall be made according to merit and fitness related to the position being filled. Vacant positions will be filled on the basis of a regular, part-time casual, paid per call, intermittent, seasonal, or temporary appointment.

- C. Holidays, sick leave and vacation will count as time worked for purposes of computing overtime for non-exempt employees who are not covered by a labor agreement.
- D. Non-exempt temporary employees, will be paid overtime for work in excess of forty (40) hours per week and will not receive or accrue compensatory time.
- E. Exempt employees are not eligible for overtime unless expressly provided by an applicable collective bargaining agreement.
- F. The workweek begins on Saturday at 12:01 a.m. and ends on the following Friday at midnight.

LEAVE POLICY FOR NON-UNION EXEMPT EMPLOYEES

Senior management staff are normally required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for senior management staff are Monday through Friday, 8 a.m. to 5 p.m., plus evening meetings as necessary. Senior management staff are required to use paid leave when on personal business or away from the office for four hours or more, on a given day.

Absences of less than four hours do not require use of paid leave as it is presumed that the staff member regularly puts in extra hours above and beyond the normal 8 a.m. to 5 p.m. Monday through Friday requirement. Employees must communicate their absence to the City Manager or his/her designee.

If one of the above employees regularly absents themselves from work under this policy, so it appears that less than 40 hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Manager for specific situations as determined necessary by the Manager.

All other non-union exempt positions may also require work beyond 40 hours per week. In recognition for working extra hours, these employees may take some time off during their normal working hours with supervisory approval. The time off for extra hours will not normally be on a one-for-one basis.

The City Manager will decide whether conditions indicate a general excused absence for those unable to report to work due to the adverse weather. Employees shall take vacation, personal holiday or unpaid time. Decisions to cancel departmental programs (special events, after school programs, etc) will be made by the respective department head or his/her designee.

SECTION 9 - LEAVES

SICK LEAVE

- A. Sick leave is authorized absence from duty with pay, granted to full-time and part-time benefit-earning employees hired prior to May 5, 2001 who are not on annual leave. Sick leave is not a privilege for an employee to use at his/her discretion, but shall be allowed only when the employee is unable to work for medical reasons and under the conditions explained below.
- B. Full-time employees hired before May 5, 2001 shall accumulate sick leave at a rate of one-and one-quarter (1-1/4) days per month, accrued on a pay-period basis. Employees hired before May 5, 2001 who are covered by the Police Civil Service Commission cannot accumulate more than 300 days of sick leave. Employees hired on or after May 5, 2001 will not accumulate sick leave.
- C. Regular part-time employees hired before May 5, 2001 will accumulate sick leave on a pro-rated basis according to actual hours worked (up to 40 per week) as compared to a 2,080 hour full-time work year.
- D. Temporary and seasonal employees, paid-per-call employees, intermittent and part-time casual employees shall not be entitled to sick leave.
- E. Sick leave does not accrue during an unpaid leave of absence.
- F. Administration of Sick Leave - The following procedures will be followed in administering the sick leave policy of the City:
 - 1. After all accrued sick leave is used, vacation may be used upon approval of the supervisor, to the extent the employee is entitled to such leave.
 - 2. Sick leave may be approved only for days when an employee would otherwise have been at his or her employment. It may be used, with the approval of the supervisor, in any of the following cases:

- a. when the employee cannot work because of the illness, injury, or disability of themselves, their children, spouse, parents, stepchildren or stepparents;
 - b. for medical, dental, chiropractic or optical examinations or treatment of the employee, or employee's children (appointments should be scheduled to minimize the amount of disruption to the work day);
 - c. when the employee's presence would jeopardize the health of other employees by exposing them to contagious disease;
 - d. during the period of incapacity when an employee is on Family and Medical Leave for their own illness or injury or the serious health condition of eligible family members.
3. To receive credit for sick leave, an employee must communicate with his or her immediate supervisor following department procedures on reporting. Employees are responsible for keeping their supervisors advised of their illness status to remain eligible for sick leave, unless they are hospitalized and cannot reasonably do so. (See Attendance Policy)
 4. After an absence, a physician's statement may be required on the first day of return to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return to work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave will not be approved for employees who are required to provide a doctor's statement until such a statement is provided.

5. If the City feels an additional medical opinion is warranted, the Human Resource Director will arrange for the appropriate medical evaluation. The City has the right to require employees to be evaluated by the City's physician to determine the validity of a worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work.
6. Sick leave cannot be transferred from one employee to another.

7. Employees who make a claim for sick leave as a result of false or otherwise fraudulent claims shall be required to reimburse the City for such payments and shall be subject to suspension or discharge at the Manager's discretion. (See Discipline Policy, Section 11)
 8. In accordance with state law, employees may use sick leave during Parenting Leave at their option. Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave, except where parenting leave and the medical leave overlap.
 9. Sick Leave will not be approved after an employee gives notice that he or she will be terminating employment. Any exceptions must be approved by the Human Resource Director or City Manager.
- G. Sick Leave Conversion: On December 31st of each year, a full-time non-union employee with 800 hours or more of accumulated sick leave shall be eligible to convert sick leave accumulated in the previous 12 months to vacation or deferred compensation at the employee's current pay rate on the basis of 2 hours of sick leave for 1 hour of vacation or deferred compensation. Such conversion shall not exceed a total of 48 hours of vacation and deferred compensation. The amount of sick leave, earned and unused in the prior year which is eligible for conversion, shall be prorated for part-time non-union employees. This section does not apply to employees who accrue annual leave. (See annual leave policy.)
- H. Nothing in this policy shall restrict the Employer from requiring an employee to provide a doctor certification for any sick leave requested or as permission for unlimited leave.
- I. Employees hired on or after May 5, 2001 will automatically be eligible for annual leave and will not accrue sick leave. Employees hired before then will have the option to convert to annual leave during one of two open window periods specified in the Annual Leave Policy. Once an employee elects annual leave, they will no longer accrue sick leave. As a result, the following portions of this section will not apply to employees on annual leave: A, B, C, D, E, F1, F2, F3, F4, F6, F7, F8 and G.

MILITARY LEAVE

Minnesota Statutes Section 192.26 and 192.261 provides that an employee of any municipality who is a member of the National Guard, the Naval Militia, the Officers Reserve Corps, the Naval Reserve, the Marine Corps Reserve or any other reserve component of the military or naval forces of the United States, is entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time such employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment immediately upon being relieved from military or naval service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the 15 day period allowed for the paid leave of absence.

Notice shall be given the employer at least fifteen working days in advance of the requested leave. Notice may be waived under certain circumstances.

In accordance with State Law, the employee shall be granted an unpaid leave of absence when called to active duty. If an employee has not yet used their fifteen days of paid leave when called to active duty, any unused paid time will be allowed prior to the unpaid leave of absence.

Eligibility for continuation of insurance coverage will follow the same procedures as for any terminated or laid-off employee while the employee is on an unpaid leave of absence for active duty. In addition, the first 30 days of the leave of absence shall be considered work time for the purposes of vacation, sick leave, or annual leave accrual.

Returning reservists have the right to return to their jobs or another job of similar seniority, status, and pay upon completion of active duty in accordance with M.S. 192.261, Subd. 2 and 38 U.S.C. Section 2021 AND 2024.

JURY DUTY

Regular full-time and part-time employees shall be granted paid leaves of absence for required jury duty. Such employees shall be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty shall not be counted as time worked in computing overtime.

- D. After thirty (30) days of employment, all employees hired to fill a regular full-time or regular part-time position will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Employees on other leaves of absence without pay from the City shall not be eligible for holiday pay.

The thirty (30) day waiting period shall be waived, provided the employee does not terminate employment within six months of their start date. Employees who terminate within six months shall reimburse the City for any holidays they were paid for within the first 30 days of employment.

- E. Overtime for working holidays, as may be provided for certain employees, shall be for hours worked on the "actual" holiday as opposed to the "observed" holiday.
- F. Temporary, seasonal, part-time casual and intermittent employees who are required to work on New Year's Eve, New Year's Day, Memorial Day, the 4th of July and the day after Thanksgiving will be paid a holiday differential of \$2 per hour.

VACATION

- A. Full-time employees hired before May 5, 2001 normally accrue vacation on a biweekly basis at the following rate:

One through four years of service	- 10 days
Five through eleven years of service	- 15 days
Twelve through twenty years of service	- 20 days
After twenty years of service	- 25 days

Regular part-time employees hired before May 5, 2001 accrue vacation on a pro-rated basis. Employees hired on or after May 5, 2001 will automatically be eligible for annual leave and will not accrue vacation.

Employees hired before then will have the option to convert to annual leave during one of two open window periods specified in the Annual Leave Policy. Once an employee elects annual leave, they will no longer accrue vacation. As a result, the following portions of this section will no longer apply to employees on annual leave: A, F, G, and I.

- B. For purposes of accumulating additional vacation leave, an employee using accrued vacation or sick leave shall be considered to be working. Use of deferred sick leave or annual leave will also be considered time worked.
- C. Use of accrued vacation or annual leave time shall be subject to approval of the department head. Requests for time off should typically be received at least 48 hours in advance of the requested time off. This notice may be waived at the discretion of the department head. Leaves of one week or more normally will require greater notice.
- D. Vacations or annual leave can be requested in increments as small as one hour up to the full amount accumulated, upon approval. Vacation and annual leave can be donated to another benefit-earning employee only under extenuating circumstances as approved by the Human Resource Director and City Manager.
- E. Part-time casual employees, paid-per-call, intermittent, temporary and seasonal employees are not eligible for paid vacation or annual leave.
- F. Employees may use accrued vacation time upon completion of six (6) months employment. Exceptions to this waiting period may be approved by the City Manager prior to hire.
- G. Employees are allowed to accumulate up to 1.5 times their annual vacation accrual. Special written authorization from the City Manager must be granted to accumulate vacation in excess of 1.5 times their annual vacation accrual.
- H. When requesting use of vacation time or of personal holidays, the vacation request form must be completed and approved by the employee's supervisor. A copy of this form is kept by the supervisor and one is given to the employee as approved, or not approved with an explanation
- I. Non-probationary employees may request to use vacation during an approved Family and Medical Leave after sick leave and compensatory time balances have been exhausted. These employees may also use vacation during Parenting Leave.

ANNUAL LEAVE

- A. It is the objective of the City of Maplewood to provide consistency and flexibility in the delivery of paid time off benefit alternatives to City staff. The traditional paid vacation, sick leave, and personal holidays have been in place for many years.

These programs are highly structured with extensive rules applied to their use. These rules may not provide the best “fit” for the circumstances of individual employees and their immediate and extended families.

These rules often interject the employer into the personal lives of employees and require supervisors to make subjective judgments. A good example is who qualifies as “immediate” family when an employee needs to provide care for someone in their household who is incapacitated. In addition, the definition of “too sick to work” is extremely subjective and it is impossible to hold everyone to the same standard.

The Annual Leave Program replaces individual vacation and sick leave plans and combines them into a single benefit program. Employees would accrue annual leave based on length of service with the City. This means that employees all receive the same amount of paid time off, regardless of their personal or family situation. Plan provisions discourage unnecessary utilization by providing cash and savings incentives.

With the adoption of this program, the City firmly accepts and endorses the principles of consistency, flexibility, personal responsibility, and the recognition of years of service.

- B. It is the policy of the City of Maplewood to provide paid time away from work to eligible employees. This policy is implemented by means of the Annual Leave Program, which covers all paid leave previously available under the City’s vacation and sick leave benefits. The Annual Leave program does not include designated or personal holidays, funeral leave, military leave or court leave.

Any sick leave or vacation time that an employee may have used under the Family and Medical Leave or Parenting Leave policies will become annual leave. The legal requirements of the time off and continuation of insurance contributions under those laws remain unchanged. (This means the City will contribute the same amounts toward health and dental insurance premiums while employees are on family and medical leave as they would have prior to annual leave.)

Annual Leave can be used for any reason, subject only to necessary request and approval procedures consistent with policy and labor contracts. As with all paid time off programs, we need to ensure that service to the public and work requirements are not adversely impacted.

C. Medical Certification - Good attendance is an essential job function for all City employees. If unplanned absences are excessive, a doctor's certificate may still be required. It shall state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of their position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work. (If an unplanned absence is not viewed as a problem by the employee's supervisor, a doctor's statement will not be required.)

D. Accrual Rates -

<u>Years of Service</u>	<u>Annual Accrual Rates</u>
1 - 4 Years	19 days
5 - 11 Years	24 days
12 - 20 Years	29 days
After 20 Years	34 days

Annual Leave shall not accrue during unpaid leaves. Regular part-time employees shall accrue annual leave on a pro-rated basis based on regular hours worked.

Annual leave will accrue on a pay-period basis (as vacation and sick leave do) for up to 62 days. Employees can carry over up to their full balance as long as the total balance never exceeds the 62 day cap. No additional accrual will occur above the cap.

Annual Leave shall be provided to employees covered by a collective bargaining agreement as it is negotiated into contracts. Employees hired prior to May 5, 2001 who are covered by a collective bargaining agreement that contains annual leave, shall have the option to remain in the sick leave and vacation plans.

They also have the option to convert to annual leave during one of two open window periods. The first open window period will be a 60 day period shortly after City Council approval of the labor agreement incorporating annual leave.

The second open window period will be the month of September, 2001 during our regular open enrollment period for benefits. Employees hired after the agreement is ratified by both parties will automatically be provided annual leave if they are covered by a collective bargaining agreement that has incorporated annual leave.

Non-union employees hired prior to May 5, 2001 will have the option to convert to annual leave during two similar open enrollment periods - which will likely coincide with open enrollment periods set up for other employees. Those hired after May-5-01 will automatically be provided annual leave.

- E. **Current Sick Leave Balances: Deferred Sick Leave** - Employees hired prior to May 5, 2001 who have accrued sick leave and who elect to participate in the annual leave program will retain their current sick leave balance to be used as "deferred sick leave" until the balance is exhausted. Deferred sick leave can be used for any doctor certified extended leave that would have been covered under the previous sick leave policy in effect December 31, 2000. An extended leave for purposes of this policy is defined as one requiring an employee to be out of work for more than three consecutive days.

If an employee knows they will be out for more than three consecutive days before the absence, they will be eligible to use the deferred sick leave bank from the first day. For example, if an employee has a scheduled surgery where they know - in advance - they will be out for two weeks, the employee will be able to use hours from their deferred sick leave bank starting on the first day of the absence. If an employee is out and expects to return within three days, they will use annual leave.

If the medical condition extends beyond the three days, the deferred sick leave bank will be applied retroactively and any annual leave used will be restored to the annual leave balance.

Once the deferred sick leave bank is exhausted, employees will use annual leave for all absences covered by the annual leave program - up to the point that disability insurance coverage goes into effect. Any deferred sick leave balance remaining when an employee leaves City service will expire unless the employee would have been eligible for sick leave as severance pay prior to electing annual leave. (See Severance Pay below.)

- F. **Current Vacation Balances** - Unused vacation balances shall be converted to annual leave on a one-for-one basis.
- G. **Banked Personal Holiday Hours** - Employees who have banked personal holiday hours that were earned and unused prior to March, 1984 will have the option to cash them out at their current hourly rate during the open window period or to retain them.

- H. Short Term Disability Insurance - The City will adopt an optional short term disability insurance program effective October 1, 2001. The cost of this coverage will be paid by the employee, if the employee elects coverage. For employees who elect this coverage, the benefits will begin after an employee is out for 30 calendar days.

The City already has a long term disability program in place where benefits begin at 90 calendar days. Short term disability benefits will therefore cover the period from 30 calendar days to 90 calendar days. Employees may use sick leave hours from the deferred sick leave bank to make up the difference between pay provided by short- and long-term disability insurance payments and their regular take-home pay.

- I. Severance Pay - Under the current vacation and sick leave programs, employees are eligible for 100% of their vacation and personal holiday balance when they leave City employment. Some employees are also eligible for 50% of their sick leave balance when they leave. Eligibility for sick leave as severance varies by group with different maximum payouts depending on the group. For some groups there are different severance pay benefits dependent upon an employee's start date.

When a current employee elects annual leave, their eligibility for severance pay will change somewhat. If the employee would have been eligible for sick leave as severance prior to electing annual leave, they will retain their eligibility (using the remaining deferred sick leave balance) under the same conditions as were in place before they elected annual leave.

For example, if an employee was eligible for 50% of their sick leave balance - up to a cap of 50 days - prior to electing annual leave, they will be eligible for 50% of their deferred sick leave balance up to 50 days when they leave City service.

New employees, and current employees who elect annual leave, will be eligible for 100% of their annual leave balance when they leave City service. They may receive this as cash or deferred compensation (subject to IRS regulations).

- J. Unpaid Leave - Unpaid leaves may be approved in accordance with the City Personnel Policies. Employees must normally use all accrued annual leave prior to taking an unpaid leave. If the leave qualifies under parenting leave or family and medical leave, the employee may retain a balance of 40 hours when going on an unpaid leave. Any exceptions to this policy must be approved by the City Manager.

- K. Sick Leave Conversion - There are various sick leave conversion programs in existence which cover different employee groups. Some programs vary within a particular group based on hire date. Employees who opt into annual leave will be able to convert annual leave to cash or deferred compensation as described below. Employees who do not elect annual leave may continue to convert sick leave and/or vacation based on programs in effect in December 2000.

- L. Annual Leave Conversion - Annual leave will be eligible for conversion to cash or deferred compensation on a one-for-one basis (subject to IRS maximum deferral regulations) annually subject to the following conditions. Up to 40% of the annual leave balance, not to exceed 80 hours, may be converted each year provided the employee has used a minimum of 30% of their annual accrual during the current calendar year and has a minimum balance of at least 176 hours. The minimum balance requirement will be determined as of the first payroll in December and will be based on the employee's current hourly rate on December 1.

Conversion to cash or deferred compensation will occur in the second payroll of the following year with specific dates to be determined by the Finance Department each year. Finance will notify all employees who are accruing annual leave in November of each year as to the dates and conversion options. The conversion will be part of regular payroll and will not be paid in a separate check. Regular rate for the purpose of this policy is the employee's straight time rate not including overtime, pay differentials, out-of-class adjustments or any other additions to regular pay.

JOB RELATED INJURIES OR ILLNESS

- A. All employees are required to immediately report all job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee shall go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor and the managed care provider of the action taken.

If the injury is not of an emergency nature, but requires medical attention, the employee shall report it to the supervisor and call the managed care provider to schedule a medical appointment.

- B. Worker's Compensation benefits and procedures to return to work shall be applied according to applicable State and Federal laws.

FUNERAL LEAVE

- A. One day of funeral leave with pay shall be extended to an employee upon the death of a member of the immediate family of said employee or employee's spouse (i.e., spouse, children, sons-in law, daughters-in-law, grandchildren, parents, grandparents, brothers or sisters), for attendance to the funeral or other demonstrated need in relation thereto.
- B. Any leave beyond one day, up to a maximum of three (3) days, must be approved by the department head or City Manager. Eligibility for time off in accordance with this policy will be pro-rated for part-time employees.
- C. The actual amount of time off, and funeral leave approved, will be determined by the department head or City Manager depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

PARENTING LEAVE

- A. Employees who work 20 hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence in connection with the birth or adoption of a child. The leave may not exceed six weeks, and must begin not more than six weeks after the birth or adoption of the child.
- B. Employees are not required to use sick leave during parental leave but may use sick leave at their option for any period of this leave they are unable to work due to medical reasons. In addition, sick leave (or annual leave if accruing annual leave) of up three (3) days for a normal delivery and four (4) days for caesarean may be requested by employees in order to take their spouse to the hospital for delivery and during the days immediately following the birth including bringing the spouse and child home.
- C. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain in effect during the six week leave.
- D. If the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently until eligibility for either leave expires.

Leave without pay hours will not count toward seniority and all accrued vacation and compensatory time (and annual leave if applicable) must normally be used before an unpaid leave of absence will be approved.

- C. To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.
- D. Employees returning from a leave without pay for a reason other than a qualified Parenting or Family and Medical leave, will be guaranteed return to the original position only for absences of 30 calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting or Family and Medical Leave, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the department head subject to approval of the City Manager.

FAMILY AND MEDICAL LEAVE

A. GENERAL

In accordance with the Family and Medical Leave Act (FMLA) unpaid job protected leave will be granted to all eligible employees (male and female) for up to twelve (12) weeks per twelve (12) month period for any of the following reasons:

1. Birth, or placement of a child with the employee for adoption or foster care;
2. To care for a spouse, child or parent who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the essential functions of the position.

In accordance with the law, the following definitions apply:

"Caring" for someone includes psychological as well as physical care. It also includes acquiring care and sharing care duties.

An eligible "child" is defined as a person under 18 years of age (or a person incapable of self-care because of a physical or mental disability) who is a biological, adopted, foster or step child, a ward of the employee, or a person with whom the employee is charged with a parent's rights, duties and responsibilities.

M. USE OF ACCRUED COMPENSATORY TIME OR PAID LEAVE DURING FAMILY AND MEDICAL LEAVE

During the family and medical leave, employees must use accrued sick leave and compensatory time prior to taking an unpaid leave unless their medical condition/injury is covered by worker's compensation or the absence qualifies under the State Parental Leave law (see Parental Leave policy).

Employees may use accrued vacation (or annual leave) if they so choose, after their sick leave accrued is exhausted. Use of accrued sick leave is limited by the City's policy governing the use of sick leave. When sick leave and compensatory time have been exhausted, any remaining time will be unpaid except for vacation or annual leave requested by the employee.

Affect On Pension - FMLA leave counts as continued service for purposes of retirement or pension plans.

Training - Employees who have missed training sessions while on FMLA leave will be given a reasonable opportunity to make them up.

N. RECORDS RETENTION

Records on FMLA leave will be kept along with normal payroll records except that any medical record will be maintained separately as a confidential medical record in accordance with the law.

O. FAILURE TO RETURN FROM FMLA LEAVE

1. Employees who cannot return from an approved Family and Medical Leave at the end of the approved leave period must request an extension (up to the maximum of twelve (12) weeks allowed). If the twelve allowable weeks have already been used, the employee can request to go on a regular unpaid leave of absence. If approved, the employee will be required to pay the full cost of all group insurance, as allowed under COBRA, in order to continue coverage.
2. If the unpaid leave of absence is not approved or the employee fails to request additional leave, the employee will be considered to have voluntarily quit in accordance with the Attendance Policy in Section 2.
3. If circumstances beyond the employee's control prevented the employee from requesting additional leave, a retroactive leave request may be allowed, subject to the City Manager's approval.

The written resignation must state the effective date of their resignation. Failure to comply with this procedure may be considered cause for denying such employees future employment with the City and severance pay.

SEVERANCE PAY

- A. All regular employees who leave the employ of the City in good standing by retirement or resignation shall receive pay for 100% of unused accrued vacation or annual leave (and compensatory time if applicable).
- B. Employees hired before May 5, 2001 shall also receive pay for one-half (½) of their accumulated sick leave with a maximum allowance of 50 days pay unless they are covered by a collective bargaining agreement that states otherwise.
- C. Employees who move from a bargaining unit position to a non-union position will be eligible for severance pay as described in "B" above for sick leave hours accrued and unused after the date of the change to non-union status. Hours accrued and unused prior to the change will be covered by the applicable union contract in effect at the time of the change.
- D. Employees on annual leave will be eligible for severance pay in accordance with the annual leave policy.

ARTICLE 11 - DISCIPLINE

GENERAL POLICY

City employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules adopted by the City. Supervisors are responsible for maintaining compliance with City standards of employee conduct. The City reserves the right to use discretion in applying this policy as circumstances warrant.

City employees are expected to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct. Failure to do so may result in disciplinary action.

The reporting of misconduct and prevention of the escalation of misconduct are areas that demand all employees to exercise courage, integrity, and decisiveness. When a non-supervisory employee becomes aware of possible misconduct by another City employee, the employee shall immediately notify a supervisor.

- Violation of departmental policies, procedures or rules.
- Absenteeism and/or tardiness.
- Off-duty conduct that is potentially damaging to the reputation of the City.
- Carelessness or negligence with the monies or the property of the City.
- Horseplay - actions adversely affecting safety of normal operations of the department or other employees.
- Failing to start work at designated time, abuse of break or meal periods, quitting work before the proper time or leaving employer's premises during working hours without authorization from the supervisor.
- Smoking in posted or unauthorized areas.
- Vending, soliciting or collecting contributions on the employer's time or premises without prior authorization from the appropriate department head and/or City Manager.
- Spreading negative rumors about other employees.
- Bringing negative public opinion upon the City by one's conduct
- Treating other employees in an unprofessional or disrespectful manner including making hurtful, disparaging or cutting remarks. (Instructive comments and suggestions for improvement are encouraged provided they are given in a positive, constructive manner.

PROCESS

The City may elect to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in this article or these personnel policies implies that any City employee has a property right to the job they perform.

Disciplinary letters will be placed in the employee's personnel file. These letters will be removed after a five year period If no further discipline (including oral reprimands) occurs within that period.

- B. Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay 50% of the cost of tuition and books upon successful completion (C grade), 75% reimbursement upon completion with a "B" grade, and 100% reimbursement upon completion with an "A" grade. Courses taken "pass/fail" will be reimbursed at the same percentage as a C grade (if passed). All reimbursements will be pro-rated for part-time employees.

The maximum reimbursement will be based on per credit cost at the University of Minnesota. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within 12 months of reimbursement.

MEMBERSHIPS AND DUES

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the responsible authority is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to other employees by the department head.

SECTION 14 - CONFIDENTIALITY/DATA PRACTICES

DATA PRACTICES ADVISORY

During the course of employment, the City of Maplewood will require employees to provide data that is classified by State law as either private or confidential.

Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to the public or the subject of the data.

The City requests this information for various reasons pertaining to employment with the City. The information provided may be used to process pay and benefits, evaluate performance, determine pay increases, evaluate suitability for an employee's position or other positions, determine whether disciplinary action will be imposed and other personnel actions which involve review of the employee's current and past performance.

MEMORANDUM

TO: City Manager
FROM: Ken Roberts, Associate Planner
SUBJECT: **Final Plat**
PROJECT: **Beth Heights Fifth Addition**
LOCATION: Beth Court, west of Ferndale Street
DATE: January 17, 2001

Action by Council

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

Mr. Ray Lemmons is requesting that the city council approve the Beth Heights Fifth Addition final plat. Mr. Lemmons represents the property owners. This final plat is the fifth (and final) phase of the Beth Heights development, and would create seven lots for houses. This plat is on Beth Court, west of Ferndale Street and north of Linwood Avenue. (See the maps on pages 3 - 5.)

BACKGROUND

On June 12, 1989, the city council approved the Beth Heights preliminary plat subject to nine conditions. (See the preliminary plat on page 6.)

On June 11, 1990, the council approved a one-year time extension and revised the June 12, 1989 conditions.

On June 24, 1991, the council approved another one-year time extension and again revised the conditions.

On June 22, 1992, the council approved a one-year time extension subject to the June 24, 1991 conditions. The council granted this extension since the plat was dependent on the city completing the Sterling Street construction to Linwood Avenue.

On August 24, 1992, the city awarded the contract for the Sterling Street improvement project. The contractor started work on this project in the fall of 1992 and finished the project in 1993.

On September 27, 1993, the council approved a one-year time extension and changes to the plat conditions. The council also approved a city code variation to reduce the required street width from 32 feet to 28 feet. (See the minutes starting on page 7.)

On September 26, 1994, the council approved another one-year time extension for the plat. This extension was subject to the September 27, 1993 conditions.

On November 14, 1994, the council approved the Beth Heights First Addition final plat. This plat created 14 lots for houses and two outlots.

On September 25, 1995, the council approved a one-year time extension for the remainder of the Beth Heights development. This extension was subject to the September 27, 1993 conditions of approval.

On October 9, 1995, the council approved the Beth Heights Second Addition final plat. This plat created 18 lots for houses on Hillwood Drive and Oakridge Court, east of Sterling Street.

On September 23, 1996, the council approved a one-year time extension for the remainder of the Beth Heights development. This extension was subject to the September 27, 1993 conditions of approval.

On September 13, 1999, the council approved the Beth Heights Third Addition final plat and a 10-foot-front yard setback variance within the plat. This plat created seven lots for houses and two outlots for future development phases. This approval was subject to the county recording the deed restrictions and covenants required by the city.

On April 10, 2000, the council approved the Beth Heights Fourth Addition final plat and a 10-foot-front yard setback variance within the plat. This plat created four lots for houses on the east side of Ferndale Street, north of Linwood Avenue. This approval was subject to the county recording the deed restrictions and covenants required by the city.

DISCUSSION

Mr. Lemmons is progressing with this phase of the plat, including the site grading and street construction. He has finished all the conditions the council required for final plat approval.

RECOMMENDATION

Approve the Beth Heights Fifth Addition final plat. This approval is subject to the county recording the deed restrictions and covenants required by the city.

p:sec12-28/beth5fin.mem

Attachments:

1. Location Map
2. Property Line Map
3. Proposed Final Plat
4. Preliminary Plat
5. 9-27-93 Council Minutes
6. Proposed Final Plat (Separate Attachment)

BATTLE CREEK REGIONAL PARK

- 1 LONDIN CT.
- 2 POND CT.
- 3 DORLAND DR.
- 4 DORLAND DR.

LOWER

- 5 DORLAND RD.
- 6 DORLAND PL.
- 7 MAILAND CT.
- 8 DORLAND CT.

RAMSEY COUNTY CORRECTIONAL FACILITY

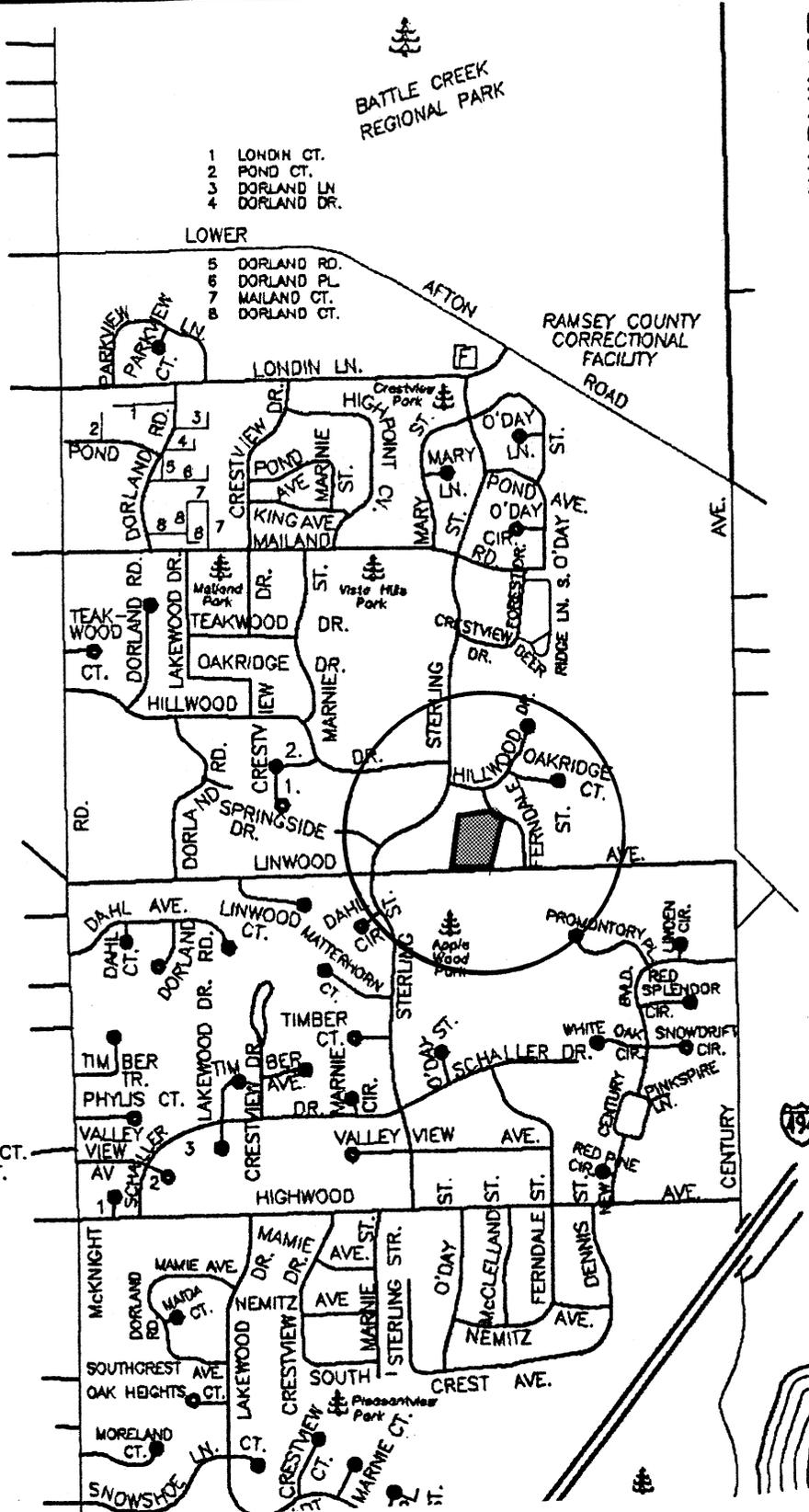
WASHINGTON

WOODBURY

- 1. HUNTINGTON CT.
- 2. OAKRIDGE LA.

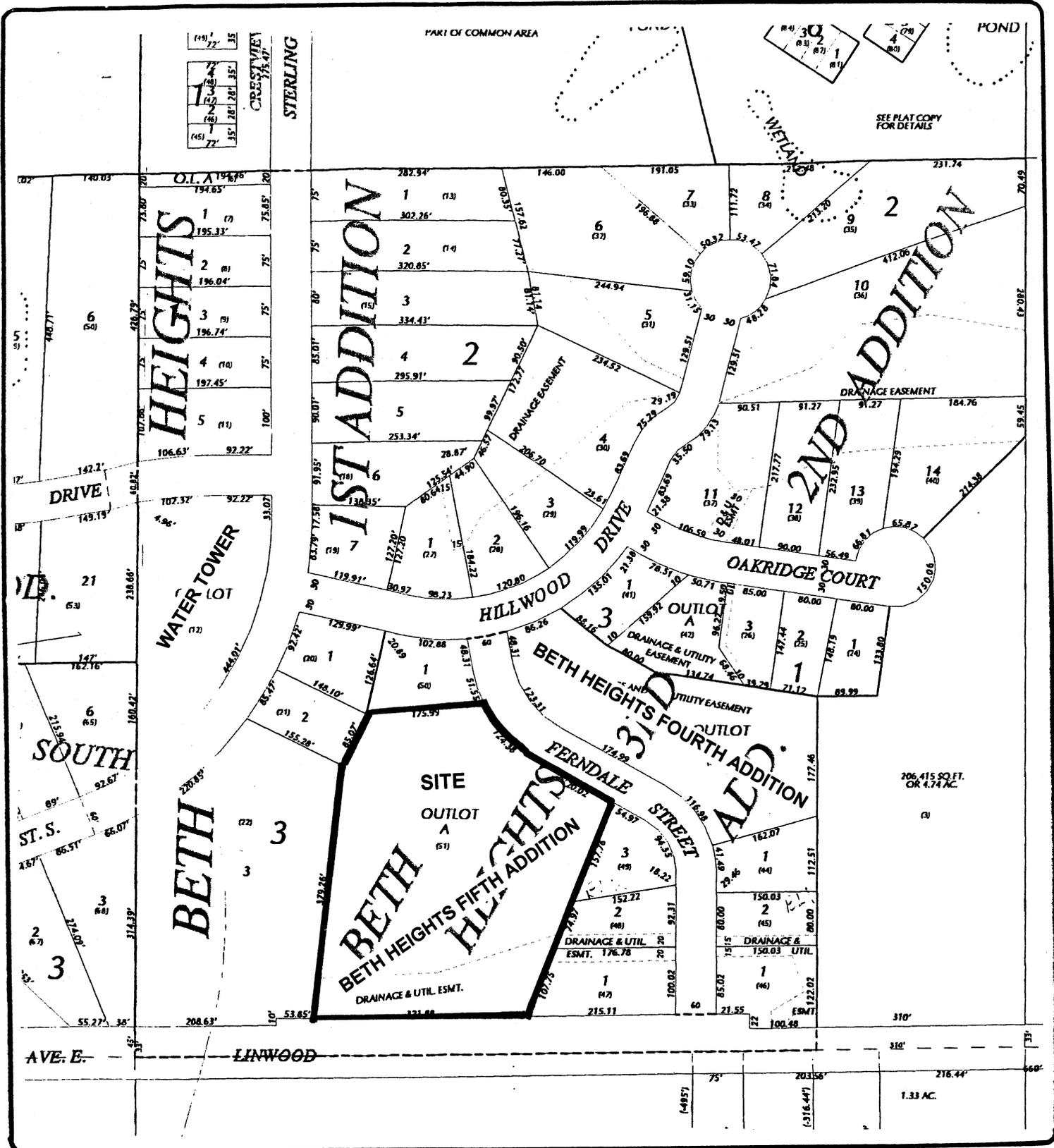
17

- 1. CURRIE CT.
- 2. VALLEY VIEW CT.
- 3. LAKEWOOD CT.



