

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, April 8, 2013  
City Hall, Council Chambers  
Meeting No. 07-13

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

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

**C. ROLL CALL**

Mayor's Address on Protocol:

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

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. Approval of the March 25, 2013 City Council Workshop Minutes
2. Approval of the March 25, 2013 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Paul Mateyka, Patricia Mateyka and Steven Mateyka Owners of McCarron's Pub and Grill, Introduction to Council
2. Harriet Tubman Center – Beverly Dusso – Information on Bonding Request for Services to be Provided at Tubman Center
3. Parks System Task Force Appointments
4. Parks & Recreation Commission Appointments

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

1. Approval of Claims
2. Approval of Resolution of Appreciation for Lucille Aurelius
3. Approval of the Heritage Preservation Commission 2013 Goals
4. Acceptance of Grants to Attend the International Code Council Hearings
5. Approval of a Resolution for the Maplewood Heritage Award to Anne Fosburgh
6. Adoption of Proclamation for Building Safety Month - May 2013
7. Approval of Environmental and Natural Resources 2012 Annual Report
8. Havencrest Final Plat, Powerline, Inc, 2292 County Road D East
9. Approval of Purchase for 2013-2014 Road Salt

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Consideration of Variances to the Wetland and Shoreland Ordinances and Pool Fence Exception Request for the Construction of a Swimming Pool, 660 Eldridge Avenue East
2. Review of Allied Waste Services' 2012 Annual Report and 2013 Work Plan for City-Wide Residential Trash Collection
3. Arkwright-Sunrise Area Street Improvements, City Project 12-09, Resolution Accepting Feasibility Study, Authorizing Preparation of Plans and Specifications and Calling for Public Hearing
4. Consideration of Community Comment Policy to Replace Listening Forum
5. Adoption of Resolution Supporting Street Improvement District Legislation

**K. AWARD OF BIDS**

1. Authorization to Consider Receiving Quotes and Awarding Construction Contract – Police Department Expansion Phase 1A

**L. ADMINISTRATIVE PRESENTATIONS**

1. Cancellation of Council-Manager Workshop for May 6, 2013
2. Cancellation of the May 27, 2013 City Council Meeting Due to Memorial Day Holiday

**M. COUNCIL PRESENTATIONS**

1. Annual Performance Evaluation of City Manager James Antonen
  - a. Declaration of Intent to Close Meeting (Minn. Stat. §13D.05)

**N. ADJOURNMENT**

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

**RULES OF CIVILITY FOR OUR COMMUNITY**

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

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:00 P.M. Monday, March 25, 2013  
Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:02 p.m. by Mayor Rossbach.

**B. ROLL CALL**

Will Rossbach, Mayor	Present
Robert Cardinal, Councilmember	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Marvin Koppen, Councilmember	Present

**C. APPROVAL OF AGENDA**

Councilmember Koppen moved to approve the agenda as submitted.

Seconded by Councilmember Cardinal                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

**1. Cable Commission Discussion**

City Manager Antonen gave the staff report and answered questions of council. Mayor Rossbach will put together a list of questions that will be included in a report for the Cable Commission Agenda.

Further clarification is needed from the Cable Commission about what is available to Maplewood to produce shows. After that has been determined staff needs to look into the possibility of partnering with schools for audio/video programming.

There will be an open house at the Cable Commission Media Center located at 2460 East County Road F in White Bear Lake on Thursday, April 25<sup>th</sup> from 3:00 to 7:00 p.m.

The following people spoke:

1. Bob Zick
2. Tim Kinley

**E. NEW BUSINESS**

None.

**F. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 6:12 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 p.m., Monday, March 25, 2013  
Council Chambers, City Hall  
Meeting No. 06-13

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:01 p.m. by Mayor Rossbach.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

Will Rossbach, Mayor	Present
Robert Cardinal, Councilmember	Present
Rebecca Cave, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Marvin Koppen, Councilmember	Present

**D. APPROVAL OF AGENDA**

M1 Parks Task Force  
M2 Our Water Our Future  
M3 Open Mic Program  
M4 City Clean Up

Councilmember Koppen moved to approve the agenda as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. Approval of March 11, 2013 City Council Meeting Minutes**

Councilmember Cardinal moved to approve the March 11, 2013 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

**1. Life Saving Awards – Sergeant Michael Nye and Officer Brian Tazuell (No Report)**

Acting Police Chief Kvam presented a Life Saving Award to Sergeant Michael Nye and Office Brian Tazuell.















Councilmember Koppen moved to approve the Resolution for Plans and Authorize Ad for Bid Package 5, Burn House and Training Tower for the East Metro Public Safety Training Center, City Project 09-09.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

RESOLUTION 13-3-881  
APPROVING PLANS AND AUTHORIZING ADVERTISEMENT FOR BIDS  
(BID PACKAGE 3 – SITE IMPROVEMENTS,  
BID PACKAGE 5 – BURN EQUIPMENT SUPPLIER AND  
BID PACKAGE 5 - BURN HOUSE AND TRAINING TOWER)

HEREAS, pursuant to resolution passed by the city council on May 14, 2012 plans and June 25, 2012, plans and specifications for the East Metro Public Safety Training Center Improvements, City Project 09-09, have been prepared by (or under the direction of) the city engineer, who has presented such plans and specifications to the council for approval.

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

1. Such preliminary plans for Bid Packages 3 (Site Improvements) and 5 (Burn House and Training Tower/Alternate), a copy of which are available upon request, are hereby approved and ordered placed on file in the office of the city engineer.
2. The city clerk or office of the city engineer shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such preliminary. The advertisement shall be published at least twice, and in conformance with State Statutes prior to the date set for bid opening, shall specify the work to be done, shall state that bids will be publicly opened and considered by the council at 10:00 a.m. on a date to be determined, at city hall and that no bids shall be considered unless sealed and filed with the clerk and accompanied by a certified check or bid bond, payable to the City of Maplewood, Minnesota for five percent of the amount of such bid.
3. The city clerk and city engineer are hereby authorized and instructed to receive, open, and read aloud bids received at the time and place herein noted, and to tabulate the bids received. The council will consider the bids, and the award of a contract, at a regular city council meeting for each project bid set.

Adopted by the council on this 25th day of March, 2013.

Councilmember Koppen moved to approve the donation of Translucent Panels from W.L. Hall Company.

RESOLUTION 13-3-882  
ACCEPTING PRIVATE DONATION FOR COMPLETION  
OF THE EAST METRO PUBLIC SAFETY TRAINING CENTER

WHEREAS, pursuant to resolution passed by the city council on May 14, 2012 plans and June 25, 2012, plans and specifications for the East Metro Public Safety Training Center Improvements, City Project 09-09, have been prepared by (or under the direction of) the city engineer, who has presented such plans and specifications to the council for approval.

WHEREAS, the City of Maplewood is generally authorized to accept contributions of real and personal property pursuant to Minnesota Statutes Sections 465.03 and 465.04 for the benefit of its citizens and is specifically authorized to maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Said gifts may be limited under provisions of MN Statutes Section 471.895.

WHEREAS, the following persons and or entities have offered to contribute contributions or gifts to the City as listed:

DONOR/ENTITY DESCRIPTION

Translucent Panels for Installation with Bid Package 4  
W.L. Hall Company  
503 15<sup>th</sup> Avenue South  
Hopkins, Minnesota 55343

Estimated donation amount = \$15,000.00

WHEREAS, said contribution is intended to aid the City in establishing the East Metro Public Safety Training Center within the city's jurisdiction either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council hereby finds that it is appropriate to accept the contributions offered.

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

1. The contributions described above are hereby accepted by the City of Maplewood.
2. The contributions described above will be used in completion of Bid Package 4 and as designated by the donor.

Adopted by the council on this 25th day of March, 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

Councilmember Koppen moved to approve the resolution to Receive Bids and Award Contract to Millerbrand Manufacturing Company in the amount of \$26,848 for supplying and delivering traffic signal mast arms and poles for the East Metro Public Safety Training Center: Bid Package 3 – City Project 09-09; and approve the resolution to Receive Bids and Award Contract to Brown Traffic Products, Inc. for supplying and delivering traffic signal materials and electrical equipment for the East Metro Public Safety Training Center: Bid Package 3 – City Project 09-09.

RESOLUTION 13-3-883  
RECEIVING BIDS AND AWARDING CONTRACT

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that the bid of Millerbrand Manufacturing Company in the amount of \$26,848.00, is the lowest responsible bid for supplying and delivering traffic signal mast arms and poles for the East Metro Public Safety Training Center: Bid Package 3 – City Project 09-09, and the mayor and clerk are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the city.

The finance director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project as previously approved by council.

Adopted by the council on this 25th day of March, 2013.

RESOLUTION 13-3-884  
RECEIVING BIDS AND AWARDING CONTRACT

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that the bid of Brown Traffic Products Inc. in the amount of \$11,744.00, is the lowest responsible bid for supplying and delivering traffic signal materials and electrical equipment for the East Metro Public Safety Training Center: Bid Package 3 – City Project 09-09, and the mayor and clerk are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the city.

The finance director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project as previously approved by council.

Adopted by the council on this 25th day of March, 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

**L. ADMINISTRATIVE PRESENTATIONS**

None

**M. COUNCIL PRESENTATIONS**

1. **Parks Task Force** – Councilmember Cave had an inquiry from a Maplewood resident regarding the status of their application for the Parks Task Force. Interviews will be conducted April 8, 2013.
2. **Our Water Our Future** – Councilmember Cave informed residents about a kick-off event for a series of community forums on preserving water resources. The kick-off event entitled “Groundwater: the Hidden Source” will be held on Thursday, April 4<sup>th</sup> from 6:30-8:30 p.m. at Century College, East Campus in White Bear Lake.
3. **Open Mic** – Councilmember Koppen requested eliminating the Listening Forum that is scheduled at 6:30 p.m. before city council meetings. He requested that Visitor Presentation be put on the city council agenda in place of it. After discussion, staff was directed to put the issue on the next city council agenda.
4. **City Clean-Up** – Councilmember Juenemann informed residents that the City-Wide Clean-Up is scheduled for Saturday, April 20<sup>th</sup> from 8:00 a.m. to 1:00 p.m. at the Aldrich Arena in Maplewood.

5. Mayor Rossbach received a letter from the National Independence State Parade requesting him to submit the names of three to five high school marching bands that would represent Minnesota and the birth of our nation in Washington, DC. If there are schools that are interested, they should contact him to be nominated.

**N. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 7:46 p.m.

DRAFT

## **AGENDA REPORT**

**TO:** Jim Antonen, City Manager

**FROM:** Karen Guilfoile, Citizen Services Director

**DATE:** March 22, 2013

**RE:** Paul Mateyka, Patricia Mateyka and Steven Mateyka owners of McCarron's Pub and Grill

### **INTRODUCTION/BACKGROUND**

At the March 25, 2013 city council meeting, council approved an on-sale intoxicating liquor license for Paul Mateyka, Patricia Mateyka and Steven Mateyka owners of McCarron's Pub and Grill (formerly Dean's Tavern) located at 1986 Rice Street.

McCarron's was scheduled to open on April 5<sup>th</sup>. Due to a last minute conflict, the owners were unable to attend the March 25<sup>th</sup> meeting when approval of the license was on the agenda. Since Paul Mateyka had been the previous license holder and had been in good standing with the previous license, council approved the license with the understanding that the owners would attend the April 8, 2013 meeting to be introduced to the council.

## **Agenda Report**

**TO:** James W. Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
Sarah Burlingame, Senior Administrative Assistant  
**DATE:** **April 3, 2013**  
**SUBJECT:** **Harriet Tubman Center – Beverly Dusso – Information on Bonding Request  
for Services to be Provided at Tubman Center**

### **INTRODUCTION/SUMMARY**

Beverly Dusso from the Harriet Tubman Center will give a presentation and be available for questions regarding information on the bonding request for services to be provided at Tubman Center.

### **RECOMMENDATION**

No Action Recommended.

#### Attachments:

1. Information Sheet

Tubman Appropriations: HF 1453 (Clark) / SF 1248 (Wiger)  
 Tubman Bonding: HF 1452 (Lillie) / SF 1247 (Wiger)



tubman.org // 612.825.3333



*Tubman is a statewide community resource providing family crisis and support services including safe shelter, legal services, counseling and therapy, elder care resources, youth programs and community education.*

**Harriet Tubman Center East is now providing safe and secure housing for 65 women and children.** State bond funds (\$2 million) were critical in leveraging an additional \$4.9 million in funds that allowed the conversion of three floors to be upgraded for families experiencing domestic violence.

**Legislative Priorities**

- Support for \$650,000 to complete the remaining two floors, which will provide an additional **36 shelter rooms** for underserved victims of violence and exploitation and their children.

Room Type	Sq. Ft.	\$/Sq. Ft.	Total Cost/Room*
Hospital Room	120	235	\$28,200
Jail Cell	120	229	\$27,480
Assisted Living	120	162	\$19,440
College Dorm Room	120	147	\$17,640
<b>Tubman Shelter Room</b>	<b>120</b>	<b>147</b>	<b>\$17,667</b>

- Increase levels of service funding for domestic abuse shelters and programs. Overall demand has increased while funding has remained static. Our shelters have been running at 120+% of capacity for over two years.
- Support *No Wrong Door* (sexually exploited youth) HF485 (Allen) / SF384 (Pappas) and the *Homeless Youth Act* HF698 (Halverson) / SF565 (Dibble).

**2012 Service Highlights**

- 1,698 women and children fleeing violence stayed in our shelters (Tubman has 130 beds—65 at Tubman West and 65 at Tubman East), running at 121% capacity.
- 17,863 people received crisis support, created safety plans, and connected with new resources on our helpline.
- 4,074 people navigated the legal system for Orders for Protection or family law support with help from our advocates and attorneys.
- 1,318 people received mental and chemical health therapy in our licensed clinics.
- 2,580 seniors and caregivers received resources to age with dignity through intervention on elder abuse cases.
- 7,573 students attended classes and presentations on dating violence prevention to build safe futures.
- 1,002 adults gained stability, self-sufficiency and networks through support groups and classes focusing on financial literacy, job readiness and housing.

\*Estimates are from Reed Construction Data, 2012 report

**(OVER)**



tubman.org // 612.825.3333

**Operational Efficiencies**

- 95 cents of every state dollar spent on families and services.
- Annual budget of \$8.4 million + \$2 million in-kind goods and services.
- Statewide awareness and engagement through 100% in-kind media.

**Annual Impact**

- Tubman serves 40,000 people.
- Partners with 20 law enforcement agencies and 40 high schools.
- Leads four federally funded partnerships to build best practices.
- Engages 200 interns and 200 pro bono attorneys to serve.

**Board of Directors  
2013-14**

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- Sharon Sayles Belton
- Josie R. Johnson
- Sheila C. Morgan
- Diane Robinson
- Sharon G. Ryan
- Penny Winton



**Shelter & Residential Services**

- 2 metro-area domestic violence shelters
- 24-hour crisis & resource line
- Affordable transitional apartments
- Family & children’s advocacy

**Legal Services**

- Orders for Protection
- Divorce & custody advice
- Court advocacy for victims
- Pro bono attorney representation

**Counseling & Therapy Services**

- Individual & group mental health counseling
- Chemical dependency assessments & counseling
- Co-occurring therapeutic treatment
- Psychiatric medication services

**Youth & Family Services**

- Trauma-informed child care
- In-school violence prevention & healthy relationship curriculum
- Youth & parent support groups
- Youth & young adult outreach & advocacy

**Seniors & Vulnerable Adults**

- Consumer rights
- Elder abuse intervention & prevention
- Caregiver support
- Community & professional education

**Public Information Campaigns**

- Intern & volunteer programs
- Public awareness & media campaigns
- Training for professionals
- Community event speakers

**Sustainability Services**

- Support groups
- Career, housing & financial workshops
- Resource & referral connections
- Community access to computer labs

## Agenda Report

**TO:** James W. Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
Sarah Burlingame, Senior Administrative Assistant  
**DATE:** April 3, 2013  
**SUBJECT:** **Parks System Task Force Appointments**

### INTRODUCTION/SUMMARY

The Parks Systems Task Force is a new task force that will be charged with the development of a comprehensive master plan for the City's parks, trails, and preserves that looks out over the next 20 years. One of Maplewood City Council's goals for 2012 thru 2014 is to develop a comprehensive master plan for Maplewood's parks system. The task force will be centrally involved in the creation of a Parks System Plan that will be founded on a process of resident and stakeholder engagement. The task force will include residents of the City, business representatives, commission members, staff and other stakeholders.