LOCATION MAP

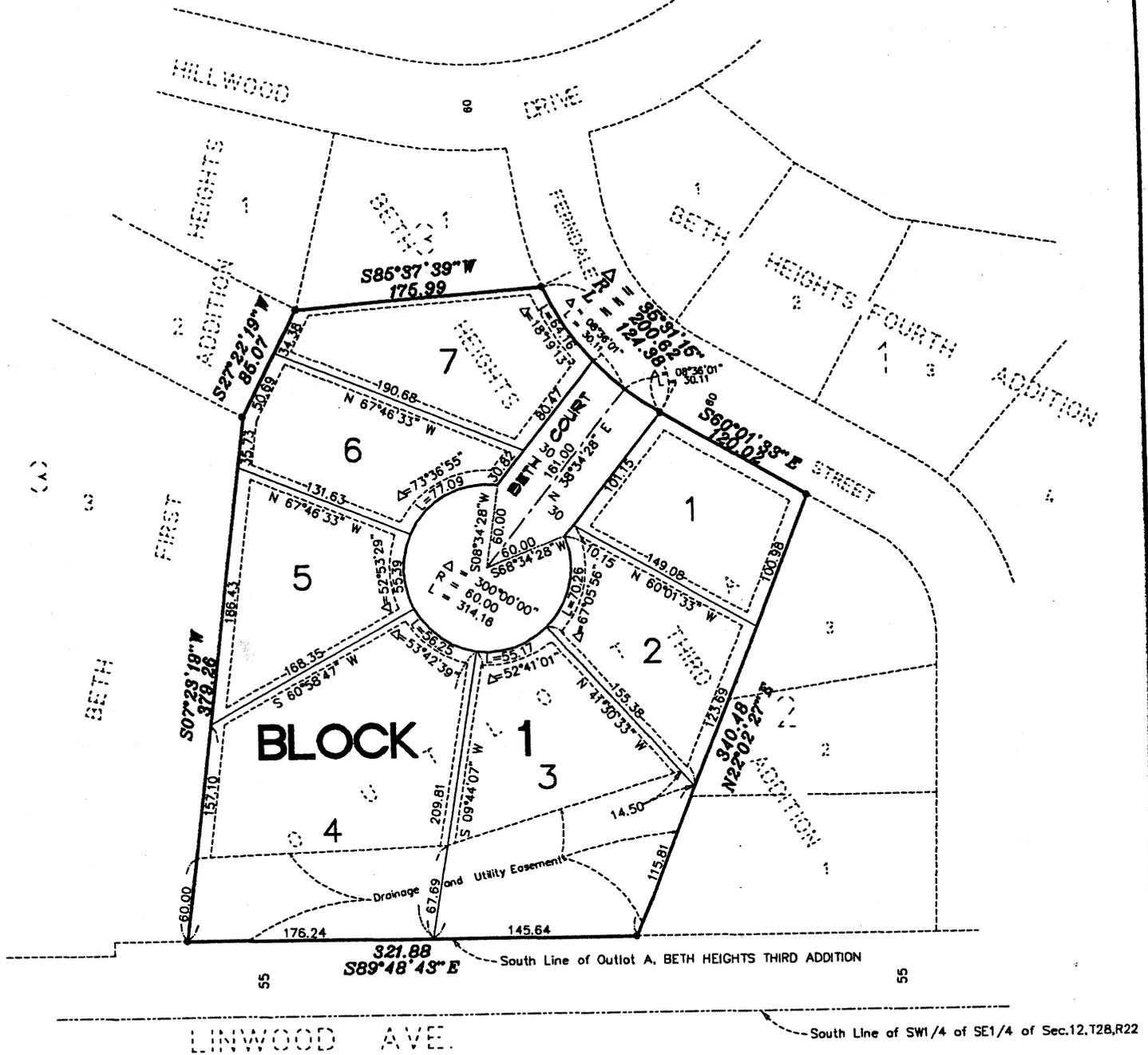




PROPERTY LINE MAP



BETH HEIGHTS FIFTH ADDITION



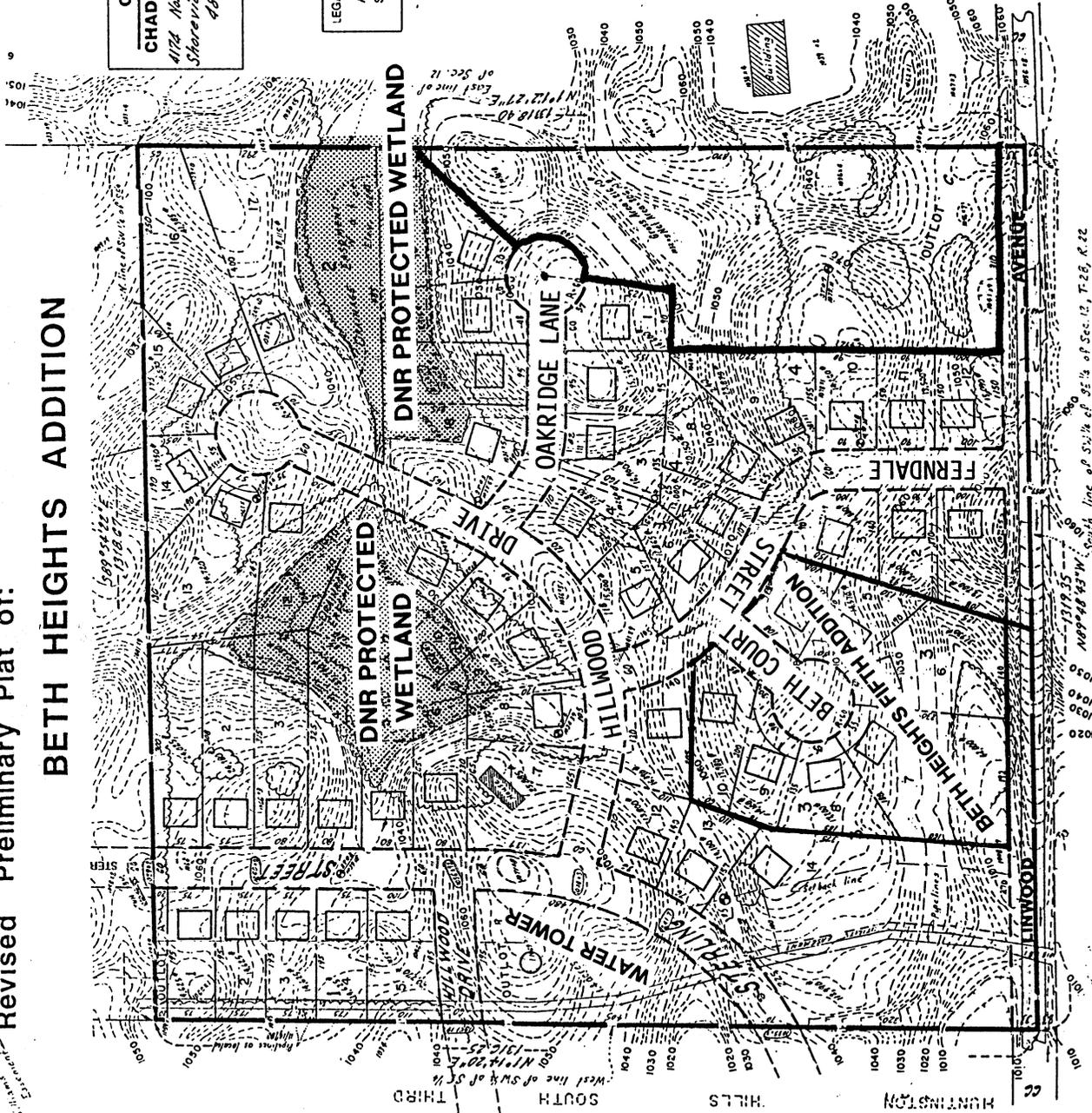
PROPOSED FINAL PLAT



Revised Preliminary Plat of:

BETH HEIGHTS ADDITION

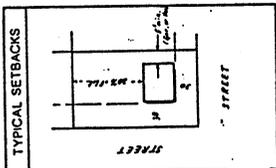
CORRECTED VIEWS FOR



Owner
CHAD LEMMONS
 4174 N. Lexington Ave.
 Shoreview Minn 55126
 481-2363

Developer
KENT W. JEFFERSON
(Jefferson Homes)
 4530 Highway 61
 White Bear Lake, Minnesota 55110
 Tel: 429-5309

LEGAL DESCRIPTION:
 All of the Southwest quarter of the Southeast quarter of
 Section 12, Township 28, Range 22, Ramsey County, Minnesota.



Scale: 1 Inch = 100 Feet

I hereby certify that this plat, map, or report was
 prepared by me or under my direct supervision and
 that I am a duly Licensed Professional Engineer
 in the State of Minnesota.
E. G. RUD & SONS, INC.
 5500 Lexington Ave. NE.
 Circle Pines, Minnesota 55014
 Telephone 766-5556

12-28

3. Preliminary Plat Time Extension: Beth Heights

- a. Manager McGuire presented the staff report.
- b. Councilmember Zappa moved to grant a time extension for the Beth Heights Preliminary Plat subject to the following amended conditions:

1) Have the City Engineer approve final construction plans. These plans shall include the grading, utility, drainage, erosion control, tree and street plans. These plans shall meet the following conditions:

a) The grading plan shall show the depth and location of the Williams Brothers pipelines.

b) For the sedimentation basins:

(1) Each basin shall provide 0.10 acre-feet of storage above normal elevation for each tributary acre.

(2) If the slopes on a basin are steeper than 10 horizontal to 1 vertical, the developer shall fence the sedimentation basin. The fence shall be five feet high, green vinyl-clad chain link and shall be at the ordinary high water mark. The developer shall landscape the sedimentation basin site with evergreen trees.

(3) To provide room for storing sediment, the developer shall excavate the sedimentation basin to four feet below the normal water level.

c) The developer shall design the utilities to serve the property across Linwood Avenue.

d) The erosion control plans shall be consistent with the Ramsey Soil and Water Conservation District Erosion and Sediment Control handbook.

e) The streets shall be 28 feet wide from face to face of the concrete curb and gutter with no parking on one side.

f) The grading plan shall include a proposed building pad elevation and contour information for each home site, as well as the areas to be disturbed for street construction. Housing styles shall be illustrated which minimize grading on sites that contain desirable mature trees and steeper slopes. Deviation from this approved grading plan may be permitted by the City Engineer, provided that the intent of the overall grading plan is complied with.

- 2) Sign an agreement with the City that guarantees that the developer or contractor will:
 - a) Complete all public improvements and meet all City requirements.
 - b) Place temporary orange safety fencing and signs at the grading limits.
 - c) Have NSP install street lights in four locations, primarily at street intersections. The exact location and type of lights shall be subject to the City Engineer's approval.
 - d) Install permanent signs around the edge of the wetland buffer areas. These signs shall mark the edge of the buffer areas and shall state there shall be no mowing, vegetation cutting, filling or dumping of lawn waste.
 - e) Pay the City for the cost of no-parking, traffic-control and street identification signs.
 - f) Remove any junk, debris or tires from the wetlands and the site.
- 3) Approval of a tree removal and planting plan by the City Engineer. No grading or construction may begin nor will the City give final plat approval until the City Engineer approves this plan. This plan must show woodlots on the site. This plan must also show the location, size and species of trees over eight inches in diameter that the developer intends to remove or keep. This plan does not need to show box elders, cottonwoods and poplars. This plan must also show the location, size and species of trees that the developer will plant as replacement trees.
- 4) Deed restrictions shall be filed on Lots 1-5, Block 1, "prohibiting construction of any deck or addition attached to the dwelling, within 100 feet of the Williams Brothers pipeline, unless the City Council approves an exemption."
- 5) All present outbuildings associated with the existing dwelling shall be removed. The existing dwelling shall be removed or relocated to meet setback requirements on Lot 7, Block 2, or if this dwelling is to remain in its present location, the lots to the north shall be adjusted so a 31-foot rear-yard setback can be met from the proposed north lot line.
- 6) Deed Outlot A and Lot 1, Block 1 to the City for a parking lot for Vista Hills Park, in lieu of park availability charges.
- 7) The City awarding contracts for the Sterling Street improvement project or the developer constructing sanitary sewer to the existing sanitary sewer in Linwood Avenue.
- 8) Deed Outlot B to the City.

- 9) The developer shall complete all grading for public improvements and overall site drainage. The City Engineer shall include any of this grading that is not completed before final approval in the developer's agreement.
- 10) The developer shall show the street names on the plat as follows:
 - a) The East-West street that intersects with Sterling Street shall be named "Hillwood Drive."
 - b) The cul-de-sac street that intersects with Hillwood Drive shall be named "Oakridge Lane."
 - c) The North-South street that intersects with Linwood Avenue shall be named "Ferndale Street."
 - d) The cul-de-sac street that intersects with Ferndale Street shall be named "Beth Court."
- 11) Give the City wetland buffer zone easements over all lots that are next to a wetland. This easement shall prohibit mowing, cutting, filling or dumping within twenty feet of the wetland.
- 12) Show all wetland boundaries on the plat.
- 13) The final plat shall have drainage and utility easements along all property lines. These easements shall be ten feet wide along the front and rear property lines and five feet wide along the side property lines.
- 14) Revise the plat so there is no filling in the DNR-protected wetland, except for the Hillwood Drive cul-de-sac. The developer shall not fill this area unless the DNR approves a permit.
- 15) Revise the plat to provide sedimentation basins as required by the DNR. Provide an outlet for each sedimentation basin. Deed these outlots to the City.
- 16) Revise the plat so there is at least 10,000 square feet above any drainage easements or the ordinary high water mark of a wetland.

If the developer decides to final plat part of the preliminary plat, the City may waive any conditions that do not apply to the final plat.

Seconded by Councilmember Carlson

Ayes - all

9-27-93

- c. Councilmember Zappa introduced the following Resolution and moved its adoption:

93 - 09 - 131

STREET WIDTH CODE VARIATION RESOLUTION

WHEREAS, the City Engineer requested a variation from the City Code.

WHEREAS, this code variation applies to the Beth Heights development that is north of Linwood Avenue and east of Sterling Street.

WHEREAS, the legal description for this property is:

Except that part easterly and southeasterly of the following described lines; Beginning on the south line of the SW 1/4 of the SE 1/4 at a point 310 feet west of the SE corner thereof; then north 01 degrees, 12 minutes, 27 seconds west for 525 feet, then east parallel with the south line of said 1/4 1/4 for 89.99 feet, then north 09 degrees, 12 minutes, 30 seconds east for 133.80 feet, then northeasterly around a curve with a radii of 60 feet for 150.06 feet, then north 45 degree, 54 minutes, 30 seconds east for 214.38 feet to the east line of said 1/4 1/4 and there terminating; the SW 1/4 of the SE 1/4 (subject to Avenue and pipe line easement) of Section 12, Township 28, Range 22.

WHEREAS, Section 29-52(a)(9) of the Maplewood City Code requires that local residential streets shall be 32 feet in width, measured between faces of curbs.

WHEREAS, the City Engineer is proposing 28-foot-wide streets with no parking on one side.

WHEREAS, this requires a variation of four feet.

WHEREAS, the history of this variation is as follows:

The City Council held a public hearing on September 27, 1993. City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners. The Council gave everyone at the hearing a chance to speak and to present written statements. The Council also considered reports and recommendations from the City staff and Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the Maplewood City Council approve the above-described variation subject to no parking on one side of the streets and the developer paying the City for the cost of no-parking signs.

Seconded by Councilmember Carlson

Ayes - all

9-27-93

MEMORANDUM

TO: City Manager
FROM: Ken Roberts, Associate Planner
SUBJECT: **Conditional Use Permit Review**
LOCATION: 1686 Gervais Avenue
PROJECT: North Saint Paul Post Office Annex
DATE: January 17, 2001

Action by Council

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

The conditional use permit (CUP) for the property at 1686 Gervais Avenue is due for review. The CUP is for the North Saint Paul Post Office to operate a mail distribution facility from this location. (See the maps on pages 2 through 4 and the city council minutes starting on page 5.)

BACKGROUND

On February 28, 2000, the council approved the following for this site:

1. A comprehensive land use plan amendment from M1 (light manufacturing) to G (government facility).
2. A CUP for a public building. The city code requires a CUP for "public utility, public service or public building uses." This approval was subject to the five conditions listed on pages 7 and 8.
3. Building, site and landscape plans.

DISCUSSION

The applicant is meeting the permit conditions. The contractor has some minor exterior site work to finish (including landscaping and painting) this spring. The applicant's contractor has agreed to finish this work by June 1, 2001. City staff has not received any complaints about this facility.

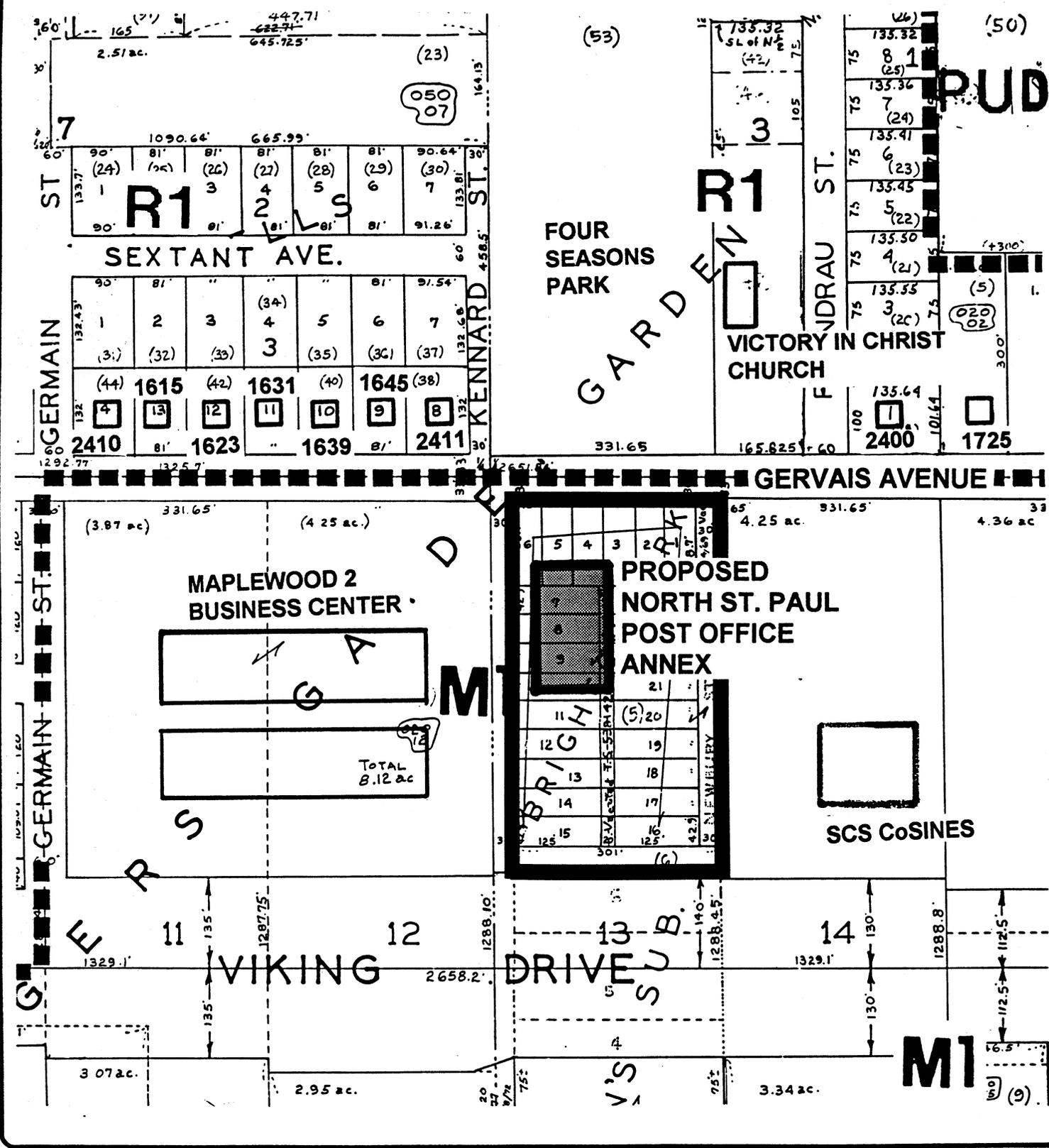
RECOMMENDATION

Review the conditional use permit for the North Saint Paul Post Office Annex at 1686 Gervais Avenue again in one year.

Kr/p:sec10/postoff.rev

Attachments:

1. Location Map
2. Property Line/Zoning Map
3. Site Plan
4. February 28, 2000 City Council Minutes

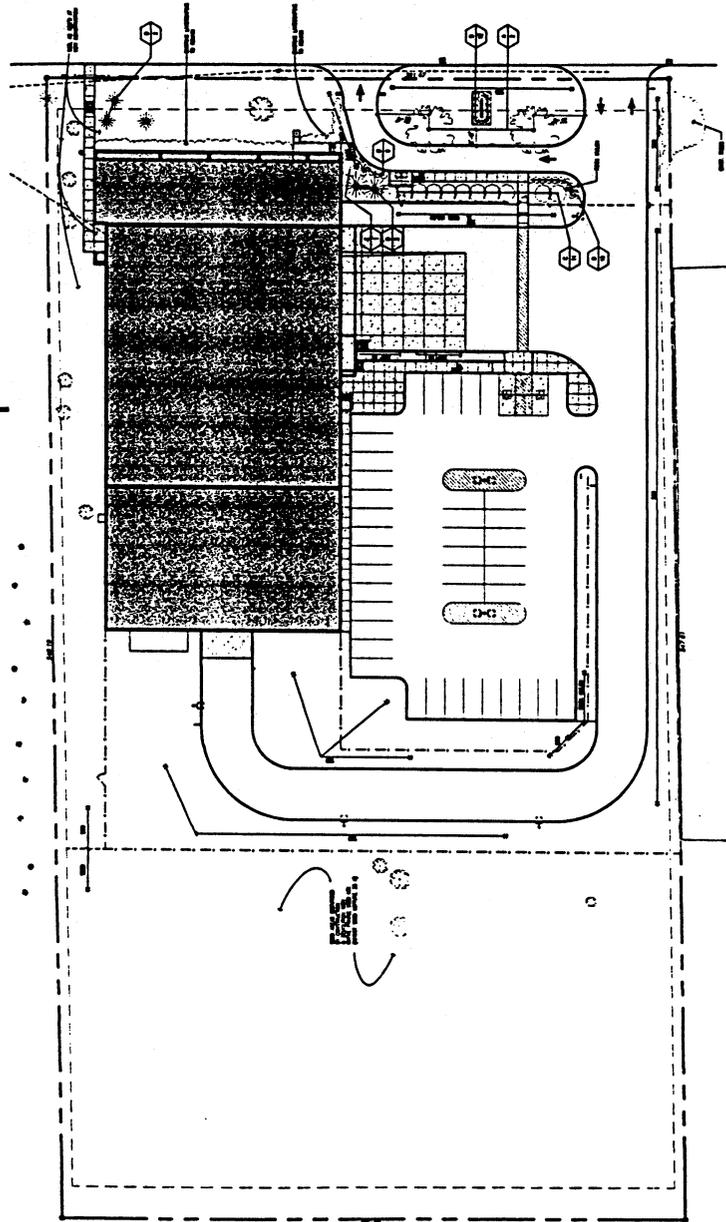


PROPERTY LINE / ZONING MAP



GERVAIS AVENUE

**PROPOSED
NORTH ST. PAUL
POST OFFICE
ANNEX**



SITE PLAN



MINUTES MAPLEWOOD CITY COUNCIL
7:00 P.M., Monday, February 28, 2000
Council Chambers, Municipal Building
Meeting No. 00-04

H. PUBLIC HEARINGS:

2. 7:15 P.M. United States Post Office Annex Building (1686 Gervais Avenue)

- a. Mayor Cardinal convened the meeting for a public hearing.
- b. Manager McGuire introduced the staff report.
- c. Community Development Director Coleman presented the specifics of the report.
- d. Commissioner Will Rossbach presented the Planning Commission report.
- e. Boardmember Tim Johnson presented the Community Design Review Board report.
- f. Mayor Cardinal opened the public hearing, calling for proponents or opponents. The following persons were heard:

Larry Bock, St. Paul Post Office
Chip Lindeke, Rafferty, Rafferty Tollefson Architects

- g. Mayor Cardinal closed the public hearing.

A. Land Use Plan Amendment (M1 - G) (4 Votes)

Councilmember Koppen introduced the following Resolution, amending the comprehensive land use plan from M1 (light manufacturing) to G (government facility) for the proposed North St. Paul Post Office Annex at 1686 Gervais Avenue, and moved its adoption:

RESOLUTION 00-02-024

LAND USE PLAN CHANGE RESOLUTION

WHEREAS, the United States Post Office North St. Paul applied for a change to the city's land use plan from M1 (light manufacturing) to G (government facility) to bring the land use plan into conformance with their proposed use as a mail distribution facility.

WHEREAS, this change applies to the property at 1686 Gervais Avenue. The legal description is:

LOTS 1 TO 24 INCLUSIVE, BRIGHTON PARK, RAMSEY COUNTY, MINNESOTA, TOGETHER WITH THE VACATED ALLEY, AND VACATED NEWBURY STREET, ACCRUING THERETO BY REASON OF THE VACATION THEREOF,

TOGETHER WITH

LOT 6, BRONSONS SUBDIVISION, RAMSEY COUNTY, MINNESOTA, SUBJECT TO HIGHWAY.

H. PUBLIC HEARINGS:

WHEREAS, the history of this change is as follows:

1. On February 7, 2000, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve the land use plan change.
2. On February 28, 2000, the city council discussed the land use plan change. They considered reports and recommendations from the planning commission and city staff.

NOW, THEREFORE, BE IT RESOLVED that the city council approve the above-described change because the proposed post office annex would comply with the commercial and industrial development policies in the Maplewood Comprehensive Plan.

The Maplewood City Council approved this resolution on February 28, 2000.

Seconded by Councilmember Wasiluk

Ayes - all

B. Conditional Use Permit

Councilmember Koppen introduced the following Resolution, approving a conditional use permit for the North St. Paul Post Office Annex at 1686 Gervais Avenue and moved its adoption. Approval is based on the findings required by the code and subject to the following conditions:

RESOLUTION 00-02-025

CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, the United States Post Office North St. Paul applied for a conditional use permit to operate a mail distribution facility in an existing industrial/warehouse building.

WHEREAS, this permit applies to the site located at 1686 Gervais Avenue. The legal description is:

LOTS 1 TO 24 INCLUSIVE, BRIGHTON PARK, RAMSEY COUNTY, MINNESOTA, TOGETHER WITH THE VACATED ALLEY, AND VACATED NEWBURY STREET, ACCRUING THERETO BY REASON OF THE VACATION THEREOF,

TOGETHER WITH

LOT 6, BRONSONS SUBDIVISION, RAMSEY COUNTY, MINNESOTA, SUBJECT TO HIGHWAY.

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

1. On February 7, 2000, the planning commission recommended that the city council approve this permit.

H. PUBLIC HEARINGS:

2. On February 28, 2000 the city council held a public hearing. City staff published a notice in the paper and sent notices to the surrounding property owners. The council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations from the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approve 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 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 runoff, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall instruct all drivers to access and exit this site via White Bear Avenue to avoid the residential neighborhood to the west. Mail deliveries to that neighborhood are exempted from this.

H. PUBLIC HEARINGS:

5. The applicant request to the Post Master that the new facility be named the Maplewood Post Office Annex.

The Maplewood City Council approved this resolution on February 28, 2000.

Seconded by Councilmember Wasiluk Ayes - all

C. Design Approval

Councilmember Koppen approved the plans (date-stamped January 12, 2000) for the proposed North St. Paul Post Office Annex, based on the findings required by the code. The property owner shall do the following:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before getting a building permit, the applicant shall provide a grading, drainage, utility and erosion control plan for the city engineer's approval.
3. Complete the following before occupying the building:
 - a. Construct a trash dumpster enclosure for any outside trash containers. The enclosures must be 100 percent opaque, match the color of the building and have a closeable gate that extends to the ground. If the trash container is not visible to the public it does not have to be screened. (code requirement)
 - b. Install all landscaping as shown on the approved plan.
 - c. Screen any new roof-top mechanical equipment that would be visible from the homes along Gervais Avenue. All other new roof-top units that are visible from non residential areas must be painted to match the building. (code requirement)
 - d. Provide handicap-accessible parking spaces as required by the ADA (American's with Disabilities Act).
4. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Councilmember Wasiluk Ayes - all

MEMORANDUM

Action by Council

TO: City Manager
FROM: Ken Roberts, Associate Planner
SUBJECT: **Conditional Use Permit Review**
LOCATION: 2303 White Bear Avenue
PROJECT: Maplewood Retail Center
DATE: January 30, 2001

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

The conditional use permit (CUP) for the property at 2303 White Bear Avenue (Maplewood Retail Center) is due for review. The city required the CUP for this center since it is within 350 feet of a residential district. (See the maps on pages 2 through 4 and the city council minutes starting on page 5.)

BACKGROUND

On February 28, 2000, the council approved the following for this site:

1. A ten-foot parking lot setback variance from the Highway 36 right-of-way. The code requires a 15-foot setback; the applicant proposed five feet.
2. A conditional use permit (CUP) because the building is about 200 feet from a residential district (the center line of White Bear Avenue). The code requires a CUP for buildings in an M1 (light manufacturing) district if they would be closer than 350 feet to a residential zone. (See the property line/zoning map on page 3.)
3. The architectural, site, signage and landscape plans.

DISCUSSION

The applicant is meeting the permit conditions. The contractor has some minor landscaping to finish this spring. The city is holding escrow money to ensure that the applicant's contractor will finish this work. City staff has not received any complaints about this facility.

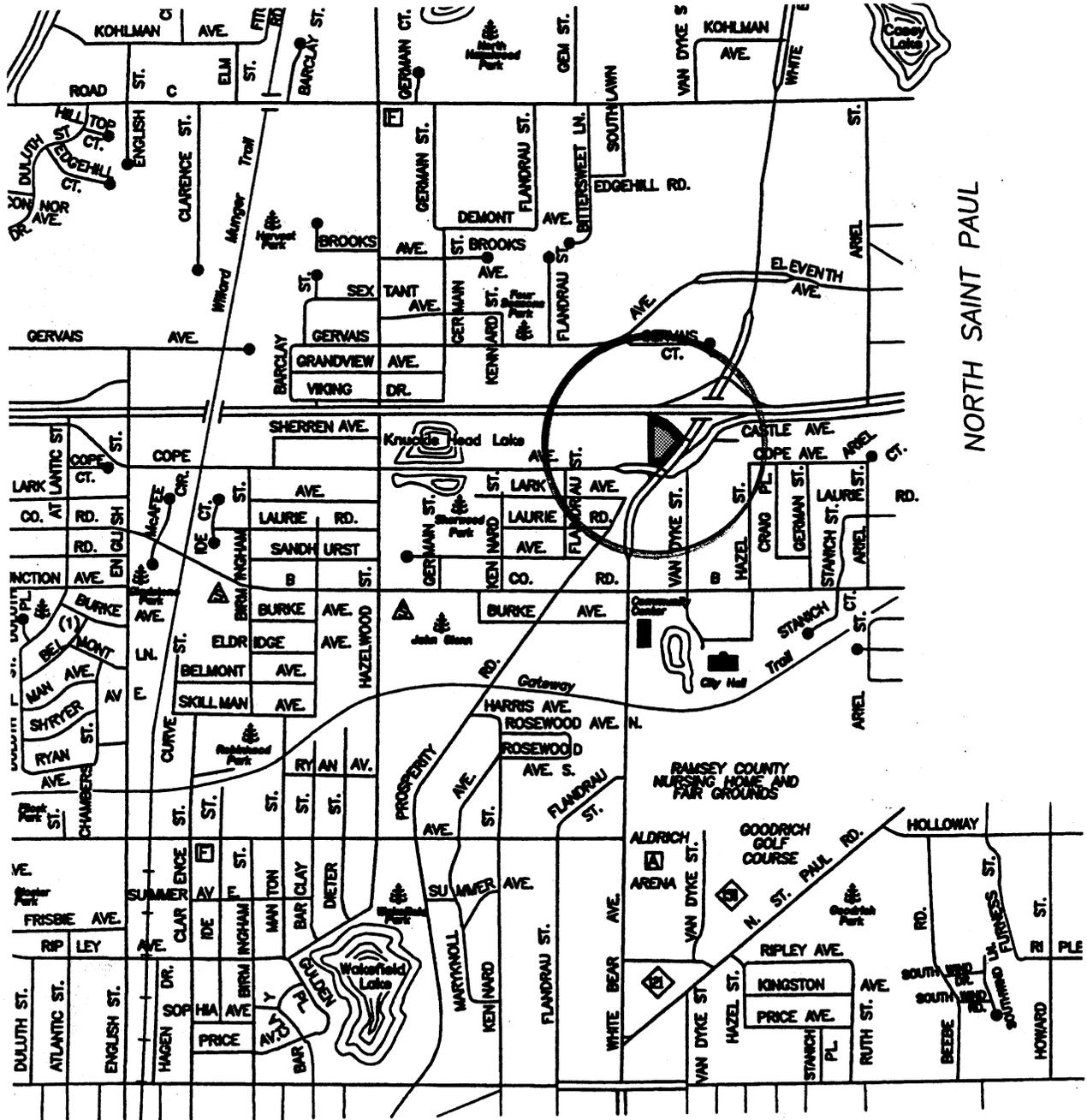
RECOMMENDATION

Review the conditional use permit for the Maplewood Retail Center at 2303 White Bear Avenue again in one year.

Kr/p:sec11/baliretl.rev

Attachments:

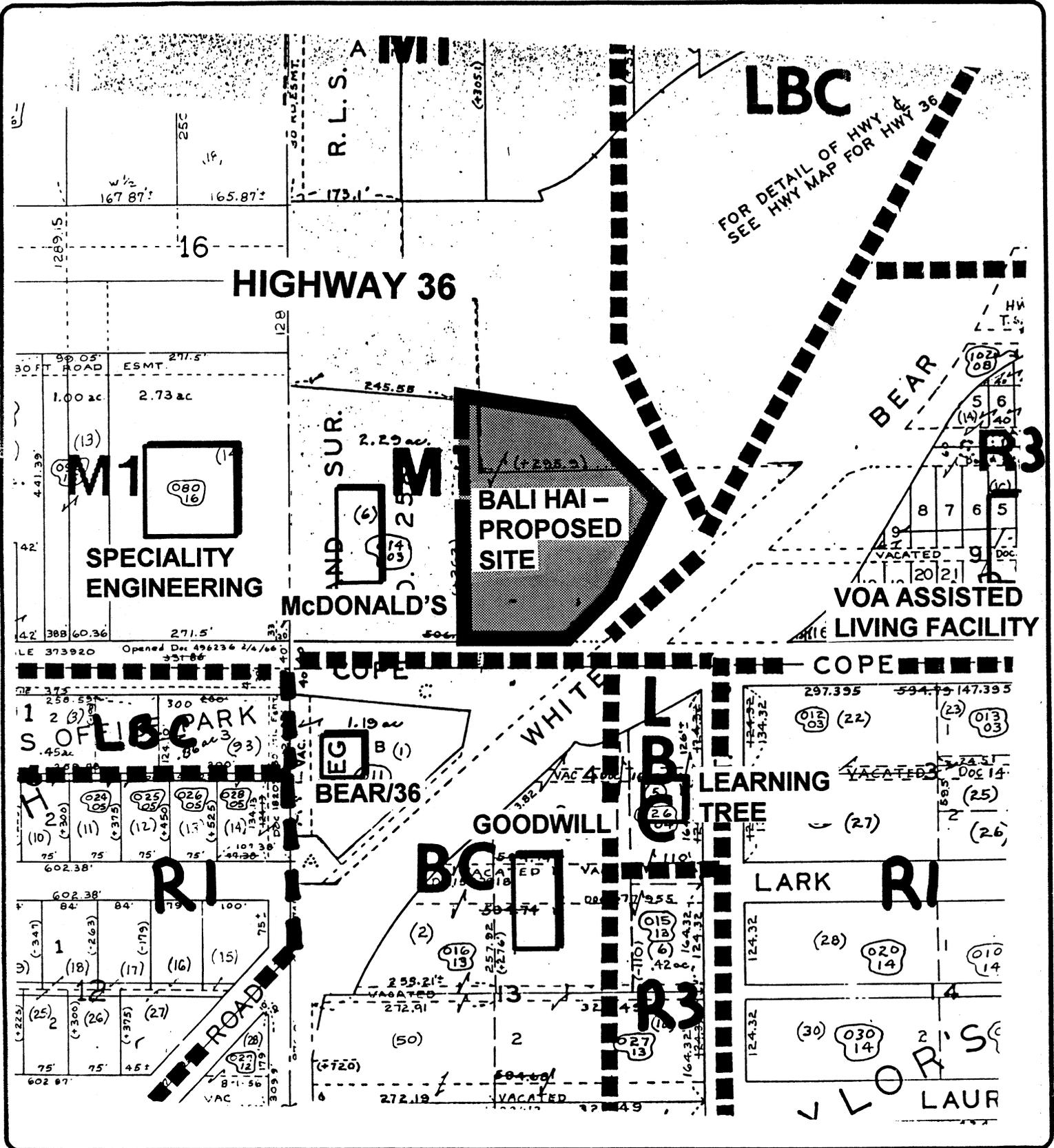
1. Location Map
2. Property Line/Zoning Map
3. Site Plan
4. February 28, 2000 City Council Minutes



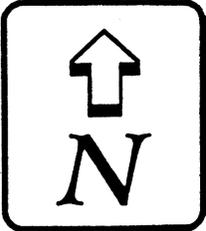
NORTH SAINT PAUL

LOCATION MAP





PROPERTY LINE / ZONING MAP



MINUTES MAPLEWOOD CITY COUNCIL
7:00 P.M., Monday, February 28, 2000
Council Chambers, Municipal Building
Meeting No. 00-04

H. PUBLIC HEARINGS:

3. 7:30 P.M. Maplewood Retail Center (2305 White Bear Avenue)

- a. Mayor Cardinal convened the meeting for a public hearing.
- b. Manager McGuire introduced the staff report.
- c. Community Development Director Coleman presented the specifics of the report.
- d. Commissioner Will Rossbach presented the Planning Commission report.
- e. Boardmember Tim Johnson presented the Community Design Review Board report.
- f. Mayor Cardinal opened the public hearing, calling for proponents or opponents. The following person was heard:

Peter Hilger, Portfolio Design Services, representing Reliance Development

- g. Mayor Cardinal closed the public hearing.

A. Parking Lot Setback Variance

Councilmember Allenspach introduced the following Resolution, approving a ten-foot parking lot setback variance for the proposed Maplewood Retail Site at 2305 White Bear Avenue and moved for its adoption:

RESOLUTION 00-02-026

VARIANCE RESOLUTION

WHEREAS, Reliance Development Company LLP applied for a parking lot setback variance from the zoning code.

WHEREAS, this variance applies to property at 2305 White Bear Avenue. The legal description is:

Parcel 1: Tract E, except the West 263 feet, as measured at right angles to the West line of said Tract E, and except that part of Tract E contained in the following described tract: Beginning at a point on the West line of said Tract E, distant 104.81 feet South of the Northwest corner thereof; thence South 00°00'00" East, assumed bearing, along said West line, 21.33 feet; thence South 84°23'47" East, 245.55 feet; thence South 80°58'04", 122.63 feet, to the right of way line of Trunk Highway No. 36 as now located and established; thence North 47°29'01" West, along said right of way line, 102.02 feet; thence South 89°08'00" West, along said right of way line 290.31 feet to the point of beginning; in Registered Land Survey No. 258.

Parcel 2: That part of the Northwest 1/4 of the Southwest 1/4 of Section 11, Township 29, Range 22, Ramsey County, Minnesota, described as: Commencing at a point 295.90 feet North of the South line of the Northwest 1/4 of the Southwest 1/4 of Section 11, Township 29, Range 22 and 289.28 feet East of the West line of said Northwest 1/4 of the Southwest 1/4 of said Section; thence North parallel with the West line of the said Northwest 1/4 of the Southwest 1/4 of said Section 261.71 feet; thence East parallel with the South line of the said Northwest 1/4 of the Southwest 1/4 of said Section 141.37 feet; thence South parallel with the West line of the said Northwest 1/4 of the Southwest 1/4 of said Section 107.61 feet; thence East parallel with the South line of the said Northwest 1/4 of the Southwest 1/4 of said Section 530.45 feet to the Westerly line of the White Bear Road; thence Southwesterly along the Westerly line of the White Bear Road to a point which is 295.90 feet North (measured at right angles) from the South line of the said Northwest 1/4 of the Southwest 1/4 of said Section; thence West parallel with the South line of the Northwest 1/4 of the Southwest 1/4 of said Section 510.60 feet to the place of beginning.

EXCEPT that part thereof lying within the following described tract: Beginning at a point on the West line of Tract E, Registered Land Survey No. 258, distant 104.81 feet South of the Northwest corner of said Tract E; thence South 00°00'00" East, assumed bearing, along the West line of said Tract E, 21.33 feet; thence South 84°23'47" East, 245.55 feet; thence South 80°58'04", 122.63 feet, to the right of way line of Trunk Highway No. 36 as now located and established; thence North 47°29'01" West along said right of way line, 102.02 feet; thence South 89°08'00" West along said right of way line, 290.31 feet to the point of beginning.

WHEREAS, Section 36-28(c)(5)(a) of the zoning code requires a 15-foot parking lot setback from street right-of-way.

WHEREAS, the applicant is proposing a five-foot parking lot setback.

WHEREAS, this requires a variance of 10 feet.

WHEREAS, the history of this variance is as follows:

1. On February 7, 2000 the planning commission recommended that the city council approve this variance.
2. On February 8, 2000 the community design review board recommended that the city council approve this variance.
3. The city council held a public hearing on February 28, 2000. City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners as required by law. The council gave everyone at the hearing an opportunity to speak and present written statements. The council also considered reports and recommendations from the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approve the above-described variance as recommended by the city staff that would allow a ten-foot parking lot encroachment into the normally-required 15-foot setback area for the following reasons:

1. The proposed five-foot-wide green strip would meet the spirit and intent of the ordinance in combination with the wide highway boulevard. The highway right-of-way ranges in width from 52 feet to 100 feet adjacent to the proposed north/northeast lot line. With the proposed five feet of setback, there would be 57 feet to 105 feet of green space to the shoulder of the highway off ramp. This is well over the typical green strip width between a parking lot and a street which is 25 to 30

feet (15 feet of setback and 10 to 15 feet of boulevard).