The Council interviewed 6 candidates during the prior Workshop. There are two more applicants that will be interviewed on April 29<sup>th</sup>.

### RECOMMENDATION

Staff recommends the City Council approve the attached resolution to appoint candidates to the Parks Systems Task Force

#### Attachments:

1. Resolution for Appointment

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

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

Hereby appoints the following individuals, who have interviewed with the Maplewood City Council, to serve on the Parks System Task Force:

- Scott Schaler
- Pete Boulay
- Jason Lamers
- Mark Nichols
- Alysyn Morris
- Marilyn Anderson

## Agenda Report

**TO:** James W. Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
Sarah Burlingame, Senior Administrative Assistant  
**DATE:** April 3, 2013  
**SUBJECT:** **Parks & Recreation Commission Appointments**

### INTRODUCTION/SUMMARY

There are a total of three openings on the Parks & Recreation Commission. These openings are due to terms expiring and resignations. The City has advertised and accepted applications from interested individuals. The City Council then interviewed the candidates for these commissions and filled out ballots during the Workshop prior to this meeting, which staff has tallied.

### RECOMMENDATION

Staff recommends the City Council approve the attached resolution to appoint candidates to the commissions indicated.

#### Parks & Recreation Commission

- Nora Slawik, term expires April 30, 2016
- Matt Prom, term expires April 30, 2015

#### Attachments:

1. Resolution for Appointment

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

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

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

**Parks & Recreation Commission**

- Nora Slawik, term expires April 30, 2016
- Matt Prom, term expires April 30, 2015

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**AGENDA REPORT**

**TO:** City Council  
**FROM:** Finance Manager  
**RE:** APPROVAL OF CLAIMS  
**DATE:** April 8, 2013

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:

\$ 148,301.06	Checks # 89569 thru # 89611 dated 03/18/13 thru 03/26/13
\$ 375,422.04	Disbursements via debits to checking account dated 03/18/13 thru 03/22/13
\$ 370,051.94	Checks # 89613 thru # 89652 dated 03/28/13 thru 04/02/13
\$ 262,402.55	Disbursements via debits to checking account dated 03/25/13 thru 03/29/13
<u>\$ 1,156,177.59</u>	Total Accounts Payable

PAYROLL

\$ 546,925.36	Payroll Checks and Direct Deposits dated 03/29/13
\$ 473.39	Payroll Deduction check # 9989259 thru # 9989260 dated 03/29/13
<u>\$ 547,398.75</u>	Total Payroll
<u><u>\$ 1,703,576.34</u></u>	<b>GRAND TOTAL</b>

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

as  
attachments

**Check Register  
City of Maplewood**

03/22/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
89569	03/18/2013	02464 US BANK	FUNDS FOR ATMS	10,000.00
89570	03/26/2013	00585 GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - FEB	155.25
89571	03/26/2013	04206 H A KANTRUD	ATTORNEY SRVS FEES/RENT - APRIL	15,433.33
89572	03/26/2013	04944 HILLCREST VENTURES LLC	CATERING ORDERS - FEB	370.86
	03/26/2013	04944 HILLCREST VENTURES LLC	ADDITIONAL ORDERS MCC - FEB	166.73
89573	03/26/2013	04316 CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - FEB	501.30
89574	03/26/2013	01546 SUBURBAN SPORTSWEAR	SHIRTS FOR SOCCER CLINIC	332.50
89575	03/26/2013	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	7,798.91
	03/26/2013	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	3,285.41
	03/26/2013	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	514.39
	03/26/2013	01190 XCEL ENERGY	FIRE SIRENS	56.18
89576	03/26/2013	01798 YOCUM OIL CO.	CONTRACT GASOLINE - MARCH	17,856.46
	03/26/2013	01798 YOCUM OIL CO.	CONTRACT DIESEL FUEL - MARCH	9,881.10
	03/26/2013	01798 YOCUM OIL CO.	SPOT PRICE DIESEL FUEL - MARCH	6,666.26
89577	03/26/2013	00116 APPEARANCE PLUS CAR WASH CORP	CAR WASHES SEPT 2012 - JAN 2013	689.55
	03/26/2013	00116 APPEARANCE PLUS CAR WASH CORP	CAR WASHES - FEB	88.17
89578	03/26/2013	05160 JOSE D CARBAJAL	GUITAR INSTRUCTION - JAN	136.00
89579	03/26/2013	05025 DIST 622 EDUCATION FOUNDATION	CHARITABLE GAMBLING	2,000.00
89580	03/26/2013	04440 PAT FLEMING	10% OF VEHICLE FORFEITURE	91.37
89581	03/26/2013	04839 LADONNA HOLMBERG	REIMB FOR TRAINING	145.00
89582	03/26/2013	05014 ICABOD PRODUCTIONS LLC	DEPOSIT SOUND/LIGHTING JULY 4TH	800.00
89583	03/26/2013	00827 L M C I T	INSURANCE QTR PREMIUM APR-JUNE	44,757.75
89584	03/26/2013	00891 M A M A	MAMA LUNCHEON - MIKE ERICSON	20.00
89585	03/26/2013	00935 MAPLEWOOD FIRE FIGHTERS RELIEF	2013 SUPPLEMENTAL	12,000.00
89586	03/26/2013	00983 METRO SALES INC	LEASE PMT 3/15 - 4/15	484.14
89587	03/26/2013	02617 ALESIA METRY	REIMB FOR JACKETS 01/13	238.00
89588	03/26/2013	03270 MICHAEL A. MILLER/ISN	YOUTH/SENIOR HIGH B-BALL OFFICIALS	2,634.00
89589	03/26/2013	01035 MN CHAPTER IAAI	MEMBERSHIP FEE	25.00
89590	03/26/2013	04835 MN HELICOPTERS INC.	AERIAL SURVEY OF DEER POPULATION	590.00
89591	03/26/2013	01088 MN POLLUTION CONTROL AGENCY	PROJ 09-09 INVESTIGATION CLEANUP	125.00
89592	03/26/2013	01933 MUNICIPAL CODE CORP	ANNUAL CODE ON INTERNET FEE	550.00
89593	03/26/2013	01175 CITY OF NORTH ST PAUL	MONTHLY UTILITIES - FEB	2,826.40
	03/26/2013	01175 CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - MARCH	1,068.75
89594	03/26/2013	00001 ONE TIME VENDOR	REFUND TEETERS BCBS BENEFIT	160.00
89595	03/26/2013	00001 ONE TIME VENDOR	REFUND WIDMER BCBS BENEFIT	160.00
89596	03/26/2013	00001 ONE TIME VENDOR	REFUND K GIBB KINDERMUSIK PROG	125.00
89597	03/26/2013	00001 ONE TIME VENDOR	REFUND M WALLISCH HP BENEFIT	100.00
89598	03/26/2013	00001 ONE TIME VENDOR	REFUND CLEGG HP BENEFIT	100.00
89599	03/26/2013	00001 ONE TIME VENDOR	REFUND S BRUNNER HP BENEFIT	100.00
89600	03/26/2013	00001 ONE TIME VENDOR	REFUND K HOGAN HP BENEFIT	60.00
89601	03/26/2013	00001 ONE TIME VENDOR	REFUND C JOHNSON HP BENEFIT	20.00
89602	03/26/2013	00396 MN DEPT OF PUBLIC SAFETY	TRANSFER TITLES FORFEITED VEHICLES	83.00
89603	03/26/2013	02010 RAMSEY CO ATTORNEY'S OFFICE	30% OF VEHICLE FORFEITURE	377.89
	03/26/2013	02010 RAMSEY CO ATTORNEY'S OFFICE	20% OF VEHICLE FORFEITURE	182.74
	03/26/2013	02010 RAMSEY CO ATTORNEY'S OFFICE	30% OF VEHICLE FORFEITURE	101.44
	03/26/2013	02010 RAMSEY CO ATTORNEY'S OFFICE	30% OF VEHICLE FORFEITURE	16.11
89604	03/26/2013	02001 CITY OF ROSEVILLE	PHONE SERVICE - MARCH	1,436.20
89605	03/26/2013	04074 ELAINE SCHRADE	TAI CHI INSTRUCTION MARCH - MAY	394.80
89606	03/26/2013	00006 SILVER SNEAKERS	REFUND WEBER - MEMBERSHIP	424.00
89607	03/26/2013	05099 RONALD C. SPINOSA	PRESENTATION NC	75.00
89608	03/26/2013	04240 SPORTSIGN	INTERPRETATION SERVICES FEB/MAR	195.00
89609	03/26/2013	01836 ST PAUL, CITY OF	RADIO SHOP SERVICES - FEB	271.17
89610	03/26/2013	01578 T R F SUPPLY CO.	MISC SUPPLIES	769.30

89610	03/26/2013	01578	T R F SUPPLY CO.	SHOP SUPPLIES	663.60
89611	03/26/2013	04357	UNIVERSAL HOSPITAL SRVS, INC.	REPAIRS TO EQUIP - COT	198.00
					148,301.06

**43 Checks in this report.**

148,301.06

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

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
3/18/2013	MN State Treasurer	Drivers License/Deputy Registrar	27,847.99
3/18/2013	U.S. Treasurer	Federal Payroll Tax	99,365.55
3/18/2013	P.E.R.A.	P.E.R.A.	89,480.60
3/18/2013	ICMA (Vantagepointe)	Deferred Compensation	6,173.44
3/19/2013	MN State Treasurer	Drivers License/Deputy Registrar	18,134.86
3/19/2013	MN Dept of Revenue	Sales Tax	5,839.00
3/19/2013	MidAmerica - ING	HRA Flex plan	14,490.65
3/20/2013	MN State Treasurer	Drivers License/Deputy Registrar	47,628.09
3/20/2013	MN State Treasurer	State Payroll Tax	20,572.18
3/21/2013	MN State Treasurer	Drivers License/Deputy Registrar	15,874.31
3/22/2013	MN State Treasurer	Drivers License/Deputy Registrar	26,955.45
3/22/2013	MN Dept of Natural Resources	DNR electronic licenses	416.50
3/22/2013	MN Dept of Revenue	Fuel Tax	827.07
3/22/2013	Optum Health	DCRP & Flex plan payments	1,816.35
TOTAL			<u><u>375,422.04</u></u>

**Check Register  
City of Maplewood**

03/29/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
89613	03/28/2013	02464	US BANK	FUNDS FOR ATMS	10,000.00
89614	04/02/2013	00111	ANIMAL CONTROL SERVICES	PATROL HOURS 3/11 - 3/24	1,400.00
89615	04/02/2013	02149	HEIDI CAREY	MARKETING & ADVERTISING - MARCH	4,000.00
89616	04/02/2013	00519	FLEXIBLE PIPE TOOL CO.	REPAIR & MAINT ON CCTV TRACTOR	1,602.15
89617	04/02/2013	04944	HILLCREST VENTURES LLC	SUBWAY FOOD ORDERS - JAN	1,267.54
89618	04/02/2013	00972	MENARD, INC.	PROJ 09-08 EASEMENT ACQUISITION	104,500.00
89619	04/02/2013	04060	MES - MIDAM	SCBA REPAIR	6.32
89620	04/02/2013	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	835.01
	04/02/2013	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	701.63
	04/02/2013	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	605.77
	04/02/2013	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	222.30
89621	04/02/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	18,408.16
	04/02/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	4,928.32
89622	04/02/2013	03870	BASIAGO LAW OFFICE	PROPERTY O & E FOR ALTA	195.00
89623	04/02/2013	04805	CHOSEN VALLEY TESTING	PROJ 12-09 TESTING SERVICES	1,205.00
89624	04/02/2013	05181	DERAU CONSTRUCTION	POLICE DEPT EXPANSION PROJ	110,865.00
89625	04/02/2013	00472	MICHAEL A ERICSON	CONSULTING FEES 3/11 - 3/22	1,250.00
89626	04/02/2013	05185	FRONTIER AG & TURF	COZY CABS	12,718.13
89627	04/02/2013	00545	GFOA	MEMBERSHIP RENEWAL	250.00
89628	04/02/2013	00547	GL BERG ENTERTAINMENT	DEPOSIT FOR PERFORMANCES MCC	1,600.00
89629	04/02/2013	04428	HELLO BOOKING	DEPOSIT MCC CONCERT SEPT 20	500.00
89630	04/02/2013	04504	COLE HOLMBERG	BOOT CAMP INSTRUCTOR	325.00
89631	04/02/2013	04445	HOPE HAVEN INC.	SURVEY STAKES	1,046.82
89632	04/02/2013	05182	JOHN DEERE COMPANY	JOHN DEERE 1445 SERIES II MACHINES	46,276.54
89633	04/02/2013	04992	KERN, DEWENTER, VIERE, LTD	2012 AUDIT	20,000.00
89634	04/02/2013	00857	LEAGUE OF MINNESOTA CITIES	JOINT LEGISLATIVE CONFERENCE	95.00
89635	04/02/2013	00891	M A M A	MAMA LUNCHEON FEB 14 J ANTONEN	20.00
89636	04/02/2013	00942	MARSDEN BLDG MAINTENANCE CO	JANITORIAL SERVICES - MARCH	6,578.16
	04/02/2013	00942	MARSDEN BLDG MAINTENANCE CO	SEWER BACKUP 1143 CO RD B	2,019.94
89637	04/02/2013	04790	MAYER ARTS, INC.	DANCE INSTRUCTION	6,890.00
89638	04/02/2013	00001	ONE TIME VENDOR	REFUND C TIMLIN FOR TRANS MEDIC	848.64
89639	04/02/2013	00001	ONE TIME VENDOR	REFUND B GAW FOR TRANS MEDIC	692.92
89640	04/02/2013	00001	ONE TIME VENDOR	REFUND L THAO FOR TRANS MEDIC	646.62
89641	04/02/2013	00001	ONE TIME VENDOR	REFUND C MECHELKI SOFTBALL	200.00
89642	04/02/2013	00001	ONE TIME VENDOR	REFUND D WALKER AMB OVERPD	177.00
89643	04/02/2013	00001	ONE TIME VENDOR	REFUND T CHRISTIANSON TRANS MEDIC	100.00
89644	04/02/2013	00001	ONE TIME VENDOR	REFUND M PHILLIPS HP BENEFIT	60.00
89645	04/02/2013	00001	ONE TIME VENDOR	REFUND S AKEY MEMBERSHIPS	30.36
89646	04/02/2013	02008	RAMSEY COUNTY PUBLIC WORKS	SALT BRINE	170.34
89647	04/02/2013	01418	SAM'S CLUB DIRECT	CONCESSIONS	254.41
	04/02/2013	01418	SAM'S CLUB DIRECT	CONCESSIONS	206.60
	04/02/2013	01418	SAM'S CLUB DIRECT	VENDING MACHINE SUPPLIES	185.70
	04/02/2013	01418	SAM'S CLUB DIRECT	SUPPLIES EMPLOYEE RECOGNITION	45.62
	04/02/2013	01418	SAM'S CLUB DIRECT	MISC SUPPLIES	12.98
89648	04/02/2013	03879	SANSIO	EMS FEES - APRIL	738.67
89649	04/02/2013	05116	SCHNITKER LAW OFFICE, P.A.	PROJ 09-08 APPRAISAL FEE REIMB	5,000.00
89650	04/02/2013	00006	SILVER SNEAKERS	REFUND K SLADE MEMBERSHIP	254.43
89651	04/02/2013	00006	SILVER SNEAKERS	REFUND B FRANCIS MEMBERSHIP	61.86
89652	04/02/2013	01522	STATE OF MINNESOTA	DOT INSPECTION DECALS	54.00
					370,051.94
<b>40 Checks in this report.</b>					370,051.94