2. The parking lot setbacks proposed are substantially better than the existing ones. Currently the Bali Hai parking lot is at the lot line, and in areas, extends into the right-of-way. The applicant's plan would improve this current situation.
3. Complying with the code would cause the developer undue hardship because of circumstances unique to the property. The site is difficult to fit a development since it has three street frontages and has an irregular shape.

The Maplewood City Council adopted this resolution on February 28, 2000.

Seconded by Councilmember Koppen

Ayes - all

B. Conditional Use Permit

Councilmember Allenspach introduced the following Resolution, approving a conditional use permit for a building in a M-1 (light manufacturing) district at 2305 White Bear Avenue to be closer than 350 feet to a residential district (the proposed building would be 200 feet from the nearest residential district) and moved for its adoption. The city bases the approval on the findings required by code and is subject to the following conditions:

RESOLUTION 00-02-027

CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Reliance Development Company LLP applied for a conditional use permit to construct a building closer than 350 feet to a residential zoning district.

WHEREAS, this permit applies to property at 2305 White Bear Avenue. The legal description is:

Parcel 1: Tract E, except the West 263 feet, as measured at right angles to the West line of said Tract E, and except that part of Tract E contained in the following described tract: Beginning at a point on the West line of said Tract E, distant 104.81 feet South of the Northwest corner thereof; thence South 00°00'00" East, assumed bearing, along said West line, 21.33 feet; thence South 84°23'47" East, 245.55 feet; thence South 80°58'04", 122.63 feet, to the right of way line of Trunk Highway No. 36 as now located and established; thence North 47°29'01" West, along said right of way line, 102.02 feet; thence South 89°08'00" West, along said right of way line 290.31 feet to the point of beginning; in Registered Land Survey No. 258.

Parcel 2: That part of the Northwest 1/4 of the Southwest 1/4 of Section 11, Township 29, Range 22, Ramsey County, Minnesota, described as: Commencing at a point 295.90 feet North of the South line of the Northwest 1/4 of the Southwest 1/4 of Section 11, Township 29, Range 22 and 289.28 feet East of the West line of said Northwest 1/4 of the Southwest 1/4 of said Section; thence North parallel with the West line of the said Northwest 1/4 of the Southwest 1/4 of said Section 261.71 feet; thence East parallel with the South line of the said Northwest 1/4 of the Southwest 1/4 of said Section 141.37 feet; thence South parallel with the West line of the said Northwest 1/4 of the Southwest 1/4 of said Section 107.61 feet; thence East parallel with the South line of the said Northwest 1/4 of the Southwest 1/4 of said Section 530.45 feet to the Westerly line of the White Bear Road; thence Southwesterly along the Westerly line of the White Bear Road to a point which is 295.90 feet

North (measured at right angles) from the South line of the said Northwest 1/4 of the Southwest 1/4 of said Section; thence West parallel with the South line of the Northwest 1/4 of the Southwest 1/4 of said Section 510.60 feet to the place of beginning.

EXCEPT that part thereof lying within the following described tract: Beginning at a point on the West line of Tract E, Registered Land Survey No. 258, distant 104.81 feet South of the Northwest corner of said Tract E; thence South 00°00'00" East, assumed bearing, along the West line of said Tract E, 21.33 feet; thence South 84°23'47" East, 245.55 feet; thence South 80°58'04", 122.63 feet, to the right of way line of Trunk Highway No. 36 as now located and established; thence North 47°29'01" West along said right of way line, 102.02 feet; thence South 89°08'00" West along said right of way line, 290.31 feet to the point of beginning.

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

1. On February 7, 2000, the planning commission recommended that the city council approve this permit.
2. On February 28, 2000, 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 council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approve the above-described conditional use permit based on the building and site plans. The city approves this permit 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 runoff, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall install the landscaping as shown on the plan approved by the community design review board at their meeting of February 22, 2000.

The Maplewood City Council adopted this resolution on February 28, 2000.

Seconded by Councilmember Koppen Ayes - all

C. Design Approval

Councilmember Allenspach moved to approve the plans date-stamped January 7, 2000, for the proposed Maplewood Retail Site at 2305 White Bear Avenue, based on the findings required by the code. Approval is subject to the applicant complying with the following conditions:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before getting a building permit, the applicant shall submit grading, drainage, utility and erosion control plans to the city engineer for approval.
3. The applicant shall complete the following before occupying the building:
 - a. Install a handicap-parking sign for each handicap-parking space.
 - b. Provide continuous concrete curb and gutter all around the parking lot and driveways.
 - c. Paint the rooftop mechanical equipment to match the building color if the units are visible. (code requirement)
 - d. Construct the trash dumpster enclosure using the same materials and color as the building. This enclosure shall have a 100 percent opaque gate.
 - e. Install an in-ground lawn irrigation system for all landscaped areas except for the planted areas by the wetland behind the building. (code requirement)
 - f. Provide site-security lighting as required by the code. The light source, including the lens covering the bulb, shall be concealed so not to cause any nuisance to drivers or neighbors.
4. If any required work is not done, the city may allow temporary occupancy if:
 - a. The work is not essential to the public health, safety or welfare.
 - b. The city receives a cash escrow or an irrevocable letter of credit for the required work. The

amount shall be 200 percent of the cost of the unfinished work. Any unfinished landscaping shall be completed by June 1 if the building is occupied in the fall or winter or within six weeks if the building is occupied in the spring or summer.

5. All work shall follow the approved plans. The director of community development may approve minor changes.
6. The three-color design of the awnings and tubular-steel detailing on the building shall be as shown on the plans and shall not change.
7. The landscape plan shall be subject to the following conditions:
 - a. The applicant shall replace the four Ash Trees on the south side if they cannot be saved and replace the two relocated evergreens on the White Bear Avenue side if they do not survive. Tree sizes shall comply with the code. The applicant shall not remove any tree or plant growth on public right-of-way since these trees were shown as plantings on the approved landscape plan.
 - b. The applicant shall resod any disturbed right-of-way.
 - c. The applicant shall install an in-ground lawn irrigation system in all landscaped areas.
8. The sign plan criteria shall be as follows:
 - a. Each tenant can have up to a 36-inch-tall wall sign on their store front on the main sign fascia area. Tenant signs on the tower shall not exceed 48 inches in height.
 - b. In addition to a 36-inch-tall sign on the front of the building Tenants in a corner space can have a 36-inch-tall sign on the side elevation. Side elevation signs can only be placed over doors, windows or towers of that tenants space.
 - c. Wall signs are not required to be on raceways.
 - d. Tenant identification signs are not allowed on the back of the building.
 - e. The pylon sign near Highway 36 shall not exceed 36 feet in height as measured from the base of the sign.

Seconded by Councilmember Koppen

Ayes - all

Action by Council

MEMORANDUM

Date _____

Endorsed _____

Modified _____

Rejected _____

TO: City Manager
 FROM: Tom Ekstrand, Assistant Community Development Director
 SUBJECT: **Preliminary Plat Extension – Woodlynn Heights Townhomes Number Seven**
 LOCATION: West of 2175 Woodlynn Avenue
 DATE: February 1, 2001

INTRODUCTION

On February 14, 2000, the city council approved the Woodlynn Heights Townhomes Number Seven preliminary plat for Patrick Kinney, of PJK Realty. Mr. Kinney received approval for three, three-unit buildings. These nine units would complete the Woodlynn Heights Townhomes development which started in 1984. Refer to the maps and drawings on pages 2-4.

BACKGROUND

February 14, 2000: In addition to approving this preliminary plat, the city council denied a front setback variance request for this project. The city council also approved the site and architectural plans. Refer to the minutes on pages 5-7.

DISCUSSION

The applicant has requested that the city council renew this preliminary plat. Mr. Kinney is anticipating submitting his final plat and beginning construction this year.

The city council should renew this preliminary plat approval for review in one year to check on Mr. Kinney's progress.

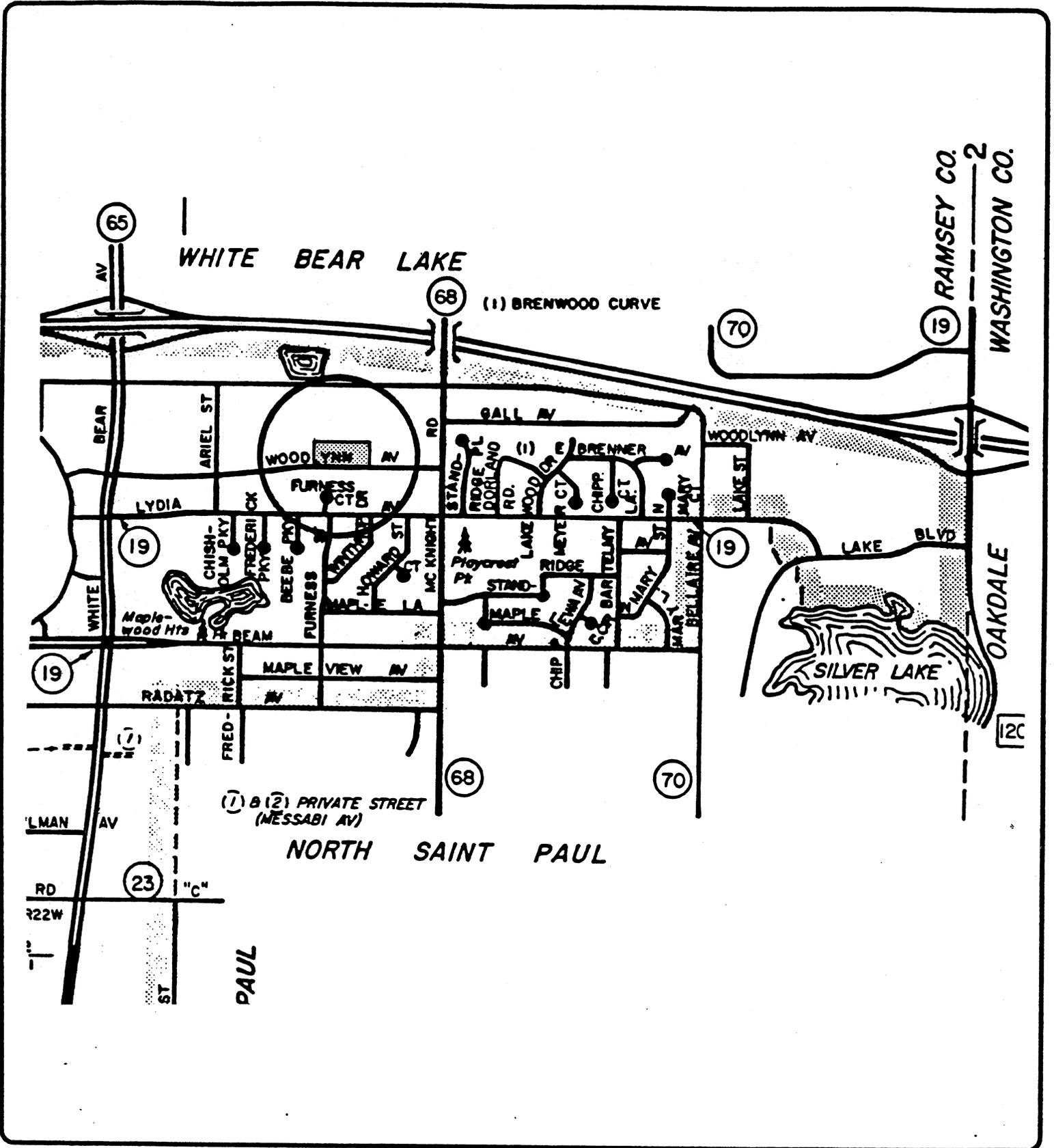
RECOMMENDATION

Approve a one-year time-extension for the Woodlynn Heights Townhomes Number Seven preliminary plat. This time extension shall be subject to the February 14, 2000 conditions of approval.

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Attachments:

1. Location Map
2. Property Line/Zoning Map
3. Site Plan
4. Minutes dated February 14, 2000



LOCATION MAP



2. 7:10 P.M. Woodlynn Heights Townhomes No. 7 (West of 2175 Woodlynn Avenue)

- a. Mayor Cardinal convened the meeting for a public hearing.
- b. Manager McGuire introduced the staff report.
- c. Community Development Director Coleman presented the specifics of the report.
- d. Commissioner Paul Mueller presented the Planning Commission report.
- e. Boardmember Matt Ledvina presented the Community Design Review Board report.
- f. Mayor Cardinal opened the public hearing, calling for proponents or opponents. The following persons were heard:
 1. Mark Leigh, co-applicant, 25766 Lofton Avenue, Chisago City
 2. Patrick Kinney, applicant
 3. Dorothy Arko, 2181 Woodlynn Avenue
- g. Mayor Cardinal closed the public hearing.

1. Preliminary Plat

Councilmember Koppen moved to approve the preliminary plat date-stamped December 3, 1999 for the proposed Woodlynn Heights Townhomes No. 7, subject to the applicant complying with the following conditions:

- 1.* Obtaining the city engineer's approval of the final construction and engineering plans. These plans shall include grading, utility, drainage and erosion control plans. The plans shall meet the following conditions:
 - a. The erosion control plans shall be consistent with the city code.
 - b. The grading plan shall:
 - (1) Include proposed building pad elevation and contour information for each home site. The lot lines on this plan shall follow the approved preliminary plat.
 - (2) Include contour information for all the land that the construction will disturb.
 - (3) Show all proposed slopes steeper than 3:1 on the proposed construction plans. The city engineer shall approve the plans, specifications and management practices for any slopes steeper than 3:1.
2. Paying for costs related to the engineering department's review of the construction plans.
3. Signing a developer's agreement with the city that guarantees that the developer or contractor will:
 - a. Complete all grading for overall site drainage, complete all public improvements and meet all city requirements.
 - b.* Place temporary orange safety fencing and signs at the grading limits.
 - c. Provide five-foot-wide drainage and utility easements along each side lot line between

buildings and along the west and east lot lines of this addition.

- d. Extend the five-foot-wide concrete sidewalk from its current location to the west lot line of this townhouse addition.
 - e. Provide for the repair of Woodlynn Avenue (street and boulevard) after the developer connects to the public utilities and builds the sidewalk.
4. If the developer decides to final plat the preliminary plat, the director of community development may waive any conditions that do not apply to the final plat.
 - 5.* Submitting the homeowner's association bylaws and rules to the Director of Community Development. These are to assure that there will be one responsible party for the maintenance of the private utilities, driveways and structure.
 - 6.* Providing a written statement from NSP and Amoco Oil Company which allows the grading in the easement that the developer proposes.

*The developer must complete these conditions before the city issues a grading permit or approves the final plat.

Seconded by Councilmember Collins

Ayes - all

2. Front Setback Variance

Councilmember Koppen moved to deny a Variance Resolution, denying a seven-foot setback variance for Woodlynn Heights Townhomes No. 7. The Council is denying the variance request because there is no unique circumstances or hardships to the property. The building and parking can be constructed and meet the required setbacks.

Seconded by Councilmember Wasiluk

Ayes - all

3. Design Approval

Councilmember Koppen moved to approve the plans date-stamped December 3, 1999 for Woodlynn Heights Townhomes No. 7, based on the findings required by the code. The developer, Patrick Kinney, shall do the following:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before getting a building permit the applicant shall:
 - a. Submit a grading, drainage, utility and erosion control plan to the city engineer for approval.
 - b. Submit a revised landscape plan to staff for approval which incorporates the following details:

- (1) Seven spruce trees, two clumps of birch trees and six low-growing shrubs in the front yards on each side of the entrance driveways for each three-plex.
 - (2) The spruce trees must be at least six feet tall and the birch at least 2 ½ inches in caliper, balled and burlapped.
 - (3) The plantings proposed around the front of the units shown on the landscape plan date-stamped December 3, 1999, shall remain on the plan.
 - (4) In addition to the above, all front side and rear yard areas shall be sodded (except for mulched and edged planting beds and the area within the NSP easement) and an in-ground lawn irrigation system shall be installed for all landscape areas (code requirement).
 - (5) No landscaping shall take place in the boulevard and the boulevard shall be restored with sod.
- c. Stake the NSP easement line and the front and side lot lines with survey irons.
 - d. Revise the site plan to increase the driveway turnaround setback from the east lot line to five feet (code requirement).
 - e. Present a color scheme to staff for approval for each building.
3. Complete the following before occupying the building:
 - a. Replace property irons that are removed because of this construction.
 - b. Restore and sod damaged boulevards. Sod all landscaped areas except for the area within the NSP easement which may be seeded.
 - c. Install an automatic in-ground irrigation system.
 - d. Extension of the five-foot-wide concrete sidewalk to the west lot line of this development.
 4. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The city receives a cash escrow or an irrevocable letter of credit for the required work. The amount shall be 200 percent of the cost of the unfinished work. Any unfinished landscaping shall be completed by June 1 if the building is occupied in the fall or winter or within six weeks if the building is occupied in the spring or summer.
 5. All work shall follow the approved plans. The director of community development may approve minor changes.

Seconded by Mayor Cardinal

Ayes - Mayor Cardinal and Councilmembers
Koppen and Collins

MEMORANDUM

Action by Council

TO: City Manager
FROM: Thomas Ekstrand, Assistant Community Development Director
SUBJECT: **Conditional Use Permit Renewal – Woodland Hills Church**
LOCATION: 1740 Van Dyke Street and 1847 Larpenteur Avenue
DATE: February 1, 2001

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

The conditional use permit (CUP) for Woodland Hills Church is due for review. This CUP allowed the church in the former Builder's Square building. This CUP also included the Maplewood Plaza Theatre site. Woodland Hills has been renovating the building interior, landscaping the site and improving the parking lot. They are in the process of adding two vestibules on the front of the building. Refer to the maps on pages 2-4.

CODE REQUIREMENT

Section 36-444 states all CUPs shall be reviewed by the city council within one year of the date of initial approval or the permit shall become null and void. The council may grant up to one one-year extension of the permit if just cause is shown.

BACKGROUND

January 10, 2000: The city council approved this CUP, approved a comprehensive land use plan amendment from BC (business commercial) to C (church) and amended the liquor license requirements to exempt the 100-foot spacing requirement for churches from on-sale/off-sale liquor establishments in instances where the liquor store was in operation before the church entered the neighborhood. The CUP was subject to the conditions on page 5.

DISCUSSION

The applicant has shown substantial progress with their building and site remodeling. The city council should review this permit in one year to check their progress. Once all the proposed work is completed the council may consider waiving future CUP reviews.

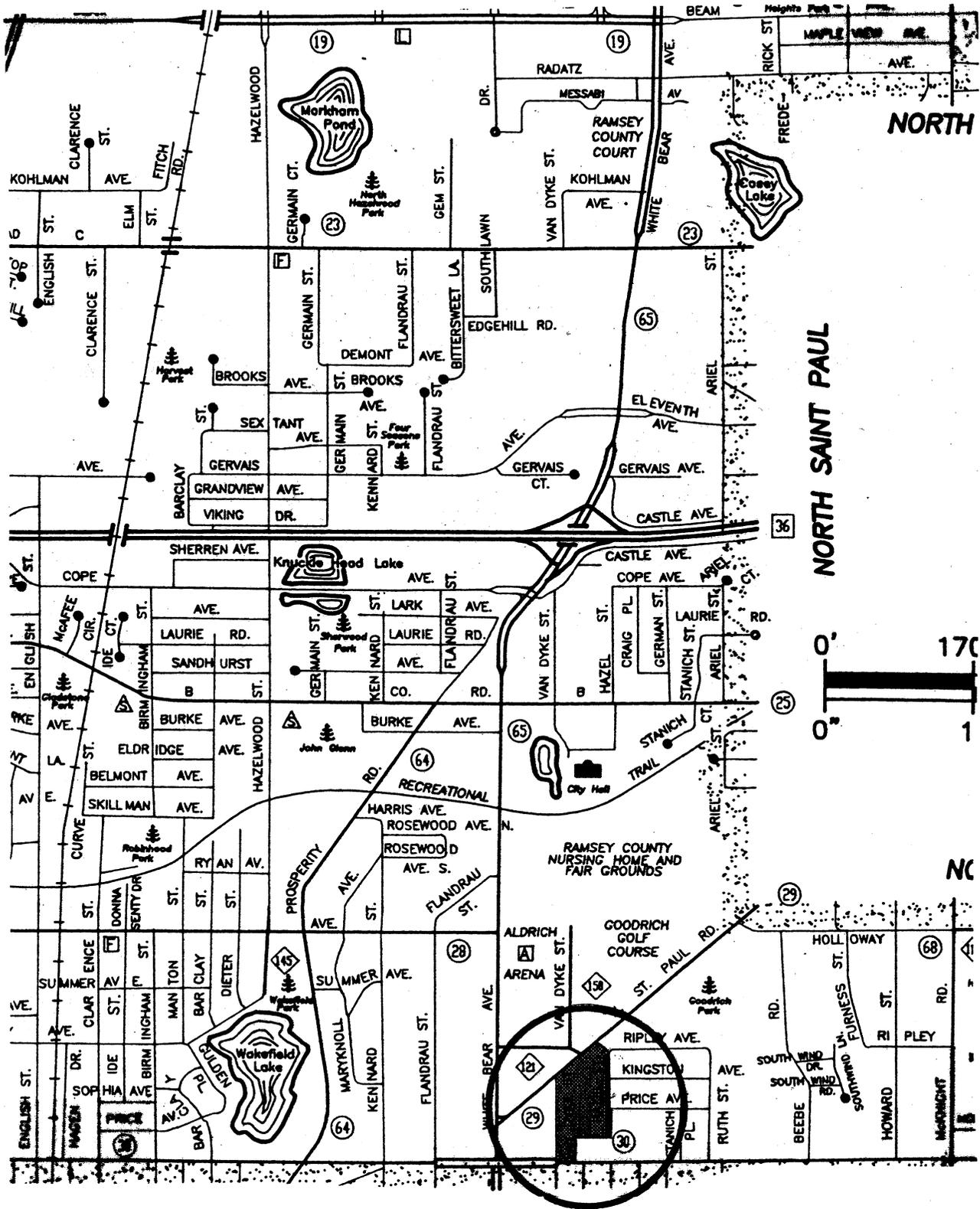
RECOMMENDATION

The council should review the conditional use permit for Woodland Hills Church in one year to check on the progress of their proposed construction.

p:\sec14\woodland.rev

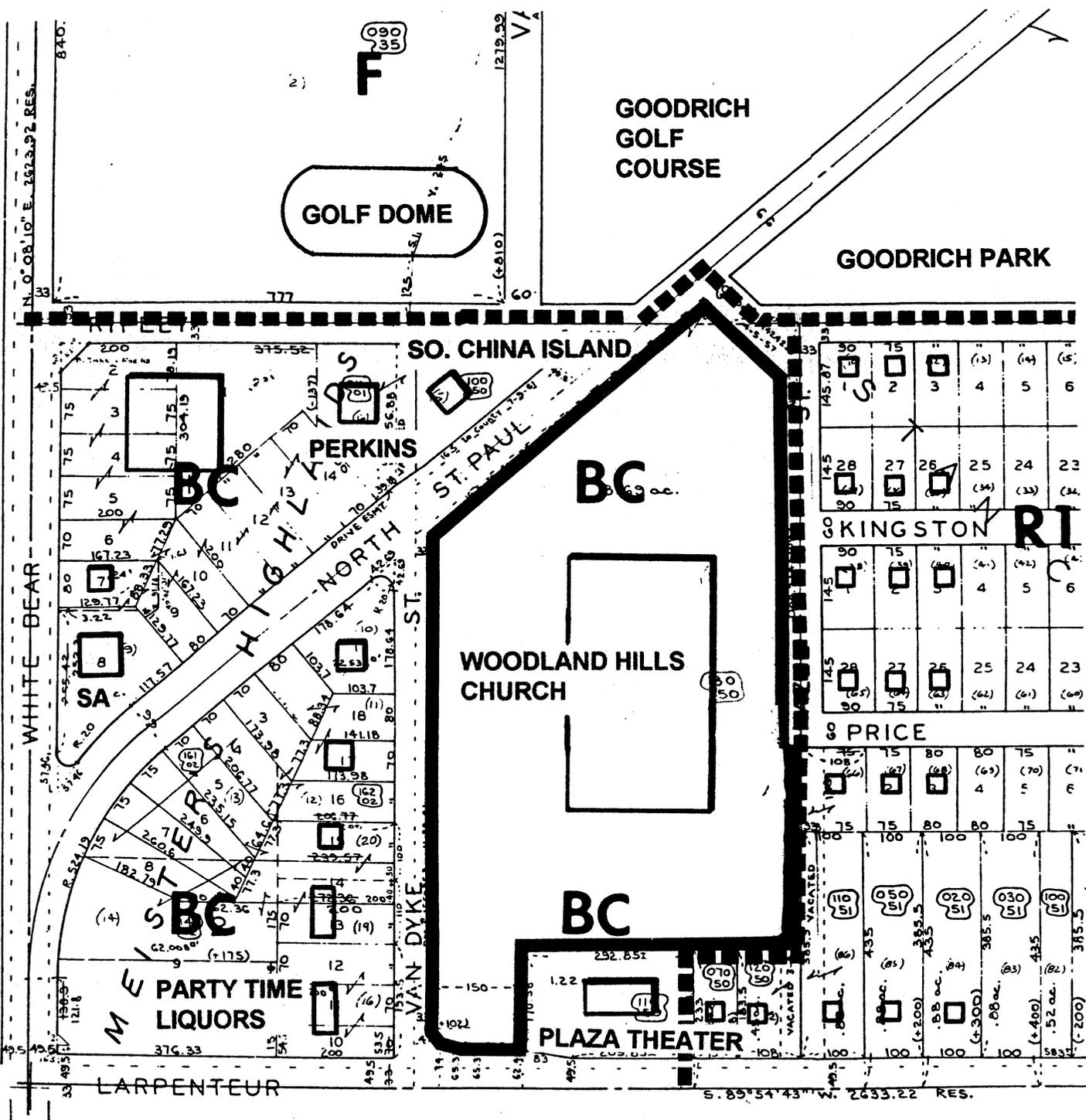
Attachments:

1. Location Map
2. Property Line/Zoning Map
3. Site Plan
4. CUP Motion dated January 10, 2000

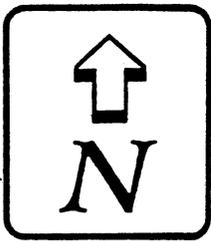


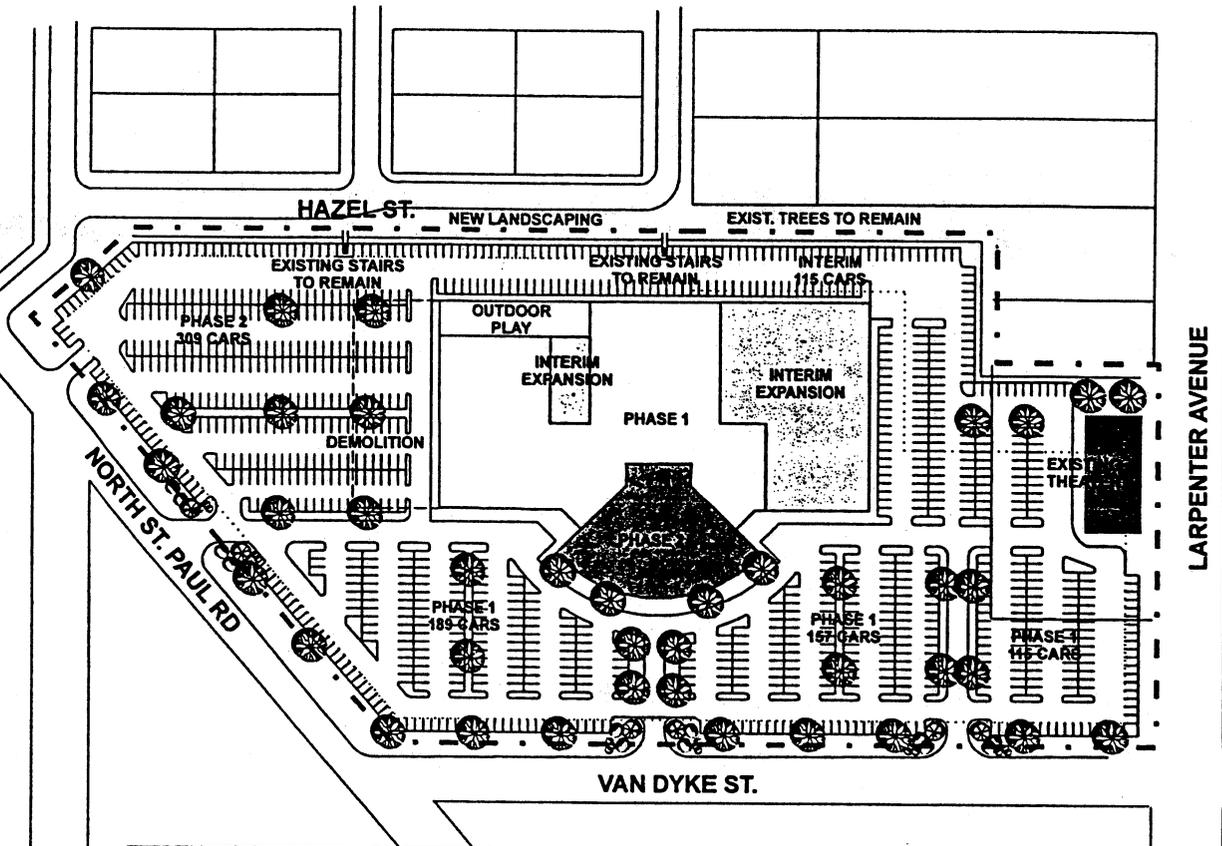
LOCATION MAP





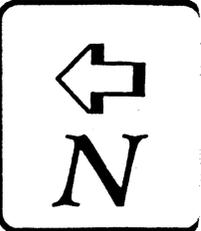
PROPERTY LINE / ZONING MAP





	<u>PHASE 1</u>	<u>INTERIM</u>	<u>PHASE 2</u>
OCCUPIED AREA	67,875 S.F.	109,035 S.F.	146,535 S.F.
SANCTUARY SIZE	1,400	2,000	2,500
PARKING REQUIRED	350	500	625
PARKING PROVIDED	461	724	1,033

SITE PLAN



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 runoff, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall do the following immediately with the Phase 1 improvements: overlay and restripe the parking lot on the west side of the building, patch pot holes in the parking lot on the remainder of the site, remove all litter, damaged items and debris, remove the wooden fence and restore the grass.
5. The landscape plan shall be submitted to the community design review board for approval before any landscaping is added.
6. Plans for any changes to the building exterior, other than painting or repairs, shall be submitted to the community design review board for review and approval.

The Maplewood City Council adopted this resolution on January 10, 2000.

AGENDA REPORT

Action by Council

TO: City Manager
 FROM: Assistant City Engineer 
 SUBJECT: AT&T Wireless Services Lease Agreement
 DATE: February 5, 2001

Date _____
 Endorsed _____
 Modified _____
 Rejected _____

Attached is a letter from AT&T's site acquisition consultant requesting the city's consent to the lease agreement between AT&T Wireless Services and St. Paul Regional Water Services. The lease agreement was approved by the Board of Water Commissioners and AT&T on November 14, 2000. A copy of the full lease agreement is available in the Department of Public Works administration files.

The agreement is to locate six panel antennas on the facade of the Stillwater Road Water Tower. In addition, an equipment shelter will be located in the interior of the water tower. Antennas on water towers have become common place and the proposal here will be similar to antennas already located on that same water tower.

In addition, Maplewood will receive a portion of the revenue as part of the Transfer Agreement between Maplewood and St. Paul Regional Water Services.

It is recommended that the city council consent to the lease agreement between AT&T Wireless Services and St. Paul Regional Water Services.

CMC

Attachments
 jc



**SITE ACQUISITION
CONSULTANTS**

Client satisfaction through excellence.

9915 Briar Road, #610
Bloomington, MN 55437

Phone: (612) 802-0452

E-mail: amydresch@siteacquisition.com

January 27, 2001

Mr. Chris Cavett
Engineering Department
City of Maplewood
1830 East County Road B
Maplewood, MN 55109

VIA HAND DELIVERY

Re: Request by AT&T Wireless Services of Minnesota to be included on
February 12, 2001 City Council Agenda
AT&T Site #MI-126/Mapledale

Dear Mr. Cavett,

Please find enclosed one (1) set of site plan drawings and executed lease agreement by the St. Paul Water Commissioners with regards to AT&T's proposed installation of a wireless telecommunication facility at the Ferndale Water Tower. Under the Maplewood Zoning Ordinance, collocating telecommunication equipment on an existing water tower is considered a Permitted Use.

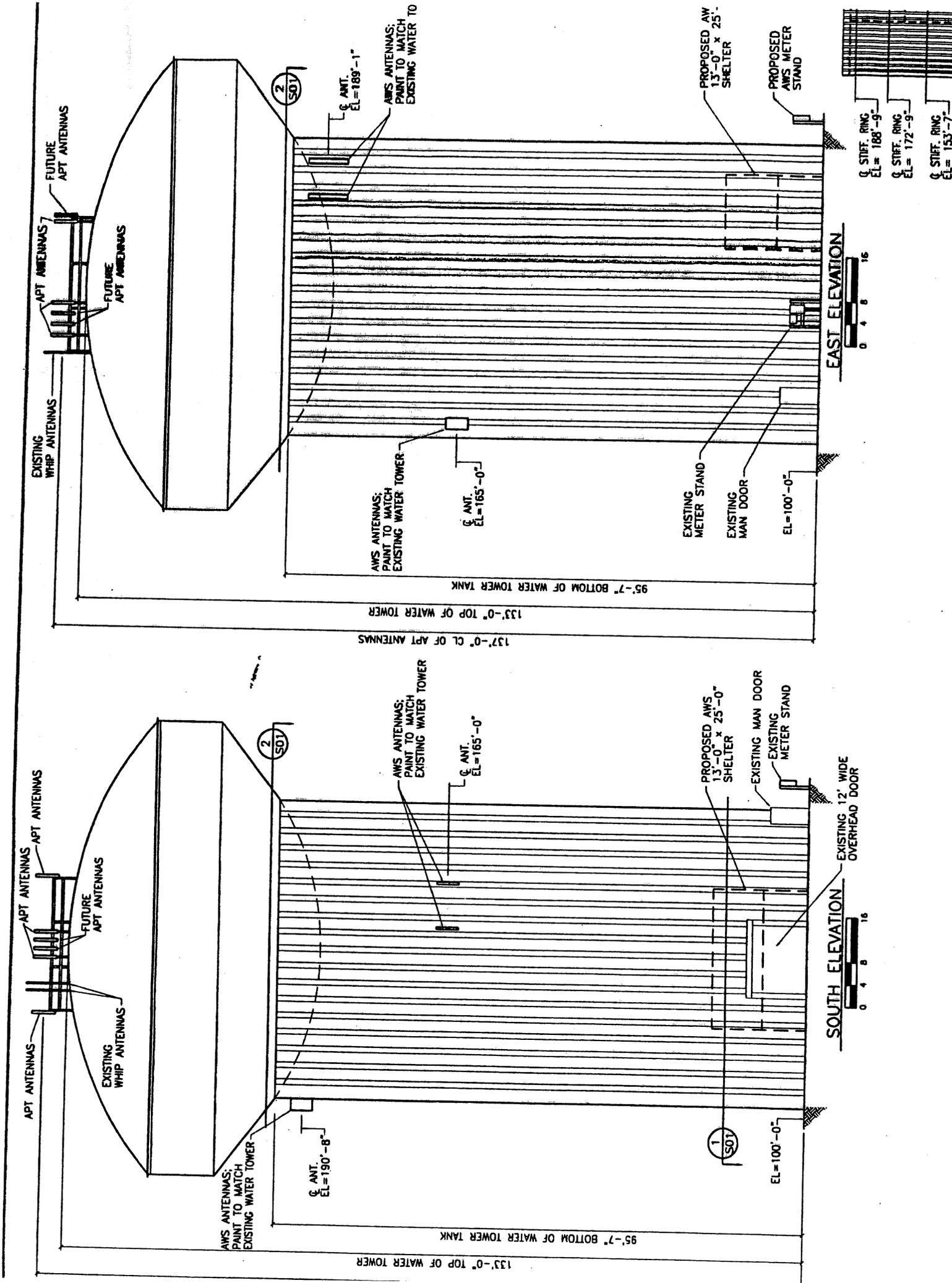
AT&T proposes to locate six panel antennas on the facade of the water tower. The radio equipment shelter will be located in the interior of the water tower and shielded from view. I look forward to working with you and the Maplewood City Council regarding this approval request. The addition of this site will ensure uninterrupted superior digital PCS service to the Maplewood Community.

Should you have any questions or require additional information, please feel free to contact me at (612) 802-0452.

Sincerely,

Amy Dresch
Leasing Manager

Enclosure



AGENDA REPORT

Action by Council

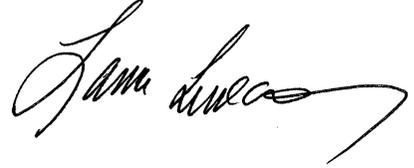
TO: Karen Guilfoile, City Clerk
FROM: Lance Lundsten, Public Works Coordinator
SUBJECT: Surplus Property Disposal
DATE: January 24, 2001

Date _____
Endorsed _____
Modified _____
Rejected _____

Declare as surplus property and authorize disposal at State auction, or sale or donation to another governmental agency:

- 1.) One Roland Camm 1 Desktop signmaker, Model PCN 950
Serial Number 2H12546

This equipment has been replaced and is no longer of any use to the Public Works Department.



LAL/meo

Agenda No. 6-15

AGENDA REPORT

To: Richard Fursman, City Manager *RF*
From: Donald Winger, Police Chief and Steve Lukin, Fire Chief
Subject: Budget Adjustments
Date: January 25, 2001

Action by Council

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

Council approved the acceptance of several donations to the Police and Fire Departments. The agenda reports that were submitted did not authorize the Finance Director to make the appropriate budget adjustments and the reports referred to non-existent funds.

BACKGROUND

The donations that were received have been recorded as revenues in the General Fund. The money cannot be spent until the Council approves as appropriation (*i.e.* increase in the expenditure budget). When the appropriation is approved, a corresponding increase in the revenue budget normally is approved.

RECOMMENDATION

It is recommended that the Council authorize the Finance Director to make the appropriate budget adjustments for the donations received from the following:

- \$10,000 from Newman Mechanical to the Fire Department for equipment
- \$10,000 from Newman Mechanical to the Police Department for equipment
- \$ 3,000 from Countryside Motors to the Police Department for equipment

AGENDA REPORT

Action by Council

To: City Manager Richard Fursman

From: Emergency Management Director Larry J. Cude

Date: January 24, 2001

Subject: Agreement to Provide Emergency Management Services to the City of Landfall

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

The City of Landfall has requested to contract with the City of Maplewood to provide emergency management services for their City.

BACKGROUND

Late last year, the City of Landfall approached me in regards to providing emergency management services for their City. I spoke with our Finance Director in order to come up with a fair and reasonable amount to charge for these services. On December 13, 2000, several Maplewood staff including myself, attended their City Council meeting to present our proposed figures and the services that would be provided. The Landfall City Council was agreeable to our proposal and the attached three-year Agreement to Provide Emergency Management Services was drawn up. This agreement has been reviewed by our City Attorney, Pat Kelly.

As you know, the City of Landfall currently contracts with Maplewood for police and fire services, and it only seems logical for them to contract with us for emergency management services also.

RECOMMENDATION

It is recommended that the City Council approve the Agreement to Provide Emergency Management Services for the Period Covering 01/01/2001-12/31/2003 for the City of Landfall.

LJC:ajo



attachment

AGREEMENT TO PROVIDE EMERGENCY MANAGEMENT SERVICES
FOR THE PERIOD COVERING 01/01/2001-12/31/2003

This Agreement, made and entered into this _____ day of _____, _____, by and between the City of Maplewood, Minnesota ("Maplewood"), and the City of Landfall, Minnesota ("Landfall"), WITNESSETH:

I. PURPOSE

The purpose of this Agreement is to provide the basis upon which Maplewood will provide emergency management services for Landfall. Maplewood hereby agrees to provide emergency management for Landfall, and Landfall hereby engages Maplewood to provide such service in accordance with and subject to the terms of this Agreement.

II. LEGAL BASIS

This Agreement is made pursuant to Minnesota Statutes §471.59, Subd. 12. This Agreement is not made pursuant to Minnesota Statutes, Section 436.06, and should not be construed as creating a joint municipal emergency management department.

III. ADMINISTRATION

The administration of emergency management within the territory of Landfall under this Agreement shall be the sole responsibility of the appropriate officials of Maplewood, and Landfall shall have no administrative authority over the providing of emergency management services by Maplewood. To facilitate this Agreement, however, and in order to provide for an average of consultation and communication between Landfall and Maplewood, or a member of the Landfall City Council designated by the Mayor, shall confer with the Maplewood City Manager or designee at least once every three months, and more frequently if necessary, on any matter relating to emergency management services being provided in Landfall by Maplewood. Maplewood agrees that its City Manager or designee shall participate in such discussions with the objective of providing for the satisfactory administration of this contract and for the satisfactory performance of emergency management services for Landfall. Inquiries concerning emergency management services in Landfall, made by its Mayor or the Mayor's designate, shall be responded to by the Maplewood City Manager or designee.

IV. LEVEL OF SERVICE

During the time that this contract is in effect, Maplewood will provide emergency management services within Landfall which shall be the same service as that which is provided and extended to persons and property within Maplewood. Landfall shall be assigned in the same manner as though it were a part of Maplewood and no distinction shall be made between the territory of Maplewood and the territory of Landfall, in any respect, in the level, time or other mode of delivery of emergency management services in Landfall.

V. HEADQUARTERS AND EQUIPMENT

The headquarters of personnel of Maplewood providing emergency management services in Landfall shall be in Maplewood, and members of the general public having need to communicate with the Maplewood Emergency Management Department on matters arising out of or involving persons or property in Landfall may communicate directly with Maplewood emergency management headquarters. Maplewood, under the terms of this Agreement, will provide all communication devices, equipment, records or other materials and personnel necessary to the performance of this contract, except to the extent that this contract specifically provides for the furnishing of any part thereof by Landfall.

VI. PUBLIC INFORMATION

Both parties agree to take any or all steps necessary to inform the public of the fact that Maplewood is providing emergency management services for Landfall. Landfall shall advise the City of Maplewood of what information was given to the public and citizens of Landfall concerning Maplewood's emergency management services for Landfall.

VII. PERSONNEL, POLICIES AND FRINGE BENEFITS

All personnel used in providing emergency management services to Landfall under this Agreement shall be and remain employees of Maplewood. The personnel policies applicable to Maplewood Emergency Management Department employees shall apply, and in all instances, retirement and fringe benefits shall be the responsibility of and subject to determination from time to time by Maplewood.

The standards of performance, discipline of emergency management personnel, the methods of providing emergency management services and other matters incidental to the performance of emergency management services under this Agreement, including personnel to be employed, shall be determined by the City of Maplewood.

VIII. DESIGNATION OF MAPLEWOOD EMERGENCY MANAGEMENT PERSONNEL AS LANDFALL EMERGENCY MANAGEMENT PERSONNEL

All members of the Maplewood Emergency Management Department shall be designated by Landfall, by Council resolution, as duly appointed emergency management personnel of Landfall, authorized to act on all emergency management matters within the limits of Landfall in the same manner and to the same extent as though they were employees of Landfall. Maplewood shall provide Landfall, from time to time, with the names of the members of the Maplewood Emergency Management Department, to permit such action to be taken by Landfall.

IX. CHARGES BY MAPLEWOOD FOR EMERGENCY MANAGEMENT SERVICES FOR THE FIRST YEAR

Maplewood shall charge and Landfall shall pay for emergency management services provided for under this Agreement and hereinafter provided.

Maplewood will provide emergency management services for the period January 1, 2001 through December 31, 2001 for the sum of \$5,491.96 (Five Thousand Four Hundred Ninety-One Dollars and Ninety-Six Cents) the first year.

X. SUBSEQUENT CONTRACT CHARGES

Charges for emergency management services for subsequent years shall be based upon the Maplewood Emergency Management Department budget for the year contracted divided by Maplewood population to get the per capita amount. The per capita amount will be multiplied by Landfall's population to determine the fee for the contracted year. Such sum shall be paid annually on or before the 15th day of January. In July of each year, Maplewood shall notify Landfall in writing of the calculated costs for emergency management services for the following calendar year.

XI. GRANT APPLICATIONS AND USES OF AWARDS

Maplewood may, from time to time, apply for and receive grants related to the provision of services to Landfall as identified in this Agreement. Maplewood will provide services and equipment to Landfall pursuant to the terms of each grant. When a grant may expire, Maplewood is no longer obligated to continue to provide the grant-funded service or equipment within the contract charges specified in articles IX and X in this Agreement. Maplewood and Landfall may, however, discuss the desirability and proper manner for continuation of services or equipment beyond the terms of the grant.

XII. TERM OF AGREEMENT

This agreement shall be effective as of January 1, 2001, and shall run through December 31, 2003, and shall be renewable for an additional three (3)-year period. This Agreement may be terminated at such an earlier date or time as by mutual agreement of the parties. In the event of such termination, payment shall be made to the City of Maplewood on a pro-rata basis until services cease.

The failure of either party to this Agreement to perform its terms or obligations hereunder shall entitle the other party to cancel this Agreement and to pursue any and all remedies available at law or equity based upon such failures; provided, however, such cancellation or pursuit of remedy shall be available and exercisable if and only if such failure shall not be cured prior to the

expiration of twenty (20) days after such other party has given written notice of such failure to the defaulting party. All written notices under this paragraph shall be deemed, satisfactorily given when mailed, certified or registered United States Mail, postage prepaid to the address indicated below:

to the City of Maplewood:

City of Maplewood
Attention City Manager Richard Fursman
1830 East County Road B
Maplewood, MN 55109

to the City of Landfall:

City of Landfall
Attention City Clerk Helen Hallis
11 Forest Heights
Landfall, MN 55128

The City of Landfall identifies and holds harmless the City of Maplewood, its employees and agents harmless against and from any and all expenses, including attorney fees, costs, judgments and amounts paid in settlement, arising or incurred in connection with any claims, actions, suits or proceedings, to the extent that such claim, action, suit or proceeding is based upon or results from any act of negligence or omission of Landfall, its employees, officers or agents as a result of this Agreement or representations made to the public hereunder.

Dispute resolution/arbitration in the event of any difference, dispute or claim arising under and pursuant to this Agreement or as to the performance thereof by the parties, the parties agree as follows:

- a. **Good faith negotiations.** The party alleging such difference, dispute or claim shall provide specific written notice of such difference, dispute or claim to the other party. The parties hereto agree that for a sixty (60)-day period thereafter, the parties will engage in good faith negotiations at Maplewood City Hall to take any further action in an attempt to resolve this dispute.
- b. **Arbitration.** In the event the parties fail to resolve their dispute following good-faith negotiations, the difference, dispute or claim shall be submitted to an arbitrator from City Government mutually agreed on by the parties. The location of the arbitration shall be at the City Hall, City of Maplewood. The decision of the arbitrator shall be final and not subject to appeal.

XIII. ORDINANCES AND STREET MAPS

Landfall shall provide Maplewood with a copy of the emergency management ordinances of Landfall and with a copy of each amendment or new ordinance hereinafter adopted by Landfall while this Agreement is in effect. Landfall shall provide Maplewood with a copy of the Landfall streets layout and with an updated copy as changes are made.

XIV. AGREEMENT

It is understood that this Agreement contains the entire Agreement between Maplewood and Landfall and that no statements, promises or inducements made by any party hereto, or officer, agent or employee of either party hereto, which is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon. It is expressly understood between the parties hereto, and this understanding shall be considered in interpreting the provision of this Agreement, that upon notice given by any party hereto, later negotiations may be undertaken for the purpose of revising, adding to or striking any provision or provisions of this Agreement which appear unworkable or insufficient to perfect, maintain and ensure the purpose of this Agreement and any change of the provisions of this Agreement, after agreement between Maplewood and Landfall shall be written and attached to this agreement as provided above and this later revision, addition or deletion shall only apply to the provision revised, added or deleted and the remainder of this Agreement shall remain in full force and effect.

The effective date of this Agreement is January 1, 2001 and its expiration date is December 31, 2003 unless renewed, terminated or altered by operation of law or by terms of this Agreement.

A waiver by any party or any term or condition of this Agreement and any paragraph shall not be deemed or construed to be waiver of such term or condition for the future or any subsequent breach thereof.

This entire Agreement embodies the entire Agreement and understanding of the parties hereto with respect to the subject matter hereof, and it supersedes all prior and contemporaneous agreements and understandings, oral and written, relative to the subject matter of this Agreement.

Each party shall execute and deliver any and all documents and shall perform all acts reasonably necessary to carry out the provisions of this Agreement. And no party shall unreasonably withhold its consent to any action which, by the terms hereof, require such consent.

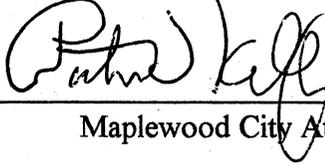
XV. DATA PRACTICES

Landfall agrees to comply with the Minnesota Data Practices Act and all other State and Federal laws relating to data privacy or confidentiality. Landfall will immediately report to Maplewood

any requests from third parties for information relating to this Agreement. Furthermore, Landfall agrees to promptly respond to inquiries from Maplewood concerning data requests.

In witness whereof, the parties hereto have executed this Agreement the day and year first above written:

Approved As To Form



Maplewood City Attorney

CITY OF MAPLEWOOD

Mayor

City Manager

Approved As To Form

CITY OF LANDFALL

Landfall City Attorney

Mayor

Clerk

AGENDA REPORT

Action by Council

TO: City Manager
FROM: Finance Director *Daust*
RE: **TRANSFERS FROM TAX INCREMENT FUNDS**

Date _____
Endorsed _____
Modified _____
Rejected _____

DATE: January 26, 2001

PROPOSAL

It is proposed that the Council authorize the appropriate 2000 budget adjustments and 2000 transfers totaling \$288,200 from the Tax Increment Funds to the Debt Service Funds.

BACKGROUND

Annually transfers are made from the Tax Increment Funds to finance expenditures in other funds. The 2000 transfers from the Tax Increment Funds will finance debt service costs on tax increment bonds totaling \$288,200 in two debt service funds. A breakdown by fund and comparison with the original budget is listed on the attachment.

RECOMMENDATION

It is recommended that the Council authorize the appropriate 2000 budget adjustments and 2000 transfers totaling \$288,200 from the Tax Increment Funds to the Debt Service Funds.

FILE NAME: TIFTRAN
 LOCATION: C:\123R5W\MISC
 DATE:
 PREPARED BY: DF

26-Jan-2001

TRANSFERS FROM TAX INCREMENT FUNDS TO DEBT SERVICE FUNDS

(To eliminate cash deficits)

	2000 BUDGET*	2000 RE-EST.*	2000 ACTUAL	BUDGET CHANGES AMOUNT	<u>ACCT. NO.</u>
OPERATING TRANSFERS IN TO DEBT SERVICE FUNDS:					
Fund #326 1992 Tax Increment Bonds	166,440	166,440	224,700	58,260	326 -999 -3999
Fund #328 1993 Tax Increment Bonds	172,920	332,180	63,500	(109,420)	328 -999 -3999
Total transfers	339,360	498,620	288,200	(51,160)	
OPERATING TRANSFERS OUT FROM TIF FUNDS:					
Fund #413 Housing District 1-1	109,460	110,620	63,500	(45,960)	413 -999 -4999
Fund #414 Housing District 1-2	166,440	241,150	160,000	(6,440)	414 -999 -4999
Fund #415 Housing District 1-3	63,460	146,850	64,700	1,240	415 -999 -4999
Total transfers	339,360	498,620	288,200	(51,160)	

*PER P:\FINANCE\BUDMISC\TRSF9900

FILE NAME: TIFTRAN
 LOCATION: C:\123R5WMISC
 DATE: 26-Jan-2001
 PREPARED BY: DF

TAX INCREMENT TRANSFERS ON 12-31-00

Fund Name	Fund No.	Cash Balance 12-29-00	Transfers in From				Adjusted Balance
			Fund 412	Fund 413	Fund 414	Fund 415	
1992 Tax Increment Bonds	326	(224,689.67)			160,000.00	64,700.00	10.33
1993 Tax Increment Bonds	328	(63,490.82)		63,500.00			9.18
Housing District 1-1	413	118,737.57		(63,500.00)			55,237.57
Housing District 1-2	414	259,069.08			(160,000.00)		99,069.08
Housing District 1-3	415	157,741.45				(64,700.00)	93,041.45
	Total	247,367.61	0.00	0.00	0.00	0.00	247,367.61

1992 Tax Increment Bonds-financed by
 Housing District 1-1 ends 12-31-2012
 Housing District 1-2 ends 12-31-2012

1993 Tax Increment Bonds-financed by
 Housing District 1-1 ends 12-31-2012
 Housing District 1-2 ends 12-31-2012
 Housing District 1-3 ends 12-31-2012

AGENDA REPORT

TO: City Manager
FROM: Finance Director *R. O. Must*
RE: CARRY OVER OF 2000 APPROPRIATIONS TO 2001
DATE: February 1, 2001

Action by Council

Date _____
 Endorsed _____
 Modified _____
 Rejected _____

It has been past practice to permit the carry over from one year to the next of unspent monies for specific purposes. This involves reductions in the 2000 Budget and corresponding increases in the 2001 Budget.

Department heads have requested the following General Fund carry overs:

<u>Department</u>	<u>Amount</u>	<u>2000 Acct. No.</u> <u>(2001 Acct. No.)</u>	<u>For</u>
City Manager's Office	\$2,530	101-102-4630 (101-102-4160)	Lateral files
City Clerk	22,845	101-301-4480	Re-codification of city ordinances
City Clerk	1,000	101-303-4630	DNR equipment
Human Resource	12,500	101-116-4010 (101-116-4025)	Temporary help
Human Resource	2,300	101-116-4360	Recruitment advertising
Human Resource	1,500	101-116-4480	Speaker cost for city-wide training
Public Works	29,590	101-501-4490	Study to meet PCA requirements for clean up of old city dump
Public Works	35,025	101-502-4180	Street sand, salt and crack sealing materials
Public Works	1,500	101-503-4640	Surveying equipment
Parks and Recreation	3,070	101-604-4025	Artist for 12 outdoor interactive signs at Nature Center

<u>Department</u>	<u>Amount</u>	<u>2000 Acct. No. (2001 Acct. No.)</u>	<u>For</u>
Parks and Recreation	4,615	101-604-4180	Seed, plants, soil at Nature Center
Parks and Recreation	4,540	101-604-4220	Fabrication of 12 outdoor interactive signs at Nature Center
Parks and Recreation	800	101-604-4720	Boundary fence at Nature Center
Parks and Recreation	2,700	101-604-4600	Donations for capital outlay
Parks and Recreation	3,010	101-605-4160	GPS monitor and tools for volunteers
Parks and Recreation	600	101-605-4220	Signs for open space sites
Parks and Recreation	5,465	101-605-4360	Publishing open space brochure
Parks and Recreation	9,170	101-605-4480	Controlled burns at open space sites and site analysis work
Parks and Recreation	2,000	101-605-4690	Posts and chains at open space entrances
Community Dev.	2,500	101-701-4025 (101-701-4480)	Copying update of Comprehensive Land Use Plan
	\$150,280	General Fund Total	

In addition to the above, carry over requests have been received for the following other funds:

<u>Fund</u>	<u>Amount</u>	<u>2000 Acct. No. (2001 Acct. No.)</u>	<u>For</u>
Hazardous Materials Fund	\$19,055	204-112-xxxx	Development of hazmat response team
Charitable Gambling Fund	9,500	205-000-4480	Development of Open Space easement at Tri-District School

<u>Fund</u>	<u>Amount</u>	<u>2000 Acct. No. (2001 Acct. No.)</u>	<u>For</u>
Open Space Fund	24,375	410-000-4480	Seal well at Frost and English
Fire Safety Projects Fund	2,684,735	420-000-xxxx	Gladstone Fire Station and fire suppression equipment purchases
Sewer Lift Station No. 9 Project Fund	84,000	423-000-4759	Amount needed to finish project
Data Processing Fund	1,430	703-118-4160	Work station
	<u>\$2,823,095</u>	Total for other funds	

It is recommended that the City Council approve these carryover requests.

hu
 P:\FINANCE\WPAGN\BUDGCARR

AGENDA REPORT

Action by Council

TO: City Manager

FROM: Assistant City Engineer 

SUBJECT: Tilsen South Neighborhood Streets, Project 00-04
Public Hearing, Order Improvement and Approve Joint Powers Agreement

DATE: February 5, 2001

Date _____
Endorsed _____
Modified _____
Rejected _____

The Public Hearing for this project has been scheduled for 7:00 p.m., Monday, February 12, 2001. Notices of the public hearing have been mailed and published.

Reference information for the public hearing has been provided as a supplement to the council packet. The supplement includes information on the impacted properties and the probable assessments. The city council will consider ordering the improvement following the public hearing.

If the city council chooses to order the improvement, then they must consider the Joint Powers Agreement between the City of Maplewood and North St. Paul. The City of North St. Paul will hold their public hearing on March 6, 2001. The inclusion of Area D, as defined in the feasibility study, shall be contingent upon North St. Paul's approval of the improvement and of the joint powers agreement.

Staff recommends that the city council approve the attached resolution ordering the improvement and approve the joint powers agreement between the cities of Maplewood and North St. Paul.

CMC

RESOLUTION

ORDERING IMPROVEMENT AFTER PUBLIC HEARING

WHEREAS, a resolution of the city council adopted the 22 day of January, 2001, fixed a date for a council hearing on the Tilsen South Neighborhood Street Improvements, City Project 00-04,

AND WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was duly held on February 12, 2001, and the council has heard all persons desiring to be heard on the matter and has fully considered the same;

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

1. That it is necessary, cost-effective and feasible, as detailed in the feasibility report, that the City of Maplewood make improvements on the Tilsen South Neighborhood Streets, City Project 00-04.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 12 day of February, 2001.
3. The city engineer is designated engineer for this improvement and is hereby directed to prepare final plans and specifications for the making of said improvement.
4. The finance director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project. A project budget of \$1,846,000 shall be established. The proposed financing plans is as follows:

Assessments (Maplewood)	\$777,000
General tax levy (Maplewood)	\$671,000
Sewer Utility fund (Maplewood)	\$43,000
North St. Paul obligation	<u>\$355,000</u>
	\$1,846,000

JOINT-POWERS AGREEMENT
January 29, 2001

THIS JOINT-POWERS AGREEMENT made and entered in this ____ day of _____, 2001, by and between the City of Maplewood, Ramsey County, Minnesota, and the City of North Saint Paul, Ramsey County, Minnesota.

WHEREAS, the City of Maplewood and the City of North Saint Paul, pursuant to the provision of Minnesota Statutes Chapter 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,

WHEREAS, the City of Maplewood and the City of North Saint Paul desire to jointly participate in the reconstruction of water main and streets on a portion of a City of Maplewood project referred to as: The Tilsen South Neighborhood Street Improvements, Maplewood Project 00-04; and

WHEREAS, the limits of the water main reconstruction is on Frederick Street and Furness Street between Radatz Avenue and Beam Avenue, on Maplevue Avenue between Frederick Street and McKnight Road and on Radatz Avenue between the cities' mutual corporate limits on the west and McKnight Road on the east as described in the feasibility study; and

WHEREAS, the limits of the shared responsibility of street reconstruction is on Radatz Avenue between the cities' mutual corporate limits on the west and McKnight Road on the east as described in the feasibility study; and

WHEREAS, the City of Maplewood and the City of North Saint Paul have requested its consulting engineer, SEH, Inc., to prepare final plans and specifications for the reconstruction of the Tilsen South Neighborhood Street Improvements; and

WHEREAS, the City of Maplewood and the City of North Saint Paul have accepted a proposal by the consulting engineering firm of SEH, Inc., to perform contract administration services for the design phase of the project.

AND WHEREAS, the estimated project cost will be \$1,846,000.00 as shown in the feasibility study dated January 11, 2001, as prepared by the City of Maplewood.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows, to wit:

1. The cost of all utility extensions or betterment shall be paid by the respective city following the cost estimate breakdown as shown in the feasibility report dated January 11, 2001. Operation and maintenance of water and sanitary sewer utility improvements is the responsibility of the respective city. Operation and maintenance of the storm sewer system is the City of Maplewood's responsibility. Costs for utility work shall include costs for construction and engineering. The City of Maplewood shall pay the invoices submitted by the contractor and the consulting engineer, and then be reimbursed by the City of North Saint Paul for its share of the work as outlined in the feasibility study.
2. North Saint Paul shall pay Maplewood its prorated share of the project costs as defined in the feasibility study. Payments shall be due within 30 days of Maplewood's invoice date.

3. The consulting engineering firm of SEH, Inc., shall be the Project manager for the design and bidding phases of the project. The City of Maplewood shall be the project manager for the construction phase of the project. Final construction decisions for utility extensions or betterment shall be made by the respective cities. Final construction decisions for the balance of the work shall be made by Maplewood, but not before consulting with North Saint Paul.
4. Maplewood and North Saint Paul each shall be responsible for conducting its separate assessment proceeding with respect to its proportionate share of the costs of the improvement, and each party thus shall bear all costs and expenses associated with any such assessment proceeding. Each party consequently shall defend itself in the event of an appeal of an assessment by a property owner and bear all costs associated with the legal defense of any such appeal (including, but not limited to, attorneys', engineers', appraisers', and other experts' fees, costs, and expenses) and the economic consequences of any such appeal, if decided unfavorably to the party, without right of indemnity or contribution from the other party hereto.
5. Maplewood and North Saint Paul agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgments, charges, demands, costs, and expenses, including, but not limited to, interest involved therein and attorneys' fees and costs and expenses connected therewith, arising out of or resulting from the failure of either party to satisfy the provisions of this agreement or for damages caused to other parties as a result

of the manner in which Maplewood or North Saint Paul perform or fail to perform duties imposed on each party by the terms of this agreement.

6. This agreement shall remain in full force and effect until terminated by mutual agreement of Maplewood and North Saint Paul or by an independent arbitrator in the event that there is not a neutral agreement.
7. It is agreed that, except as specifically provided hereby the execution of this agreement, neither party relinquishes any rights or powers possessed by it, neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
8. Data Practices:
 - a. Maplewood and North St. Paul agree to comply with the Minnesota Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
 - b. Maplewood and North St. Paul will immediately report to each other any requests from third parties for information relating to this Agreement; and
 - c. Maplewood and North St. Paul agree to promptly respond to each other's inquiries concerning data requests.

9. Arbitration of Disputes

Any controversy claim arising out of or relating to this Agreement or breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their respective duly authorized representatives.

Dated

CITY OF MAPLEWOOD

By _____
Its Mayor

By _____
Its City Manager

Dated

CITY OF NORTH SAINT PAUL

By _____
Its Mayor

By _____
Its City Manager

MEMORANDUM

Action by Council

TO: City Manager
FROM: Ken Roberts, Associate Planner
SUBJECT: **Conditional Use Permit - Lot Division**
LOCATION: 1101 County Road C
APPLICANT: Donald Callahan
DATE: January 29, 2001

Date _____
Endorsed _____
Modified _____
Rejected _____

INTRODUCTION

Request

The applicant is requesting city approval of a conditional use permit to divide a 140-foot-wide lot into two 70-foot wide lots. Section 36-69 of the city code allows interior lots with widths between 60 and 75 feet in the R-1 zone with city council approval of a conditional use permit (CUP). This request is for the property at 1101 County Road C. (See the maps on pages 8 through 11.)

Reason for the Request

Mr. Callahan is requesting this CUP for a lot split to construct two new homes. The new houses will be on the two new lots after Mr. Callahan demolishes or removes the existing house and garage from the property. (Refer to the survey on page 12, the site plan on page 13 and the statement on pages 14 and 15.)

BACKGROUND

On September 12, 1988, the city council approved a conditional use permit for Mary Krause of 1281 Kohlman Avenue. The council approved this CUP so the applicant could build a single-family home on a 66-foot-wide lot.

On September 24, 1990, the city council approved a conditional use permit for Eldon Dillon at 1373 Kohlman Avenue. This permit was for the creation of two 66-foot-wide interior lots in the R-1 zoning district.

APPROVAL STANDARDS

Section 36-442 of the City Code gives nine standards for approval of conditional use permits. These are listed in the resolution on pages 19 through 21.

Section 36-69(2) of the City Code gives the following additional condition for approving new interior lots that are between 60 and 75 feet in width:

"There are at least two developed lots-of-record with the same or less width than proposed, within 350 feet of the site on the street. Larger minimum side yard setbacks may be required to balance the separation between structures."

DISCUSSION

Conditional Use Permit

This request meets the required findings for approval of a conditional use permit and for narrow-width lots. There are six lots on County Road C within 350 feet of the site that have a width of either 65 or 70 feet.

Shoreland District

The site is in the shoreland district of Kohlman Lake. The city code has several requirements for placement and design of the proposed single dwellings near lakes, including this site. These include a requirement that each lot be at least 20,000 square feet in area. The city code defines lot area as "the area of a lot, excluding drainage easements, wetlands and the land below the ordinary high water mark of public waters." Each of the proposed lots, however, would not have 20,000 square feet of buildable land outside of the wetland and lake area. Each lot would have about 8,000 to 10,000 square feet of buildable area.

The shoreland code has a provision to deal with this situation. Section 36-566 (b)(1)(c) of the code says that the minimum lot requirements shall not apply to a development that is at least eighty (80) percent screened from view from at least eighty (80) percent of the shoreline during the summer. As such, if the applicant could prepare and implement a screening plan for the two lots that show how the new houses would be screened from the lake to meet the 80 percent requirement, then the city could approve the lot division. (The city applied this same screening requirement to the Rosewood Estates building on the corner of Maryland Avenue and Lakewood Drive in 1994.)

It also is important to review the purpose and intent of the shoreland code. These outline why the city has adopted the shoreland regulations. Section 36-561(b) of the code states the purpose and objectives of the Shoreland District. It says "the purpose of this article is to provide specific regulations to protect the city's shorelands. It is in the public's best interest to provide for the wise subdivision, use and development of shorelands. To accomplish this purpose, (this code) has the following objectives:

- (1) Protect, preserve and enhance the quality of surface waters.
- (2) Protect the natural environment and visual appeal of shorelands.
- (3) Protect the general health, safety and welfare of city residents."

Section 36-573 of the city code says that "Each lot created through subdivision shall be suitable for development with minimal alteration. The city shall not consider lots suitable for development that would create any of the following effects:

- (1) Susceptibility to flooding;
- (2) filling of wetlands;
- (3) building on soils with severe development limitations;
- (4) creating severe erosion potential;
- (5) building on steep topography;
- (6) inadequate water supply or sewage treatment capabilities or
- (7) creating a loss of protected wildlife habitat."

The proposed lot division can meet the above-listed objectives and the lots are suitable for development. Having two houses on this property, if the owner properly screens them from the lake and if the owner carefully places them on the property, should not cause any negative effects on the lake, on the environment or on the health, safety or welfare of the citizens.

Molly Shodeen of the DNR also told me that any proposal to create an access to the open water in the lake will require a DNR permit.

Wetland Ordinance

This site is next to a Class I wetland. As such, the city has several regulations about the use of land and the placement of the structures near the wetland. Because the site is near a wetland and a lake, I asked the staff of the Ramsey/Washington Metro Watershed District to comment on this proposal. Their comments are in the letter on page 16. They recommend that the applicant not make any impact on the wetland as it would require a lengthy review under the Wetland Conservation Act. They also noted that since much of the buffer area had been disturbed that they would only require the applicant to dedicate a 10-foot-wide no-disturb buffer instead the 100-foot-wide no-disturb buffer that the code would usually require.

House Placement

Both the shoreland code and the wetland code have language about the placement of structures near a lake and near a wetland. Section 36-566 (c)(1) of the code has language about the placement, design and height of structures in the shoreland areas. Specifically, this part of the code says that "where structures exist on the adjoining lots on both sides of a proposed building site, the owner or builder may change the structure's setbacks without variance to meet the adjoining structures setbacks from the ordinary high water level."

Section 9-196(d)(1)a of the city code says that the wetland setback regulations shall not apply to "structure, vegetation and maintenance activities and practice in existence on the date this ordinance becomes effective. (May 13, 1996.) A contractor or owner may remodel, reconstruct or replace affected structures if the new construction does not take up more buffer land than the structure used before the remodeling, reconstruction or replacement."

These code sections say that the applicant may line up the rear of the new houses with the rear of the neighbor's houses and that the new construction may occur as long as it does not further impact the wetland buffer. The applicant has not yet submitted specific site plans for the proposed lots. It appears, however, to be enough room on the two lots to meet the setback requirements of the shoreland code and those in the wetland regulations. To meet these requirements, and to minimize the impact on the lake and wetland, the city should require Mr. Callahan to place the structures as follows: the front of the new houses should have a 25-foot front yard setback (the front setback of the existing garage) and the rear of the houses should be no farther than 70 feet back from the front property line. These limits will create a 45-foot deep building pad for each house and should preserve many of the existing trees on the property. (See the map on page 18.)

Nonconforming Buildings

Section 36-17(b) of the city code says "the substitution of one nonconforming use for another nonconforming use may be permitted by the city council by special (conditional) use permit, provided that, such nonconforming use is determined by the city council to be of the same or more restrictive nature as the original nonconforming use."

COMMISSION ACTION

On January 17, 2001, the planning commission recommended approval of the conditional use permit and the proposed lot division.

RECOMMENDATION

Adopt the resolution starting on page 19. This resolution approves a conditional use permit for the property at 1101 County Road C for Donald Callahan. This permit is for the creation of two 70-foot-wide interior lots in the R-1 zoning district. This permit shall be subject to the following conditions:

1. All construction shall follow site plans approved by the city. The director of community development may approve minor changes. The site plans shall meet the following conditions:
 - a. The front setback for each house shall be 25 feet.
 - b. The rear of each house shall not be more than 70 feet from the front property line.
 - c. There shall be at least 20 feet of side yards for each house - at least 10 feet on each side.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The applicant or building contractor shall provide a grading, drainage and erosion control plan with each building permit application. These plans shall show:
 - a. The proposed house pad and the proposed building pad elevation and contour information for each lot. The house pads shall be such that minimize the grading on the lots so the builder can save as many of the existing trees on each lot as possible.
 - b. Contour information for all the land that the construction will disturb. This shall include the existing and proposed drainage patterns with elevations and contours for each lot.
 - c. The wetland and the wetland buffer area being outside the grading limits.
 - d. All proposed slopes on the construction plans. The city engineer shall approve the plans, specifications and management practices for any slopes steeper than 3:1.
 - e. All retaining walls on the plans. Any new retaining walls taller than 4 feet require a building permit from the city.
 - f. No grading beyond the property boundaries without temporary grading easements from the affected property owner(s).

The city engineer must approve these plans before the city will issue a building permit.

4. The applicant or building contractor providing the city a tree plan that:
 - a. Shall be approved by the city engineer before building demolition or removal, site grading or final lot split approval.
 - b. Shows where the developer or builder will remove, save or replace large trees.
 - c. Shows no tree removal beyond the approved grading and tree limits.
 - d. Shows the size, species and location of the replacement and screening trees. The deciduous trees shall be at least two and one half (2 ½) inches in diameter and shall be a mix of red and white oaks, ash, lindens and sugar maples. The coniferous trees shall be a mix of Austrian pine and other species.
5. Before the city approves and stamps the lot division deeds, the applicant or owner shall complete the following:
 - a. Remove or demolish the existing house and garage from the property according to all applicable state demolition ordinances. This is to ensure the owner or contractor properly disposes all demolition debris in a licensed demolition landfill.
 - b. Record a wetland buffer and drainage easement over all the property that is north of the wetland buffer easement line shown on the survey on page 18 of this staff report.
 - c. Provide city staff with a screening plan for each lot. This plan is to show how the applicant will meet the code requirement that the new houses be at least eighty (80) percent screened from view from at least eighty (80) percent of the shoreline of the lake during the summer.
 - d. Prepare and record covenants with each lot that requires the property owners to keep the required screening on each lot.
 - e. Install one permanent wetland buffer sign per lot. These signs shall be around the edge of the wetland buffer easement. These signs shall mark the edge of the easement and shall state there shall be no mowing, vegetation cutting, filling, grading or dumping beyond this point. City staff shall approve the sign design and location before the contractor installs them. The developer or contractor shall install these signs before the city issues building permits in this plat.
 - f. Install survey monuments along the wetland boundary.
6. The city council shall review this permit in one year.

CITIZENS' COMMENTS

I surveyed the 15 property owners within 350 feet of the site. There were five replies. Of those, three were for the proposal and two were against.

For

1. We have no problem with them wanting to build 2 houses in that area. (Krueger - 1094 County Road C)
2. I agree with the proposal but suggest an easement for the widening of "C" should the road be upgraded. (Keefer - 2557 Highway 61)
3. See the letter from Christianson's on page 17.

Against

1. I do not want to see that lot split. It would bring more value to have a large, more expensive-style home. If you split this property, what is going to happen when County Road C is widened and it will be because of the traffic congestion already created. (McClellan - 1085 County Road C)
2. I would not want 2 lots made of this property being that I would not have lake view if that were to happen. (Wood - 1116 County Road C)

REFERENCE INFORMATION

SITE INFORMATION

Area: 4.24 gross acres (140 x 1318) or 2.07 gross acres for each lot (70 x 1318)
Existing land use: One single-family dwelling and detached garage
Surrounding land uses: single dwellings

PLANNING

Land Use and Zoning Designations: R-1 (single dwellings)

PUBLIC WORKS

Public water and sanitary sewer are available in County Road C.

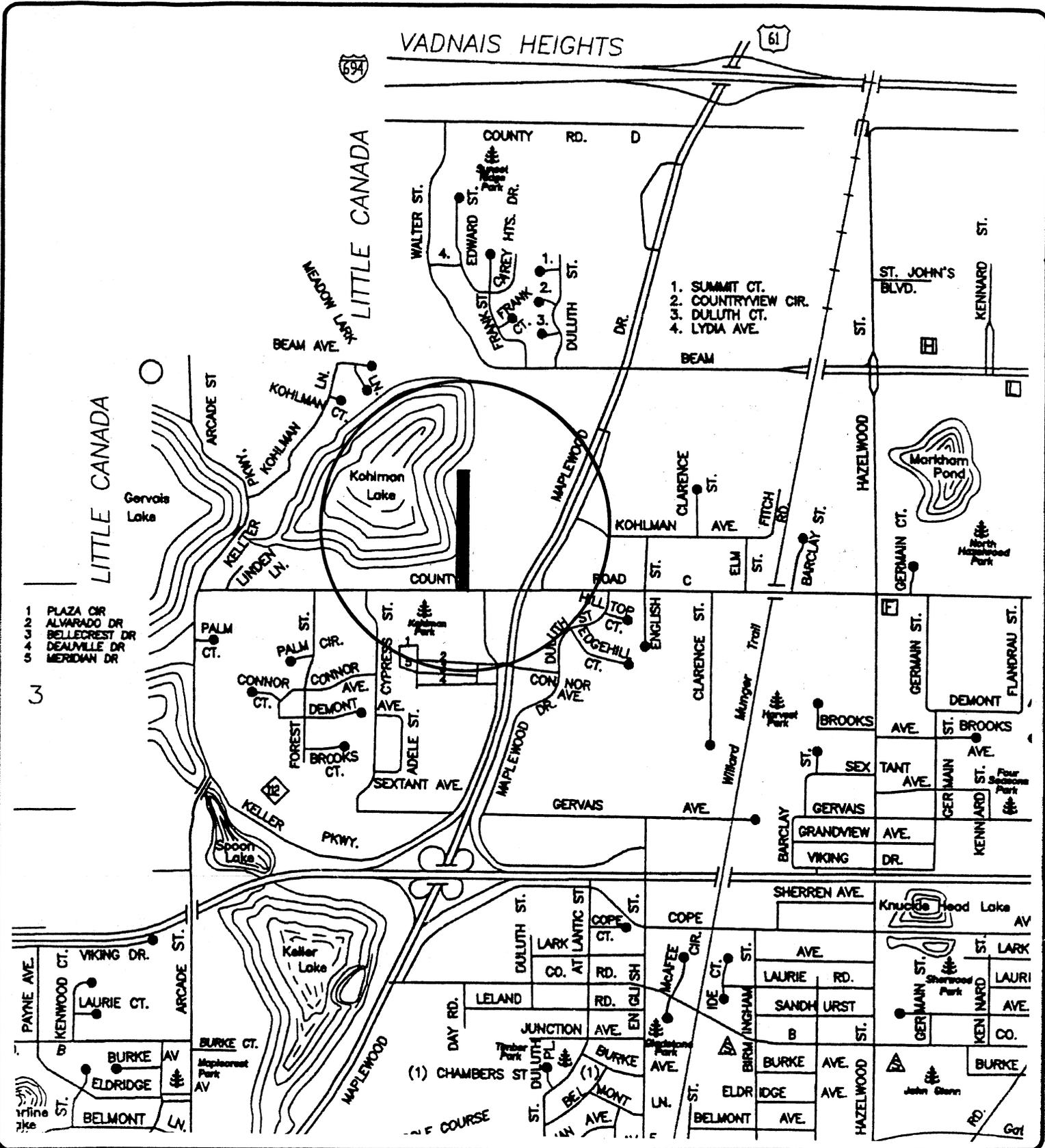
Application Date

We received the application for this request on December 8, 2000. State law requires that the city take action within 60 days of receiving complete applications for a proposal. As such, city council action is required on this proposal by February 8, 2001, unless the applicant agrees to a time extension.