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

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
3/25/2013	MN State Treasurer	Drivers License/Deputy Registrar	29,858.52
3/26/2013	MN State Treasurer	Drivers License/Deputy Registrar	25,220.35
3/27/2013	MN State Treasurer	Drivers License/Deputy Registrar	36,227.98
3/27/2013	US Bank	Bank fees	61.94
3/28/2013	MN State Treasurer	Drivers License/Deputy Registrar	42,997.92
3/28/2013	ING - State Plan	Deferred Compensation	33,985.99
3/29/2013	MN State Treasurer	Drivers License/Deputy Registrar	27,699.88
3/29/2013	MN Dept of Natural Resources	DNR electronic licenses	909.50
3/29/2013	US Bank VISA One Card*	Purchasing card items	55,922.17
3/29/2013	Optum Health	DCRP & Flex plan payments	4,874.26
3/29/2013	ICMA (Vantagepointe)	Deferred Compensation	4,644.04
TOTAL			<u><u>262,402.55</u></u>

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
03/17/2013	03/18/2013	BARRACOS	\$24.50	DAVE ADAMS
03/12/2013	03/13/2013	LA POLICE GEAR INC	\$46.99	MARK ALDRIDGE
03/08/2013	03/11/2013	CPS INC-DARECATALOUGE.COM	\$155.25	LONN BAKKE
03/12/2013	03/13/2013	SUN COUNTRY 3372106711214	\$357.80	GAYLE BAUMAN
03/15/2013	03/18/2013	USAIRWAYS 0372306244732	\$454.80	GAYLE BAUMAN
03/14/2013	03/18/2013	PAPER PLUS-ROS00108803	\$825.00	REGAN BEGGS
03/14/2013	03/18/2013	PAPER PLUS-ROS00108803	\$145.20	REGAN BEGGS
03/14/2013	03/18/2013	PAPER PLUS-ROS00108803	\$338.80	REGAN BEGGS
03/14/2013	03/18/2013	OFFICE DEPOT #1090	\$74.94	REGAN BEGGS
03/19/2013	03/21/2013	PAPER PLUS-ROS00108803	\$48.40	REGAN BEGGS
03/20/2013	03/21/2013	4IMPRINT	\$658.94	CHRISTINE BERNARDY
03/15/2013	03/18/2013	BLUE RIBBON BAIT & TACKLE	\$8.17	OAKLEY BIESANZ
03/17/2013	03/18/2013	GANDER MOUNTAIN	\$179.99	JOHN BOHL
03/21/2013	03/22/2013	TARGET 00011858	\$42.84	RON BOURQUIN
03/18/2013	03/20/2013	AMERICAN AI 0012377299168	\$267.80	JASON BRASH
03/08/2013	03/11/2013	WAL-MART #5089	\$19.28	NEIL BRENEMAN
03/07/2013	03/11/2013	RICHARDS MARKET	\$140.00	SARAH BURLINGAME
03/12/2013	03/14/2013	THE STAR TRIBUNE CIRCULAT	\$260.00	SARAH BURLINGAME
03/12/2013	03/14/2013	TERRYBERRY COMPANY	\$785.91	SARAH BURLINGAME
03/14/2013	03/15/2013	FIRST SHRED	\$219.00	SARAH BURLINGAME
03/14/2013	03/18/2013	ST PAUL AREA CHAMBER OF C	\$450.00	SARAH BURLINGAME
03/19/2013	03/20/2013	DAVANNI'S #1	\$27.06	DAN BUSACK
03/13/2013	03/14/2013	K.STEVENS SNAP-ON TOOL	\$160.95	JOHN CAPISTRANT
03/19/2013	03/21/2013	AMERICAN AI 0012377331520	\$237.80	NICHOLAS CARVER
03/12/2013	03/14/2013	MILLS FLEET FARM #2,700	\$51.98	SCOTT CHRISTENSON
03/12/2013	03/14/2013	MILLS FLEET FARM #2,700	\$49.99	SCOTT CHRISTENSON
03/19/2013	03/21/2013	THE HOME DEPOT 2801	\$17.44	SCOTT CHRISTENSON
03/20/2013	03/21/2013	VIKING ELECTRIC-CREDIT DE	\$147.97	SCOTT CHRISTENSON
03/20/2013	03/22/2013	THE HOME DEPOT 2801	\$5.32	SCOTT CHRISTENSON
03/09/2013	03/11/2013	G&K SERVICES 182	\$95.52	CHARLES DEAVER
03/14/2013	03/18/2013	DALCO ENTERPRISES, INC	\$87.00	CHARLES DEAVER
03/12/2013	03/13/2013	LA POLICE GEAR INC	\$95.26	JOSEPH DEMULLING
03/15/2013	03/18/2013	LA POLICE GEAR INC	\$213.70	JOSEPH DEMULLING
03/08/2013	03/11/2013	TWIN CITIES TRANS & REC	\$106.88	RICHARD DOBLAR
03/08/2013	03/11/2013	OFFICE MAX	\$22.78	RICHARD DOBLAR
03/08/2013	03/11/2013	ORION SYSTEMS	\$150.00	RICHARD DOBLAR
03/07/2013	03/11/2013	NUCO2 01 OF 01	\$242.56	TOM DOUGLASS
03/07/2013	03/11/2013	NUCO2 01 OF 01	\$288.51	TOM DOUGLASS
03/07/2013	03/11/2013	NUCO2 01 OF 01	\$88.57	TOM DOUGLASS
03/07/2013	03/11/2013	NUCO2 01 OF 01	\$169.30	TOM DOUGLASS
03/11/2013	03/13/2013	THE HOME DEPOT 2801	\$57.41	TOM DOUGLASS
03/12/2013	03/14/2013	STATE SUPPLY	\$145.14	TOM DOUGLASS
03/14/2013	03/15/2013	JOHNSON CONTROLS SP	\$253.55	TOM DOUGLASS
03/14/2013	03/18/2013	THE HOME DEPOT 2801	\$9.77	TOM DOUGLASS
03/21/2013	03/22/2013	STATE SUPPLY	(\$378.39)	TOM DOUGLASS
03/21/2013	03/22/2013	STATE SUPPLY	\$378.39	TOM DOUGLASS
03/21/2013	03/22/2013	STATE SUPPLY	\$145.89	TOM DOUGLASS
03/18/2013	03/19/2013	FASTENAL COMPANY01	\$592.50	ANDREW ENGSTROM
03/08/2013	03/11/2013	BOUND TREE MEDICAL LLC	\$225.99	PAUL E EVERSON
03/08/2013	03/11/2013	BOUND TREE MEDICAL LLC	\$594.98	PAUL E EVERSON
03/20/2013	03/21/2013	WALGREENS #7388	\$345.36	PAUL E EVERSON
03/20/2013	03/21/2013	MENARDS 3059	\$31.02	PAUL E EVERSON
03/08/2013	03/11/2013	BEST BUY MHT 00000158	\$176.70	LARRY FARR
03/08/2013	03/11/2013	CINTAS #470	\$287.10	LARRY FARR
03/08/2013	03/11/2013	CINTAS #470	\$287.10	LARRY FARR
03/08/2013	03/11/2013	CINTAS #470	\$287.10	LARRY FARR
03/08/2013	03/11/2013	CINTAS #470	\$287.10	LARRY FARR

03/08/2013	03/11/2013 CINTAS #470	\$287.10	LARRY FARR
03/08/2013	03/11/2013 CINTAS #470	\$287.10	LARRY FARR
03/08/2013	03/11/2013 CINTAS #470	\$287.10	LARRY FARR
03/08/2013	03/11/2013 CINTAS #470	\$89.20	LARRY FARR
03/08/2013	03/11/2013 DEPARTMENT OF LABOR AND I	\$50.00	LARRY FARR
03/09/2013	03/11/2013 G&K SERVICES 182	\$345.25	LARRY FARR
03/09/2013	03/11/2013 G&K SERVICES 182	\$639.28	LARRY FARR
03/13/2013	03/14/2013 CINTAS #470	\$287.10	LARRY FARR
03/14/2013	03/15/2013 CINTAS #470	\$26.78	LARRY FARR
03/14/2013	03/15/2013 CINTAS #470	\$62.85	LARRY FARR
03/14/2013	03/15/2013 CINTAS #470	\$110.22	LARRY FARR
03/19/2013	03/20/2013 BATTERIES PLUS #31	\$554.91	LARRY FARR
03/20/2013	03/21/2013 CINTAS #470	\$287.10	LARRY FARR
03/21/2013	03/22/2013 CINTAS #470	\$89.20	LARRY FARR
03/07/2013	03/11/2013 ON SITE SANITATION INC	\$55.58	SHANN FINWALL
03/15/2013	03/15/2013 INT'L CODE COUNCIL INC	\$125.00	DAVID FISHER
03/19/2013	03/21/2013 USAIRWAYS 0372306785871	\$484.80	DAVID FISHER
03/07/2013	03/11/2013 VERIPIC	\$1,155.00	MYCHAL FOWLDS
03/08/2013	03/11/2013 SPRINT STORE #226	\$81.39	MYCHAL FOWLDS
03/11/2013	03/12/2013 TOSHIBA BUSINESS SOLUTION	\$664.41	MYCHAL FOWLDS
03/11/2013	03/12/2013 TOSHIBA BUSINESS SOLUTION	\$606.55	MYCHAL FOWLDS
03/11/2013	03/12/2013 TOSHIBA BUSINESS SOLUTION	\$136.99	MYCHAL FOWLDS
03/11/2013	03/13/2013 PAYFLOW/PAYPAL	\$80.05	MYCHAL FOWLDS
03/11/2013	03/13/2013 SPRINT STORE #226	\$26.77	MYCHAL FOWLDS
03/12/2013	03/13/2013 CABLING SERVICES	\$706.30	MYCHAL FOWLDS
03/19/2013	03/20/2013 TOSHIBA BUSINESS SOLUTION	\$1,866.94	MYCHAL FOWLDS
03/19/2013	03/20/2013 TOSHIBA BUSINESS SOLUTION	\$786.97	MYCHAL FOWLDS
03/20/2013	03/21/2013 IDU*INSIGHT PUBLIC SEC	\$252.55	MYCHAL FOWLDS
03/08/2013	03/11/2013 IDU*INSIGHT PUBLIC SEC	\$651.98	NICK FRANZEN
03/09/2013	03/11/2013 IDU*INSIGHT PUBLIC SEC	\$74.51	NICK FRANZEN
03/15/2013	03/15/2013 IDU*INSIGHT PUBLIC SEC	\$268.09	NICK FRANZEN
03/16/2013	03/18/2013 IDU*INSIGHT PUBLIC SEC	\$473.46	NICK FRANZEN
03/17/2013	03/18/2013 IDU*INSIGHT PUBLIC SEC	\$3,500.10	NICK FRANZEN
03/20/2013	03/21/2013 IDU*INSIGHT PUBLIC SEC	\$0.01	NICK FRANZEN
03/20/2013	03/21/2013 IDU*INSIGHT PUBLIC SEC	\$252.54	NICK FRANZEN
03/20/2013	03/21/2013 IDU*INSIGHT PUBLIC SEC	\$0.01	NICK FRANZEN
03/20/2013	03/21/2013 IDU*INSIGHT PUBLIC SEC	\$263.05	NICK FRANZEN
03/08/2013	03/11/2013 BECKER FIRE & SAFETY SERV	\$51.72	CLARENCE GERVAIS
03/11/2013	03/12/2013 OVERHEAD DOOR COMP	\$495.25	CLARENCE GERVAIS
03/19/2013	03/21/2013 DELTA AIR 0067241692649	\$659.80	CLARENCE GERVAIS
03/13/2013	03/15/2013 SPINLIFE.COM	\$190.00	KAREN GUILFOILE
03/12/2013	03/13/2013 TRUCK UTILITIES INC	\$30.91	MARK HAAG
03/11/2013	03/13/2013 UNIFORMS UNLIMITED INC.	\$34.07	TIMOTHY HAWKINSON JR.
03/08/2013	03/11/2013 LA POLICE GEAR INC	\$80.98	PHENG HER
03/11/2013	03/13/2013 STREICHER'S MPLS	\$200.90	STEVEN HIEBERT
03/13/2013	03/15/2013 THE HOME DEPOT 2801	\$89.89	GARY HINNENKAMP
03/15/2013	03/18/2013 HENRIKSEN ACE HARDWARE	\$10.89	GARY HINNENKAMP
03/15/2013	03/18/2013 HENRIKSEN ACE HARDWARE	\$4.95	GARY HINNENKAMP
03/08/2013	03/11/2013 BEST BUY MHT 00000109	\$26.77	RON HORWATH
03/14/2013	03/15/2013 ARC*SERVICES/TRAINING	\$19.00	RON HORWATH
03/08/2013	03/11/2013 USPS 26833800033400730	\$69.40	ANN HUTCHINSON
03/14/2013	03/18/2013 PAYPAL *NATURESMART	\$60.00	ANN HUTCHINSON
03/07/2013	03/11/2013 THE HOME DEPOT 2801	\$59.85	DAVID JAHN
03/07/2013	03/11/2013 HOMEDEPOT.COM	\$127.91	DAVID JAHN
03/07/2013	03/12/2013 DALCO ENTERPRISES, INC	\$313.08	DAVID JAHN
03/07/2013	03/14/2013 DALCO ENTERPRISES, INC	\$109.11	DAVID JAHN
03/08/2013	03/11/2013 TARGET 00011858	\$22.65	DAVID JAHN
03/08/2013	03/11/2013 MENARDS 3059	\$20.73	DAVID JAHN