P:sec4/memo/1101ctyc.mem

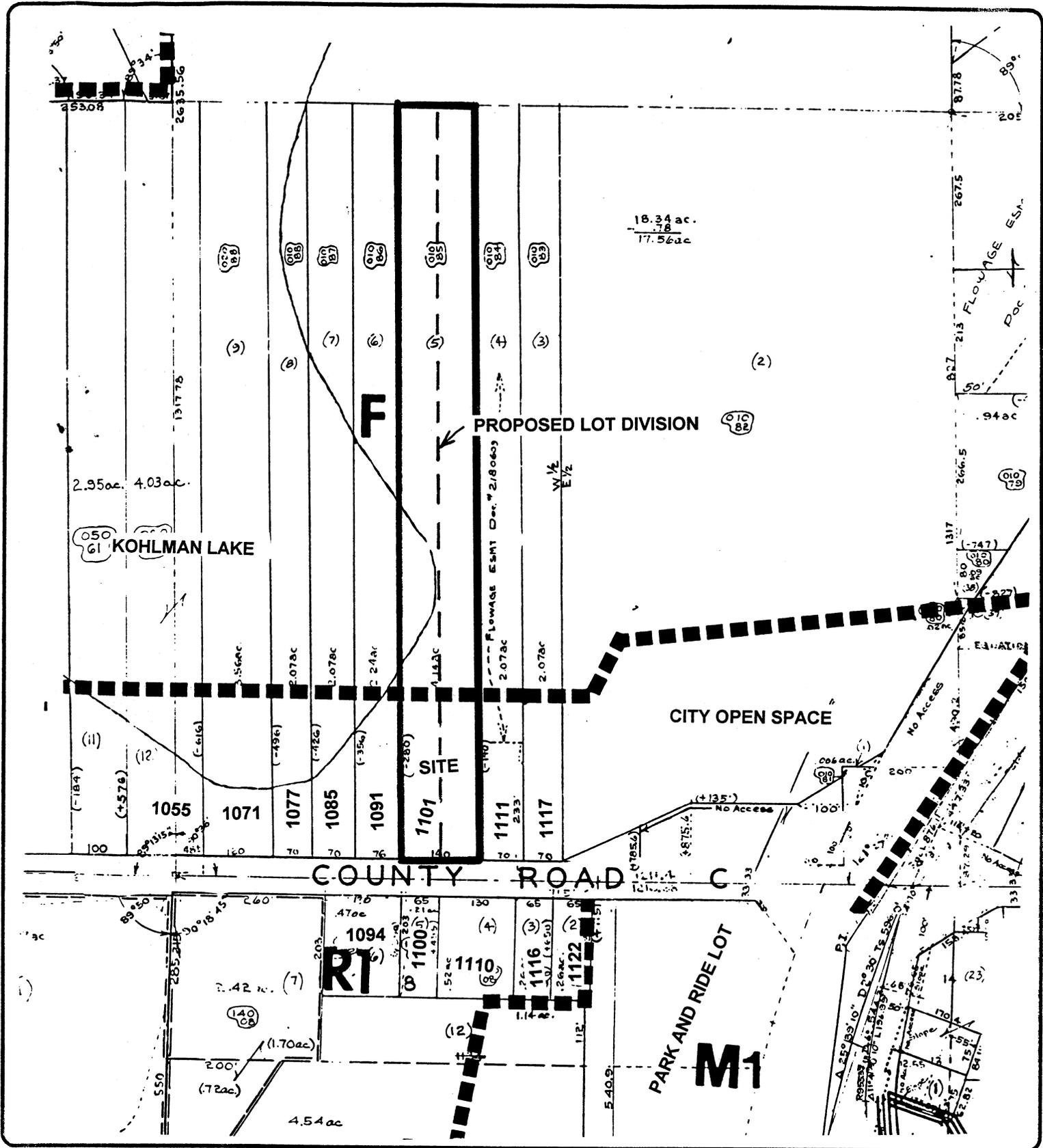
Attachments

1. Location Map
2. Property Line/Zoning Map
3. Area Map
4. Area Map
5. Site Survey
6. Site Plan (Enlarged)
7. Statement of justification from Donald Callahan date stamped 12-08-00
8. 12-22-00 letter from Ramsey/Washington Metro Watershed District
9. 12-19-00 letter from Christianson (1111 County Road C)
10. Site Plan (with staff conditions)
11. Conditional Use Permit Resolution

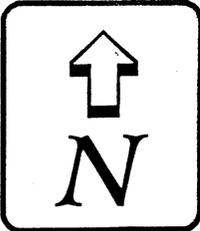


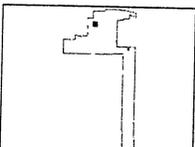
LOCATION MAP





PROPERTY LINE / ZONING MAP

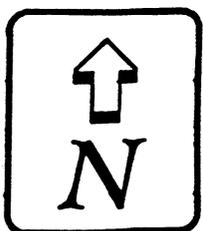


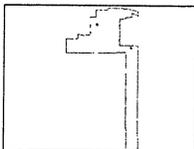
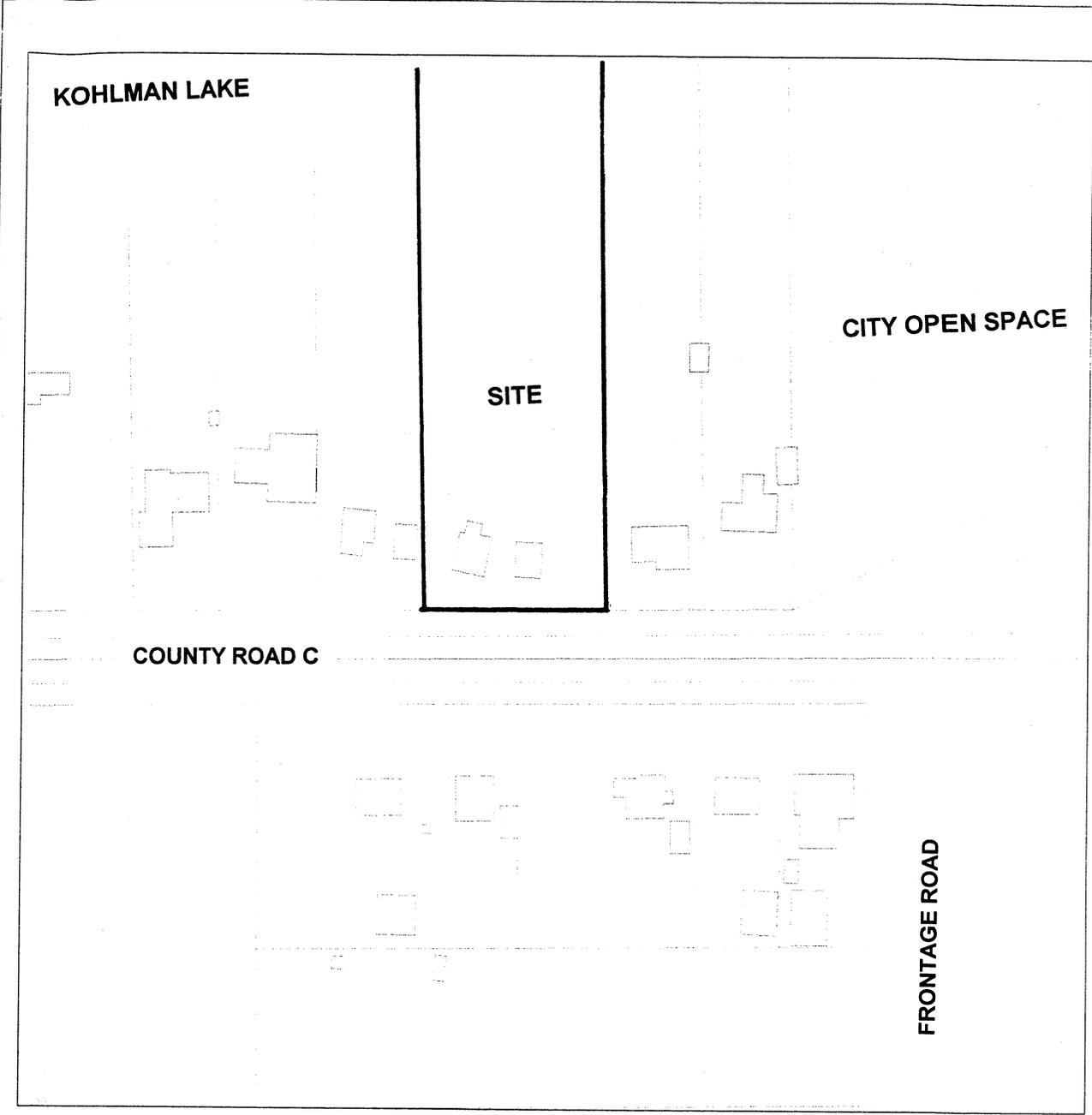


Limit on Liability: This document is not a legally recorded map or survey and is not intended to be used as one. This map is a compilation of records and information from various state, county, and city offices, and other sources.

Current Layers ; STRTXT; ROADS96; STRUCTURES96; WATER96; HALFSECL; LIMITSA; PARREG; LIMITSP

AREA MAP

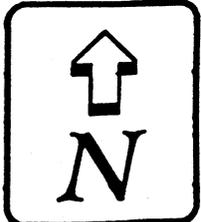




Limit on Liability: This document is not a legally recorded map or survey and is not intended to be used as one. This map is a compilation of records and information from various state, county, and city offices, and other sources.

Current Layers ; STRTXT; ROADS96; STRUCTURES96; WATER96; HALFSECL; LIMITSA; PARREG; LIMITSP

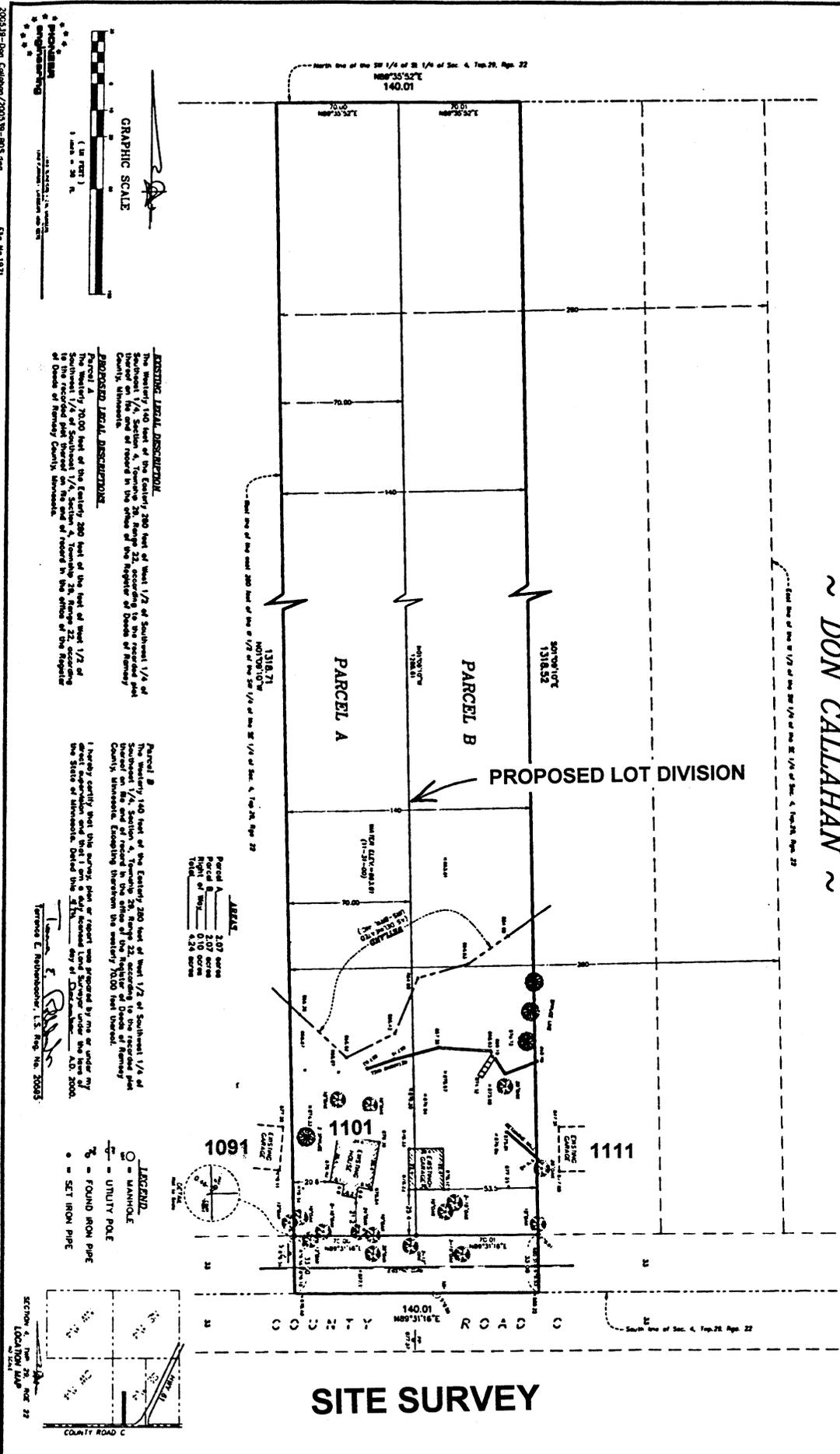
AREA MAP



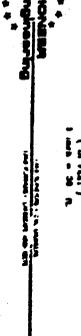
BOUNDARY SURVEY

THAT PART OF THE SW 1/4 OF THE SE 1/4
OF SECTION 4, TOWNSHIP 29, RANGE 22
~ MARLMON, MINNESOTA ~
~ RAINIER COUNTY ~

~ DON CALLAHAN ~



SITE SURVEY



EXISTING LEGAL DESCRIPTION:
The Westerly 140 feet of the Eastern 200 feet of that 1/2 of the Southeast 1/4 of the Southeast 1/4 of Section 4, Township 29, Range 22, according to the recorded plat thereof on file and of record in the office of the Register of Deeds of Ramsey County, Minnesota.

PROPOSED LEGAL DESCRIPTION:
Parcel A: 70.00 feet of the Eastern 200 feet of the West 1/2 of the Southeast 1/4 of Section 4, Township 29, Range 22, according to the recorded plat thereof on file and of record in the office of the Register of Deeds of Ramsey County, Minnesota.

Parcel B: 140 feet of the Eastern 200 feet of that 1/2 of the Southeast 1/4 of the Southeast 1/4 of Section 4, Township 29, Range 22, according to the recorded plat thereof on file and of record in the office of the Register of Deeds of Ramsey County, Minnesota. Enclosing thereon the westerly 10.00 feet thereof.

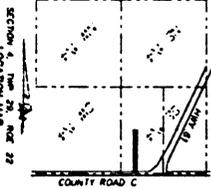
I hereby certify that this survey, plan or report was prepared by me or under my supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota, dated the 21st day of May, 1950.

Thomas E. Rubenbauer, L.S. Reg. No. 30635

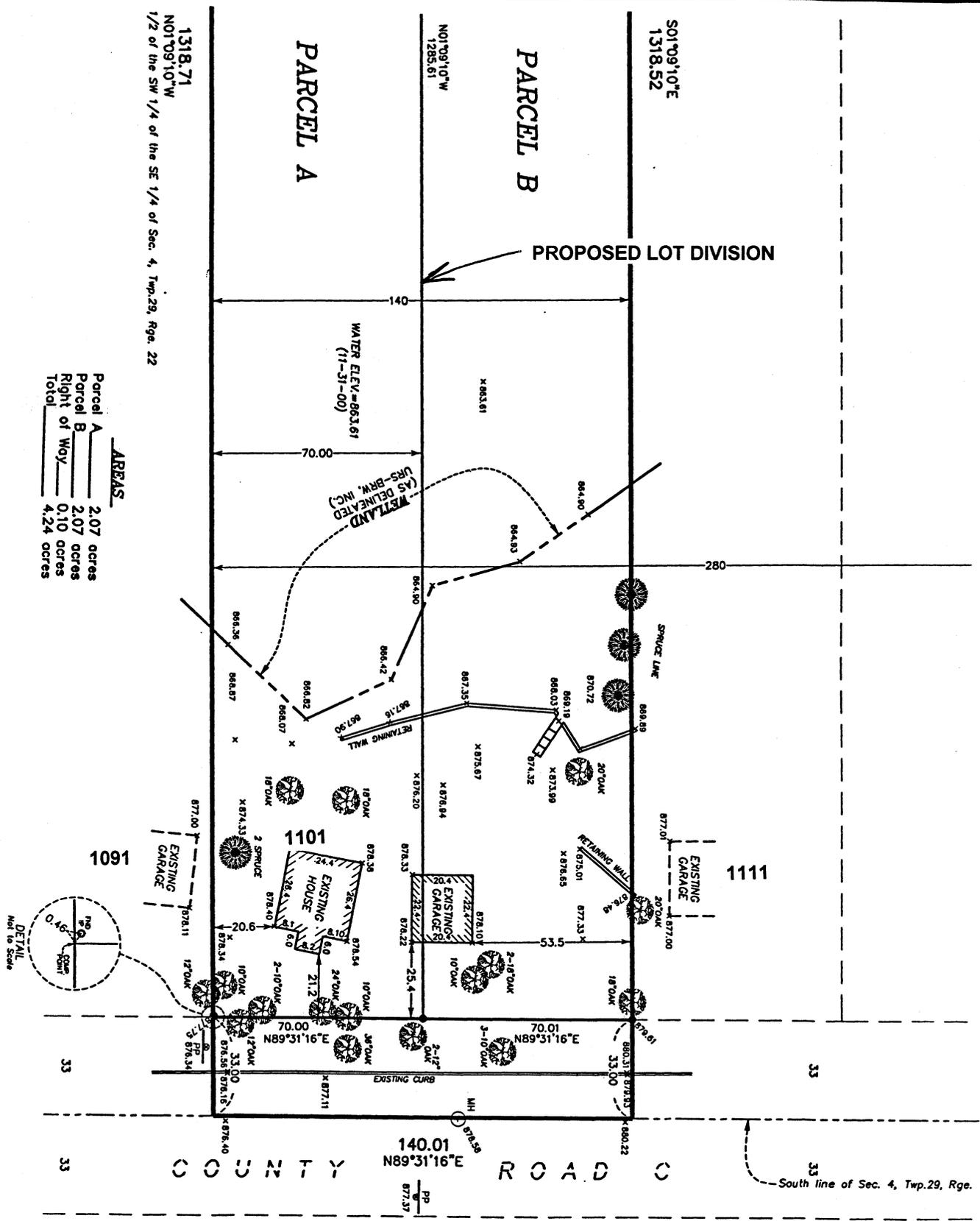
AREAS

Parcel A	1.07 acres
Parcel B	3.07 acres
Right of Way	0.10 acres
Total	4.24 acres

- LEGEND:**
- = MANHOLE
 - = UTILITY POLE
 - ⊗ = FOUND IRON PIPE
 - = SET IRON PIPE



200535 - Don Callahan/200535-905.dwg File No.1971



**SITE PLAN
(ENLARGED)**



PROPOSED CONDITIONAL USE PERMIT FOR LOT SUBDIVISION AT 1101
CO. RD. C., MAPLEWOOD, MN 55109

PROPOSED USE: DIVIDE EXISTING LOT AND BUILD TWO NEW HOMES

1. The proposed use (**TWO NEW HOMES**) would be located, designed, and constructed in conformity with city's Code of Ordinances.
2. The proposed use would enhance the area, while not changing the existing character of the surrounding area.
3. The proposed use would improve and appreciate property values.
4. The proposed use would not involve any activity, process, materials or equipment that would be dangerous, hazardous, detrimental or disturbing to any person or property. There would be no change in the noise, water or air pollution charters of this property. The drainage water run-off would change very little if at all. It might be necessary to remove two or three of the existing thirteen trees, however the vegetation and general appearance of this property would be improved considerably. DEC 08 2000
RECEIVED
5. The proposed use could increase vehicular traffic on local streets, however it would be very minimal. It would not create traffic congestion or any unsafe conditions.
6. The proposed use would blend into public facilities and services, including streets, police and fire protection, drainage, water and sewer systems, schools and parks. The proposed use would have only a minimal effect on these public services.
7. The proposed use would have little if any effect on the costs of public facilities and services.
8. The proposed use would maximize and incorporate the site's contours and scenic features including preservation of most of the existing thirteen mature trees into its development design.
9. The proposed use would have minimal if any adverse environmental effects

In general the proposed use would greatly improve the appearance of this site within the neighborhood as well as improving surrounding property values.

Ramsey-Washington Metro**District**

1902 East County Road B
 Maplewood, MN 55109
 (651) 704-2089
 fax (651) 704-2092
 e-mail: rwmwd@mtn.org

Donald Callahan
 975 County Road C
 Maplewood, MN 55109

12/22/00

Dear Mr. Callahan,

This letter is in response to the plans the City of Maplewood sent to the Watershed District to review for the proposed lot division at 1101 County Road C.

Any grading activity on this site will require a Watershed District Grading Permit. I am enclosing a grading permit application packet along with this letter.

The Watershed District has identified a high quality wetland in the north end of the property. Please enclose a copy of the delineation for this wetland with any Grading Permit application material. If there is any proposed impact to the wetland, the steps that will need to be taken are outlined in the grading permit application packet. Please be advised that any proposed impacts to the wetland will require a lengthy review process to meet the requirements of the Wetland Conservation Act. Due to the current site conditions, the Watershed District will only require a 10 foot no-disturb buffer instead of the usual 100 foot no-disturb buffer.

Please contact me at the number listed above if you have any questions.

Sincerely,

Karl Hammers
 District Technician

DEC 27 2000

cc: Ken Roberts, City of Maplewood

DON AND ALICE CHRISTIANSON
1111 COUNTY RD. C
MAPLEWOOD MN 55109

COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF MAPLEWOOD

SUBJECT; LOT DIVISION -1101 COUNTY ROAD C

DEC 22 2000

12-19-00

DEAR KEN;

SEVERAL YEARS AGO WHEN THE WATSONS PUT THIS LAND UP FOR SALE I ASKED THE CITY IF I COULD BUY IT AND SPLIT IT. THE REPLY I GOT WAS THAT IT COULD NOT BE SPLIT AS BOTH HALVES NEEDED TO BE 10,000 SQ. FT. BUILDABLE AREA.

THAT SAID, I STILL THINK THAT THE LOT SHOULD BE SPLIT, PER MR. CALLAHAN'S REQUEST. MOST OF THE HOMES IN THE IMMEDIATE NEIGHBORHOOD ARE BUILT ON 70 FT. WIDE LOTS AND I THINK TWO SMALLER HOMES (I TRUST) WOULD FIT BETTER THAN ONE HUGE HOME!

ALL OF THE HOMES ON THE NORTH SIDE OF 'C' HAVE DIFFERENT SETBACKS FROM THE ROAD AND STRANGELY, SOME HAVE DIFFERENT ANGLES OF ORIENTATION. I HOPE SOMETHING CAN BE DONE, BY THE PLANNING COMMISSION, TO AVERAGE THIS OUT IN ANY NEW DESIGNS.

THE LOWER BACK YARD HAS BEEN ILLEGALLY FILLED IN THE LAST COUPLE OF YEARS AND I HOPE NO MORE FILLING OF THE WETLAND WOULD TAKE PLACE. THE SIGHT PLAN SHOWS TWO RETAINING WALLS ON THE EAST SIDE OF THE PROPERTY, TOUCHING OUR PROPERTY, THAT DO NOT EXIST.

THE MOST IMPORTANT THING THAT MUST BE CONSIDERED IN ANY NEW DESIGN IS DRAINAGE! THE WATER DRAINS FROM THE EAST TO THE WEST ON THE 1ST 3 LOTS. 1117 TO 1111 (US) TO 1101. WATER FROM THE STREET AND DRIVEWAY DRAINS DOWN TOWARD OUR GARAGE AND ARE DRAINED OFF ONTO 1101. IT HAS ALWAYS BEEN THAT WAY AND CANNOT CHANGE WITHOUT FLOODING OUR BASEMENT. SOME OF 1101 WAS FILLED 2YRS AGO AND THE SLOPE YOU SEE AT THE EAST SIDE IS THE NATURAL SLOPE. 877' TO 870'.

I HOPE YOU APPROVE MR. CALLAHAN'S PLAN. HE IS A NEIGHBOR AND HAS DONE AN EXCELLENT JOB REMODELING HIS HOME. AS SOMEONE WHO LIVES ON KOHLMAN LAKE I TRUST HE WILL DO AN OUTSTANDING JOB DESIGNING TWO HOMES THAT WILL FIT AND NOT DISTRACT, AND THUS INCREASE EVERYONE'S PROPERTY VALUES.

THANKS,


DON AND ALICE

CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Donald Callahan applied for a conditional use permit to divide a 140-foot-wide lot into two 70-foot-wide lots in the R-1 zoning district.

WHEREAS, this permit applies to the property at 1101 County Road C. The legal description is:

The Westerly 140 feet of the Easterly 280 feet of the West ½ of the SW 1/4 of the SE 1/4, Section 4, Township 29, Range 22, Maplewood, Ramsey County. (PIN 04-29-22-43-0005)

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

1. On January 17, 2001, the planning commission recommended that the city council approve the conditional use permit for the proposal.
2. The city council held a public hearing on February 12, 2001. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approve 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 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 runoff, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow site plans approved by the city. The director of community development may approve minor changes. The site plans shall meet the following conditions:
 - a. The front setback for each house shall be 25 feet.
 - b. The rear of each house shall not be more than 70 feet from the front property line.
 - c. There shall be at least 20 feet of side yards for each house - at least 10 feet on each side.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The applicant or building contractor shall provide a grading, drainage and erosion control plan with each building permit application. These plans shall show:
 - a. The proposed house pad and the proposed building pad elevation and contour information for each lot. The house pads shall be such that minimize the grading on the lots so the builder can save as many of the existing trees on each lot as possible.
 - b. Contour information for all the land that the construction will disturb. This shall include the existing and proposed drainage patterns with elevations and contours for each lot.
 - c. The wetland and the wetland buffer area being outside the grading limits.
 - d. All proposed slopes on the construction plans. The city engineer shall approve the plans, specifications and management practices for any slopes steeper than 3:1.
 - e. All retaining walls on the plans. Any new retaining walls taller than 4 feet require a building permit from the city.
 - f. No grading beyond the property boundaries without temporary grading easements from the affected property owner(s).

The city engineer must approve these plans before the city will issue a building permit.

4. The applicant or building contractor providing the city a tree plan that:
 - a. Shall be approved by the city engineer before building demolition or removal, site grading or final lot split approval.
 - b. Shows where the developer or builder will remove, save or replace large trees.

- c. Shows no tree removal beyond the approved grading and tree limits.
 - d. Shows the size, species and location of the replacement and screening trees. The deciduous trees shall be at least two and one half (2 ½) inches in diameter and shall be a mix of red and white oaks, ash, lindens and sugar maples. The coniferous trees shall be a mix of Austrian pine and other species.
5. Before the city approves and stamps the lot division deeds, the applicant or owner shall complete the following:
- a. Remove or demolish the existing house and garage from the property according to all applicable state demolition ordinances. This is to ensure the owner or contractor properly disposes all demolition debris in a licensed demolition landfill.
 - b. Record a wetland buffer and drainage easement over all the property that is north of the wetland buffer easement line shown on the survey on page 18 of this staff report.
 - c. Provide city staff with a screening plan for each lot. This plan is to show how the applicant will meet the code requirement that the new houses be at least eighty (80) percent screened from view from at least eighty (80) percent of the shoreline of the lake during the summer.
 - d. Prepare and record covenants with each lot that requires the property owners to keep the required screening on each lot.
 - e. Install one permanent wetland buffer sign per lot. These signs shall be around the edge of the wetland buffer easement. These signs shall mark the edge of the easement and shall state there shall be no mowing, vegetation cutting, filling, grading or dumping beyond this point. City staff shall approve the sign design and location before the contractor installs them. The developer or contractor shall install these signs before the city issues building permits in this plat.
 - f. Install survey monuments along the wetland boundary.
6. The city council shall review this permit in one year.

The Maplewood City Council approved this resolution on _____, 2001.

**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
WEDNESDAY, JANUARY 17, 2001**

VI. NEW BUSINESS

A. Conditional Use Permit-Lot Division (1101 County Road C).

Melinda Coleman, Assistant City Manager, gave the staff report for the city. Mr. Callahan, the applicant, is requesting city approval of a conditional use permit to divide a 140-foot-wide lot into two 70-foot wide lots. This property is on County Road C just west of Highway 61. The Maplewood city code allows interior lots with widths between 60 and 75 feet in the R-1 zone with city council approval of a conditional use permit (CUP). Mr. Callahan is requesting this CUP for a lot split to construct two new homes. The new houses will be on the two new lots after Mr. Callahan demolishes or removes the existing house and garage from the property. Section 36-442 of the City Code gives nine standards for approval of conditional use permits. Section 36-69(2) of the City Code gives the following additional condition for approving new interior lots that are between 60 and 75 feet in width:

"There are at least two developed lots-of-record with the same or less width than proposed, within 350 feet of the site on the street. Larger minimum side yard setbacks may be required to balance the separation between structures."

This request meets the required findings for approval of a conditional use permit and for narrow-width lots. There are six lots on County Road C within 350 feet of the site that have a width of either 65 or 70 feet. This proposal is within character of what is happening along that street.

The site is in the shoreland district of Kohlman Lake. The city code has several requirements for placement and design of the proposed single dwellings near lakes, including this site. These include a requirement that each lot be at least 20,000 square feet in area. The city code defines lot area as "the area of a lot, excluding drainage easements, wetlands and the land below the ordinary high water mark of public waters." Each of the proposed lots, however, would not have 20,000 square feet of buildable land outside of the wetland and lake area. Each lot would have about 8,000 to 10,000 square feet of buildable area.

The shoreland code has a provision to deal with this situation. Section 36-566 (b)(1)(c) of the code says that the minimum lot requirements shall not apply to a development that is at least eighty (80) percent screened from view from at least eighty (80) percent of the shoreline during the summer. As such, if the applicant could prepare and implement a screening plan for the two lots that show how the new houses would be screened from the lake to meet the 80 percent requirement, then the city could approve the lot division.

Section 36-573 of the city code says that "Each lot created through subdivision shall be suitable for development with minimal alteration. The city shall not consider lots suitable for development that would create any of the following effects:

- (1) Susceptibility to flooding;
- (2) filling of wetlands;
- (3) building on soils with severe development limitations;
- (4) creating severe erosion potential;
- (5) building on steep topography;
- (6) inadequate water supply or sewage treatment capabilities or
- (7) creating a loss of protected wildlife habitat."

The proposed lot division can meet the above-listed objectives and the lots are suitable for development. Having two houses on this property, if the owner properly screens them from the

lake and if the owner carefully places them on the property, should not cause any negative effects on the lake, on the environment or on the health, safety or welfare of the citizens.

This site is next to a Class I wetland. As such, the city has several regulations about the use of land and the placement of the structures near the wetland. Because the site is near a wetland and a lake, the city asked the staff of the Ramsey/Washington Metro Watershed District to comment on this proposal. They recommend that the applicant not make any impact on the wetland as it would require a lengthy review under the Wetland Conservation Act. They also noted that since much of the buffer area had been disturbed they would only require the applicant to dedicate a 10-foot-wide no-disturb buffer instead the 100-foot-wide no-disturb buffer that the code would usually require.

Both the shoreland code and the wetland code have language about the placement of structures near a lake and near a wetland. Section 36-566 (c)(1) of the code has language about the placement, design and height of structures in the shoreland areas. Specifically, this part of the code says that "where structures exist on the adjoining lots on both sides of a proposed building site, the owner or builder may change the structure's setbacks without a variance to meet the adjoining structures setbacks from the ordinary high water level."

Section 9-196(d)(1)a of the city code says that the wetland setback regulations shall not apply to "structure, vegetation and maintenance activities and practice in existence on the date this ordinance becomes effective. (May 13, 1996.) A contractor or owner may remodel, reconstruct or replace affected structures if the new construction does not take up more buffer land than the structure used before the remodeling, reconstruction or replacement."

These code sections say that the applicant may line up the rear of the new houses with the rear of the neighbor's houses and that the new construction may occur as long as it does not further impact the wetland buffer. The applicant has not yet submitted specific site plans for the proposed lots. It appears, however, that there is enough room on the two lots to meet the setback requirements of the shoreland code and those in the wetland regulations.

Staff's recommendation is to approve the conditional use permit for the property at 1101 County Road C for Donald Callahan for two 70-foot wide interior lots in the R1 zoning district. The permit is subject to the noted conditions, with the first being the one Mr. Callahan would like to discuss with the commission. It states the construction shall follow the site plan approved by the city. The front setback for each house shall be 25 feet and the rear of each house shall not be more than 65 feet from the front property line. Staff feels there is a possibility of increasing that to 75 feet and still keep what is within the character of the neighborhood as long as the grading limits do not disturb the wetland easement.

Mr. Tripler asked how many feet would be between the no disturb zone and the back of the house. Ms. Coleman responded by saying there would be about 13 feet to the line.

Mr. Rossbach asked if tree planting is allowed in the buffered zone. Staff responded by saying a certain species is allowed to be planted there and this is something that should be reviewed by the DNR and watershed district. The city's goal is to screen the area with deciduous and coniferous trees so a buffer is created.

Mr. Ledvina questioned the ordinance setback from the wetlands. He asked if it was the opinion of staff that the site falls into the category of remodeling, reconstruction, or replacement? Ms. Coleman confirmed that was their opinion. She added that there had been so much degradation of the whole area that they were comfortable with the development of the property as long as it was not encroaching any closer than what was presently happening. She also added that the DNR was comfortable with this proposal.

Mr. Tripler asked why the house was not included in the demolition verbiage. Ms. Coleman stated when the lot is split, the garage will be ½ on each lot. From a practical standpoint, she felt both buildings would be demolished. Mr. Tripler would be more comfortable if the conditions stated the buildings would be demolished and properly disposed of.

Donald Callahan, 975 County Road C, the applicant, gave an overview of the project. He explained the area to the east of the property, which appears to be a ravine, was a driveway at one time. The present retaining wall is 8 to 10 feet high. The elevations of the homes are considerably above the wetland delineation. Mr. Callahan has talked with the DNR and one of the requests he will be making will be to create a channel out to the open water that would serve both lots. The expected size of the homes will be 2200 square feet and will include a triple garage.

Mr. Rossbach was concerned with the side lot setbacks, the size of the homes being built and the homes blocking the view of the lake for neighbors. Mr. Callahan responded in saying the current plans do meet the side yard setbacks. The width of the existing home is basically the same width as the proposed attached three car garage. The footprint of the home is approximately 55x55. The distance between the two living areas of the proposed homes is 20 feet. The commissioners are concerned the main objective of the builder is putting as much house as possible on the land.

Mr. Ledvina is not comfortable that the proposal fits the "grandfathering" requirement of remodeling, reconstruction or replacement for the wetland setback ordinance. He does not feel the construction of two new homes fits into that category.

Mr. Mueller feels a smaller footprint would be more appropriate to preserve the wetland. Ms. Coleman reiterated that the commission has the right to recommend other setback requirements that would better suit the character of the neighborhood.

Mr. Rossbach is in favor of splitting the lots only because of the pressure to increase the density and provide housing in the city. He does not feel developers need to fill every bit of land with as much homes as possible. In this particular case where the city is allowing a developer to build on a piece of land that is considered substandard on a shoreland lot, the city should be able to dictate what, and how much, is built on that parcel. He feels larger side yard setbacks would be appropriate.

Mr. Ledvina stated in many cases where there is a reduction in the wetland buffer there is a monument placed on the edge of the buffer stating requirements not to mow or disturb the buffer, and feels the monument would be appropriate in this case.

The planning commission suggested the following adjustments to the conditions in the recommendation:

1. Condition 1: change 65 feet to 70 feet. Add: In addition, the side yard setbacks shall be 20 feet total (either side).
2. A modification would be made to condition 5a which would now read: Remove or demolish the existing house and garage from the property in accordance with all applicable state demolition ordinances and ensure all demolition debris is properly disposed of in a licensed demolition landfill.
3. Condition 5e would be added to require one wetland easement marker per lot.

Commissioner Frost moved the planning commission recommend to the city council to adopt the resolution approving a conditional use permit for the property at 1101 County Road C for Donald Callahan. This permit is for the creation of two 70-foot-wide interior lots in the R-1 zoning district.

This permit shall be subject to the following conditions:

1. All construction shall follow site plans approved by the city. The director of community development may approve minor changes. The site plans shall meet the following conditions:
 - a. The front setback for each house shall be 25 feet.
 - b. The rear of each house shall not be more than 70 feet from the front property line.
 - c. There shall be at least 20 feet of side yards for each house - at least 10 feet on each side.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The applicant or building contractor shall provide a grading, drainage and erosion control plan with each building permit application. These plans shall show:
 - a. The proposed house pad and the proposed building pad elevation and contour information for each lot. The house pads shall be such that minimize the grading on the lots so the builder can save as many of the existing trees on each lot as possible.
 - b. Contour information for all the land that the construction will disturb. This shall include the existing and proposed drainage patterns with elevations and contours for each lot.
 - c. The wetland and the wetland buffer area being outside the grading limits.
 - d. All proposed slopes on the construction plans. The city engineer shall approve the plans, specifications and management practices for any slopes steeper than 3:1.
 - e. All retaining walls on the plans. Any new retaining walls taller than 4 feet require a building permit from the city.
 - f. No grading beyond the property boundaries without temporary grading easements from the affected property owner(s).

The city engineer must approve these plans before the city will issue a building permit.
4. The applicant or building contractor providing the city a tree plan that:
 - a. Shall be approved by the city engineer before building demolition or removal, site grading or final lot split approval.
 - b. Shows where the developer or builder will remove, save or replace large trees.
 - c. Shows no tree removal beyond the approved grading and tree limits.
 - d. Shows the size, species and location of the replacement and screening trees.

The deciduous trees shall be at least two and one half (2 ½) inches in diameter and shall be a mix of red and white oaks, ash, lindens and sugar maples. The coniferous trees shall be a mix of Austrian pine and other species.

5. Before the city approves and stamps the lot division deeds, the applicant or owner shall complete the following:
 - a. Remove or demolish the existing house and garage from the property according to all applicable state demolition ordinances. This is to ensure that the owner or contractor properly disposes all demolition debris in a licensed demolition landfill.
 - b. Record a wetland buffer and drainage easement over all the property that is north of the wetland buffer easement line shown on the survey on page 16 of this staff report.
 - c. Provide city staff with a screening plan for each lot. This plan is to show how the applicant will meet the code requirement that the new houses be at least eighty (80) percent screened from view from at least eighty (80) percent of the shoreline of the lake during the summer.
 - d. Prepare and record covenants with each lot that requires the property owners to keep the required screening on each lot.
 - e. Install one permanent wetland buffer sign per lot. These signs shall be around the edge of the wetland buffer easement. These signs shall mark the edge of the easement and shall state there shall be no mowing, vegetation cutting, filling, grading or dumping beyond this point. City staff shall approve the sign design and location before the contractor installs them. The developer or contractor shall install these signs before the city issues building permits in this plat.
 - f. Install survey monuments along the wetland boundary.
6. The city council shall review this permit in one year.

Commissioner Trippler seconded.

Ayes-6 (Fischer, Frost, Trippler, Rossbach,
Ahness, Mueller)

Nays-1 (Ledvina)

Mr. Ledvina's nay vote was due to his belief that this proposal does not meet the exemption for the variance process as it relates to the wetland setback.

This proposal will go the city council on February 12, 2001.

Action by Council

MEMORANDUM

Date _____
Endorsed _____
Modified _____
Rejected _____

TO: City Manager
FROM: Thomas Ekstrand, Associate Planner
SUBJECT: **Parking Lot Setback Variance, Curbing Waiver and Conditional Use Permit – Rose-Rice Auto Sales**
LOCATION: 1908 Rice Street
DATE: January 30, 2001

INTRODUCTION

Request and Project Description

Brad Beatty, of Rose-Rice Auto Sales, 1908 Rice Street, is requesting approval of a five-foot parking lot setback variance and a curbing waiver for his recent parking lot expansion. He is also requesting a conditional use permit (CUP) for used-car sales. This CUP would include the recent expansion of his existing paved parking lot along Roselawn Avenue which does not meet the required 15-foot front setback.

Mr. Beatty's new parking lot is on the previously unpaved side yard that had been used for car storage by the previous owner, Jerry Anderson. Refer to the maps on pages 7-9 and the applicant's letter on page 10.

The applicant has improved the property by residing the two buildings, adding a pitched roof to one of the buildings, and in general, cleaning up the site. He also removed the cars Mr. Anderson had parked on the grass east of the buildings.

This project requires the following approvals:

1. A five-foot parking lot setback variance since the new parking lot is paved to the east lot line. The city code requires that the parking lot have a five-foot side yard setback.
2. A CUP. The city code requires a CUP for used car sales. The previous owner did not have this permit—he was grandfathered in. The applicant also needs a CUP for the expansion of a nonconforming use. The applicant's current hard-surface parking lot is paved to the Roselawn Avenue right-of-way line. The applicant proposes to maintain this zero setback with the expanded parking lot. (Staff had previously considered this setback encroachment as a variance issue. After discussing this matter with the planning commission, we feel that it is appropriate to consider the parking lot encroachment as an "expansion of a nonconforming use" which would require a CUP.
3. A curbing waiver since the code requires continuous concrete curbing around the new parking lot. The new parking lot is not curbed.

BACKGROUND

This property was a continual source of parking-code violations when Mr. Anderson owned the site. This site was also used for a short time as part of a golf-ball driving range for Amusement City.

On December 11, 2000, the city council approved a CUP for used car sales across the street from this property at 1930 Rice Street for Affordable Auto Sales.