03/11/2013	03/13/2013	OFFICE MAX	\$46.06	DAVID JAHN
03/14/2013	03/18/2013	THE HOME DEPOT 2801	\$19.35	DAVID JAHN
03/18/2013	03/19/2013	DALCO ENTERPRISES, INC	\$98.73	DAVID JAHN
03/18/2013	03/20/2013	DALCO ENTERPRISES, INC	(\$109.11)	DAVID JAHN
03/20/2013	03/21/2013	TARGET 00011858	\$31.47	DAVID JAHN
03/20/2013	03/21/2013	STATE SUPPLY	\$172.32	DAVID JAHN
03/08/2013	03/11/2013	THE UPS STORE 2171	\$30.60	TOM KALKA
03/08/2013	03/11/2013	UNIFORMS UNLIMITED - MPLS	\$587.81	DAVID KVAM
03/16/2013	03/18/2013	COMCAST CABLE COMM	\$41.00	DAVID KVAM
03/14/2013	03/18/2013	UNIFORMS UNLIMITED INC.	\$289.07	SCOTT LANGNER
03/08/2013	03/11/2013	BATTERIES PLUS #31	\$9.63	MICHAEL LOCHEN
03/18/2013	03/19/2013	EMERGENCY AUTOMOTIVE	\$44.29	STEVE LUKIN
03/18/2013	03/19/2013	EMERGENCY AUTOMOTIVE	\$111.00	STEVE LUKIN
03/19/2013	03/21/2013	ASPEN MILLS INC.	\$146.85	STEVE LUKIN
03/20/2013	03/21/2013	MENARDS 3059	\$29.11	STEVE LUKIN
03/15/2013	03/18/2013	OFFICE MAX	\$56.76	JERROLD MARTIN
03/07/2013	03/11/2013	BOUND TREE MEDICAL LLC	\$0.25	MICHAEL MONDOR
03/07/2013	03/11/2013	BOUND TREE MEDICAL LLC	\$0.25	MICHAEL MONDOR
03/07/2013	03/11/2013	BOUND TREE MEDICAL LLC	\$17.50	MICHAEL MONDOR
03/12/2013	03/14/2013	BOUND TREE MEDICAL LLC	\$398.00	MICHAEL MONDOR
03/18/2013	03/19/2013	EVEREST EMERGENCY VEHICL	\$38.81	MICHAEL MONDOR
03/18/2013	03/20/2013	OFFICE MAX	\$181.63	MICHAEL MONDOR
03/19/2013	03/20/2013	CENTURY COLLEGE-BO	\$150.00	MICHAEL MONDOR
03/19/2013	03/21/2013	DELTA AIR 0062326958628	\$763.80	MICHAEL MONDOR
03/10/2013	03/11/2013	CINTAS CORP # 060A	\$57.20	BRYAN NAGEL
03/10/2013	03/11/2013	CINTAS CORP # 060A	\$113.31	BRYAN NAGEL
03/12/2013	03/13/2013	U OF M CCE NONCREDIT	\$1,375.00	BRYAN NAGEL
03/15/2013	03/18/2013	CERTIFIED LABORATORIES	\$198.49	BRYAN NAGEL
03/10/2013	03/12/2013	SUPERAMERICA 4022	\$52.79	MICHAEL NYE
03/11/2013	03/13/2013	UNIFORMS UNLIMITED INC.	\$81.45	MICHAEL NYE
03/15/2013	03/18/2013	MINNESOTA LAW ENFORCEMENT	\$75.00	JULIE OLSON
03/15/2013	03/18/2013	MINNESOTA LAW ENFORCEMENT	\$75.00	JULIE OLSON
03/16/2013	03/18/2013	MINNESOTA LAW ENFORCEMENT	\$1,008.00	JULIE OLSON
03/19/2013	03/20/2013	MINNESOTA LAW ENFORCEMENT	\$1,008.00	JULIE OLSON
03/08/2013	03/11/2013	OFFICE DEPOT #1090	\$81.49	MARY KAY PALANK
03/12/2013	03/14/2013	OFFICE DEPOT #1090	\$56.54	MARY KAY PALANK
03/13/2013	03/15/2013	OFFICE DEPOT #1090	\$58.10	MARY KAY PALANK
03/13/2013	03/15/2013	THE HOME DEPOT 2801	\$22.40	ROBERT PETERSON
03/19/2013	03/21/2013	THE HOME DEPOT 2801	\$239.93	ROBERT PETERSON
03/08/2013	03/11/2013	TRI-STATE BOBCAT	\$125.77	STEVEN PRIEM
03/08/2013	03/11/2013	BOYER TRUCK PARTS	\$64.11	STEVEN PRIEM
03/08/2013	03/11/2013	AUTO PLUS NO ST PAUL 392	\$90.90	STEVEN PRIEM
03/08/2013	03/11/2013	TOUSLEY FORD	\$58.27	STEVEN PRIEM
03/11/2013	03/14/2013	EMERGENCY AUTOMOTIVE	\$18.53	STEVEN PRIEM
03/12/2013	03/14/2013	TOUSLEY FORD	\$1,344.28	STEVEN PRIEM
03/13/2013	03/14/2013	BOYER TRUCK PARTS	\$1,277.08	STEVEN PRIEM
03/13/2013	03/14/2013	AUTO PLUS NO ST PAUL 392	\$69.52	STEVEN PRIEM
03/13/2013	03/15/2013	STEPP MANUFACTURING CO IN	\$262.73	STEVEN PRIEM
03/13/2013	03/15/2013	UNLIMITED SUPPLIES INC	\$63.87	STEVEN PRIEM
03/15/2013	03/18/2013	KATH FUEL OFFICE	\$257.74	STEVEN PRIEM
03/15/2013	03/18/2013	AUTO PLUS NO ST PAUL 392	\$22.97	STEVEN PRIEM
03/15/2013	03/19/2013	EMERGENCY AUTOMOTIVE	\$318.49	STEVEN PRIEM
03/18/2013	03/20/2013	UNLIMITED SUPPLIES INC	\$59.89	STEVEN PRIEM
03/19/2013	03/20/2013	FACTORY MTR PTS #1	\$168.31	STEVEN PRIEM
03/19/2013	03/20/2013	PIONEER RIM & WHEEL HQ	\$81.79	STEVEN PRIEM
03/19/2013	03/20/2013	BAUER BUILT TIRE 18	\$415.99	STEVEN PRIEM
03/20/2013	03/21/2013	AUTO PLUS NO ST PAUL 392	\$92.39	STEVEN PRIEM
03/20/2013	03/21/2013	AMERICAN FASTENER AND SUP	\$56.49	STEVEN PRIEM

03/21/2013	03/22/2013	FACTORY MTR PTS #1	\$280.68	STEVEN PRIEM
03/07/2013	03/11/2013	PARK SUPPLY OF AMERICA IN	\$1,226.22	KELLY PRINS
03/11/2013	03/13/2013	PIONEER PRESS ADVERTISING	\$1,929.80	TERRIE RAMEAUX
03/07/2013	03/12/2013	DALCO ENTERPRISES, INC	\$328.06	MICHAEL REILLY
03/08/2013	03/11/2013	HILLYARD INC MINNEAPOLIS	\$1,354.11	MICHAEL REILLY
03/16/2013	03/18/2013	RED WING SHOE STORE	\$157.24	MICHAEL REILLY
03/12/2013	03/14/2013	SCW FITNESS EDUCATION	\$40.45	LORI RESENDIZ
03/07/2013	03/11/2013	JOANN ETC #1970	\$8.00	AUDRA ROBBINS
03/07/2013	03/11/2013	CVS PHARMACY #1751 Q03	\$17.90	AUDRA ROBBINS
03/11/2013	03/12/2013	CUB FOODS #1599	\$33.41	AUDRA ROBBINS
03/13/2013	03/15/2013	HOLIDAY INN ELK RIVER	\$374.90	AUDRA ROBBINS
03/14/2013	03/18/2013	MALL OF AMERICA	\$429.90	AUDRA ROBBINS
03/15/2013	03/18/2013	TARGET 00011858	\$81.70	AUDRA ROBBINS
03/21/2013	03/22/2013	CUB FOODS #1599	\$65.76	AUDRA ROBBINS
03/14/2013	03/15/2013	HENRIKSEN ACE HARDWARE	\$8.53	ROBERT RUNNING
03/14/2013	03/18/2013	ESS BROS AND SONS00 OF 00	\$1,083.71	ROBERT RUNNING
03/12/2013	03/13/2013	LILLIE SUBURBAN NEWSPAPE	\$54.00	DEB SCHMIDT
03/09/2013	03/11/2013	G&K SERVICES 182	\$1,223.36	SCOTT SCHULTZ
03/19/2013	03/20/2013	JOT'S FOOD MART	\$81.66	SCOTT SCHULTZ
03/19/2013	03/21/2013	LOWELL CENTER	\$194.00	SCOTT SCHULTZ
03/11/2013	03/12/2013	CUB FOODS #1599	\$24.22	CAITLIN SHERRILL
03/11/2013	03/13/2013	JOANN ETC #1970	\$5.34	CAITLIN SHERRILL
03/13/2013	03/15/2013	USA INFLATABLES 00 OF 00	\$194.70	CAITLIN SHERRILL
03/20/2013	03/21/2013	BAKERS-SQUARE-REST #0670	\$126.88	CAITLIN SHERRILL
03/19/2013	03/20/2013	PAYPAL *BILLRUSSPRO	\$70.00	MICHAEL SHORTREED
03/21/2013	03/21/2013	AMAZON MKTPLACE PMTS	\$174.98	MICHAEL SHORTREED
03/21/2013	03/22/2013	SCITENT	\$22.00	MICHAEL SHORTREED
03/21/2013	03/22/2013	SCITENT	\$110.00	MICHAEL SHORTREED
03/07/2013	03/11/2013	OFFICE DEPOT #1090	\$75.05	ANDREA SINDT
03/20/2013	03/21/2013	U OF M CCE NONCREDIT	\$95.00	CHRISTINE SOUTTER
03/14/2013	03/18/2013	UNIFORMS UNLIMITED INC.	\$32.06	JOSEPH STEINER
03/08/2013	03/11/2013	DISTANCE CME LLC	\$499.00	JOANNE SVENDSEN
03/12/2013	03/13/2013	CENTURY COLLEGE-CE	\$100.00	JOANNE SVENDSEN
03/12/2013	03/14/2013	LIFELINE TRAINING - CA	\$139.00	JOANNE SVENDSEN
03/12/2013	03/14/2013	THE HOME DEPOT 2801	\$6.70	RONALD SVENDSEN
03/14/2013	03/15/2013	WALGREENS #7388	\$6.44	RONALD SVENDSEN
03/20/2013	03/22/2013	SPORTS AUTHORI00007112	\$115.99	THOMAS SZCZEPANSKI
03/15/2013	03/18/2013	ORIENTAL TRADING CO	\$338.72	JAMES TAYLOR
03/20/2013	03/22/2013	MINNESOTA YOUTH ATHLETIC	\$1,400.00	JAMES TAYLOR
03/15/2013	03/18/2013	USAIRWAYS 0372306247101	\$454.80	MICHAEL THOMPSON
03/14/2013	03/15/2013	BEST BUY MHT 00000109	\$250.00	JOSEPH TRAN
03/20/2013	03/22/2013	HOLIDAY STNSTORE 3871	\$3.43	JAY WENZEL
03/13/2013	03/15/2013	MILLS FLEET FARM #2,700	\$18.09	JEFF WILBER
03/19/2013	03/21/2013	SEARS ROEBUCK 1122	\$96.37	SUSAN ZWIEG

\$55,922.17

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>
	03/29/13	CARDINAL, ROBERT	435.16
	03/29/13	CAVE, REBECCA	435.16
	03/29/13	JUENEMANN, KATHLEEN	435.16
	03/29/13	KOPPEN, MARVIN	435.16
	03/29/13	ROSSBACH, WILLIAM	494.44
	03/29/13	STRAUTMANIS, MARIS	106.00
	03/29/13	VALLE, EDWARD	152.50
	03/29/13	AHL, R. CHARLES	5,070.72
	03/29/13	ANTONEN, JAMES	5,352.58
	03/29/13	BURLINGAME, SARAH	2,197.59
	03/29/13	KANTRUD, HUGH	184.62
	03/29/13	CHRISTENSON, SCOTT	2,163.33
	03/29/13	FARR, LARRY	3,459.95
	03/29/13	JAHN, DAVID	2,294.55
	03/29/13	RAMEAUX, THERESE	3,294.15
	03/29/13	BAUMAN, GAYLE	4,505.21
	03/29/13	ANDERSON, CAROLE	2,467.49
	03/29/13	DEBILZAN, JUDY	1,445.92
	03/29/13	JACKSON, MARY	2,319.32
	03/29/13	KELSEY, CONNIE	2,789.87
	03/29/13	RUEB, JOSEPH	2,934.28
	03/29/13	SINDT, ANDREA	2,236.43
	03/29/13	BEGGS, REGAN	1,647.12
	03/29/13	GUILFOILE, KAREN	5,109.36
	03/29/13	SCHMIDT, DEBORAH	3,104.41
	03/29/13	SPANGLER, EDNA	1,246.26
	03/29/13	CORTESI, LUANNE	1,188.57
	03/29/13	LARSON, MICHELLE	2,032.36
	03/29/13	MECHELKE, SHERRIE	1,238.57
	03/29/13	MOY, PAMELA	1,662.63
	03/29/13	OSTER, ANDREA	2,080.62
	03/29/13	RICHTER, CHARLENE	1,083.26
	03/29/13	SCHOENECKER, LEIGH	1,805.24
	03/29/13	WEAVER, KRISTINE	2,558.16
	03/29/13	CORCORAN, THERESA	2,073.73
	03/29/13	KVAM, DAVID	4,982.70
	03/29/13	PALANK, MARY	2,079.38
	03/29/13	POWELL, PHILIP	3,166.97
	03/29/13	SVENDSEN, JOANNE	2,308.50
	03/29/13	THOMFORDE, FAITH	1,646.93
	03/29/13	ABEL, CLINT	3,166.40
	03/29/13	ALDRIDGE, MARK	3,041.68
	03/29/13	BAKKE, LONN	3,122.66

03/29/13	BARTZ, PAUL	4,472.69
03/29/13	BELDE, STANLEY	3,000.08
03/29/13	BENJAMIN, MARKESE	2,932.80
03/29/13	BIERDEMAN, BRIAN	4,059.95
03/29/13	BOHL, JOHN	3,160.57
03/29/13	BUSACK, DANIEL	3,972.83
03/29/13	CARNES, JOHN	2,459.57
03/29/13	CROTTY, KERRY	3,823.62
03/29/13	DEMULLING, JOSEPH	2,945.98
03/29/13	DOBLAR, RICHARD	4,307.43
03/29/13	DUGAS, MICHAEL	4,267.93
03/29/13	ERICKSON, VIRGINIA	3,160.57
03/29/13	FLOR, TIMOTHY	15,342.59
03/29/13	FORSYTHE, MARCUS	2,609.56
03/29/13	FRASER, JOHN	3,158.68
03/29/13	FRITZE, DEREK	2,988.99
03/29/13	GABRIEL, ANTHONY	3,577.75
03/29/13	HAWKINSON JR, TIMOTHY	2,828.79
03/29/13	HER, PHENG	2,828.79
03/29/13	HIEBERT, STEVEN	3,607.45
03/29/13	JOHNSON, KEVIN	4,724.91
03/29/13	KALKA, THOMAS	1,027.78
03/29/13	KONG, TOMMY	2,973.41
03/29/13	KREKELER, NICHOLAS	925.05
03/29/13	KROLL, BRETT	2,887.45
03/29/13	LANGNER, SCOTT	3,101.44
03/29/13	LANGNER, TODD	3,264.31
03/29/13	LU, JOHNNIE	2,924.68
03/29/13	LYNCH, KATHERINE	2,485.29
03/29/13	MARINO, JASON	3,485.00
03/29/13	MARTIN, JERROLD	3,489.53
03/29/13	MCCARTY, GLEN	3,215.68
03/29/13	METRY, ALESIA	3,047.94
03/29/13	NYE, MICHAEL	3,604.68
03/29/13	OLSON, JULIE	2,946.30
03/29/13	PARKER, JAMES	2,462.72
03/29/13	REZNY, BRADLEY	3,916.46
03/29/13	RHUDE, MATTHEW	2,906.80
03/29/13	SHORTREED, MICHAEL	4,399.90
03/29/13	STEINER, JOSEPH	3,582.86
03/29/13	SYPNIEWSKI, WILLIAM	3,949.45
03/29/13	SZCZEPANSKI, THOMAS	3,082.90
03/29/13	TAUZELL, BRIAN	2,971.98
03/29/13	THEISEN, PAUL	3,047.94
03/29/13	THIENES, PAUL	3,797.74
03/29/13	TRAN, JOSEPH	3,047.94
03/29/13	WENZEL, JAY	3,122.66
03/29/13	XIONG, KAO	2,887.45
03/29/13	ANDERSON, BRIAN	290.88
03/29/13	BAHL, DAVID	296.96
03/29/13	BASSETT, BRENT	387.84
03/29/13	BAUMAN, ANDREW	3,272.44