DISCUSSION

Setback Variance

State law requires that the city council make two findings to approve a variance. They must determine that the applicant cannot meet the code because of "circumstances unique to the property." This means that there must be some unique physical characteristic of the site preventing code compliance. There is no unique circumstance in this instance. The applicant could have met the setback requirement if they checked with the city before paving. The variance must also meet the "spirit and intent of the ordinance." The purpose of the setback requirement is that parking lots do not crowd neighboring properties, so there is room for snow storage and room for landscaping.

Staff, unfortunately, cannot make the findings required for approval of the setback variance. Staff recommends that the applicant saw-cut the pavement to meet the required five-foot side setback.

Curbing Waiver and Drainage Considerations

Code states that the city may waive the curbing requirement, if elimination of the curbs to allow sheet drainage over ground, would improve storm water quality. This determination must be made by the city engineer. The planning commission felt that this issue should be addressed by the city engineer to see if there are such benefits.

Chris Cavett, the assistant city engineer, inspected the site and feels that the applicant should have a drainage plan prepared by a civil engineer. The drainage plan should address the management of storm water runoff. Under the present conditions, the rate of runoff has increased due to the paving of this side lot, which was originally bare ground and grass. The drainage is presently directed south toward the adjacent property onto a steep slope which will be prone to erosion.

There appears to be two options the applicant may wish to pursue regarding the management of runoff. Collection of runoff on the site and conveyance to the storm sewer on Rice Street (MnDOT permits and approvals are required), or coordinating efforts with the neighboring property owner to the south to manage the storm water after it has left the site (agreements and easements may be required between the neighbors). In considering whether the city should waive the curbing requirement, we need to evaluate the applicant's proposal.

Conditional Use Permit

Staff does not find a problem with the proposed CUP to sell used cars. Other than the setback and curbing issues, the applicant has vastly improved this corner by refurbishing the buildings and eliminating a long-occurring eyesore. Staff also feels this CUP should include the expansion of the parking lot which maintains the zero setback from the Roselawn Avenue right-of-way. Maintaining this setback would look less out of place than jogging it in 15 feet as the code would require for a new parking lot.

Site Plan

The applicant should stripe the parking lot with spaces to be 9 ½ by 18 feet in size and drive aisles to be 24 feet wide as required by the code. The applicant should submit a striping plan to staff for approval.

COMMITTEE ACTIONS

January 17, 2001: The planning commission recommended approval of the CUP and approval of the parking lot setback encroachment into the 15-foot setback from Roselawn Avenue. The planning commission recommended denial of the five foot parking lot setback variance from the east lot line.

January 23, 2001: The community design review board made the same recommendations as the planning commission.

RECOMMENDATIONS

- A. Deny the proposed five-foot parking lot setback variance from the east property line since the proposed variance does not meet the following findings required by state law:
1. Strict enforcement of the code would not cause undue hardship because of circumstances unique to the property. The applicant could have met the setback requirements without any hindrance by site characteristics.
 2. The variance would not be in keeping with the spirit and intent of the ordinance. The ordinance requires parking lot setbacks to provide room for snow storage and so not to crowd adjacent properties.
- B. Adopt the resolution on pages 11–12 approving a conditional use permit for used car sales at 1908 Rice Street. This resolution also approves the recently expanded parking lot which maintains the existing nonconforming setback from Roselawn Avenue. Approval of the reduced front setback is because the continuation of the existing pavement setback would meet the spirit and intent of the code. The approval of a conditional use permit for car sales is based on the findings required by ordinance and subject to the following conditions:
1. All construction shall follow the site plan approved by the city, except as stated below. The director of community development may approve minor changes.
 2. The applicant shall revise the site plan for staff approval as follows:
 - a. Cut away the part of the new easterly parking lot which encroaches into the required five-foot side setback area. The applicant shall backfill and sod this five-foot setback area.
 - b. The excess pavement material shall be removed from the site.

- c. The edges of the new parking lot shall be curbed with upright continuous concrete curbing. The plan for this curbing shall be submitted to staff for approval by the city engineer who will evaluate the parking lot for drainage control. The curbing requirement may be waived if deemed necessary for drainage purposes by the city engineer.

The applicant shall also submit a drainage plan prepared by a civil engineer or work out a satisfactory plan and agreement with the neighbor to the south. The drainage plan should address the management of storm water runoff.

- d. The required five foot setback shall be measured to the back of the curb, if the engineer requires curbing, not to the parking lot edge.
 - e. Stripe the parking spaces as required by code.
 - f. The applicant shall designate four customer parking spaces on the west side of the building. There shall be one handicap-accessible parking space. This space must meet the requirements of the ADA (Americans with Disabilities Act).
3. The applicant shall complete these parking lot corrections by June 30, 2001. The city council shall review this permit at that time if the work is not completed. The council may extend this deadline if an extension is warranted.
 4. The city council shall review this permit annually as required by the code, unless they determine that there is no need for such subsequent reviews.

REFERENCE INFORMATION

SITE DESCRIPTION

Site size: One acre
Existing land use: Rose-Rice Auto Sales

SURROUNDING LAND USES

North: Affordable Auto Sales

West: Rice Street and commercial businesses in the City of Roseville

South and East: Amusement City (currently proposed as the new Comfort Bus Company Terminal)

PLANNING

Land Use Plan designation: BC (business commercial)
Zoning: BC

Code Requirements

Section 36-151(b)(5)(a) requires a CUP for the sale or leasing of used motor vehicles.

Section 36-17(e) allows the enlargement of a nonconforming use by CUP if it would not affect the development of the parcel as it is zoned.

Section 36-28 © requires that parking lots be setback 15 feet from a street right-of-way and five feet from abutting commercial property.

Section 36-22 © requires that parking lots which have more than 12 parking spaces have continuous concrete curbing.

Criteria for Variance Approval

State law requires that the city council make the following findings to approve a variance from the zoning code:

1. Strict enforcement would cause undue hardship because of circumstances unique to the property under consideration.
2. The variance would be in keeping with the spirit and intent of the ordinance.

"Undue hardship", as used in granting of a variance, means the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls. The plight of the landowner is due to circumstances unique to his property, not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the ordinance.

Criteria for CUP Approval

Section 36-442(a) states that the city council may grant a CUP, subject to the nine standards for approval. Refer to the resolution on pages 11–12.

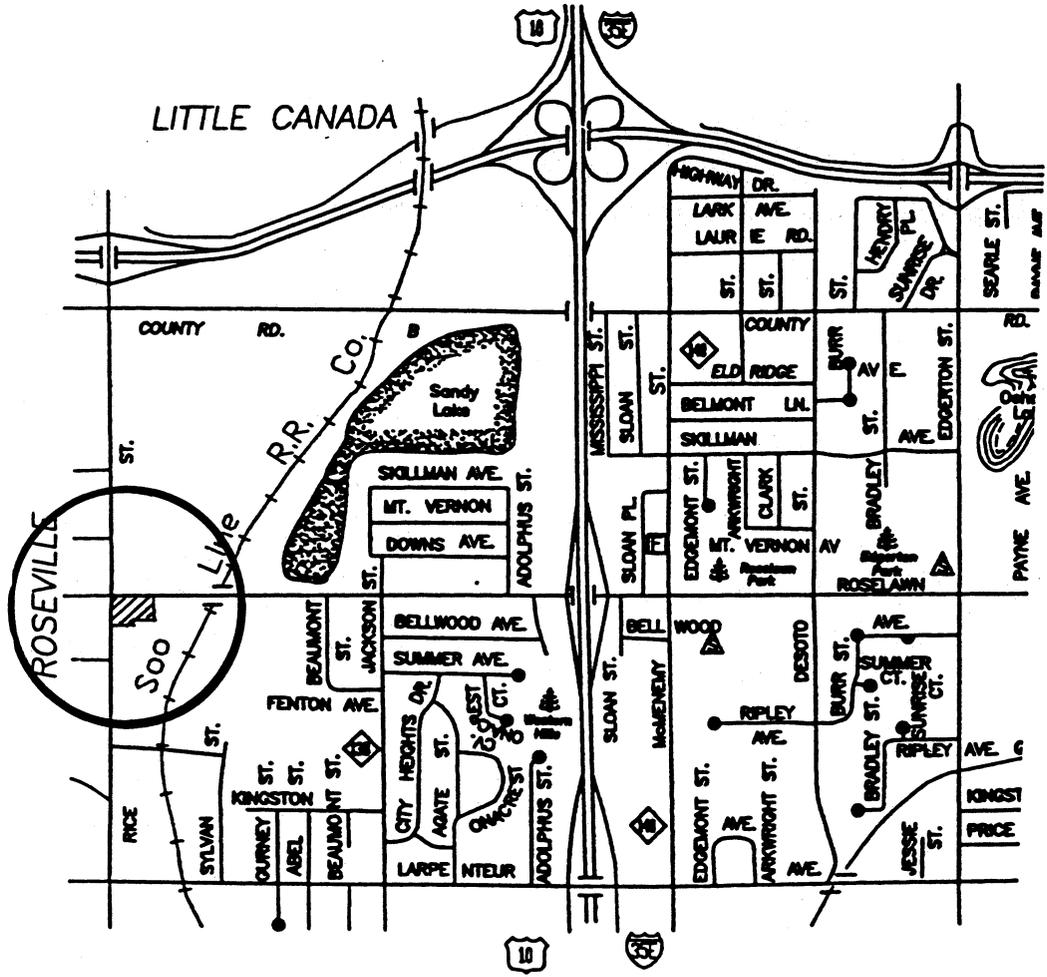
Application Date

We received the applicant's applications on December 13, 2000. State law requires that the city take action within 60 days of this application date. City council action is required by February 13, 2001.

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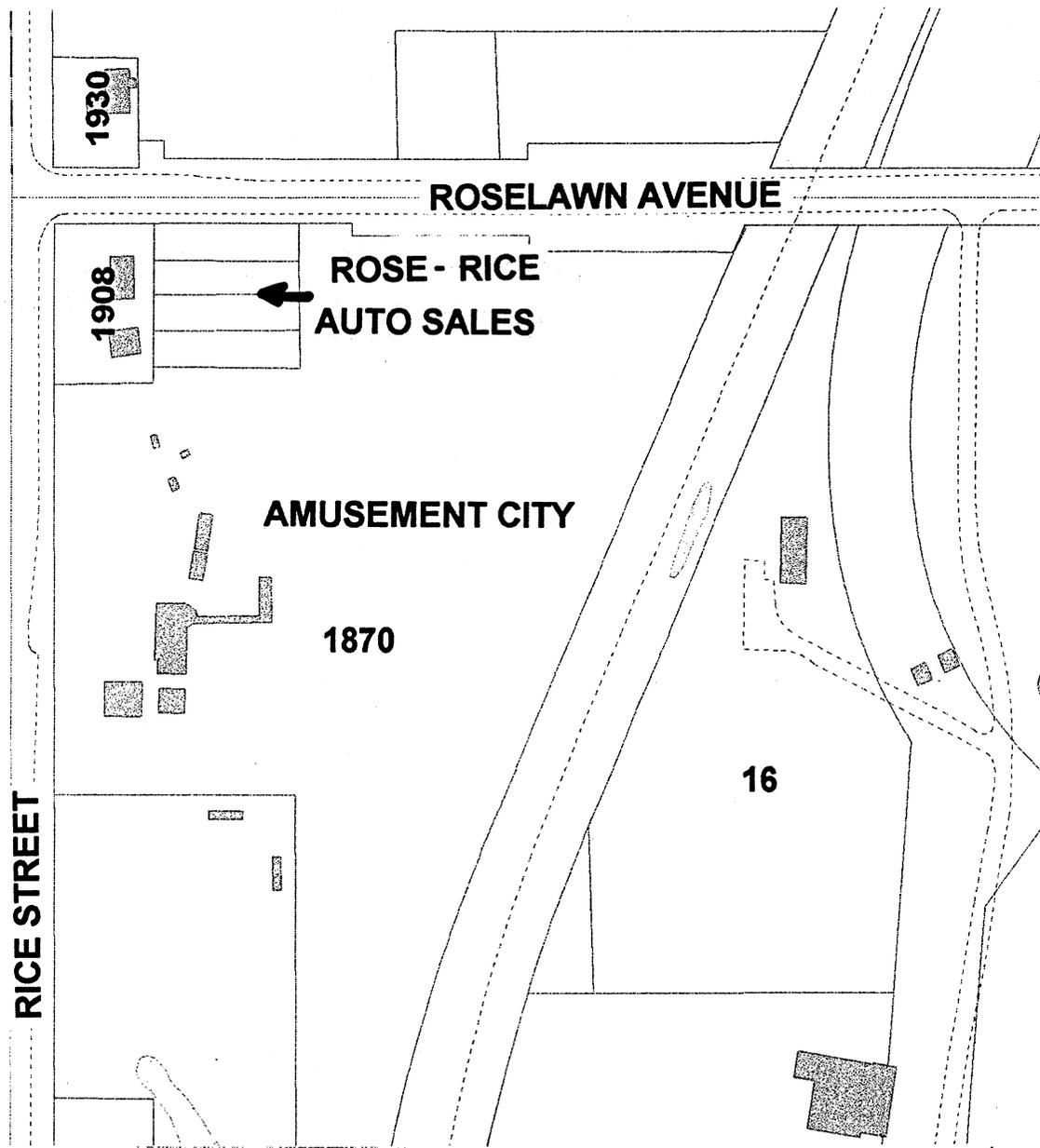
Attachments:

1. Location Map
2. Property Line Map
3. Site Plan
4. Applicant's letter of CUP request dated-stamped December 13, 2000
5. CUP Resolution

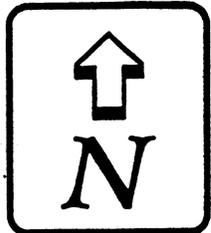


LOCATION MAP





PROPERTY LINE MAP

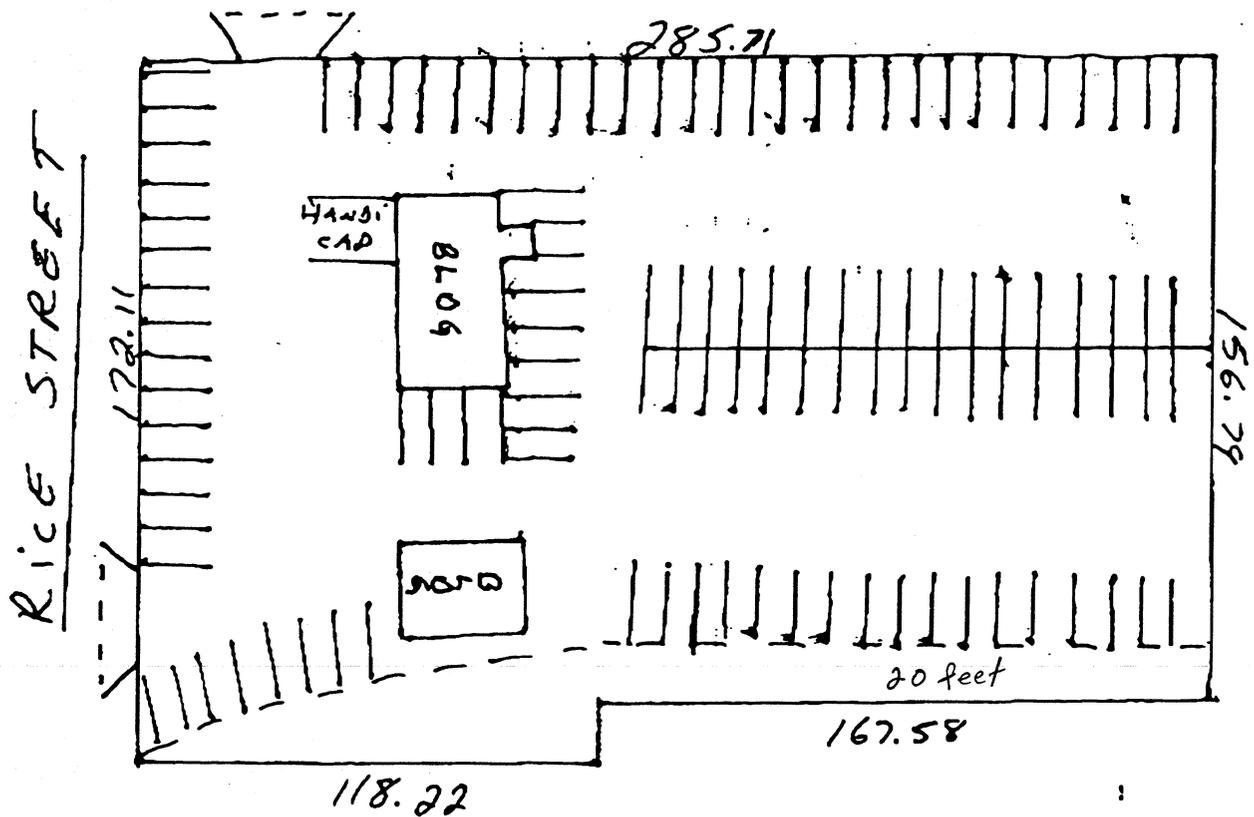


ROSE-RICE Auto SALES, INC.

1908 Rice St.

MAPLEWOOD, MN 55127

ROSE LAWN



SITE PLAN



CITY OF MAPLEWOOD

At the following address of 1908 Rice Street, we are trying to obtain a zoning variance for the parking of cars for sale and reconditioning. The front half of the existing property is already approved for the sale of used cars and we are looking to further expand our lot to include the back half of the property. This area has been utilized in conjunction with the front half for used cars during the past ten years. we are looking to obtain the permits and zoning to legally conform to the cities requirements. The proposed area has already been cleaned up and is ready for use. We have improved the existing property and feel the request for the "CUP" would be a natural extension of the total property. We would appreciate your consideration in this request and look forward to working with the city of Maplewood and surrounding businesses to make things work as soon as possible.

THANK YOU

A handwritten signature in black ink, appearing to read "Brian Booth". The signature is written in a cursive, somewhat stylized font.

RECEIVED

DEC 13 2000

CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Brad Beatty, of Rose-Rice Auto Sales, applied for a conditional use permit to enlarge his paved parking lot, while maintaining a nonconforming front setback, and to sell used cars.

WHEREAS, this permit applies to 1908 Rice Street. The legal description is:

LOTS 1-4 AND LOTS 33-39, BLOCK 4, EISENMENGER AND ZASPELS

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

1. On January 17, 2001, the planning commission recommended that the city council approve this permit.
2. The city council held a public hearing on February 12, 2001. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approve 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 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 generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
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 minimal adverse environmental effects.

10. The reduced front parking lot setback would meet the spirit and intent of the code since it would be a continuation of the existing pavement setback.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city, except as stated below. The director of community development may approve minor changes.
2. The applicant shall revise the site plan for staff approval as follows:
 - a. Cut away the part of the new easterly parking lot which encroaches into the required five-foot side setback area. The applicant shall backfill and sod this five-foot setback area.
 - b. The excess pavement material shall be removed from the site.
 - c. The edges of the new parking lot shall be curbed with upright continuous concrete curbing. The plan for this curbing shall be submitted to staff for approval by the city engineer who will evaluate the parking lot for drainage control. The curbing requirement may be waived if deemed necessary for drainage purposes by the city engineer.

The applicant shall also submit a drainage plan prepared by a civil engineer or work out a satisfactory plan and agreement with the neighbor to the south. The drainage plan should address the management of storm water runoff.
 - d. The required five foot setback shall be measured to the back of the curb, if the engineer requires curbing, not to the parking lot edge.
 - e. Stripe the parking spaces as required by code.
 - f. The applicant shall designate four customer parking spaces on the west side of the building. There shall be one handicap-accessible parking space. This space must meet the requirements of the ADA (Americans with Disabilities Act).
3. The applicant shall complete these parking lot corrections by June 30, 2001. The city council shall review this permit at that time if the work is not completed. The council may extend this deadline if an extension is warranted.
4. The city council shall review this permit annually as required by the code, unless they determine that there is no need for such subsequent reviews.

The Maplewood City Council approved this resolution on February 12, 2001.

**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
WEDNESDAY, JANUARY 17, 2001**

B. Parking Lot Setback and Curbing Variances and Conditional Use Permit--Rose-Rice Auto (1908 Rice Street).

Ms. Coleman gave the staff report for the city. Brad Beatty, of Rose-Rice Auto Sales, is requesting approval of a parking lot setback and curbing variances for his recent parking lot expansion and a conditional use permit for used car sales. Mr. Beatty recently paved the easterly part of the site. This is the unpaved side yard that has been used for unapproved car-parking by the previous owner, Jerry Anderson. The applicant has improved the property by residing the two buildings, adding a pitched roof to one of the buildings, and in general, cleaning up the site. He also removed the cars Mr. Anderson had parked on the grass east of the building.

This project requires the following approvals:

1. A parking lot setback variance since the new parking lot is paved up the east (side) and north (front) lot lines. The city code requires that the parking lot have a five-foot side yard setback and a 15-foot front setback from the Roselawn Avenue right-of-way. (The applicant said that the new pavement is setback about 20 feet from the south lot line.)

The applicant would also need a curbing variance since the code requires continuous concrete curbing around the new parking lot.

2. A CUP (conditional use permit). The city code requires a CUP for used car sales. The previous owner did not have this permit, as he was grandfathered in. The current owner needs a CUP because of the expansion of the paved parking lot.

This property has been a continuous source of parking code violations when the previous owner was in charge. The city has worked long and diligently to gain compliance on this site. Staff feels the building has been improved greatly. The current operation has been run very well and the appearance has improved greatly. Ms. Coleman stated "It was upsetting that the applicant made the parking lot improvements without working with the city on that improvement".

David Parupsky, 3229 A. Casco Circle, Wayzata, was present to answer questions for the applicant. Mr. Parupsky explained the old, unpaved parking lot had been there for thirty years. When he was told by Mr. Ekstrand, Associate Planner, that the lot had to be paved, he paved it. Unfortunately, prior to paving, he did not apply for a permit or address setback requirements.

State law requires that the city council make two findings in order to approve variances. First, they must determine that the applicant cannot meet the code because of "circumstances unique to the property." They must find that the applicant cannot meet the code due to some unique physical characteristic of the site. There is not unique circumstance in this case. The applicant could have met the setback and curbing requirements if they had checked with the city before paving this site. Secondly, the variances must meet the "spirit and intent of the ordinance." The purpose of the setback and curbing requirement are so parking lots do not crowd neighboring properties, so there is area provided for snow storage and landscaping for esthetics. Curbing also provides a neat edge to parking lots and controls storm water runoff.

Staff appreciates the improvements the applicant has made at this site. Their buildings are attractive and the site is now nicely maintained. Mr. Beatty also did an excellent job of removing Jerry Anderson's cars from the unpaved side yard, which for a long time was an eyesore. Unfortunately, staff cannot make the

finding that state law requires for the approval. Staff recommends that the applicant make the necessary changes and corrections to the new parking lot as follows: saw-cut the bituminous to meet the required five-foot side setback as well as the required 15-foot front setback; provide continuous concrete curbing around the south, north and east sides of the parking lot (keeping in mind that the required setbacks must be measured to the back edge of the curb); backfill behind the curbing and restore with sod.

Staff is not recommending that variances be granted. Staff is recommending that the applicant make the necessary changes and corrections to the new parking lot as follows:

Cut out the bituminous to meet the required 5-foot side yard setback as well as the 15 front yard set back and to provide continuous concrete curbing around the south, north and east sides of the parking lot. Also, backfilling where the pavement has been cut out.

The operation to sell used cars does meet the intent of the ordinance. It is an activity that has been going on there for quite some time. Other than the setback and curbing issues, the applicant has greatly improved the corner by refurbishing the buildings and eliminating a long occurring eyesore.

Staff recommended the approval of a conditional use permit with the condition that the applicant correct the parking lot issues. Staff would also recommend the applicant have until next summer to correct the issues since we are in the middle of winter. With the exception of the requirements to meet the setback and curbing requirements, the site plan looks fine. The parking lot should be striped according to parking spaces and drive aisles as required by code. This would be spaces that are 9 ½ feet by 18 feet and drive aisles of 24 feet wide. Staff's recommendation is that the proposed parking lot setback and curbing variances be denied because they do not meet the findings required by state law. Strict enforcement of the code would not cause undue hardship because of the circumstances unique to the property. The applicant could have met the setback and curbing requirements without any hindrance by site characteristics. Two of the variances would not be in keeping with the spirit and intent of the ordinance. The ordinance requires parking lot setbacks and curbed edges to maintain a neat appearance, control drainage and provide an on site area to store snow in the winter. Secondly, staff is recommending the commission to adopt the resolutions to approve the conditional use permit for used car sales at 1908 Rice Street.

Commissioner Mueller was concerned with the cars that are parking on Roselawn Avenue. He also noted there is a 10-foot fence on the east and north side of the property facing Roselawn Avenue with pavement that extends right up to the fence.

Mr. Parupsky explained they did extend the asphalt up to the fence, but felt if they were to tear out the 5 feet of asphalt and re-sod, it would not change the appearance due to the 10-foot fence screening the view of this area. He was not aware of any cars parking on Roselawn Avenue. Ms. Coleman explained that she was not aware of the street parking either, and suggested a requirement could be added to the conditions that the applicant should designate customer parking on the site plan.

The applicant explained at one time there were 130 "for-sale" cars on the lot, but currently there are only about 40. He felt that should leave plenty of parking for shoppers on the lot so they would not have to park on Roselawn Avenue.

Commissioner Rossbach asked where the runoff from the parking lot flows. Mr. Parupsky stated the lot is sloped to the south side of the property where they will now be building a curb.

Ms. Coleman explained the city is allowed to not require curbing if the public works director sees a reason for drainage purposes not to have curbing. In the conditions it states the plans for curbing must be submitted to staff for approval by the city engineer who will evaluate the parking lot for drainage control. She also stated, due to the ordinance change, the commission could give the engineer latitude to say there should not be curbing on that south side to allow for drainage.

Mr. Rossbach also noted that the 10-foot fence is a cyclone fence that you can see through. Therefore, you could see whether there was grass or pavement on the other side of the fence.

Mr. Parupsky confirmed that would be the case.

Mr. Mueller reiterated the importance of parking being designated as customer parking so it is made obvious where they are to park. He also expressed his concern of having "one big corner" filled with asphalt, busses, and cars and across the road from a swimming beach for families.

Mr. Rossbach moved the commission to recommend to the city council to:

A1. Approve the proposed fifteen-foot parking lot setback variance from the north property line since the proposed variance does meet the following findings required by state law and it is a continuation of an existing parking lot and non-conforming use; it also meets the spirit and intent of the ordinance.

A2. Deny the proposed parking lot setback and curbing variance on the east side of the lot since the proposed variance does not meet the following findings required by state law.

1. Strict enforcement of the code would not cause undue hardship because of circumstances unique to the property. The applicant could have met the setback requirements without any hindrance by site characteristics.
2. The variances would not be in keeping with the spirit and intent of the ordinance. The ordinance requires parking lot setbacks to provide room for snow storage and so not to crowd adjacent properties.

B. To approve a conditional use permit for used car sales at 1908 Rice Street. This resolution also approves the recently expanded parking lot which maintains the existing nonconforming setback from Roselawn Avenue. Approval of the reduced front setback is because the continuation of the existing pavement setback would meet the spirit and intent of the code. The conditional use permit for car sales is based on the findings required by ordinance and subject to the following conditions:

1. All construction shall follow the site plan approved by the city, except as stated below. The director of community development may approve minor changes.
2. The applicant shall revise the site plan for staff approval as follows:
 - a. Cut away the part of the new easterly parking lot which encroaches into the required fifteen-foot side setback area.
 - b. The excess pavement material shall be removed from the site.
 - c. The edges of the new parking lot shall be curbed with upright continuous concrete curbing. The plan for this curbing shall be submitted to staff for approval by the city engineer who will evaluate the parking lot for drainage control. The curbing requirement may be waived if deemed necessary for drainage purposes by the city engineer.
 - d. The required fifteen foot setback shall be measured to the back of the curb, if the engineer requires curbing, not to the parking lot edge.
 - e. Stripe the parking spaces as required by code.
 - f. The applicant shall designate four customer parking spaces on the west side of the building. There shall be one handicap-accessible parking space. This space must meet the requirements of the ADA (Americans with Disabilities Act).

3. The applicant shall complete these parking lot corrections by June 30, 2001. The city council shall review this permit at that time if the work is not completed. The council may extend this deadline if an extension is warranted.
4. The city council shall review this permit annually as required by the code, unless they determine that there is no need for such subsequent reviews.

Mr. Frost seconded.

Ayes-All

Motion carries.

The proposal goes before city council on February 12th, 2001.

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, JANUARY 23, 2001**

VI. DESIGN REVIEW

A. Rose-Rice Auto Sales Site Plan Revisions/Variences-(1908 Rice Street).

Mr. Tom Ekstrand, Assistant Director of Community Development, gave the staff report for the city. Brad Beatty, of Rose-Rice Auto Sales, is requesting approval of a 5-foot parking lot setback variance. He purchased the property recently and has been making several improvements. He paved the easterly front lot which used to be a parking lot for the previous owner's vehicles. The problem is the expansion of the parking lot was an expansion of its use which requires a conditional use permit. He also paved up to the easterly fence line which is also the lot line, and up to the front fence line which is the street right-of-way line. He is asking for a setback variance for the easterly line and continuation of a non-conforming use.

Staff is denying approval of the setback variance. State law requires that the city council make two findings to approve a variance. They must determine that the applicant cannot meet the code because of "circumstances unique to the property". This means that there must be some unique physical characteristic of the site preventing code compliance. There is no unique circumstance in this instance. The applicant could have met the setback requirement if they checked with the city before paving. The variance must also meet the "spirit and intent of the ordinance." The purpose of the setback requirement is to ensure parking lots do not crowd neighboring properties, so there is room for snow storage and room for landscaping. Staff, unfortunately, cannot make the findings required for approval of the setback variance.

Assistant City Engineer, Chris Cavett, and Mr. Ekstrand visited the site to evaluate the drainage flow and determined the water is going to run toward the abutting property to the south. There is a definite drop to the abutting lot (Amusement City). The city engineer feels the applicant should address this issue by submitting a storm water management plan. Under the present conditions the rate of runoff has increased due to the paving of the lot. The applicant appears to have two options: (1) Catch the runoff onsite in a catch base and pipe it underground to the storm sewer on Rice Street, which would require MnDot permit and approvals. (2) Work with the adjacent property owner to coordinate an effort for drainage control. Mr. Cavett thought in the second case, agreements and easements may be required between the neighbors. In order to waive the curbing requirement, the city would need to evaluate the applicant's proposal. The city has conditioned its recommendation as such. The applicant needs to submit such a plan to the city for the city engineer's evaluation.

Staff is recommending approval of the conditional use permit. The operation of the sales of used cars has drastically improved. The applicant should be commended on cleaning up the site so well and improving the appearance of the buildings.

Staff recommends approval of the conditional use permit to include the expanded parking lot which maintains the zero setback to the Roselawn Avenue right-of-way. This would be keeping in line with what has been established in that area.

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A revised set of conditions was distributed by Mr. Ekstrand that included the drainage concerns. He added a condition that the applicant comply with the ADA (Americans with Disabilities Act) requirement for handicapped parking space. As for curbing, staff is relying on what the submitted drainage plan will show, where the city engineer determines curbing should be required, or if he determines curbing may be waived.

Nick Schwartz was present for the applicant. He explained that he has been working with the owners of the property and Mr. Ekstrand to ensure code compliance while making improvements to the property. He felt the paving of the parking lot conforms to most of the conditions, with the drainage run-off condition being his main concern.

He had talked with the adjacent property owner (Amusement City) prior to blacktopping the parking lot to receive their approval. He stated "this property owner felt the paving was an improvement for drainage" and could obtain documentation from the owner if need be.

Mr. Shankar asked if there was any proposed parking in the right-of-way zone, and staff commented that there was not.

Mr. Ledvina did not see any provision for striping of the parking lot in the conditions. He suggested that the applicant submit a plan for parking lot striping according to code per staff approval. Staff commented that these parking lot concerns are addressed in the recommendation (B2: e and f).

The time frame for completion of all the work is June 30, 2001, as clarified by Mr. Shankar. The drainage issue would need to be addressed as soon as the snow starts melting. Staff also added that the city engineer recommends that a written agreement be submitted to the city (2C in the conditions) if the applicant chose to coordinate with the neighbor to sheet drain onto their property.

Board member Shankar made a motion that the design review board:

A. Deny the proposed five-foot parking lot setback variance from the east property line since the proposed variance does not meet the following findings required by state law:

1. Strict enforcement of the code would not cause undue hardship because of circumstances unique to the property. The applicant could have met the setback requirements without any hindrance by site characteristics.
2. The variance would not be in keeping with the spirit and intent of the ordinance. The ordinance requires parking lot setbacks to provide room for snow storage so not to crowd adjacent properties.

B. Adopt the resolution that approves a conditional use permit for used car sales at 1908 Rice Street. This resolution also approves the recently expanded parking lot which maintains the existing nonconforming setback from Roselawn Avenue. Approval of the reduced front setback is since the continuation of the existing pavement setback would meet the spirit and intent of the code. The approval of a conditional use permit for car sales is based on the findings required by ordinance and subject to the following conditions:

1. All construction shall follow the site plan approved by the city, except as stated below. The director of community development may approve minor changes.

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2. The applicant shall revise the site plan for staff approval as follows:
 - a. Cut away the part of the new easterly parking lot which encroaches into the required five-foot side setback area. The applicant shall backfill and sod this five-foot setback area.
 - b. The excess pavement material shall be removed from the site.
 - c. The edges of the new parking lot shall be curbed with upright continuous concrete curbing. The plan for this curbing shall be submitted to staff for approval by the city engineer who will evaluate the parking lot for drainage control. The curbing requirement may be waived if deemed necessary for drainage purposes by the city engineer.

The applicant shall also submit a drainage plan prepared by a civil engineer or work out a satisfactory plan and agreement with the neighbor to the south. The drainage plan should address the management of storm water runoff.
 - d. The required five foot setback shall be measured to the back of the curb, if the engineer requires curbing, not to the parking lot edge.
 - e. Stripe the parking spaces as required by code.
 - f. The applicant shall designate four customer parking spaces on the west side of the building. There shall be one handicap-accessible parking space. This space must meet the requirements of the ADA (Americans with Disabilities Act).
3. The applicant shall complete these parking lot corrections by June 30, 2001. The city council shall review this permit at that time if the work is not completed. The council may extend this deadline if an extension is warranted.
4. The city council shall review this permit annually as required by the code, unless they determine that there is no need for such subsequent reviews.

Board member LaCasse seconded.

Ayes-All

Motion carries.

This proposal will be before the city council on February 12, 2001.

AGENDA REPORT

Action by Council

TO: Richard Fursman, City Manager

FROM: Bruce K. Anderson, Director of Parks and Recreation

SUBJECT: Lake Links Trail Project

DATE: February 5, 2001, For the February 12, 2001, City Council Meeting



Date _____

Endorsed _____

Modified _____

Rejected _____

INTRODUCTION

During the past year, I have served on the technical advisory committee for the Lake Links Trail project. The Lake Links Trail project is a combination effort of Ramsey and Washington Counties to cooperatively develop a master plan to include:

- a. A trail loop around White Bear Lake
- b. A trail loop around Silver Lake
- c. Extension of the Bruce Vento Trail from Maplewood to the Hugo trail system
- d. Trail links to each of the above and to the Gateway and Stillwater trail system.

The Lake Links Trail project has been completed and is currently in the review process by each of the effected municipalities and counties.

BACKGROUND

The Lake Links Trail project was supported by local legislators Chuck Wiger and Betty McCollum and involved the technical support of parks and recreation directors and city planners from Washington and Ramsey Counties, as well as numerous municipalities. The project has been approximately 18 months in the planning process and has had extensive public review with wide-ranging support. The end product defines a potential trail corridor to connect the Bruce Vento Trail on the east to the trail system in Hugo.

The proposed trail system in Maplewood was identified in the city's comprehensive park plan, which was adopted by the city council, identified as the northern trail corridor. The trail segment through Maplewood runs parallel to County Road D, using County Road D as a secondary trail system and ties into the Woodlynn and "D" and Joy Park open space parcels. In addition, a trail corridor is proposed around Silver Lake.

The Parks and Recreation Commission has reviewed the plan and adopted the master plan with the one addition of adding County Road D as an alternate route from Highway 61 to Century Avenue. The Parks and Recreation Commission had lengthy discussion

of the pros and cons of having a trail corridor developed within city open space property. This issue is currently being reviewed by the open space technical advisory task force. The Parks and Recreation Commission will review it again in February. The recommendation at this time is to adopt the Lake Links Trail network master plan with the addition of County Road D as an alternate route should city policy makers determine that it is not appropriate for a paved trail to dissect the Woodlynn and "D" and Joy Park open space properties.

Attached is a copy of the city comprehensive plan, which has already been adopted by the Parks Commission, Planning Commission and City Council. The comprehensive plan identifies the northern corridor as the preferred trail route.

I have prepared and included a resolution of support for city council consideration.

RECOMMENDATION

Staff recommends that the Lake Links Trail project be approved as presented. Staff recommends adoption of the resolution memorializing the council position.

jc
Attachments

RESOLUTION SUPPORTING THE LAKE LINKS TRAIL MASTER PLAN

WHEREAS, the Maplewood City Council has reviewed the Lake Links Trail Network master plan prepared by Brauer and Associates, Ltd. and;

WHEREAS, the Lake Links Trail master plan is in conformance with the city's comprehensive park plan and;

WHEREAS, the Lake Links Trail master plan has been reviewed and approved by the Maplewood Parks and Recreation Commission and Maplewood Planning Commission and;

WHEREAS, the City of Maplewood recognizes the importance of regional trail corridors.

NOW, THEREFORE, be it resolved that the City of Maplewood supports the Lake Links Trail network master plan and will work collaboratively with other local cities, townships, and counties toward implementation of the plan with the understanding that the options for each trail corridor defined in the master plan are subject to local review and refinement as part of the implementation process.

BE IT FURTHER RESOLVED that the City of Maplewood recommends that County Road D be proposed as an alternate route for the trail corridor should it be determined by the City Council and open space technical advisory task force that it would be detrimental to utilize the Woodlynn Avenue and County Road D open space property for a trail corridor.

By: _____
Mayor

By: _____
City Manager

Adopted this 12th day of February, 2001.

Summary Statement

Statement Overview

The summary statement captures the key points of the Lake Links Trail Network Master Plan as succinctly as possible. Inherently, the summary will not address many of the details of the plan. As such, for a more comprehensive understanding of the planning process and findings, it is recommended that the master plan report be reviewed. Copies of the master plan are available at the city offices of all of the cities, townships, and counties involved in the study.

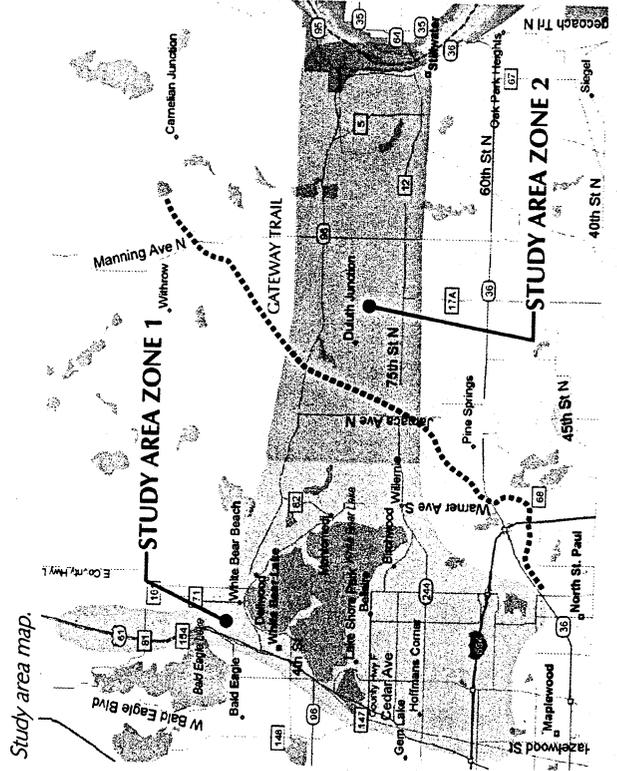
Section I - Introduction and Planning Framework

The project focused on the preparation of a comprehensive master plan for Lake Links Trail Network in Washington and Ramsey County.