03/29/13	BOURQUIN, RON	1,147.36
03/29/13	CAPISTRANT, JOHN	735.31
03/29/13	CRAWFORD - JR, RAYMOND	478.74
03/29/13	CRUMMY, CHARLES	236.34
03/29/13	DAWSON, RICHARD	3,369.07
03/29/13	EATON, PAUL	72.72
03/29/13	EVERSON, PAUL	3,353.65
03/29/13	HAGEN, MICHAEL	757.50
03/29/13	HALE, JOSEPH	558.56
03/29/13	HALWEG, JODI	4,137.26
03/29/13	HAWTHORNE, ROCHELLE	2,431.00
03/29/13	HUTCHINSON, JAMES	530.28
03/29/13	IMM, TRACY	290.88
03/29/13	JANSEN, CHAD	218.16
03/29/13	JONES, JONATHAN	290.88
03/29/13	JUREK, GREGORY	3,146.28
03/29/13	KANE, ROBERT	1,131.25
03/29/13	KARRAS, JAMIE	624.18
03/29/13	KERSKA, JOSEPH	648.42
03/29/13	KONDER, RONALD	487.83
03/29/13	KUBAT, ERIC	3,060.92
03/29/13	LINDER, TIMOTHY	3,300.59
03/29/13	LOCHEN, MICHAEL	1,187.76
03/29/13	MILLER, LADD	600.97
03/29/13	MILLER, NICHOLAS	157.56
03/29/13	MONDOR, MICHAEL	3,510.07
03/29/13	MONSON, PETER	599.94
03/29/13	MORGAN, JEFFERY	315.13
03/29/13	NIELSEN, KENNETH	282.81
03/29/13	NOVAK, JEROME	3,770.70
03/29/13	NOWICKI, PAUL	278.76
03/29/13	OLSON, JAMES	5,289.84
03/29/13	OPHEIM, JOHN	558.56
03/29/13	PACHECO, ALPHONSE	812.04
03/29/13	PETERSON, MARK	254.53
03/29/13	PETERSON, ROBERT	3,476.33
03/29/13	POWERS, KENNETH	145.44
03/29/13	RAINEY, JAMES	945.36
03/29/13	RANK, NATHAN	581.76
03/29/13	RANK, PAUL	872.64
03/29/13	REYNOSO, ANGEL	145.44
03/29/13	RICE, CHRISTOPHER	1,088.82
03/29/13	RODRIGUEZ, ROBERTO	290.88
03/29/13	SCHULTZ, JEROME	187.86
03/29/13	SEDLACEK, JEFFREY	3,142.76
03/29/13	STREFF, MICHAEL	4,410.24
03/29/13	SVENDSEN, RONALD	5,060.13
03/29/13	WHITE, JOEL	327.24
03/29/13	GERVAIS-JR, CLARENCE	4,287.34
03/29/13	LUKIN, STEVEN	4,969.22
03/29/13	ZWIEG, SUSAN	1,812.29
03/29/13	KNUTSON, LOIS	2,237.56

03/29/13	BRINK, TROY	2,775.67
03/29/13	BUCKLEY, BRENT	2,643.04
03/29/13	DEBILZAN, THOMAS	2,558.53
03/29/13	EDGE, DOUGLAS	2,504.04
03/29/13	JONES, DONALD	2,562.07
03/29/13	MEISSNER, BRENT	2,406.01
03/29/13	NAGEL, BRYAN	3,768.08
03/29/13	OSWALD, ERICK	2,806.28
03/29/13	RUIZ, RICARDO	1,941.30
03/29/13	RUNNING, ROBERT	2,929.42
03/29/13	TEVLIN, TODD	2,448.91
03/29/13	BURLINGAME, NATHAN	2,209.87
03/29/13	DUCHARME, JOHN	2,965.46
03/29/13	ENGSTROM, ANDREW	2,847.41
03/29/13	JAROSCH, JONATHAN	3,168.27
03/29/13	KREGER, JASON	2,476.31
03/29/13	LINDBLOM, RANDAL	2,965.46
03/29/13	LOVE, STEVEN	3,858.76
03/29/13	THOMPSON, MICHAEL	4,587.55
03/29/13	ZIEMAN, SCOTT	555.00
03/29/13	JANASZAK, MEGHAN	1,723.65
03/29/13	KONEWKO, DUWAYNE	4,747.40
03/29/13	HAMRE, MILES	1,801.96
03/29/13	HAYS, TAMARA	1,802.13
03/29/13	HINNENKAMP, GARY	2,818.94
03/29/13	NAUGHTON, JOHN	2,382.07
03/29/13	NORDQUIST, RICHARD	2,624.08
03/29/13	BIESANZ, OAKLEY	1,716.17
03/29/13	DEAVER, CHARLES	548.49
03/29/13	GERNES, CAROLE	421.32
03/29/13	HAYMAN, JANET	1,514.14
03/29/13	HUTCHINSON, ANN	2,850.10
03/29/13	SOUTTER, CHRISTINE	338.64
03/29/13	WACHAL, KAREN	1,023.23
03/29/13	GAYNOR, VIRGINIA	3,489.27
03/29/13	KROLL, LISA	2,083.74
03/29/13	SWANSON, CHRIS	240.00
03/29/13	THOMPSON, DEBRA	832.29
03/29/13	YOUNG, TAMELA	2,198.50
03/29/13	EKSTRAND, THOMAS	4,053.51
03/29/13	FINWALL, SHANN	3,671.45
03/29/13	MARTIN, MICHAEL	2,988.39
03/29/13	BRASH, JASON	2,721.89
03/29/13	CARVER, NICHOLAS	3,489.28
03/29/13	FISHER, DAVID	4,032.04
03/29/13	SWAN, DAVID	2,991.25
03/29/13	WELLENS, MOLLY	1,954.46
03/29/13	ACEITUNO, FELIPE	161.00
03/29/13	BERGER, STEPHANIE	775.25
03/29/13	BJORK, BRANDON	536.25
03/29/13	BRENEMAN, NEIL	2,442.64
03/29/13	LARSON, KATELYN	77.00

03/29/13	ROBBINS, AUDRA	3,405.71
03/29/13	ROBBINS, CAMDEN	382.50
03/29/13	SCHALLER, SCOTT	110.25
03/29/13	SHERWOOD, CHRISTIAN	731.50
03/29/13	TAYLOR, JAMES	3,096.03
03/29/13	VUKICH, CANDACE	282.50
03/29/13	ADAMS, DAVID	2,048.70
03/29/13	HAAG, MARK	2,862.74
03/29/13	ORE, JORDAN	1,778.87
03/29/13	SCHULTZ, SCOTT	3,599.57
03/29/13	WILBER, JEFFREY	1,704.77
03/29/13	AKEY, SHELLEY	55.26
03/29/13	ANZALDI, MANDY	1,424.64
03/29/13	BERNARDY, CHRISTINE	2,636.74
03/29/13	CRAWFORD - JR, RAYMOND	484.36
03/29/13	EVANS, CHRISTINE	1,561.67
03/29/13	GLASS, JEAN	2,287.91
03/29/13	HER, PETER	156.80
03/29/13	HOFMEISTER, MARY	1,165.58
03/29/13	HOFMEISTER, TIMOTHY	457.05
03/29/13	KELLEY, CAITLIN	942.41
03/29/13	KULHANEK-DIONNE, ANN	534.00
03/29/13	PELOQUIN, PENNYE	708.53
03/29/13	VANG, TIM	556.00
03/29/13	VUE, LOR PAO	416.31
03/29/13	AICHELE, MEGAN	257.63
03/29/13	ANDERSON, JOSHUA	677.50
03/29/13	BAETZOLD, SETH	61.63
03/29/13	BAUDE, SARAH	127.75
03/29/13	BRUSOE, AMY	102.60
03/29/13	BUCKLEY, BRITTANY	270.20
03/29/13	BUTLER, ANGELA	85.00
03/29/13	CLARK, PAMELA	101.33
03/29/13	CRANDALL, KRISTA	427.00
03/29/13	DEMPSEY, BETH	113.63
03/29/13	DUNN, RYAN	1,161.90
03/29/13	EHLE, DANIEL	114.25
03/29/13	ERICKSON-CLARK, CAROL	98.00
03/29/13	FLORES, LUIS	116.00
03/29/13	FONTAINE, KIM	547.50
03/29/13	FOX, KELLY	30.00
03/29/13	FRAMPTON, SAMANTHA	174.00
03/29/13	GIEL, NICOLE	95.00
03/29/13	GRUENHAGEN, LINDA	152.40
03/29/13	HANSEN, HANNAH	98.40
03/29/13	HEINRICH, SHEILA	343.00
03/29/13	HOLMBERG, LADONNA	630.00
03/29/13	HORWATH, RONALD	2,946.33
03/29/13	JOHNSON, BARBARA	537.60
03/29/13	JOYER, ANTHONY	29.60
03/29/13	KOHLER, ROCHELLE	126.00
03/29/13	KOZDROJ, GABRIELLA	50.00

	03/29/13	LAMEYER, BRENT	105.13
	03/29/13	LAMSON, ELIANA	18.00
	03/29/13	MCCANN, NATALIE	76.00
	03/29/13	MCCOMAS, LEAH	175.00
	03/29/13	NADEAU, TAYLOR	170.90
	03/29/13	NITZ, CARA	239.00
	03/29/13	NORTHOUSE, KATHERINE	181.80
	03/29/13	PROESCH, ANDY	970.49
	03/29/13	RANEY, COURTNEY	796.00
	03/29/13	RESENDIZ, LORI	2,427.70
	03/29/13	RICHTER, DANIEL	113.40
	03/29/13	SCHREIER, ROSEMARIE	379.50
	03/29/13	SCHREINER, MARK	149.65
	03/29/13	SCHREINER, MICHELLE	85.00
	03/29/13	SMITH, ANN	203.00
	03/29/13	SMITH, CASEY	62.48
	03/29/13	SMITLEY, SHARON	440.30
	03/29/13	TREPANIER, TODD	286.00
	03/29/13	TUPY, HEIDE	68.70
	03/29/13	TUPY, MARCUS	130.63
	03/29/13	VANG, XANG	82.00
	03/29/13	WARNER, CAROLYN	105.60
	03/29/13	WEINHAGEN, SHELBY	344.00
	03/29/13	BOSLEY, CAROL	144.00
	03/29/13	LANGER, CHELSEA	46.75
	03/29/13	LANGER, KAYLYN	123.25
	03/29/13	BORCHERT, JONATHAN	340.00
	03/29/13	CRAWFORD, SHAWN	480.00
	03/29/13	DOUGLASS, TOM	1,925.96
	03/29/13	DYER, KATELYN	127.50
	03/29/13	MAIDMENT, COLIN	221.00
	03/29/13	MALONEY, SHAUNA	466.50
	03/29/13	PRINS, KELLY	1,968.37
	03/29/13	REILLY, MICHAEL	2,671.04
	03/29/13	SINDT, DARIEN	110.50
	03/29/13	THOMPSON, BENJAMIN	425.00
	03/29/13	AICHELE, CRAIG	2,392.58
	03/29/13	PRIEM, STEVEN	2,640.81
	03/29/13	WOEHRLE, MATTHEW	2,416.59
	03/29/13	BERGO, CHAD	2,784.56
	03/29/13	FOWLDS, MYCHAL	4,113.85
	03/29/13	FRANZEN, NICHOLAS	2,824.79
9989250	03/29/13	ABRAHAMSON, AMANDA	75.00
9989251	03/29/13	KUSTERMAN, KEVIN	75.00
9989252	03/29/13	SORENSEN, ERICA	70.00
9989253	03/29/13	SCHREIER, ABIGAIL	96.20
9989254	03/29/13	WALES, ABIGAIL	22.95
9989255	03/29/13	RANGEL, SAMANTHA	119.00
9989256	03/29/13	CUSICK, JESSICA	437.76
9989257	03/29/13	SPEARS, SHYTIANA	34.00
9989258	03/29/13	STEFFEN, MICHAEL	72.25
			546,925.36

## MEMORANDUM

TO: James Antonen, City Manager  
FROM: David Fisher, Building Official,  
Chuck Ahl, Assistant City Manager  
**SUBJECT: Resolution of Appreciation for Lucille Aurelius**  
DATE: March 25, 2013, for the CC meeting of April 8, 2013

### INTRODUCTION

Lucille Aurelius has submitted her resignation from the Heritage Preservation Commission (HPC). Lu has served on the HPC since her appointment by the city council on July 26, 2004. We appreciate Lu's eight years and seven months of service to the city and wish to forward the attached resolution of appreciation to the city council for their adoption.

### RECOMMENDATION

Approve the attached resolution of appreciation for Lucille Aurelius.

H:Resolution of Appreciation for Lu Aurelius CC4-8-13  
Attachment:  
Resolution of Appreciation

**RESOLUTION OF APPRECIATION**

***WHEREAS, Lucille Aurelius has been a member of the Maplewood Heritage Preservation Commission for eight years and seven months since her appointment to the HPC by the city council on July 26, 2004 and has served faithfully in that capacity; and***

***WHEREAS, the Heritage Preservation Commission has appreciated her experience, insights and good judgment; and***

***WHEREAS, Lucille Aurelius has freely given of her time and energy, without compensation, for the betterment of the City of Maplewood; and***

***WHEREAS, Lucille Aurelius has shown dedication to her duties and has consistently contributed her leadership and effort for the benefit of the City.***

***NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, Minnesota, and its citizens that Lucille Aurelius is hereby extended our gratitude and appreciation for her dedicated service.***

***Passed by the Maplewood  
City Council on \_\_\_\_\_, 2013***

---

***Will Rossbach, Mayor***

***Passed by the Maplewood  
Heritage Preservation Commission  
On March 14, 2013***

---

***Peter Boulay, HPC Chairperson***

***Attest:***

---

***Karen Guilfoile, City Clerk***

## MEMORANDUM

**TO:** James Antonen, City Manager  
**FROM:** David Fisher, Building Official,  
 Chuck Ahl, Assistant City Manager  
**SUBJECT:** **Heritage Preservation Commission 2013 Goals**  
**DATE:** March 18, 2013

### INTRODUCTION

The Heritage Preservation Commission (HPC) needs to establish their goals for 2013. At the March 14, 2013 HPC meeting they approved their goals to submit to the city council. To guide them in setting these goals, the HPC referred to the Historical Resources Chapter in the 2030 Comprehensive Plan and to the Heritage Preservation Commission Ordinance statement of public policy and purpose. The following are suggested goals:

#### Goals

1. Continue all necessary measures for the Certified Local Government (CLG) status by maintaining a historical site survey and providing all the documentation required to the Minnesota State Historic Preservation Office.
2. Review at least one project and submit it to the City Council and the Minnesota State Historic Preservation Office for the Local or National Historical Register.
3. Submit a nomination to the city council for the Maplewood Heritage Award for 2012. "The Maplewood Heritage Award is an annual award recognizing an individual who has positively influenced our city's past or strengthened the preservation of Maplewood history."
4. Submit a proclamation to the city council for an award for business as a Heritage Award.
5. Continue to identify and recognize historic families.
6. Continue to identify and recognize the history of geographic features such as lakes, etc.
7. Continue to provide and add links to the city website from the Maplewood Area Historical Society, Minnesota State Historical Society and other public websites.
8. Have a guest speaker from a historical site give historical presentation to the commission.
9. Continue to identify books, articles and media about Maplewood. Work with the Maplewood Library to provide the books, articles and media to the public.
10. Review photos of demolished buildings throughout the year and make it part of the HPC's annual report.
11. Continue to promote, collaborate and work with the Maplewood Area Historical Society.

12. Write and obtain a grant for the context study.

**RECOMMENDATION**

Approve the Heritage Preservation Commission 2013 goals.

P:HPC 4-8-2013CC 2013 Goals dgf

## MEMORANDUM

**TO:** James Antonen, City Manager  
**FROM:** Nick Carver, Assistant Building Official/Green Building Manager  
David Fisher, Building Official  
Chuck Ahl, Assistant City Manager  
**SUBJECT:** **Acceptance of Grants to attend the International Code Council Hearings**  
**DATE:** March 25th, 2013 for the April 8th, 2013 City Council Meeting

### INTRODUCTION

The International Code Council (ICC) will conduct group "B" hearings regarding the International Residential Code and the International Energy Conservation Code. The hearings are April 21<sup>st</sup> thru April 30<sup>th</sup>, 2013 in Dallas, Texas. Nick Carver, Assistant Building Official and Jason Brash, Building Inspector have been selected to testify on behalf of Association of Minnesota Building Officials ICC , 10,000 Lakes Chapter of ICC, in addition, to representing the City of Maplewood, and the State of Minnesota. Nick has been awarded a \$1,120.00 grant and will attend April 26<sup>th</sup> thru April 30<sup>th</sup>. Jason has been awarded \$1,125.00 grant and will attend April 25<sup>th</sup> thru April 30<sup>th</sup>. The City of Maplewood has been an active participant in shaping the 2012 International Green Construction Code and all other International Codes. The results of these hearings will determine the course of Maplewood's residential and energy codes in the future.

### BUDGET IMPACT

None

### RECOMMENDATION

Recommend acceptance of awarded grants.

## MEMORANDUM

TO: James Antonen, City Manager  
FROM: David Fisher, Building Official,  
Chuck Ahl, Assistant City Manager  
SUBJECT: **Resolution for the Maplewood Heritage Award to Anne  
Fosburgh**  
DATE: March 18, 2013

### INTRODUCTION

The Maplewood Heritage Award is an annual award recognizing an individual who has positively influenced our City's past or strengthened the preservation of Maplewood history. The Heritage Preservation Commission nominated and selected Anne Fosburgh for the annual Maplewood Heritage Award for 2012.

### RECOMMENDATION

Approve the attached resolution for the 2012 Maplewood Heritage Award to Anne Fosburgh.

P: HPC\Award Resolution for the Maplewood Heritage Award Anne Fosburgh 3-08-2013 dgf

Attachment:  
Resolution of Appreciation

**RESOLUTION FOR THE 2012 MAPLEWOOD HERITAGE AWARD TO ANNE FOSBURGH**

***WHEREAS, Anne Fosburgh has lived in what is now the City of Maplewood since 1953, worked as a medical secretary for Dr. C. Hensel and was part owner of 20<sup>th</sup> Century Printing, worked at Gladstone Catering, Virtue printing and Annway Paper Supply; and***

***WHEREAS, Anne Fosburgh has raised her children in the City of Maplewood and was very active in the PTP at the Gladstone School; and***

***WHEREAS, Anne Fosburgh was appointed as an Election Judge since 1968 for the City of Maplewood; and***

***WHEREAS, Anne Fosburgh was a charter member of the Maplewood Area Historical Society from 1997 to present and has been the official photographer and has served as membership chairperson from 1997 to present and has served faithfully in that capacity; and***

***WHEREAS, the Heritage Preservation Commission has appreciated her experience, insights and good judgment; and***

***WHEREAS, Anne Fosburgh has freely given of her wisdom, time and energy, without compensation, for the betterment of the City of Maplewood; and***

***WHEREAS, Anne Fosburgh has shown dedication to her duties and has consistently contributed her leadership and effort for the benefit of the City.***

***NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, Minnesota, and its citizens that Anne Fosburgh is hereby extended the Maplewood Heritage Award – The Maplewood Heritage Award is an annual award recognizing an individual who has positively influenced our City’s past or strengthened the preservation of Maplewood history.***

***Passed by the Maplewood City Council on \_\_\_\_\_, 2013***

\_\_\_\_\_  
***Will Rossbach, Mayor***

***Passed by the Maplewood Heritage Preservation Commission On \_\_\_\_\_, 2013***

\_\_\_\_\_  
***Peter Boulay, Chairperson***

***Attest: \_\_\_\_\_***  
***Karen Guilfoile, City Clerk***

**MEMORANDUM**

TO: James Antonen, City Manager  
FROM: David Fisher, Building Official  
Chuck Ahl, Assistant City Manager  
**SUBJECT: Consider Adoption of Proclamation for Building Safety Month - May 2013**  
DATE: March 27, 2013, for the April 8, 2013 CC meeting

**INTRODUCTION**

Building Safety Month will be celebrated across the nation and around the world during the month of May 2013. Building Safety Month raises public awareness of building safety by promoting the use, enforcement and understanding of building safety and fire prevention codes. The purpose of these codes is to help protect lives and property. "Building Safety: Create & Implement the Highest-Quality Codes to Protect Our Citizens Where We Live, Learn, Work, Worship and Play" is the theme of Building Safety Month 2013.

The code officials, inspectors, plan reviewers and other code enforcement officials in the city work to ensure the structures you and your families live, work and play in are safe. The Maplewood inspection staff are active members of the International Code Council, an association that develops building safety and fire prevention codes that are used in more than 15,000 jurisdictions across the nation. Building Safety Month, first observed in 1980, is sponsored by the International Code Council Foundation, an organization dedicated to changing the devastating effects of natural disasters and other building tragedies at home and around the world.

Our department is using Building Safety Month to educate the community. It is an opportunity to increase public awareness of the role building safety and fire prevention officials, local and state building departments and federal agencies play to protect lives and property. They are the "silent defenders" who are seldom seen but work daily to ensure safety in the built environment.

**RECOMMENDATION**

Adopt the proclamation for May of 2013, as Building Safety Month and demonstrate our commitment to building safety and fire prevention in our community.

Attachment: Building Safety Month May 2013 Proclamation

P: Dave 2013 Proclamation



Code Officials Keep You Safe



**BUILDING SAFETY MONTH**  
— INTERNATIONAL CODE COUNCIL —  
**MAY 2013**

## *Proclamation* **Building Safety Month — May, 2013**

*Whereas, the City of Maplewood’s continuing efforts to address the critical issues of safety, energy efficiency, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;*

*Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry— who work year-round to ensure the safe construction of buildings, and;*

*Whereas, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;*

*Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildfires and earthquakes, and;*

*Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities’ largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;*

*Whereas, “Building Safety Month: Code Officials Keep You Safe” the theme for Building Safety Month 2013, encourages all Americans to raise awareness of the importance of building safety; green and resilient building; pool, spa and hot tub safety; backyard safety; and new technologies in the construction industry. Building Safety Month 2013 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,*

*Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments and federal agencies in protecting lives and property.*

*NOW, THEREFORE, I, Will Rossbach, Mayor of the City of Maplewood, do hereby proclaim the month of May 2013 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.*

Adopted April 8<sup>th</sup> 2013, \_\_\_\_\_  
Will Rossbach, Mayor

\_\_\_\_\_  
Karen Guilfoile, City Clerk

**MEMORANDUM**

**TO:** James Antonen, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**SUBJECT:** Approval of Environmental and Natural Resources 2012 Annual Report  
**DATE:** April 1, 2013 for the April 8 City Council Meeting

**INTRODUCTION**

Annually the Environmental and Natural Resources Commission submits a report to the City Council which outlines the actions and activities taken by the commission during the preceding year, recommendations needed to existing ordinances or policies based on past reviews, and goals envisioned for the upcoming year. The report serves as a means of relaying important information on the Commission's accomplishments and obtaining feedback on proposed goals.

**BACKGROUND**

On March 18, 2013, the ENR Commission adopted their 2012 Annual Report.

**RECOMMENDATION**

Review and approve the attached ENR Commission 2012 Annual Report.

Attachment: Environmental and Natural Resources Commission 2012 Annual Report

**City of Maplewood  
Environmental and Natural Resources Commission  
2012 Annual Report  
Approved by the Commission on March 18, 2013**

Preface

The Environmental and Natural Resources (ENR) Commission is charged with protecting, preserving and enhancing the environment of the City of Maplewood.

Members

The ENR Commission consists of seven members appointed by the City Council. Membership terms are for three years, with extensions for additional terms approved by the City Council. The current membership is as follows:

<u>Board Member</u>	<u>Membership Began</u>	<u>Term Expires</u>
Carol Mason Sherrill	11/27/06	09/30/13
Ginny Yingling	11/30/06	09/30/13
Ann Palzer	07/25/11	09/30/13
Judith Johannessen	07/14/08	09/30/14
Cynthia Schafer	11/15/12	09/30/14
Dale Tripler	02/25/08	09/30/15
Randee Edmundson	02/08/10	09/30/15

Commissioners Tripler and Edmundson were were reappointed to three-year terms in September 2012, with terms expiring in 2015.

Commissioner Schafer was appointed on November 15, 2012, to fill the vacant position left by Commissioner Schreiner who resigned on July 1, 2012. Commissioner Schafer's term will expire September 30, 2014.

Chair and Vice Chair

Each year the Commission appoints Commissioners to serve as Chair and Vice Chair. On February 21, 2013, the Commission appointed Commissioner Johannessen to be the Chair and Commissioner Palzer to be the Vice Chair. Previously (2012) the Chair was Commissioner Edmundson and the Vice Chair was Commissioner Johannessen.

Meetings

The ENR Commission meetings are held the third Monday of every month at 7:00 p.m. In 2012, the ENR Commission scheduled 12 regular monthly meetings and held 11. Of the 12 regular monthly meetings, two meetings were rescheduled due to Martin Luther King and President's Day Holidays and one meeting was canceled (August) due to a lack of a quorum.

## 2012 Attendance

<b>Commissioner</b>	<b>Attendance</b>
Judith Johannessen	11 of 11
Ann Palzer	10 of 11
Dale Trippler	10 of 11
Ginny Yingling	10 of 11
Carol Mason Sherrill	9 of 11
Randee Edmundson	8 of 11
Bill Schreiner	3 of 7 (Resigned in July)
Cynthia Schafer	1 of 1 (Began in November)

## Reviews and Accomplishments

The ENR Commission is an element to the city's environmental planning. One of the missions of the Commission is to develop and promote sustainable practices for city policies and procedures. In 2012 the ENR Commission worked on the following environmental issues:

1. Annual Review of the Maplewood Residential Recycling Program
2. Capital Improvement Plan for 2013 - 2017
3. Maplewood Trash Plan Implementation – Trash Cart Purchase and Implementation Plan
4. Solid Waste Management Ordinance and Standards
5. Earth Hour (March)
6. Spring Clean Up and Home Expo (April 21)
7. Arbor Day observation (tree planting held at Lion's Park) and proclamation (April).
8. Participation in Tree City USA
9. Participation in Heritage Tree Program
10. Waterfest (June 2)
11. East Metro Public Safety Training Center and Marshlands – Review of Project and Wetland Impacts
12. National Pollutant Discharge Elimination System Phase II and Municipal Separate Storm Sewer System Permit 2011 Annual Report
13. Maplewood Trash Plan Opening Day Ceremony (October 1)
14. 3M Trail Concept Plans – Semi-Public Trail Within the Wetland Buffer
15. Maplewood Dump Site Clean Up
16. Keller Golf Course Renovations – Review of Project and Wetland Impacts
17. Fish Creek Master Plan and Management Plan
18. National Night Out – Recycling Bin Distribution (August 7)
19. Maplewood Mall Stormwater Open House (September 15)
20. Gathering on the Bluff – Fish Creek Event (September 22)
21. Fall Clean Up (October 13)
22. Living Streets Policy
23. Shoreland/Wetland Ordinance Amendments

## Goals

During the January Commission meeting, the ENR Commissioners chose the following goals for 2013:

1. Plastic bags – reduce or eliminate
2. Greenways – educational materials or programs
3. Urban agriculture – review of existing ordinances to eliminate barriers and promote urban agriculture
4. Environmental education
5. Chemical use – lawn and garden
6. Tree ordinance – review existing ordinance and propose updates based on Living Streets Policy

The goals were separated into three categories as follows:

1. Ordinances – review of the city code or the creation of new codes to eliminate barriers and promote urban agriculture and updates to the tree ordinance to meet the new Living Streets Policy.
2. Education – create a comprehensive approach to environmental education.
3. Research – background research needed on reducing or eliminating plastic bags and chemical use.

## Implementation of Goals

During the February Commission meeting, the ENR Commissioners reviewed the goals and determined how best to implement them throughout the year. It was determined that the Commission would branch off into subcommittees. All subcommittee reports will be presented to the full Commission for review and recommendation. Following are the subcommittees formed:

1. Ordinances – Commissioners Edmundson and Schafer will assist staff in the review of the city code to eliminate barriers and promote urban agriculture and Commissioner Mason Sherrill will work with staff in assisting with the review of the tree ordinance.
2. Education – Commissioners Palzer, Edmundson, Trippler, and Yingling.
3. Research – Commissioners Mason Sherrill, Yingling, and Johannessen.

## Conclusion

The ENR Commission will continue to carry out their mission as follows:

1. Establish environmental priorities for the city.
2. Make recommendations on policies, procedures and ordinances that control, protect, preserve, and enhance the city's environmental assets.
3. Participate in the mission and goal of the Maplewood Nature Center and Neighborhood Preserves.
4. Promote greater use and appreciation of the city's environmental assets.
5. Sponsor environmental projects to enhance, repair, replace, or restore neglected or deteriorating environmental assets of the city.
6. Develop educational programs that foster the mission of the Commission.
7. Develop and promote sustainable practices for city policies and procedures.

## MEMORANDUM

TO: James Antonen, City Manager  
FROM: Tom Ekstrand, Senior Planner  
Chuck Ahl, Assistant City Manager  
SUBJECT: **Havencrest Final Plat**  
APPLICANT: Powerline, Inc.  
LOCATION: 2292 County Road D East  
VOTE REQUIRED: Simple Majority Vote Required for Approval  
DATE: April 1, 2013

### INTRODUCTION

Brent Hislop, representing Powerline, Inc, is requesting approval of the final plat to develop nine single-dwelling lots on a 2.46 acre parcel. This proposed subdivision would be called Havencrest. The city council approved the preliminary plat on March 11, 2013.

The site currently has one single dwelling, located at 2292 County Road D East. The applicant proposes to remove the old house and garage. Each of the proposed lots would meet lot size requirements of at least 10,000 square feet and a minimum lot frontage of 75 feet. Refer to the enclosed maps and subdivision plan.

### DISCUSSION

Since the approval of the preliminary plat, the applicant's engineer has been working with Jon Jarosch, staff engineer with the city, to finalize the remaining details on the plans. Mr. Jarosch has indicated that all needed changes have been made by the applicant's engineering firm.

As noted in the preliminary plat review, there will be tree replacement requirements. These requirements will be enforced by an escrow payment before the issuance of a grading permit and by escrow payments for tree replacement on the individual lots prior to construction.

### COMMISSION AND COUNCIL ACTIONS

March 5, 2013: The planning commission recommended approval with the staff recommendation.  
March 11, 2013: The city council approved the preliminary plat.

### BUDGET IMPACT

None.

## **RECOMMENDATION**

Approve the Havencrest final plat, located at 2292 County Road D East, subject to the following conditions which were applied to the preliminary plat approval:

1. Comply with the conditions of approval in the engineering report by Jon Jarosch, Maplewood Staff Engineer, dated February 25, 2013.
2. Comply with the conditions of approval in the Environmental Review by Shann Finwall dated February 25, 2013.
3. Before a building permit is issued for proposed Lot 1, the builder of that lot shall remove the shed which appears to belong to the owner of 2280 County Road D. This shed may be relocated to 2280 County Road D, provided it meets all city setback and building size requirements and all building code requirements.