The project focused on the creation of a comprehensive master plan for Lake Links Trail Network in Washington and Ramsey Counties. Funded through a state grant, the purpose of the project was to cooperatively develop a master plan for the study area, which included:

- ▶ A trail loop around White Bear Lake.
- ▶ A trail loop around Silver Lake.
- ▶ Extension of the Bruce Vento Trail from Maplewood to the Hugo trail system.
- ▶ Trail links between each of the above and to the Gateway Trail and Stillwater trail system.

The following figure illustrates the study area for the project.



History and Rationale for Undertaking the Project

From a historical perspective, this study was a direct outgrowth of years of citizen-led planning initiatives focusing on the development of a comprehensive trail system within the study area. Whether at the local or regional level, the primary rationale behind past planning initiatives was fairly straightforward: An interlinking trail system within and between local communities was thought to offer outstanding recreational potential and would be of high community value. An equally compelling reason behind these past initiatives was the desire for a comprehensive trail system that would alleviate the unsafe conditions now found for pedestrians and bicyclists within the study area. For these reasons, the State legislature responded to citizen advocacy by sponsoring a grant to develop a comprehensive master plan for the Lake Links Trail Network, with the intent being to determine if the vision of a linked trail system was in fact achievable given the inherent constraints within the study area.

Project Oversight

At the agency level, Washington and Ramsey Counties shared responsibility for overseeing the planning process and ensuring that the requirements of the grant were fulfilled. To support the planning initiative, a Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) were formed. The former consisted of citizens from each of the local municipalities and townships who were responsible for overseeing the planning process and working with the planning team on determining the most appropriate trail routes within the context of the inherent physical constraints and varying public opinion.

Public Involvement

Given the inherently difficult nature of retrofitting a trail into developed or settled communities, a great deal of emphasis was placed on working with local communities and townships to define local planning issues and determine which trail route options were viable. The public process included a number of steps to ensure that each community had an opportunity to participate and to ensure that planning outcomes were underpinned by an understanding of the local circumstances. In many cases, the public input process was literally taken down to the individual level to gain a first-hand understanding of the impact that the various routing scenarios would have on private property.

Property Acquisition Approach

One of the important factors affecting the ultimate location of the trail corridors was the use of a "willing seller" approach by Washington and Ramsey Counties for acquiring property for stand-alone trail corridors. Under this approach, potential trail corridors that traverse extensive areas of privately-owned property, such as some of the old railroad corridors, pose major challenges for land acquisition and in the end greatly affected the trails plan. In cases where the trail follows existing road rights-of-way, the willing seller approach translates into trying to stay within the existing right-of-way wherever possible to minimize the need to acquire property.

This study was a direct outgrowth of years of citizen-led planning initiatives focusing on the development of a comprehensive trail system within the study area.

To support the planning initiative, a Citizens Advisory Committee (CAC) and Technical Advisory Committee (TAC) were formed.

A great deal of emphasis was placed on working with local communities and townships to define local planning issues and determine which trail route options were viable.

Acquisition of additional rights-of-way will be required in some areas to accommodate roadway upgrades and trail construction.

Section II – Community Value Statement

Recreational trends suggest that trail activities are the highest ranked recreational pursuits in this metropolitan region, far outpacing most other forms of recreation.

It seems quite evident that the community value of the trail network being proposed would be very high.

From an overall perspective, those that participated in the public process express a general belief that the trail network plan would indeed offer high community value.

Note, however, that given the eclectic nature of the rights-of-way throughout the study area, acquisition of additional rights-of-way will be required in some areas to accommodate roadway upgrades and trail construction. In most of these situations, right-of-way acquisition is driven largely by roadway construction requirements for grading, stormwater management, and so forth. In these instances, the trail would be placed in the rights-of-way already required for upgrading the roadway.

The community value statement essentially defines the benefits that a comprehensive trail network would bring to residents living within the surrounding region relative to its potential impacts across a number of variables, ranging from safety and crime to property values and loss of privacy. Taken as a whole, the community value statement defines whether or not the perceived benefits of the trail outweigh perceived impacts to justify its development. The following statement summarizes these findings.

Community Value Statement

With respect to the overall benefits of a comprehensive trail network, research suggests that trails offer a very high degree of community value by providing the type of recreational amenity that the majority of the population would actually use and like to have available near their home. As defined in the master plan, recreational trends suggest that trail activities are the highest ranked recreational pursuits in this metropolitan region, far outpacing most other forms of recreation. In addition, the improved safety for pedestrians and bicyclists as they travel along the proposed trail corridors is a value that some would argue is more important than that of the recreational experience. The community value statement is strengthened by evidence that suggests that potential down sides, like crime, trespassing, and littering, generally do not manifest themselves to any great degree. Based on the information presented in the master plan and that which was garnered from local public meetings and in-field interviews during the planning process, it seems quite evident that the community value of the trail network being proposed would be very high. This assumes that the personal values and issues defined by the residents and adjoining property owners can be effectively addressed.

General Summary of Public Input

As noted previously, a great deal of emphasis was placed on working with the local communities and townships to define local planning issues and determine which trail route options were viable and which were not. From an overall perspective, those attending the public meetings held at the local level, and those providing input through phone calls and letters, express a general belief that the trail network plan would indeed offer high community value. Although not everyone would agree, this also seems to hold true for those that own property next to one of the corridors and are therefore most directly affected by the master plan. Under the assumption that there is general support for the trail network within the study area, the concern shifts toward defining, in good faith, ways in which the personal concerns of individual property owners can be addressed to diminish their level of uncertainty as to the impact a given trail will have on their personal property and quality of life. As part of the public consensus building for the trail network, local residents helped establish a set of expectations that they have about how the trail master plan would be implemented. Expectations include:

- ▶ Property owners affected by the trail network will be given a reasonable opportunity to participate in the design process to ensure that their interests and concerns are dealt with in a responsible and forthright manner.
- ▶ Encroachment and direct impact to private property will be minimized to the degree possible.
- ▶ Trail and roadway designs should be based on the principle of providing a safe environment for the pedestrian, bicyclist, and the driver of a motor vehicle.
- ▶ Aesthetic qualities and sense of place within the study area will be maintained or enhanced
- ▶ Master plan presented here should be used to define the key issues associated with each trail corridor and the expectations of those most impacted by trail development.

The last point is of considerable importance in that many of those that accept the master plan do so with the understanding that the planning agencies responsible for implementing the plan will adhere to these expectations and carry the good faith that has been built up thus far into and through the actual implementation process.

CAC Community Value Conclusions

In consideration of the findings defined in the master plan, the CAC came to the conclusion that the overall value of the trail network justifies its development and that the routes ultimately selected for inclusion in the master plan are those that offer the greatest community value with the fewest impacts to private properties and personal interests. Whereas there were alternative routes that offered outstanding trail opportunities, the ones ultimately selected were those that were thought to serve the need while still being reasonable and practical to implement, everything considered. Other conclusions related to the overall community value of the trail network include the following:

- ▶ Demand for trails is well established and will likely continue to grow in the future.
- ▶ Past citizen-driven planning efforts and public input during this study suggest that an integrated trail network in the study area would offer high community values.
- ▶ In-field observations suggests that trail routes defined by the master plan are already being used by pedestrians and bicyclists even though no formal trail exists.
- ▶ Public safety remains a major concern and is a significant factor in the selection of the trail routes.

Whereas the community values as defined above suggest that a looped trail network would be of high community value, developing a viable master plan that is implementable requires an understanding of, and empathy for, the concerns of those most affected. Whereas the community values of the trail network are pronounced, the CAC also recognized that inevitably every trail alignment affects private properties and personal values to varying degrees. In light of this, the CAC was committed to working toward minimizing the direct impacts to private properties to the degree possible. In addition, the CAC asked the planning team to define the expressed concerns and opinions of property owners and to determine their expectations related to the trail alignment and character along each proposed corridor to ensure that those considerations were brought forward to the point of implementation. Forthcoming sections of the report considers these issues in greater detail and defines the development issues and constraints that need to be addressed as part of the implementation phase of the project.

Local residents helped establish a set of expectations that they have about how the trail master plan would be implemented.

The CAC came to the conclusion that the overall value of the trail network justifies its development.

Developing a viable master plan that is implementable requires an understanding of, and empathy for, the concerns of those most affected.

Section III – Trail Network Master Plan

The final plan represents a network of trails that fulfill the objectives set for the study.

The trail network master plan is the end result of the planning and public process. The final plan represents a network of trails that fulfill the objectives set for the study. The master plan also represents a trail network that was molded as much by the limitations of the planning area as it was by the opportunities it offered. In spite of the challenges, it is believed that the trail network presented here offers very high recreational value to the surrounding communities and greatly improves pedestrian safety along the trail corridors.

The trail network consists of eight trail corridors, which tie into several existing or planned corridors at the State, regional, and county level. In addition, the trail network interlinks with a series of existing and planned local trails that, ultimately, will provide a seamless and expansive system of trails within the study area. The following table provides an overview of the trail corridors defined under the master plan. Total trail mileage is 34.1.

Trail Corridor	Description
Bruce Vento Trail Corridor (7.3 miles)	North-south regional trail that extends the existing trail from Beam Avenue in Maplewood north into Hugo, where it will continue on to link with other regional-level trails. The corridor generally follows the Burlington Northern railroad alignment, as well as existing adjacent roadways.
Lake Avenue Trail Corridor (2.1 miles)	Regional trail corridor that follows an existing trail corridor from Lions Park north along Lake Avenue on the west side of White Bear Lake in the City of White Bear Lake.
Hwy. 96 Trail Corridor (10.3 miles)	Regional trail corridor that follows the Hwy. 96/Zephyr Line rights-of-way from Ramsey Beach all the way to Stillwater.
Hwy. 244 Trail Corridor (3.5 miles)	Trail corridor that follows the Hwy. 244 right-of-way from Hwy. 96 south to the downtown area of Mahtomedi and Willernie.
Birchwood Trail Corridor (1.7 miles)	Trail corridor that follows Wildwood and Lake Avenues through the City of Birchwood. Given limited road right-of-way through this area, an on-street bike route is proposed for this segment.
South Shore Blvd. Trail Corridor (1.5 miles)	Trail corridor that follows South Shore Blvd. from East County Line to Goose Lake area.
Mahtomedi-Oakdale Trail Corridor (3.1 Miles)	Trail corridor that starts in downtown Mahtomedi and heads south to connect with an existing trail in Oakdale. This corridor includes a proposed pedestrian bridge across I-694.
Maplewood-Silver Lake Trail Corridor (4.6 Miles)	Trail corridor that provides a loop around Silver Lake and then heads west along the northern edge of Maplewood following a powerline easement and local streets to make a connection with the Bruce Vento trail corridor.

The map on the next page provides an overview of the Lake Links Trail Network.

The trail network consists of eight trail corridors, which tie into several existing or planned corridors at the State, regional, and county level.

Total trail mileage is 34.1.

Trail Network Evaluation Against Stated Criteria

A set of evaluation criteria were applied to the master plan to provide an objective framework for evaluating potential trail routing options. The following briefly summarizes the evaluation of the overall trail network against those criteria.

Evaluation Summary – First Tier Criteria

Criteria	Evaluation Statement
Regional Values	<p>The trail network offers significant regional values, especially by providing:</p> <ul style="list-style-type: none"> ▶ An interconnection between existing regional and State trail corridors and between local communities. ▶ A new regional-level recreational amenity that provides a new system of interconnected trails that allows trail users to travel through several communities.
Local Values	<p>Trail network offers significant value to the local communities in a number of ways, including:</p> <ul style="list-style-type: none"> ▶ Providing a safe place for pedestrians and bicyclists to walk, ride bikes, and in-line skate. ▶ Providing high demand recreational amenities for local residents to use and enjoy. ▶ Expanding local trail options beyond the local community to create a larger, more complete system.
User Experience Values	<p>The trail network around the two lakes offers high recreational value in very desirable settings. Expanding the regionally-based trail system through the creation of the Lake Links Network also provides extensive recreational value by greatly expanding trail options offering a vast array of settings and lengths.</p>

When considered against the evaluation criteria, it is clear that the Lake Links Trail Network measures up very well and that an interlinking trail system would offer high regional and local values.

Evaluation Criteria – Second Tier

Criteria	Evaluation Statement
Natural Setting	<p>Even though the proposed trail corridors follow existing road and railroad rights-of-way, the lakes they encircle along with interconnections made with regional parks and local parks/natural open space areas offer high aesthetic and recreational value.</p>
Separated Trail	<p>With a few exceptions, the Lake Links Trail network consists of separated trails that greatly improve user safety and enhance the recreational experience.</p>
Natural Resource Issues	<p>Since virtually all of the trail corridors follow existing road and railroad right-of-way, the direct impact to natural areas is relatively minimal. Although trail construction (and roadway upgrades) will have some impact to adjacent wetlands and natural vegetation in select locations along Hwy. 96 and Hwy. 244, this can be kept to a minimum and any impacts would be appropriately mitigated.</p>
Acquisition Issues	<p>Since the trail corridors generally stay within existing road and railroad rights-of-way, acquisition of private properties is relatively minimal and generally limited to instances where the right-of-way is simply too narrow for trail (and roadway) upgrading occur.</p>
Physical Constraints	<p>Although impediments exist, the inherent physical constraints along the proposed corridors are surmountable and technically feasible to overcome.</p>

Encroachment Issues	Minimizing the level of encroachment into adjacent properties and keeping the trail/roadway cross-section as narrow as possible within the right-of-way is a fundamental objective of the master plan and of critical importance to affected property owners.
Cost-Benefit	Given the high demand for trails in the region, along with the high recreational value and improved safety that these trails would provide to the surrounding communities, the long-term cost-benefit of Lake Links Trail Network appears justifiable.

Evaluation Criteria – Third Tier

Criteria	Evaluation Statement
Public and Political Acceptance	Based on the results of the public process, there is a general consensus that the trail network would offer high community value. However, there is also an expectation that the implementation of the trail would be done with sensitivity toward minimizing impacts to adjacent properties and maintaining the character of the corridors it follows. Acceptance of the plan is also based on the expectation that local communities will be directly involved in the implementation process and that local citizens will have an opportunity to participate in the detail design of the trail (and roadways) in their community.

When considered against the evaluation criteria, it is clear that the Lake Links Trail Network measures up very well and that an interlinking trail system would offer high regional and local values. In addition, the evaluation statements suggest that while technical and public/political issues remain to be fully addressed as part of implementing the plan, the actual development of the trail network seems very feasible

Regional and Local Designations

Whereas the trail network master plan serves to form a cohesive system of trails within the study area, there is a distinction between trail corridors that are locally-based and those that are regionally-based. As the trail network map illustrates, two of the corridors included under the Lake Links Trail Network are designated as regional trails: The Bruce Vento trail corridor and the Hwy. 96 trail corridor. These trails are given regional designation because they meet the criteria as defined by Regional Recreation Open Space Policy Plan Update. This includes:

- ▶ Providing access to or traverse through regional parks or park reserves and serve to link these parks together.
- ▶ Providing linkages between existing regional and state trails.
- ▶ Traversing interesting developed areas.
- ▶ Traversing high quality natural areas.

The remaining trails within the network are defined as local-level trails (city, township, and county), whereby their focus is on meeting local trail needs and providing connections to the regional and state trails. From an implementation standpoint, the most important distinction between trail types is the potential avenues available for funding. Whereas none of these sources are guaranteed, the inclusion of local trails within the Lake Links Trail Network master plan shows the inter-connective nature of these trails, which in turn provides the platform for local cities, counties, and townships to collaborate on seeking funding opportunities for development.

Two of the corridors included under the Lake Links Trail Network are designated as regional trails: The Bruce Vento trail corridor and the Hwy. 96 trail corridor.

The remaining trails within the network are defined as local-level trails.

Technical Overview of Individual Trail Corridors

The master plan provides an extensive technical review of the individual trail corridors defined by the master plan. The purpose of the review is to more clearly define trail alignment and other important planning outcomes and issues. These in turn will set the stage for implementing the plan and serve as an underpinning for continued public input to ensure that the expectations of those most affected by trail development are ultimately met. The following table summarizes the technical review of each trail corridor.

Trail Corridor	Design Overview	Major Issues
Bruce Vento Trail Corridor	A separated trail with a 12' wide cross-section is recommended to accommodate heavy use and a variety of users.	<ul style="list-style-type: none"> ▶ Uncertainty of future multi-modal transportation needs along this railroad corridor. ▶ Retrofitting the trail in areas where space is limited. ▶ Ensuring that local residents have an opportunity to give input into the detail design process.
Lake Avenue Trail Corridor	Enhancements to trail cross-section to ensure pedestrian safety is recommended.	<ul style="list-style-type: none"> ▶ Working with local residents to determine the type of improvements that are justified and add value.
Hwy. 96 Trail Corridor	A separated 10' trail adjacent to the roadway is recommended given the regional status of this trail corridor.	<ul style="list-style-type: none"> ▶ Retrofitting the trail in areas where space is limited. ▶ Ensuring that local residents have an opportunity to give input into the detail design process.
Hwy. 244 Trail Corridor	A separated 8' to 10' trail as part of upgrading the roadway is recommended (local input is needed on final width).	<ul style="list-style-type: none"> ▶ Retrofitting the trail in areas where space is limited. ▶ Ensuring that local residents have an opportunity to give input into the detail design process.
Birchwood Trail Corridor	Maintaining existing on-road shared-use system is recommended, with upgrades.	<ul style="list-style-type: none"> ▶ Ensuring that local residents have an opportunity to give input into the detail design process.
South Shore Blvd. Trail Corridor	A separated 8' to 10' trail adjacent to the roadway is recommended, preferably with one-way road system.	<ul style="list-style-type: none"> ▶ Determining which roadway cross-section best serves need ▶ Ensuring that local residents have an opportunity to give input into the detail design process.
Mahtomedi-Oakdale Trail Corridor	Making connection between two established trails via a bridge across I-694 is recommended.	<ul style="list-style-type: none"> ▶ Determining the best location for the crossing and working with MNDOT to actually implement.
Maplewood-Silver Lake Trail Corridor	A separated 10' trail along the powerline in Maplewood and completing the loop around Silver Lake is recommended.	<ul style="list-style-type: none"> ▶ Retrofitting the trail in areas where space is limited. ▶ Ensuring that local residents have an opportunity to give input into the detail design process.

The master plan provides an extensive technical review of the individual trail corridors defined by the master plan.

Turnback Status of Roadways Affected by the Trail Corridors

The timing of turning back some of the roads within the study area from the State to the county, and from the County to the local city or township is an important aspect of implementing the master plan. Turnback essentially refers to a shift of responsibility for upgrading, maintaining, and operating a roadway from one agency to the other as part of the overall transportation plan for the region. The master plan provides an overview of the roads that fall under the turnback program and their current status. Roads included in this program include:

- ▶ Hwy. 244 – State to county turnback
- ▶ Hwy. 96 – State to county turnback
- ▶ County Road 94 / South Shore Blvd. – County to city and township turnback
- ▶ County Road 154 / Hugo Road – County to township turnback

The turnback schedule associated with each of these roadways is quite important to a number of the trail corridors. In reality, the development of the trails along these corridors will be lock-stepped with the timing of the upgrading and turning back of the adjoining roadway from the State to the County and from the County to the local cities and township. Also, the design for the roadways on the turnback schedule would follow the standards defined by MNDOT and the County. Note, however, that both Washington and Ramsey Counties recognize that some degree of flexibility may be required in order to incorporate a trail along these corridors and preserve their existing aesthetic qualities. As defined by this master plan, there is also the expressed desire by local residents to keep the roadway cross-sections as narrow as possible to help calm traffic and maintain the existing sense of place.

Alternative Trail Corridors Considered During the Planning Process

A number of alternative trail corridors were considered during the planning process. Whereas these routes were ultimately excluded from further consideration for various reasons, some of them held great promise when first considered against the first tier evaluation criteria. However, when measured against second and third tier criteria, it became clear that these routes were either not the best option and/or would simply not be implementable and therefore did not warrant further consideration. Note here that while each of these options did not make the final plan, some of them continue to have merit as part of local trail systems and, in some cases, may be worthy of a second look should the primary routes defined by the master plan fail to materialize.

Interconnection with Local Level Trail Systems

Note that the interconnection between the Lake Links Trail Network and existing and planned local systems is a fundamental objective of the planning process. While the master plan focused on the Lake Links Trail Network, the local trail systems play a significant role in creating a comprehensive network of trails that provide a safe place for pedestrians and bicyclists to walk, ride bike, and in-line skate.

The timing of turning back some of the roads within the study area from the State to the county, and from the County to the local city or township is an important aspect of implementing the master plan.

It became clear that these routes were either not the best option and/or would simply not be implementable and therefore did not warrant further consideration.

The interconnection between the Lake Links Trail Network and existing and planned local systems is a fundamental objective of the planning process.

Trail (and Roadway) Design Guidelines

The trail design guidelines that would be applied to the trail corridors (and roadways) defined by this master plan would follow those commonly used for regional, State, and Federal projects. The use of these guidelines is of importance for a couple of reasons:

- ▶ To ensure the development of consistent and safe trail corridors that are in sync with accepted design practices.
- ▶ To ensure that the trail corridors qualify for various trail funding programs that are sponsored at the Metropolitan Council, State, and Federal level.

With respect to trail signage, the master plan also calls for adherence to the previously defined design manuals as well as those prepared by MNDOT that relate specifically to trail and roadway signage.

Support Facilities for the Trail Network

One of the advantages of developing the trail network is that it links together numerous existing parks and public spaces, which in turn offers an important side benefit in that many of these areas already have, or will in the future, facilities that support the trails. This includes public parking, restrooms, picnic spaces, and sitting areas. In addition, connection to the downtown areas of the local communities provides ample opportunity for refreshments and food. Since this rather extensive infrastructure of facilities already exists, the trail network master plan itself does not call for development of any major new support facilities. Note, however, that the detail design for individual trail corridors should provide trail links from the main trails to existing support facilities, along with the necessary signage to ensure trail users are aware of these facilities.

Affect of Multi-modal Transportation Plans on Trail System Planning

One of the factors that was considered as part of the planning for the Bruce Vento trail extension along the Burlington Northern railroad corridor was the potential for use of that corridor for multi-modal transportation, which ranges from buses to light and heavy rail. Whereas there is a great deal of uncertainty as to where this will ultimately lead, it is clear from various Metropolitan Council transit studies that some form of transit use of the corridor can be anticipated in future years. With this understanding, the intent of the Lake Links Trail Network master plan is to set the trail within the Burlington Northern railroad corridor on the periphery of the right-of-way, or even outside of it, wherever possible to minimize the potential for future conflicts.

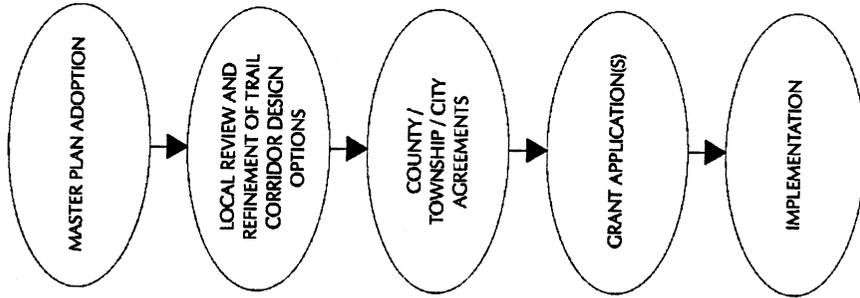
The trail design guidelines that would be applied to the trail corridors (and roadways) defined by this master plan would follow those commonly used for regional, State, and Federal projects.

The trail network master plan itself does not call for development of any major new support facilities.

Section IV – Implementation Plan

Implementation of the Lake Links Trail Network will require strong collaboration between local cities, townships and counties if a cohesive and complete trail system is to be realized.

Implementation steps.



Local cities, townships, and counties are encouraged to pursue implementation of the plan as a singular priority.

Collaborative Underpinning

Implementation of the Lake Links Trail Network will require strong collaboration between local cities, townships and counties if a cohesive and complete trail system is to be realized. While each of the trail corridors proposed offers numerous local benefits, the real opportunity lies in the broader vision of the plan that would result in a truly exciting regional asset offering outstanding recreational values. In many ways, the collective value of the larger trail network is greater than the sum of the individual parts. Through a shared common vision, opportunities for becoming a higher priority for receiving non-local funding can be enhanced over that which would otherwise be available to local units of government. Given the potential costs associated with implementing the plan, these outside sources of funding will likely be needed to offset the fiscal limitations facing local cities and townships.

Implementation Strategy

Implementation of the master plan will require a coordinated effort between local communities, townships, and counties – starting with the adoption of the master plan. This, of course, is based on the collective understanding that the options for each of the trail corridors defined in the master plan are subject to local review and refinement as part of the implementation process. This statement is critical in that each of the trail corridors defined by the plan raise numerous issues that will require additional public input and local evaluation to determine the design approach best suited for the community while still achieving the vision of the master plan. It is within the spirit of flexible collaboration that success in implementing the plan lies. The image at left outlines the implementation steps required to move from the vision of the master plan to actual development of the trail corridors.

Local involvement in the implementation process is of critical importance given the detail design issues that need to be addressed prior to the development of any of the trail corridors considered under the master plan. For example, at the fundamental level, decisions related to basic roadway configurations and cross-sections will have to be made prior to designing the trail itself. Likewise, inherent transportation issues (such as those associated with the South Shore Boulevard trail corridor) and roadway turnback schedules will also have to be addressed as part of the implementation planning. Of equal importance is the need for additional public input into the detail design process to ensure that the general public and property owners directly affected by a given trail corridor have a reasonable chance to participate in the design process to ensure that their interests and concerns are addressed in a responsible and forthright manner.

Implementation Priorities

The master plan does not establish specific priorities for implementation of the individual corridors. Instead, local cities, townships, and counties are encouraged to pursue implementation of the plan as a singular priority with the realization that the pace of implementation will be dictated by several factors:

- ▶ Timeframes associated with making final design decisions on specific corridors.
- ▶ Degree of success in assembling funding packages from various sources.
- ▶ Turnback schedules and timing of upgrades to roadways associated with a given trail corridor.

Another reason for taking this approach is the interlinked and dependent nature of many of the trail corridors, whereby one trail corridor cannot be easily separated from another and therefore precludes establishing a clearly defined prioritization schedule. Although a homogeneous timeframe for implementing the plan would be the best case scenario, realistically, there will be a degree of variability in the timing of implementing the plan due to the variability of the challenges facing each corridor.

Implementation Team

The importance of maintaining an ongoing and coordinated effort between local cities, townships, and counties toward plan implementation cannot be overstated and will be critical to the successful implementation of the master plan. Lacking this, the probability of seeing the plan implemented becomes far less certain. To this end, assembling an implementation team to oversee the detail planning and design process and coordinate the activities at the local and county level is recommended. This is particularly important here where a number of the local cities and townships simply do not have the day-to-day staffing needed to oversee the project and keep it moving forward in a timely, well-coordinated fashion.

It is recommended that the team consist of a representative from each of the cities, townships, and counties affected by the master plan (which was essentially the basis of the Technical Planning Team assembled for this project). In addition, the implementation team can also serve to coordinate and act upon grant opportunities and assembling funding packages. It is also recommended that the implementation team include representation from select outside public agencies with experience in trail development and grants.

Acquisition and Development Cost Projections

The cost projections presented in the master plan define the potential costs associated with each of the trail corridors defined by the master plan. The cost figures are intended to be used for budgeting purposes, project phasing, comparing the relative cost of one item to that of another. Although the cost projections are intended to be conservative, it must be recognized that the actual costs will vary depending on detail design and market forces when the plan is implemented.

The cost projections for development are broken down into two primary categories:

- ▶ **Base Cost Projection for Trail Development** – refers specifically to the cost to develop the trail itself *without* consideration for other development concerns that might be necessary for the trail to actually be developed.
- ▶ **Cost Projection for Associated Development** – refers to development that may be required to construct the trail, such as roadway upgrades and alternatives to the base development package as noted.

The following summarizes the development cost table provided in the master plan.

Realistically, there will be a degree of variability in the timing of implementing the plan due to the variability of the challenges facing each corridor.

Assembling an implementation team to oversee the detail planning and design process and coordinate the activities at the local and county level is recommended.

The cost projections presented in the master plan define the potential costs associated with each of the trail corridors defined by the master plan.

Trail Development Cost Projections

Trail Segment	Base Cost Projection for Trail Development	Cost Projection for Associated Development
Bruce Vento Trail	2,012,000 to 2,414,400	626,000 to 751,200
Lake Avenue Trail	655,000 to 786,000	0 to 0
Hwy. 96/Zephyr Line Trail	2,500,000 to 3,000,000	280,000 to 336,000
Hwy. 244 Trail	1,560,000 to 1,872,000	2,810,000 to 3,372,000
Birchwood Trail	447,000 to 536,400	0 to 0
South Shore Trail	575,000 to 690,000	0 to 0
Mahtomedi-Oakdale Trail	700,000 to 840,000	0 to 0
Maplewood-Silver Lake Trail	1,060,000 to 1,272,000	160,000 to 192,000
Total Cost Projection for All Trail Corridors	9,509,000 to 11,410,800	3,876,000 to 4,651,200
Construction Engineering and Design (15%)	1,426,350 to 1,711,620	581,400 to 697,680
Grand Total Cost Projection for All Trail Corridors	10,935,350 to 13,122,420	4,457,400 to 5,348,880

The cost projections for land acquisition for the various trail corridors are intended to be used for budget estimating purposes. The intent is to project as accurately as possible a range of potential costs for land acquisition that would be in addition to the development costs listed above.

Land Acquisitions Cost Projections

Trail Corridor	Cost Projection for Acquisition*
Bruce Vento Trail	260,000 to 310,000
Lake Avenue Trail	0 to 0
Hwy. 96 Trail	406,000 to 470,000
Hwy. 244 Trail	225,000 to 420,000
Birchwood Trail	0 to 0
South Shore Blvd. Trail	0 to 0
Mahtomedi-Oakdale Trail	60,000 to 75,000
Maplewood-Silver Lake Trail	150,000 to 200,000
Total Potential Cost Range for Land Acquisition	1,101,000 to 1,475,000

* - Range of potential costs is shown to account for some unknowns.

Operations and Maintenance of Trail Corridors

Operation and maintenance of the trail corridors will be a shared responsibility between the local cities, townships, and counties, with the responsibilities of each defined in joint-powers or other forms of agreement. The trails will be designed and operated to accommodate walkers, joggers, bicycling, and in-line skating. There will be no provision along these trail corridors for other activities such as snowmobiling, horseback riding, or cross-country skiing. With respect to rules and regulations, all trail corridors will comply with the standards of use currently in place for local and regional parks and trails as defined by city and county ordinances. This will ensure consistency in operation of the trail facilities defined in the plan with others found within the study area. Law enforcement associated with the trail will be covered by local police and county sheriff's departments in accordance with current practice and established relationships between the two counties and local cities and townships within the study area. With respect to fees and charges, the trails will be open to the public without fee, which is in line with current practices at the local and county level.

The responsibility for developing and maintaining the trails will depend on whether the trail is local (city, township, or county) or regional and whether it follows a local or county road. A table in the master plan considers development and maintenance responsibilities for each of the trail corridors based on standard practice. Recognize, however, that the responsibilities of the local cities and counties is subject to change in line with specific agreements prepared as part of the implementation process. An important side note to this discussion is that development costs could be significantly offset through special appropriations and grants at the state and federal level for local and regional trails (and roadway upgrades). Given the inherent limitations of local units of government to fund these projects solely on their own, finding alternative means of funding will be an important factor in actually being able to implement the plan.

Funding Options and Opportunities

One of the major advantages of the Lake Links Trail Network Master Plan is that it paints a broad vision for trails within the study area that collectively offers benefits beyond those of the individual local trail systems. By creating a recreational value of greater significance than would otherwise be the case, the opportunities for funding from a variety of funding sources opens up substantially. Equally important, this collective vision can also serve to raise the level of priority given to these trails over what might otherwise be the case. In this context, collaboration between local cities and the county can go a long way toward being successful in securing the funds necessary to build the trails. A table in the master plan provides an overview of potential funding sources.

Public Awareness

Once completed, public awareness of the trail network will be promoted through the local cities, townships, and counties through a coordinated effort. This would include trail network mapping, brochures, flyers, posters, and so forth to make residents aware of the new trails. Once the initial promotional campaign is complete, it is expected that word-of-mouth will be the most successful promotional tool.

Operation and maintenance of the trail corridors will be a shared responsibility between the local cities, townships, and counties, with the responsibilities of each defined in joint-powers or other forms of agreement.

By creating a recreational value of greater significance than would otherwise be the case, the opportunities for funding from a variety of funding sources opens up substantially.

Once the initial promotional campaign is complete, it is expected that word-of-mouth will be the most successful promotional tool.

Maplewood-Silver Lake Trail Corridor Technical Review

Overall Corridor Description / Character

The Maplewood-Silver Lake trail corridor starts with a connection to the existing trail along Hadley Avenue that ends at the intersection with Hwy. 120/Century Avenue. From there, the trail provides a loop around Silver Lake, including tying into the city park on the south shore of the lake and Joy Park on the north side. From the Joy Park area, the trail traverses through an existing powerline easement until it reaches the Maplewood Mall area, where it follows the County Road D right-of-way. Once west of the mall, the trail again follows the powerline easement until its connection with the Bruce Vento Trail Corridor.

Although the trail corridor skirts the Maplewood Mall area, the powerline easement, coupled with frequent public open spaces and parks along the way, provides a very pleasant trail setting with relatively high recreational value. The loop around Silver Lake provides high recreational value as well and serves to link two community parks more cohesively together. Taken as a whole, this trail corridor is both a key local amenity as well as an important link within the larger Lake Links Trail Network.

Trail Route and Design Options and Recommendations

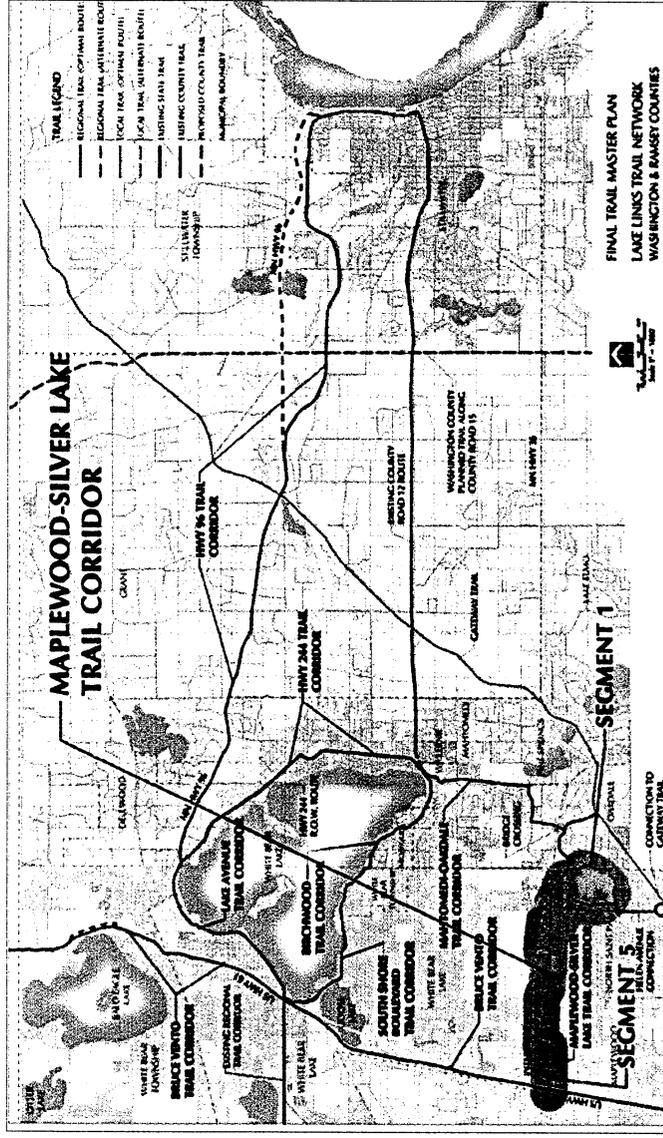
The trail route is fairly straightforward along this corridor in that the trail would be located either within the powerline easement or nearby road rights-of-way. Since the trail serves to connect regional and local trails and parks together, a separated trail with a 10' wide minimum cross-section is recommended to accommodate heavy use and a variety of users, including walkers, bicyclists, and in-line skaters.

Overall Trail Values Gained

Taken as a whole, this trail corridor is both a key local recreational amenity as well as an important link within the larger Lake Links Trail Network.

Trail Mileage this Corridor: 4.6 miles.

Location Map of Trail Corridor



Summary of Public Input/Implementation Expectations

Public input into this trail corridor was generally very positive, with most of those attending the public focus group meetings considering it to be of high recreational value and an important part of the larger trail network. The idea of looping the trail around Silver Lake was particularly well received, especially adding a separated trail along Hwy. 120, where it is known to be unsafe to walk along. The public also responded favorably to the trail following the powerline easement.

As for implementation expectations, the most critical factor is making sure that those that are directly affected by the trail (especially those adjacent to the powerline easement) have an opportunity to give input into the design process and have a clear understanding of options available to address their concerns. This especially the case along the powerline easement between Bellaire Avenue and McKnight Road, where right-of-way and property ownership issues are likely to be a bit complex. Also, aesthetic qualities and privacy issues are concerns requiring detailed review with affected property owners.

Maplewood-Silver Lake Trail Corridor – Segment 1 of 5

Segment Description / Overall Character

This segment of the trail corridor entails a trail route around Silver Lake, which effectively ties together a couple of city parks and public open spaces to form a significant park, trail and open space amenity for the local communities. Since an on-road trail route already exist on the west side of the lake (Lake Blvd.) and an existing trail is located within the park on the south side, the critical missing links to completing the loop are developing the trail along Hwy. 120 and one through Joy Park (which will be master planned by the local cities in 2001).

Development Issues / Constraints

- Specific issues include:
- ▶ Retrofitting the trail along Hwy. 120 will likely require some shifting of the roadway to the east to create adequate room for the trail. Adding a curb and potentially a retaining wall (as shown in the character sketch) may also be required to fit the trail along the road in this area. Also, retrofitting the trail along Hwy. 120 from 54th St. to 51st St. will impact about 10 driveways, which will require special attention and input from the property owners.
 - ▶ Which trail/roadway option is best suited for 20th Ave. (as defined on the right) will require input from both the city engineer and the adjacent property owner. Given the low traffic volumes, striping and signing the road would provide a reasonable short-term solution with minimal disruption, assuming that it proves to be safe after initial testing. From a long-term perspective, a separated trail would be the preferred option, if the on-street option proved inadequate.
 - ▶ Upgrading the trail within the park on the south shore will be challenging due to lack of space in certain areas.

Private Property Encroachment / Acquisition Issues

Since the trail stays within the public right-of-way, property acquisition will not be an issue.

Specific Trail Values Gained

Completing a safe loop around the lake creates a significant park, trail and open space amenity that offers very high recreational value.



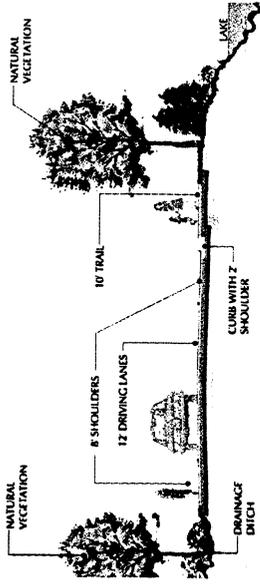
Photo 1 – looking south along Hwy. 120/Century Avenue with Silver Lake off to the west (right) side. Shifting of road may be required to retro fit trail.