## REFERENCE INFORMATION

### SITE DESCRIPTION

Existing Use: One single dwelling  
Site Size: 2.46 acres

### SURROUNDING LAND USES

North: County Road D, property owned by Ramsey County Parks and I-694  
East: Single dwellings  
West: Single dwellings  
South: Gall Avenue and single dwellings

### PLANNING

Land Use Classification: LDR, (low density residential)  
Zoning: R1 – Single Dwelling

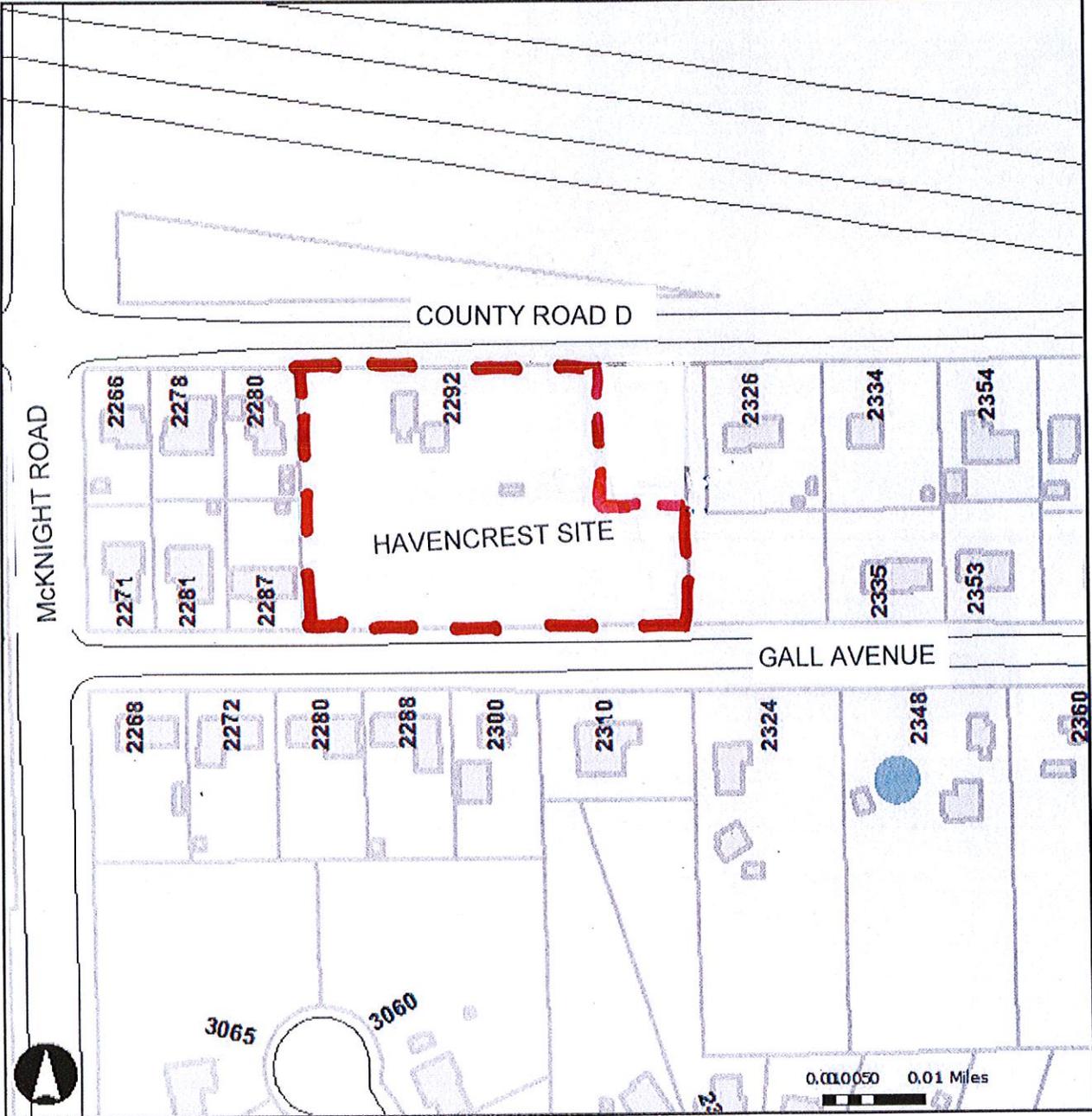
### APPLICATION DATE

The city received the complete application for the proposed final plat on March 22, 2013. Minnesota State Statute 15.99, states that the city shall review and decide on proposals within 60 days. The deadline for city action is May 21, 2013.

P:\sec1\Havencrest Final Plat CC Report 4 13 te  
Attachments:

1. Location Map
2. Land Use Plan Map
3. Zoning Map
4. Preliminary Plat
5. Engineering Report from Jon Jarosch dated February 25, 2013
6. Environmental Planner's Report from Shann Finwall and Virginia Gaynor dated February 25, 2013
7. Final plat date-stamped April 1, 2013 (separate attachment)

# LOCATION MAP



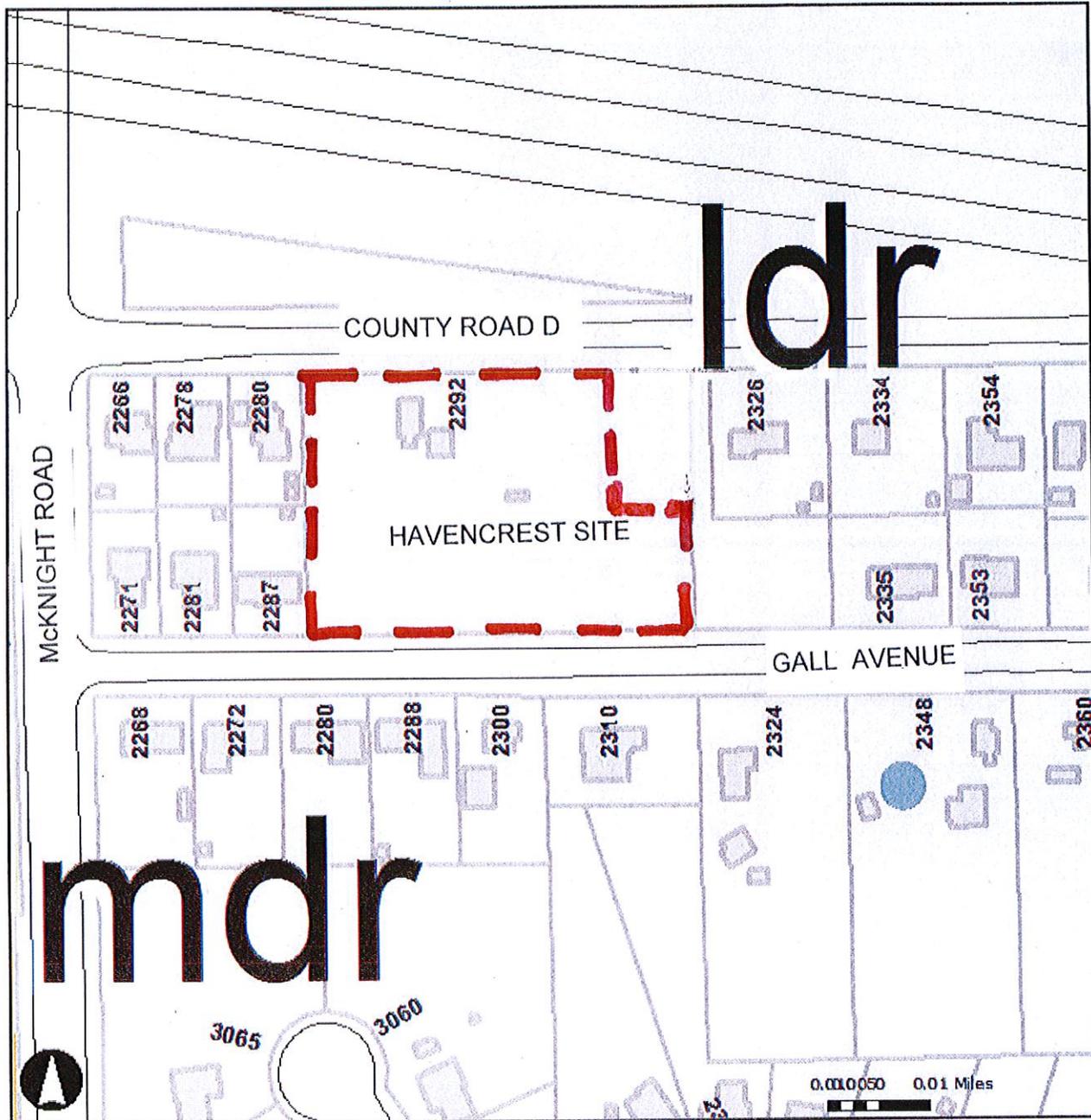
**Copyright**

MaplewoodBaseMap

Chad Bergo

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

# LAND USE PLAN MAP



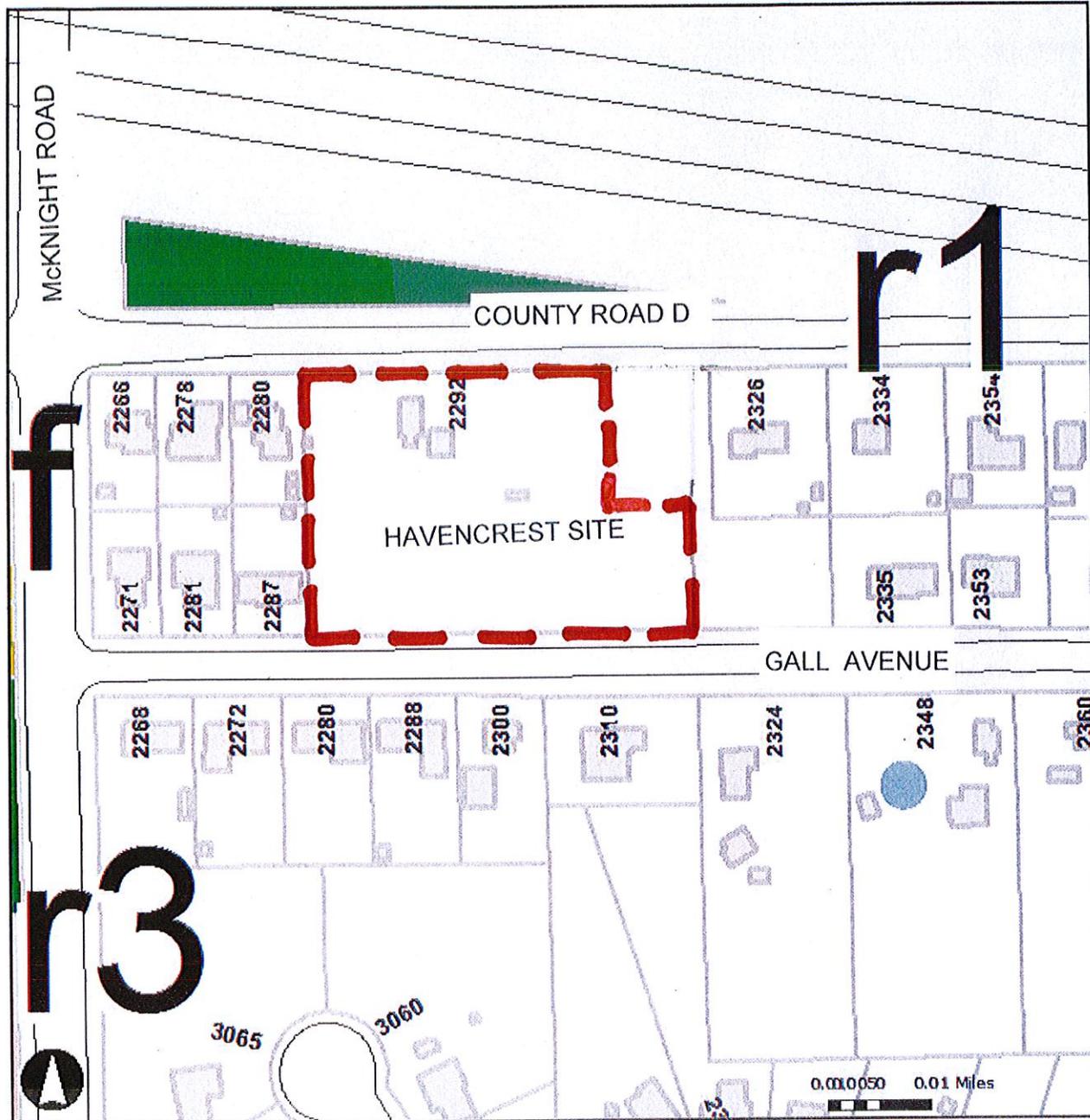
**Copyright**

MaplewoodBaseMap

Chad Bergo

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# ZONING MAP



**Copyright**

MaplewoodBaseMap

Chad Bergo

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**Engineering Plan Review**

**PROJECT:** Havencrest Development  
**PROJECT NO:** 12-17  
**COMMENTS BY:** Jon Jarosch, P.E. – Staff Engineer  
**DATE:** 2-25-2013  
**PLAN SET:** Revised Plans Dated 2-11-2013

The applicant is proposing to remove the existing single family home at 2292 County Road D and plat the property into nine single dwelling home sites.

Utility service for the proposed lots is readily available. Nine sanitary sewer services are currently stubbed into the property, along with six water services. A watermain along the south side of Gall Avenue is available to provide water service to the remaining three lots.

Drainage for the development is proposed to be accommodated by utilizing existing storm sewer in the area, along with the addition of a backyard drainage system.

The following are engineering review comments on the design, and act as conditions prior to issuing permits:

**Drainage and Stormwater Management**

- 1) Per Maplewood engineering standards, building lowest floor elevations (LFE) shall be at least two feet above the 100-year high water level and at least one foot above the emergency overflow elevation for the backyard low area. The developer is working with the City to meet the intent of this standard.
- 2) Hydraulic calculations shall be provided detailing the high water level (HWL) for the backyard low area. Likewise, pipe sizing calculations shall be provided for all proposed storm sewer.
- 3) Drainage patterns to and from adjacent properties shall be maintained. Additional drainage shall not be conveyed to adjacent properties.
- 4) An existing storm sewer pipe along the north side of Gall Avenue is not currently shown on the plans. This pipe extends along the entire frontage of lots 5 & 6. This pipe shall be shown on the plans.
- 5) Existing storm sewer infrastructure shall be protected throughout construction.
- 6) Provide details on the proposed manhole and its construction over the existing storm sewer.

### Grading and Erosion Control

- 7) It appears, from the contours, that runoff will flow towards the proposed building at the north end of Lot 1. The grading shall be adjusted to maintain adequate drainage away from the building. The contour interval may simply need to be adjusted to provide more detail in this area.
- 8) Critical drainage areas (swales, emergency overflows, etc.) shall be clearly identified on the plans such that individual home builders can easily identify areas where drainage needs to be maintained.
- 9) Inlet protection devices shall be installed on the existing storm sewer along Gall Avenue and County Road D prior to construction. These inlet protection devices shall be noted on the plans.
- 10) County Road D and Gall Avenue shall be swept as needed to keep the road clear of sediment and construction debris.
- 11) More detail shall be provided for the emergency overflow swale. In particular, more detailed grading shall be shown depicting how drainage will be kept off adjacent properties.
- 12) Building elevation information shall be shown for the existing building on Lot 6 of Robert Tilsen's Maplewood Heights No. 13. This information is necessary to ensure that drainage from the Havencrest development will not impact the existing buildings on this property.
- 13) All disturbed areas shall be stabilized as soon as possible after grading operations cease; but in no case longer than 14 days from completion of grading.

### Sanitary Sewer and Water Service

- 14) Provide details for the connection to existing sanitary sewer services.
- 15) The proposed water services are subject to the review and conditions of the City of North Saint Paul (NSP). The applicant shall submit plans and specifications to NSP for review and meet all requirements they may have prior to the issuance of a grading permit by the City.

### Other

- 16) The developer shall submit a copy of the MPCA's construction stormwater permit (SWPPP) to the city before the city will issue a grading permit for this project.

- 17) All disturbed right-of-way areas shall be restored per the City of Maplewood's right-of-way ordinance.
- 18) The Owner shall satisfy all requirements of all permitting and reviewing agencies including the MPCA, NSP, and the Ramsey Washington Metro Watershed District (RWMWD).

## Environmental Review

**Project:** Havencrest Subdivision

**Date of Original Plans:** February 11, 2013

**Date of Review:** February 25, 2013

**Reviewers:** Shann Finwall, Environmental Planner  
(651) 249-2304; [shann.finwall@ci.maplewood.mn.us](mailto:shann.finwall@ci.maplewood.mn.us)

**Background:** The Havencrest proposal subdivides a 102,967 square foot lot into nine new single family lots. The property is located between County Road D and Gall Avenue, east of Standridge Place in Maplewood. The lot is heavily wooded and must comply with the City's tree removal and replacement guidelines.

### Ordinance Requirements:

Tree Preservation Ordinance: Maplewood's tree preservation ordinance describes a significant tree as a hardwood tree with a minimum of 6 inches in diameter, an evergreen tree with a minimum of 8 inches in diameter, and a softwood tree with a minimum of 12 inches in diameter.

The ordinance requires any significant tree removed to be replaced based on a tree mitigation calculation. The calculation takes into account the total caliper inches of trees located on the site and the caliper inches removed.

Tree Removal and Required Replacement: The Havencrest tree plan indicates that there are significant trees on the lot equaling 475 caliper inches. Of the significant trees, the applicant proposes to remove 367 caliper inches with the development. The City's tree replacement calculation requires that the developer replace 315 caliper inches.

The applicant is proposing to plant a total of 285 caliper inches of replacement trees/shrubs. In order to meet the City's tree preservation ordinance the applicant must plant an additional 30 caliper inches (or approximately 12 – 2.5 caliper inch trees), or pay into the City's tree fund in the amount of \$1,800 (30 x \$60 per caliper inch).