Photo 2 – looking west along 20th Ave. from Hwy. 120 toward the park. The trail would be on the right side of the road.



Photo 3 – looking west along 19th Ave., where the trail traverses through the park. The trail is in need of upgrading.



The character sketch illustrates the location of the trail relative to the existing road and lake. Given space limitations, an urban road section with a curb to create separation is likely needed.

Note that several options are available for making the connection from Hwy. 120 to the existing park following 20th Ave. including: 1) striping and signing the road for an on-street bike lane; 2) a separated trail directly adjacent to the existing curb line; and 3) turning the road into a one-way street and putting the trail behind a relocated curb that falls within the existing road cross-section. Which of these options proves most effective and appropriate requires additional evaluation at the local level with input from the adjacent property owners.

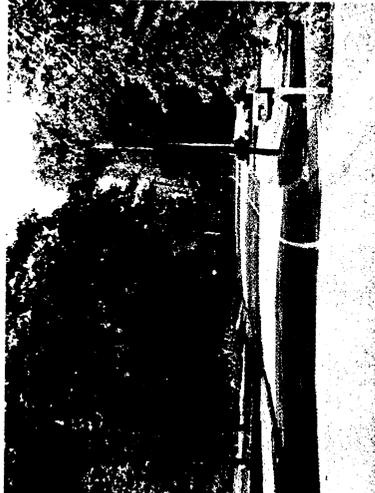


Photo 4 – looking north along Lake Blvd, where an on-street bike lane is provided. Given the light traffic volumes, this approach has proven sufficient to accommodate bicyclist and walkers.



TRAIL ALIGNMENT WITHIN JOY PARK TO BE DETERMINED AS PART OF FUTURE PARK MASTER PLAN

CHANGING INTERSECTION FOR AT-GRATE TRAIL CROSSING SIGNALIZED INTERSECTION NEEDED

TRAIL LOCATED ON WEST SIDE OF ROAD ADJACENT TO LAKE
37' OF EXISTING ROADWAY PAVEMENT WIDTH

80' +/- STREET R.O.W. THIS SEGMENT

SHIFTING OF ROADWAY WITHIN EXISTING R.O.W. POTENTIALLY NEEDED TO ACCOMMODATE TRAIL ON WEST SIDE

STEEP SLOPE FROM ROAD EDGE TO LAKE EDGE (3:1)

APPROX. 10 RESIDENTIAL PROPERTIES WITH DRIVEWAY ACCESS ARE LOCATED IN THIS AREA

ONE RESIDENTIAL PROPERTY ALONG 20TH AVE.

TRAIL CONNECTS TO ON-STREET BIKE LANE ON LAKE BLVD.

TRAIL LAYOUT WITHIN PARK NEEDS TO BE COORDINATED WITH FUTURE CITY OF N. ST. PLANS FOR UPGRADING

ON STREET BIKE LANE ON LAKE BLVD. CONNECTS TO ST. PAUL

EXISTING ON-STREET BIKE LANE ON LAKE BLVD.

LOCAL TRAIL CONNECTIONS BEGIN FROM PARK TO HELEN STREET AS PART OF LOCAL TRAIL SYSTEM PLAN

Maplewood-Silver Lake Trail Corridor – Segment 2 of 5

Segment Description / Overall Character

This segment of the trail corridor starts at Joy Park and heads west first through public open space and then follows the powerline easement. The public open space in particular provides an appealing setting for the trail. Whereas following the powerline easement is preferred and received strong support at the public focus group meeting, an alternative route is also shown and could be used if the easement following the powerline cannot be gained. While the alternative route is feasible, the space is limited and the setting is not as pleasant as the powerline alignment.

Development Issues / Constraints

Specific issues include:

- ▶ Gaining easement rights along the powerline will be the most challenging part of developing this trail corridor. Working with adjacent property owners to ensure that their concerns about the trail can be effectively addressed will be important.
- ▶ If the alternative route is used, retrofitting the trail adjacent to County Road "D" will be tight, but technically feasible, especially if an urban section or one-way road configuration is used.

Private Property Encroachment / Acquisition Issues

As noted above, gaining easement rights along the powerline is the most challenging aspect of this trail alignment, along with addressing the encroachment issues associated with adjacent properties. Otherwise, the trail would be located within a public open space or road right-of-way and would not pose any significant acquisition issues.

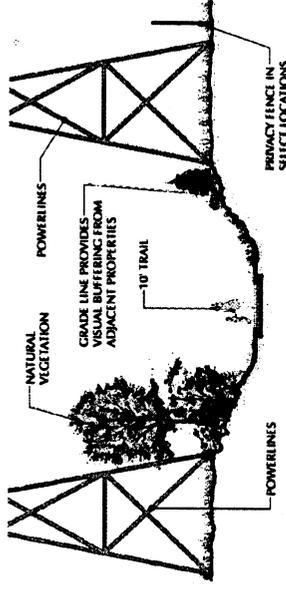
Specific Trail Values Gained

Locating the trail within the public open space offers very high recreational value, as would following the powerline easement.



Photo 5 – looking west from Hadley Ave. toward the intersection with Hwy. 120.

The intersection of Hadley and Hwy. 120 is currently not signalized and poses a significant safety issue in that the traffic speed and volume makes it challenging for a pedestrians and bicyclists to safely cross the street.



The character sketch above illustrates that the trail could follow the easement and offer a pleasant setting. As shown, there are also a number of techniques that can be used to buffer adjacent properties.

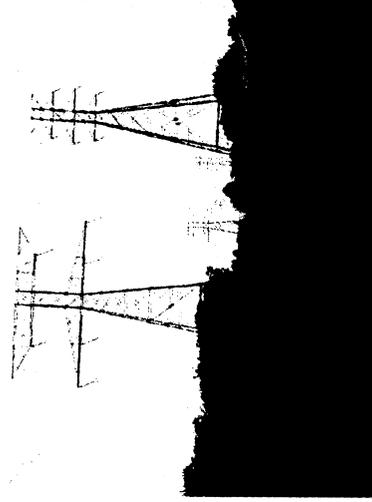
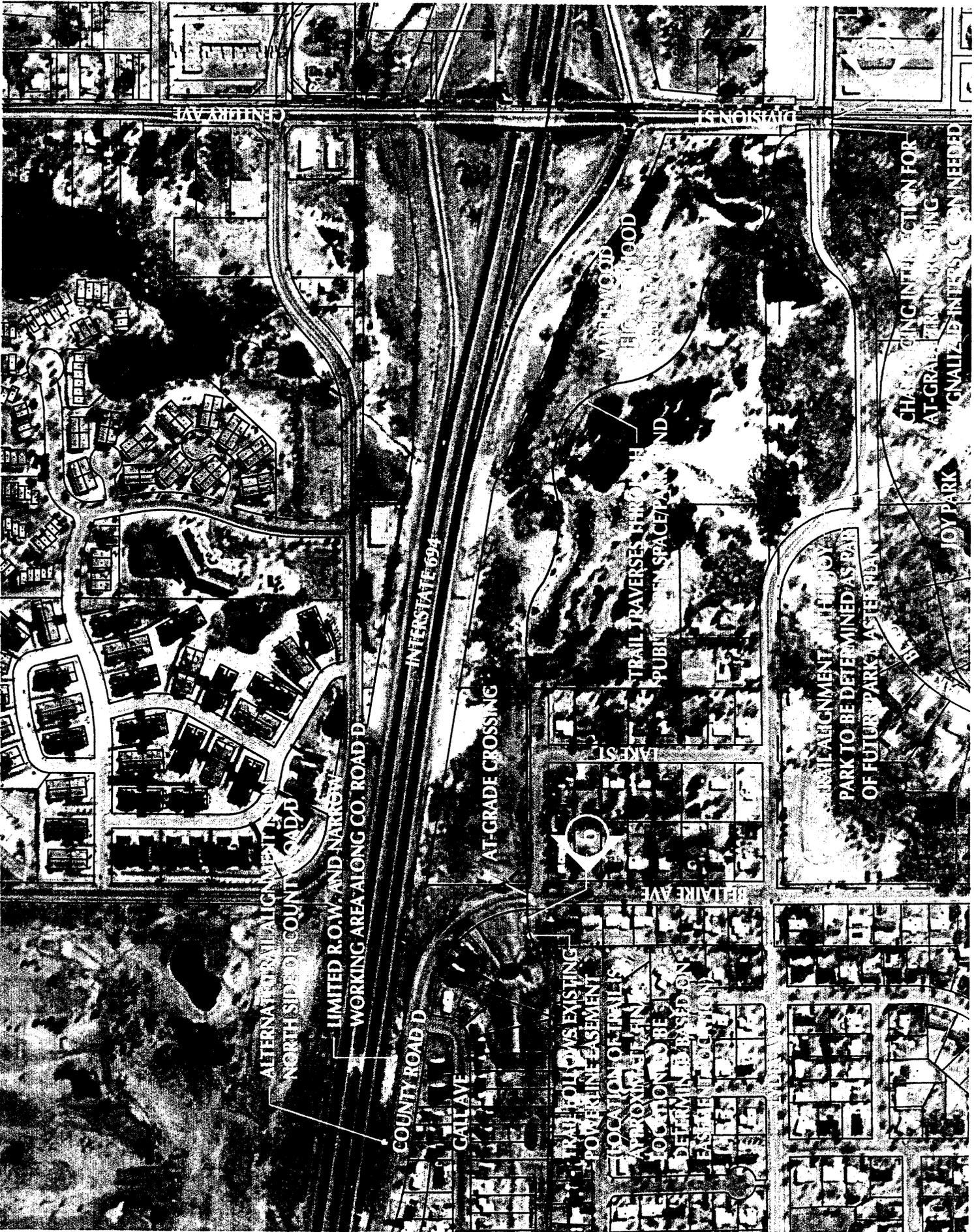


Photo 6 – looking west from Bellaire Ave. toward the powerline easement, which offers ample space, but also lies behind a number of private residences.



Maplewood-Silver Lake Trail Corridor – Segment 3 of 5

Segment Description / Overall Character

This segment of the trail corridor continues to follow the powerline easement heading west toward another large public open space parcel. As with the last segment, the public open space in particular provides an appealing setting for the trail. Again as with the last segment, following the powerline easement is the preferred route, although the alternative route along County Road D is also shown.

Development Issues / Constraints

Specific issues include:

- ▶ Gaining easement rights along the powerline will continue to be the most challenging part of developing this trail corridor. Working with adjacent property owners to ensure that their concerns about the trail can be effectively addressed will be important.
- ▶ If the alternative route is used, retrofitting the trail adjacent to County Road "D" will be tight, but technically feasible, especially if an urban section or one-way road configuration is used.
- ▶ The mid-block crossing of McKnight is one of the drawbacks to the powerline alignment and will require in-depth technical evaluation to determine its feasibility and what alternatives may be acceptable.
- ▶ Layout of the trail through the public open space should be done in concert with a master plan for the area.

Private Property Encroachment / Acquisition Issues

As noted above, gaining easement rights along the powerline is the most challenging aspect of this trail alignment, along with addressing the encroachment issues associated with adjacent properties. Otherwise, the trail would be located within a public open space or road right-of-way and would not pose any significant acquisition issues.

Specific Trail Values Gained

Locating the trail within the public open space offers very high recreational value, as would following the powerline easement.



Photo 7 – looking west along County Road "D", which illustrates the limited width of the existing road (23') and adjacent R.O.W.



Photo 8 – looking north along McKnight at crossing point, which would be mid-block across four lanes.

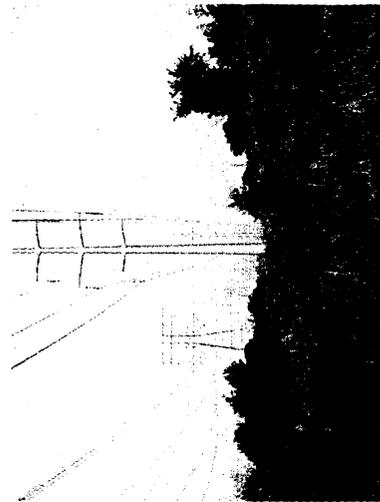
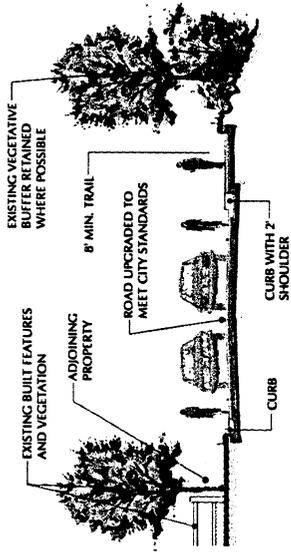


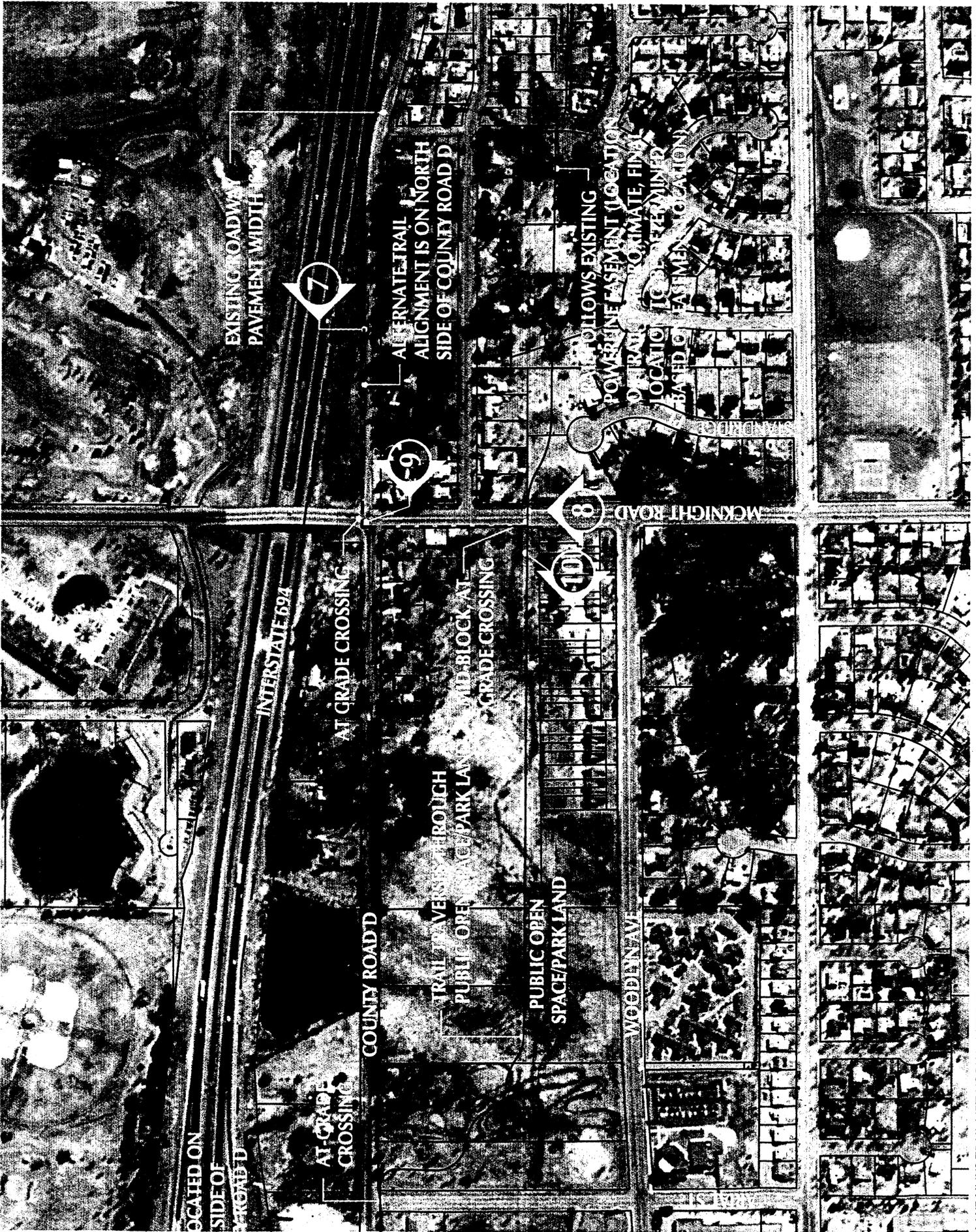
Photo 10 – looking west from McKnight into the public open space and along the powerline easement.



The character sketch illustrates the trail located on the north side of County Road D with two-way traffic maintained. An alternative to this is going with a one-way road, which effectively narrows the road trail cross-section by 12'-14'.



Photo 9 – looking west at intersection of County Road "D" and McKnight, where the crossing is controlled by a four-way stop.



Maplewood-Silver Lake Trail Corridor – Segment 4 of 5

Segment Description / Overall Character

This segment of the trail corridor heads west from the public open space by following County Road D (in the public right-of-way) from Ariel Street to Southlawn Drive, where it once again finds its way back to the powerline easement. Whereas this segment is less interesting than the others along this corridor, the right-of-way is of adequate width to accommodate the trail in a relatively safe manner. Also, although there are some at-grade crossings to contend with, there are fewer than might be expected. The most challenging of these is at White Bear Avenue, where although the crossing is signalized, it is also fairly wide and will have to be well marked.

Development Issues / Constraints

Specific issues include:

- ▶ The at-grade crossings, especially White Bear Avenue, will be the most challenging design issue, although each should be technically feasible.
- ▶ Gaining easement rights along the powerline will be an issue – albeit with no residential properties adjoining the easement, perhaps less of a challenge than further to the east.

Private Property Encroachment / Acquisition Issues

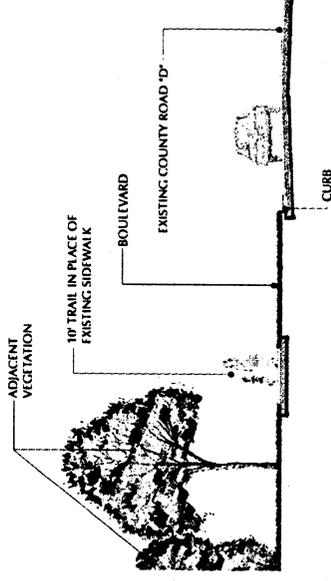
As noted above, gaining easement rights along the powerline remains an issue. Otherwise, the trail would be located within public open space or road right-of-way and would not pose any significant acquisition issues.

Specific Trail Values Gained

Although not as pleasant of a setting as the public open space and the powerline easement, the trail still offers significant value by providing a safe travel way for pedestrians and bicyclists in a very busy area with heavy traffic volumes.



Photo 11 – looking west at the intersection of County Road “D” and White Bear Ave., which is the most challenging at-grade crossing to contend with.



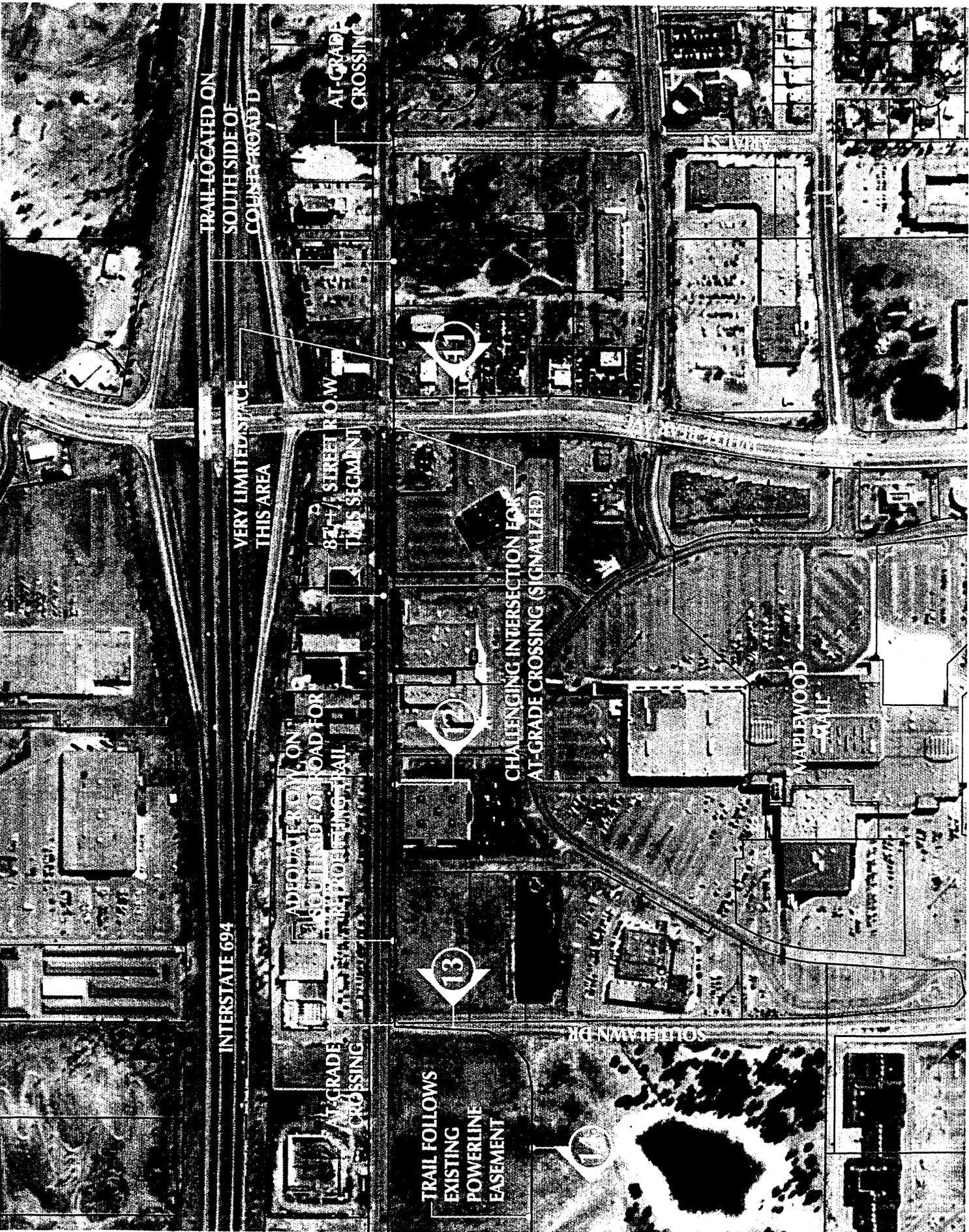
The character sketch illustrates the trail located on the south side of County Road D, where there is adequate R.O.W. to provide a boulevard between the trail and road.



Photo 12 – looking west along County Road “D”, where the existing sidewalk is close to where the trail would be located.



Photo 13 – looking south along Southlawn Drive, where the trail would be located on the west (right) side of the road and tie back into the powerline easement.



Maplewood-Silver Lake Trail Corridor – Segment 5 of 5

Segment Description / Overall Character

This segment of the trail corridor heads west along the powerline easement until it connects with the Bruce Vento Trail corridor near the NSP substation. Since the area remains undeveloped, the character of easement is similar to the other public open spaces further to the east along this corridor. Aside from some grading to make the connection to the Bruce Vento Trail and crossing a drainage ditch, there are very few technical issues to deal with along this segment.

Development Issues / Constraints

Specific issues include:

- ▶ The at-grade crossings of Hazelwood Street is mid-block. Since traffic volumes are relatively low, it should not be a major issue (but still requires more critical review as part of the detail design process).
- ▶ Crossing a small drainage ditch and making the connection to the Bruce Vento trail are the only other significant design issues, albeit very manageable.

Private Property Encroachment / Acquisition Issues

Gaining easement rights along the powerline is the only significant acquisition issue along this segment.

Specific Trail Values Gained

This segment provides a pleasant setting for a trail and offers high recreational value.

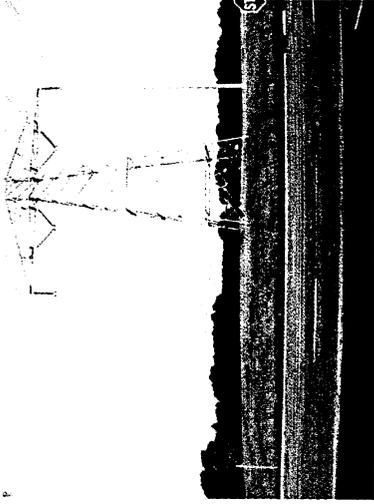


Photo 14 – looking west along the powerline easement from Southlawn Drive.

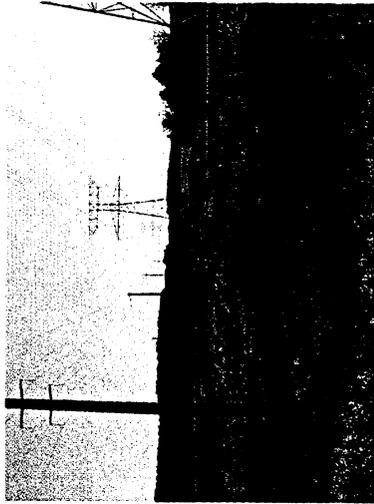
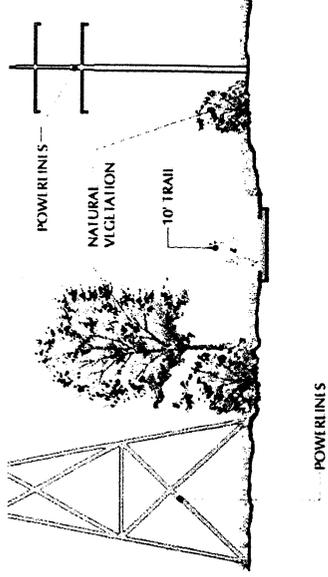


Photo 15 – looking east along the powerline easement from the Bruce Vento trail/NSP substation area.



The character sketch illustrates the trail located within the powerline easement.

BUERKLE ROAD

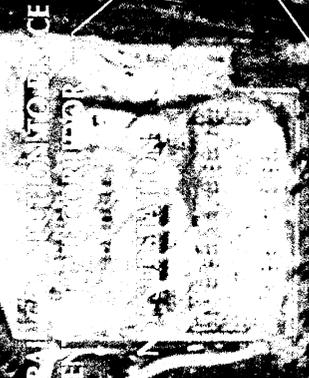
COUNTRY ROAD

COUNTY ROAD D

TRAIL FOLLOWS EXISTING POWERLINE EASEMENT

AT-GRADE MID-BLOCK CROSSING

BRIDGE/CULVERT CROSSING REQUIRED OVER DITCH



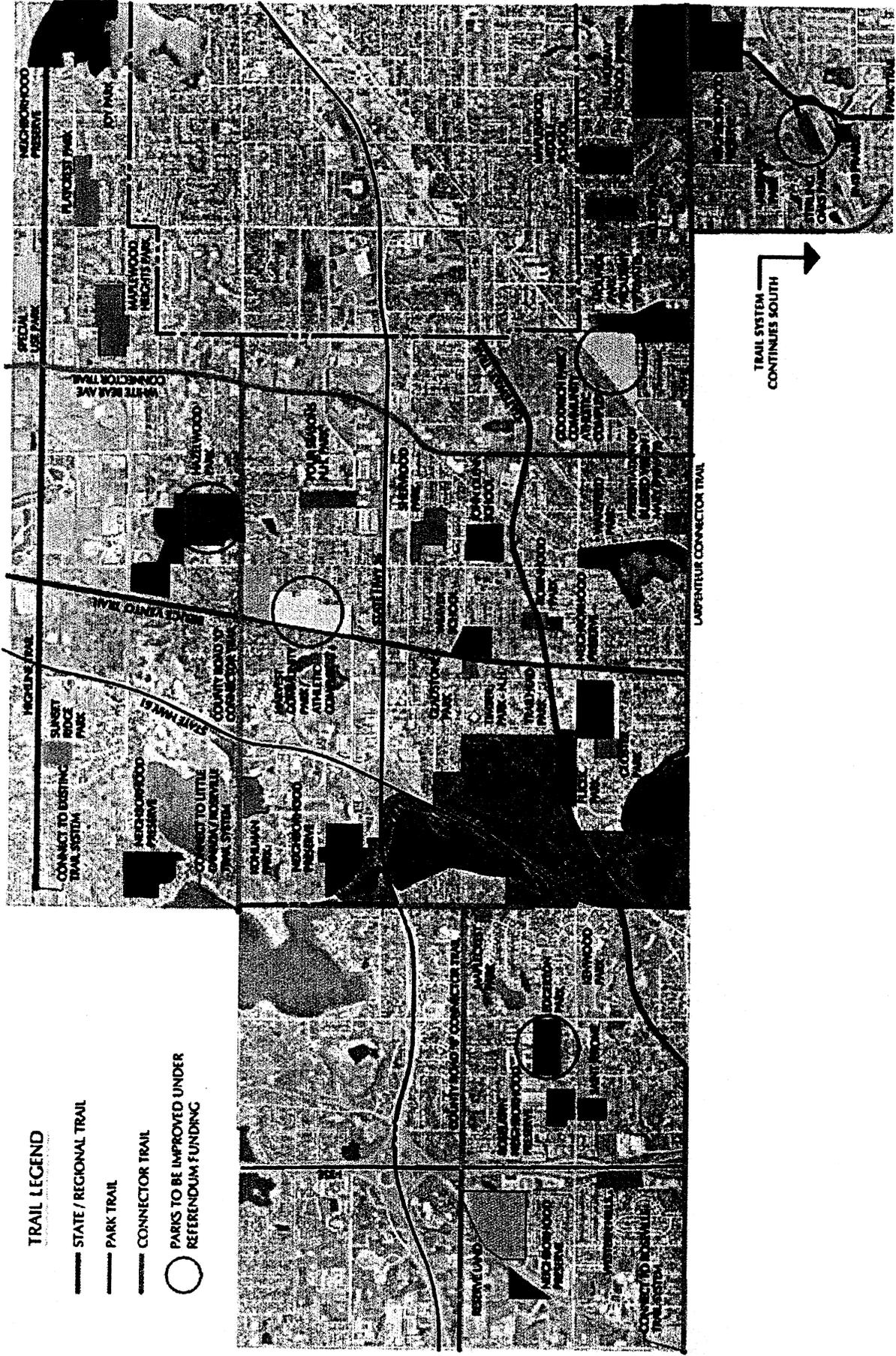
BRIDGE OVER TRAIL

COUNTY ROAD D

City of Maplewood Trail System Map

TRAIL LEGEND

-  STATE / REGIONAL TRAIL
-  PARK TRAIL
-  CONNECTOR TRAIL
-  PARKS TO BE IMPROVED UNDER REFERENDUM FUNDING



AGENDA REPORT

Action by Council

TO: City Manager

FROM: Assistant City Engineer 

SUBJECT: Bartelmy Acres Neighborhood Street Improvements, City Project 99-13
Modification of the existing construction contract, Change Order No. 1

DATE: February 5, 2001

Date _____
Endorsed _____
Modified _____
Rejected _____

The original amount of the contract is based on estimated unit quantities. During construction there often will be increases and decreases in some of the unit quantities. In this case, there were some more significant increases in approximately nine of the 86 unit quantities.

The more significant increases were due to:

1. Additional sewer service repairs that were requested by the residents and justified by staff after the project began construction.
2. Some additional clearing and grubbing that was necessary as a result of the July storm. Trees were downed on the construction site and had to be removed quickly to reduce delays. The tree removal plan had not been implemented by that time.
3. The discovery of unanticipated poor soils required an increase in earthwork and silt fence quantities.
4. Additional driveway pavement and culverts were removed and replaced than what had been anticipated.

With the approval of Change Order 1, the revised contract would be increased by \$33,637.40 (8%), from \$387,516.85 to \$421,154.25.

Staff recommends that the city council approve the attached resolution and change order to direct the increase of the construction contract in the amount of \$33,637.40.

CMC

Attachments
jc

RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvement Project 99-13, Bartelmy Acres 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 Improvement Project 99-13 Change Order 1.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA that the mayor and city clerk are hereby authorized and directed to modify the existing contract by executing said Change Order 1 in the amount of \$33,637.40. The revised contract amount is \$421,154.25.

The finance director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project. The project budget is increased by \$33,637.40.

CHANGE ORDER

DEPARTMENT OF PUBLIC WORKS MAPLEWOOD, MINNESOTA

Project Name: Bartelmy Acres Improvements
Project No.: 99-13
Contractor: Dave Perkins Contracting

Change Order No.: 1
Date: November 3, 2000

The following changes shall be made in the contract documents:

Item	Description	Unit	Increased Quantity	Unit Price	Total
2101.511	Clearing & grubbing	LS		\$2,222.50	\$ 2,222.50
2101.501	Remove CMP/HDPE storm pipe	LF	104	10.00	1040.00
2105.507	Subgrade excavation	CY	464	8.00	3,712.00
2123.610	Street sweeper w/pickup broom	Hr	20.5	125.00	2,562.50
2211.501	Aggregate base Cl. 6	T	237.41	9.50	2,255.40
2503.603	6" PVC, Sch. 40 sanitary service	LF	348	25.00	8,700.00
2451.503	Replacement backfill for sanitary, storm or water trench	CY	705	7.00	4,935.00
2531.507	6" concrete driveway pavement	SY	186.5	40.00	7,450.00
2573.502	Silt fence, type preassembled	LF	300	2.50	750.00

\$33,637.40

Original Contract:

\$387,516.85

Net Change of Prior Change
Order No. to No. :

0.00

Change This Change Order:

33,637.40

Revised Contract:

\$421,154.25

Approved _____

Mayor

Approved _____



Dave Perkins Contracting Inc.
14230 Basalt St. N.W.
Ramsey, MN 55303

Engineer

Agreed to by Contractor by _____

Its _____

Title

Action by Council

Date _____
Endorsed _____
Modified _____
Rejected _____

AGENDA REPORT

TO: City Manager

FROM: Finance Director *R. D. Aust*

RE: Ordinance Amendment-Compensation for Elected Officials

DATE: January 29, 2001

As you requested, the City Attorney's staff has reviewed Ordinance 654 which was adopted October, 1989 to determine if it is compliance with state law. The ordinance needs to be amended to change the salary increases from annual to bi-annual to bring it into compliance with state law. After the ordinance is adopted, current Council pay rates will be adjusted back to the pay rates that were in effect prior to January 1 of this year. Attached is additional information.

It is recommended that the Council approve first reading of the attached ordinance.

P:\FINANCE\WPIAGN\COUNCIL.PAY

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MCGUIGAN & HOLLY, P.L.C.

(651) 224-3781

Facsimile (651) 223-8019

E-Mail: kelfawcett@qwest.net

January 26, 2001

Mr. Dan Faust
City of Maplewood
1830 East County Road B
Maplewood, Minnesota 55109

RE: Ordinance Amendment

Dear Mr. Faust:

I have received your 3 page fax regarding the proposed amendment to the ordinance allowing annual cost of living increases.

First, to answer your question, the law codified in M.S. § 415.11 has been in effect since 1976 and has not changed since. The current Maplewood Ordinance providing for compensation for elected officials is in violation of M.S. § 415.11 and has been in violation since the ordinance was adopted in 1989. It is a subtle violation, but a violation none the less.

Because the current Maplewood Ordinance provides for an annual cost of living increase, each councilperson and the mayor have their salaries change to reflect the increase in cost of living each year. The statute, however provides that "no change in salary shall take effect until after the next succeeding municipal election." M.S. § 415.11 Subd. 2. Maplewood holds a municipal election each odd numbered year, where some of the council persons are up for election because of staggered four year terms, and where the mayor is up for election every four years. Because the election cycle is two years, the cost of living increase must also be every two years, or else it would be an impermissible salary change.

Enclosed please find the draft we discussed by phone today of the proposed amendment to the

Page 2
January 26, 2001

Maplewood Ordinances for your review. If you have any questions, please call me.

Respectfully yours,

KELLY & FAWCETT, P.A.

A handwritten signature in black ink, appearing to read "R. Fowler", written in a cursive style.

Robert J. Fowler

Encl.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE MAPLEWOOD CODE
PERTAINING TO COMPENSATION FOR ELECTED OFFICIALS**

Section 1. Section 2-23 is hereby amended as follows:

Section 2-23 Compensation. Pursuant to Section 415.11 of Minnesota Statutes, the salary of the Mayor in the year 2000 was Ten Thousand Twenty Three Dollars (\$10,023) per year payable in bi-weekly installments, and the salary of each member of the Council in the year 2000 was Eight Thousand Eight Hundred Twenty One Dollars (\$8,821) per year payable in bi-weekly installments. Hereafter, the Mayor's salary and the salary of each Council member shall be adjusted bi-annually based on the change in the cost of living over that two year period. Starting in 2002, and in every even numbered year after, the cost of living index published by the Department of Labor shall be used for the prior two years to establish adjusted salaries for the Mayor and Councilpersons. Such adjustments become effective on the first day of January and bi-annually thereafter.

Section 2. This ordinance shall take effect upon its passage and publication.

Passed by the City Council of the
City of Maplewood, Minnesota, on the
____th day of _____, 2001.

Ayes-

Nays-

Mayor

ATTEST:

City Clerk

INTEROFFICE MEMORANDUM

TO: CITY MANAGER

FROM: ENVIRONMENTAL HEALTH OFFICIAL *aw*

SUBJECT: GROCERY STORE INSPECTIONS

DATE: 1/31/01

Action by Council

Date _____

Endorsed _____

Modified _____

Rejected _____

Introduction: As a part of the Environmental Health program started in 1979, the city started to license and inspect all retail food facilities. The Minnesota Department of Agriculture also licenses and inspects these facilities, which is a duplication of effort and licensing. This same situation exists in many of the other local health departments throughout the state. Both the Department of Agriculture and local agencies have claimed the statutory authority to do this. Because of this dual licensing and inspection, the Retail Grocers Association has now gotten legislation passed which will probably resolve this issue one way or another.

Background: This conflict has continued because neither the Department of Agriculture nor local health agencies have been willing to give up jurisdiction and the fees generated from licensing. In response to this impasse, the Grocers Association has gotten legislation passed which gives the Department of Agriculture the authority to delegate licensing and inspection to local agencies in the same way the Minnesota Department of Health does for restaurants. The legislators who sponsored this bill indicated that if the conflicts were not resolved, they would introduce a bill to prohibit local agencies from licensing these places. We can then enter into a contract with the Department of Agriculture to take over all responsibilities except that the Department of Agriculture, in not wanting to lose a considerable number of facilities and associated license fees, has set up requirements for the delegation that make it difficult or impossible for small agencies to fulfill. I would estimate that I would spend as much time in fulfilling these requirements as I now spend inspecting the establishments. Currently we just do basic sanitation inspections. If we were to enter into a contract, we would then be responsible for all of the things the Department of Agriculture now does which include things like product recalls, labeling requirements, product manufacturing requirements and a laboratory testing program for food items. We would also be required to attend numerous seminars and continued education programs for the above plus submit extensive reports that the Department of Agriculture wants on a monthly basis.

We have four major grocery stores, several superette/convenience stores, and other such places that would be affected. The current license fees generated for these places are approximately \$17,000 per year.

Discussion: The decision on whether or not to get involved with this delegation agreement should be made with consideration toward the long term plans for the environmental health program. I plan on leaving the city next year so whatever the outcome, I will not be here to see it through to completion. For a one person agency, as we have here, I do not feel that the additional time, effort and expense that a delegation contract would entail, would make it a worthwhile venture. If the council chooses to continue with retail grocery store licensing and inspections, we must sign a delegation agreement with the Minnesota Department of Agriculture in February, or if the council decides to discontinue it, we must then send a letter to the Department of Agriculture stating this decision to discontinue licensing and inspections.

Recommendation: I recommend that we notify the Department of Agriculture that we will be discontinuing licensing and inspections at the end of this year (2001).