Landscape Plan: The landscape plan shows 73 trees and 120 woody shrubs. Each outside lot will have approximately 12 new trees and several shrubs and the interior lots will have approximately 7 new trees and several shrubs. There doesn't appear to be room for additional trees and shrubs plantings on each lot.

### Recommendations:

1. Prior to issuance of a grading permit the developer shall:
  - a. Submit a cash payment in the amount of \$1,800 to the City's tree fund. The payment is required to cover the 30 caliper inches of significant trees which cannot be replaced on the site (30 x \$60 per caliper inch).

- b. Submit a tree protection plan to be approved by staff which shows safety fencing placed around significant trees not scheduled for removal.
  - c. Submit a tree escrow to cover the required replacement trees.
- 2. Prior to issuance of a building permit for each lot the builder shall:
  - a. Submit a tree escrow for each lot. Once the builder's escrow is received by the City, the City will release that same amount from the original escrow to the original developer.
- 3. Prior to issuance of a certificate of occupancy for each lot the builder shall:
  - a. Plant all required replacement trees and shrubs. The replacement trees and shrubs must have a one-year warranty. Once the trees have been planted, the City will release the builder's tree escrow for each lot.
  - b. If a certificate of occupancy is requested in the winter or during a non-growing season, the city shall retain the escrow until all required trees and shrubs are planted. If after three years, all required trees and shrubs are not planted as required on any lot, the city shall transfer the required escrow into the city's tree fund.

P:Sec1-29\Havencrest Single Family Subdivision\Environmental Review

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Michael Thompson, Public Works Director  
Bryan P. Nagel, Street Superintendent  
**SUBJECT:** **Approval of Purchase for 2013-2014 Road Salt**  
**DATE:** April 3, 2013

### INTRODUCTION

Each year the street maintenance division purchases de-icing salt under a state cooperative purchasing agreement. The council should consider approval of this purchase.

### BACKGROUND

In order to be included in this program, the state requires the city to submit estimated salt needs for the 2013-2014 season by early May. This year the state will have two separate contracts, one for regular road salt and one for treated road salt. Both contracts will have the 90/110 rule which requires the city to purchase at least 90% of the estimated order quantity and the vendor guarantees to supply 110% of the city's estimated order quantity at the locked price.

Early orders are required to be included in the cooperative purchasing contract. Based on usage and carry over from this past season, we estimate regular road salt needs of 900 tons (estimated at \$66.17/ton) and treated road salt needs of 300 tons (estimated at \$73.49/ton).

### BUDGET IMPACT

The funds for this purchase are budgeted in the snow and ice control program, 101-514-000-4180, as part of the approved 2013 operating budget. This was a planned expenditure and authorization of up to \$90,000 for the salt purchase contract is requested.

### RECOMMENDATION

It is recommended that the City Council authorize the purchase of de-icing salt under state contract in an amount not to exceed \$90,000.

## MEMORANDUM

**TO:** James Antonen, City Manager  
**FROM:** Michael Martin, AICP, Planner  
 Charles Ahl, Assistant City Manager  
**SUBJECT:** **Consideration of Variances to the Wetland and Shoreland Ordinances and Pool Fence Exception Request for the Construction of a Swimming Pool**  
**LOCATION:** 660 Eldridge Avenue East  
**VOTE REQUIRED:** Simple Council Majority Required for Approval of Variances  
**DATE:** April 2, 2013

### INTRODUCTION

Amanda and Joseph Schneider are proposing to install an in-ground swimming pool within the backyard of their home at 660 Eldridge Avenue East. Their entire backyard is within the buffer areas as determined by the wetland and shoreland ordinances. This means the city council would need to approve variances to allow for the construction of a swimming pool.

### Request

The applicant is requesting the following:

- A 46-foot shoreland buffer variance from Oehrline's Lake, also on the southwest side of the Schneider's property. The code requires a 75-foot setback from this Class 4 Public Water body. The applicant is proposing a 29-foot setback from the water's edge.
- A 21-foot wetland buffer variance from the Manage B wetland on the southwest side of the Schneider's property. The code requires a 50-foot buffer from the Manage B wetland, adjacent to a lake. The applicant is proposing a 29-foot setback from the wetland.
- The applicant is requesting an exception to the requirement of installing a four-foot fence around the pool and instead would install a pool cover. City code allows the city council to consider exceptions to this requirement.

### DISCUSSION

#### Shoreland Ordinance

Lake Oehrline is a Class 4 Public Water. The shoreland ordinance requires structures (including pools) to have a setback of 75 feet to the ordinary high water mark of a Class 4 Public Water. The maximum percentage of impervious surface for a single family waterfront lot is 30 percent, with the possibility of increasing that to 40 percent with stormwater best management practices approved by the city engineer.

The house is located within 76 feet and the deck is located within 57 feet from the ordinary high water mark of Lake Oehrline. City staff calculates the dry land of the lot to be 17,700 square feet in area with 5,875 square feet of impervious surface coverage (33.2 percent). The lot currently

exceeds the shoreland structure setback requirements of 75 feet to the ordinary high water mark and the impervious surface coverage maximums of 30 percent.

The pool will be located within 29 feet of the lake and will require a 46-foot shoreland structure setback variance. As part of the applicant's current plans, they are removing 200 square feet of existing concrete and have agreed to plant rain gardens in order to achieve the impervious surface bonus allowed by code. City staff calculates the impervious surface coverage increasing to 38.4 percent. The applicant will be required to submit a revised landscape plan showing the rain gardens which will be approved by the city engineer to ensure the stormwater best management practices are implemented.

### **Wetland Ordinance**

Lake Oehrline is also classified as a Manage B wetland (entire lake is a wetland). The wetland ordinance requires a 50 foot buffer for Manage B wetlands. The house is located within 76 feet and the deck is located within 57 feet of the wetland. The lawn area adjacent the wetland is almost completely mowed, with four feet of rock lined shore.

The pool will be constructed within 29 feet of the wetland and will require a 21 foot wetland buffer variance. The house was built prior to the City's shoreland and wetland ordinance requirements. It is a pre-existing, nonconforming lot with lawn maintained up to the edge of the lake.

### **Mitigation Strategies**

City staff worked with the applicant on mitigation strategies that would reduce the impacts of the pool construction to the lake and wetland. The mitigation strategies chosen by the applicant include the installation of a 15-foot-wide buffer planting along at least 75 percent of the shoreline and the removal of impervious surface.

Buffer Planting Design: Maplewood's wetland ordinance states that a mitigated wetland buffer must be planted with native vegetation. The March 5, 2013, landscape buffer design submitted by the applicant mixes native and nonnative plants. The buffer is designed more as a garden rather than a naturalized buffer planting. While the design has a nice mix of shrubs and perennials, it does not meet the requirements of being a native vegetated buffer. There is opportunity for aesthetic plantings in designing a native buffer, as long as the functionality of the buffer is met including root structures are adequate to hold the soil, buffer provides habitat for native insects and wildlife (thus mostly native plants), and vegetation slows and filters stormwater runoff. For additional staff comments on the buffer planting design, please refer to the attached environmental report attached to this memo.

### **Pool Fence Exception**

The applicant is requesting the city council grant an exception to the city's pool fence requirement. The city code currently requires pools be surrounded with a non-climbable or chain link fence of at least four feet in height. Alternatives to the fence requirement, such as the applicant's proposal to use a pool cover, may be considered as an option but shall be subject to review and approval by the city council.

The pool cover being proposed would meet safety and weight-bearing standards so staff would be comfortable with its use. The applicant did state in their letter, attached to this memo, they preferred a cover over a fence because of established wildlife migration patterns. If a fence was required, because of wetland and shoreland setback requirements, it would need to be installed as close to the pool as possible, which would leave plenty of movement area between the lake and pool area for wildlife.

### **Engineering Comments**

Refer to the report by Jon Jarosch of the Maplewood Engineering Department dated March 12, 2013. Mr. Jarosch's conditions noted in his report should be made conditions of this project.

### **Building Official's Comments**

Dave Fisher, the Maplewood Building Official, had the following comments:

- Must meet all building code requirements.

### **Environmental Planner's Comments**

Refer to the report by Shann Finwall and Virginia Gaynor dated March 12, 2013. Ms. Finwall and Ms. Gaynor's conditions noted in their report should be made conditions of this project.

## **COMMITTEE ACTION**

### Environmental and Natural Resources Commission

On March 18, 2013, the environmental and natural resources commission reviewed the proposed variances and recommended approval. The commission had some additional recommendations including replacing a tree, which has been incorporated into the environmental review attached to this report.

### Planning Commission

On March 19, 2013, the planning commission held a public hearing and recommended approval of the proposed shoreland setback wetland buffer variances for a backyard swimming pool. The commission also recommended approval of allowing a pool cover instead of a fence.

## **RECOMMENDATIONS**

1. Adopt the resolution approving a shoreland setback variance from Oehrline's Lake – a Class 4 Public Water. Approval is based on the following reasons:
  - A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the shoreland setback requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
  - B. Approval of the requested shoreland setback variance would benefit the adjacent lake because the site will be planted with additional buffer plantings.

- C. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- D. The Minnesota Department of Natural Resources has reviewed the applicant's plans and does not require a permit or have any state statutes that prevent the pool from being built.

Approval of the shoreland setback variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and in Shann Finwall and Virginia Gaynor's Environmental Review.

- 2. Adopt the resolution approving a wetland buffer variance from the Manage B wetland adjacent to a lake. Approval is based on the following reasons:

- A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- B. Approval of the requested wetland buffer variance would benefit the adjacent wetland because the site will be planted with additional buffer plantings.
- C. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- D. The Ramsey Washington Metro Watershed District has reviewed the applicant's plans and had no concerns and does not require a permit.

Approval of the wetland buffer variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and in Shann Finwall and Virginia Gaynor's Environmental Review.

- 3. Approve the applicant's request for an exception from the city's pool fence requirement to allow the use of a pool cover. The pool cover alternative is approved because the applicant has shown that it is designed to meet the safety and weight-bearing requirements of the American Society of Testing and Materials.

## CITIZENS' COMMENTS

City Staff surveyed the owner of the 35 properties within 500 feet of the site for their comments about the proposal. Of the seven replies, four was in favor and three had general comments.

### In Favor

- We have no objection to the location of the swimming pool but we doubt that an automatic pool cover would be safer than a high fence. A swimming pool is an attraction to neighborhood children but other swimming pools in this neighborhood have not been a problem. (Karen Bade, 691 Eldridge Avenue East)
- Duane and I have no objection to our neighbors at 660 Eldridge Avenue East building a pool to their specifications. (Duane and Carol Brekken)
- I have no objections to this proposal if it is OK with their immediate next door neighbors on the right and left of them. (Donna Larson, 618 County Road B East)
- I am OK with project (comments received via phone call) (J. L. Zollinger, 2138 Greenbrier Street North)

### Comments

- Project may be OK provided the bottom of the pool will be above the high water elevation of the lake in order to avoid water problems. Setback from lake not ideal, but OK. A pool cover is needed for safety. (Floyd Erickson, 2094 Edgerton Street North)
- Concerned with precise property lines and wanting to make sure irons are in correct location to accurately site the pool. (comments received via phone call) (Steven Favilla, 670 Eldridge Avenue East)
- We received you letter regarding the Variance and Pool Fence Exemption Request. Here are some questions first:
  1. Are there liability concerns not only for the homeowner but also for the city for approving a Pool Fence Exemption?
  2. How close are the other pools around the lake? What is the precedence that is mentioned in the letter?
  3. I am surprised that breaching the lake and wetland setback is being entertained given freshwater management practices today - as an Architect that is constantly designing buildings to meet setback requirements where is the hardship here??
  4. As a mother of (3) young children in the neighborhood -- How does an Automatic pool cover work?? As I understand someone still needs to remember to close the cover?? I realize that we are close to the lake but there is zero entry opportunities -- the pool has a deep end -- having had my youngest daughter nearly drown last summer in a pool while I was nearby -- I am not comfortable with a pool without a fence around it. My parents have

an auto pool cover for when not in use as well as the fence -- belts and suspenders. I think that the fence as drawn would impact their views -- however a nicely designed fence just around the pool deck area would be more appealing and won't interrupt the turtle breeding grounds like shown in the attached diagram??

5. Are the adjacent neighbors also in agreement of the no fence exemption like they are the setback?

6. Is installing a pool a hardship?? I get that the property is already non-conforming but...just asking the question.

Closing Comments --

1. I think if they want a pool great -- but please fence it!!!

2. I am in a quandry over the setback breach -- as an Architect again we have to work within those day in and day out. Would love to hear your thoughts on this.

3. I am not really opposed to them having a pool -- sounds like fun -- our neighborhood is full of them just trying to wrap my head around these requests.

(Nicole Thompson, 699 Eldridge Avenue East)

## REFERENCE INFORMATION

### SITE DESCRIPTION

Site size: 0.61 acres

Existing Use: Single family home

### SURROUNDING LAND USES

North: Single family homes

South: Lake Oehrline

East: Single family homes

West: Single family homes

### PLANNING

Land Use Plan: LDR (low density residential)

Zoning: R1 (single dwelling)

#### Criteria for Variance Approval

Section 44-13 of the city code allows the city council to grant variances. All variances must follow the requirements provided in Minnesota State Statutes. State law requires that variances shall only be permitted when they are found to be:

1. In harmony with the general purposes and intent of the official control;
2. Consistent with the comprehensive plan;
3. When there are practical difficulties in complying with the official control. "Practical difficulties" means that the property owner proposes to use the property in a reasonable manner not permitted by an official control. The plight of the landowner is due to circumstances unique to the property not created by the landowner and the variance, if granted, will not alter the essential character of the locality.

#### Criteria for Wetland Buffer Variance Approval

Section 12-310 of the city code allows the city council to grant variances to wetland buffers. All variances must follow the requirements provided in Minnesota State Statutes. The council may grant a wetland buffer variance according to the language below:

- (1) Procedures. Procedures for granting variances from this section are as follows:
  - a. The city council may approve variances to the requirements in this section.
  - b. Before the city council acts on a variance, the environmental and natural resources commission will make a recommendation to the planning commission, who will in turn make a recommendation to the city council. The planning commission shall hold a

public hearing for the variance. The city shall notify property owners within 500 feet of the property for which the variance is being requested at least ten days before the hearing.

c. The city may require the applicant to mitigate any wetland, stream, or buffer alteration impacts with the approval of a variance, including, but not limited to, implementing one or more of the strategies listed in subsection 12-310(e)(4) (mitigation).

d. To approve a variance, the council must make the following findings as depicted in Minn. Stats. § 44-13:

4. In harmony with the general purposes and intent of the official control;
5. Consistent with the comprehensive plan;
6. When there are practical difficulties in complying with the official control. "Practical difficulties" means that the property owner proposes to use the property in a reasonable manner not permitted by an official control. The plight of the landowner is due to circumstances unique to the property not created by the landowner and the variance, if granted, will not alter the essential character of the locality.

### **Criteria for Pool Fence Exception**

Section 12-502 outlines the requirements for the installation of pools, including the need for a fence.

(8) All pools shall be surrounded with a non-climbable or chain link fence of at least four feet in height. The walls of an above-ground pool may substitute for a fence, provided the pool walls are at least four feet in height and the pool has a removable ladder, a self-closing/self-latching gate or some other means to prevent access. A fence surrounding a yard may also be used to meet this requirement, subject to these requirements.

Alternatives to the fence requirement, such as a proposal to use a pool cover or some other means of swimming-pool protection, shall be considered an exception request and shall be subject to review and approval by the city council.

## **APPLICATION/DECISION DEADLINE**

City staff received the complete application and plans for this proposal on January 28, 2013. State law requires that the city take action within 60 days of receiving complete applications. However, prior to a scheduled February 19, 2013 planning commission meeting the applicant requested an extension to rework the proposed site plan. This granted the city an additional 60 days for review, while leaving the city the option of extending an additional 60 days if needed. The deadline for city action on this proposal is May 28, 2013.

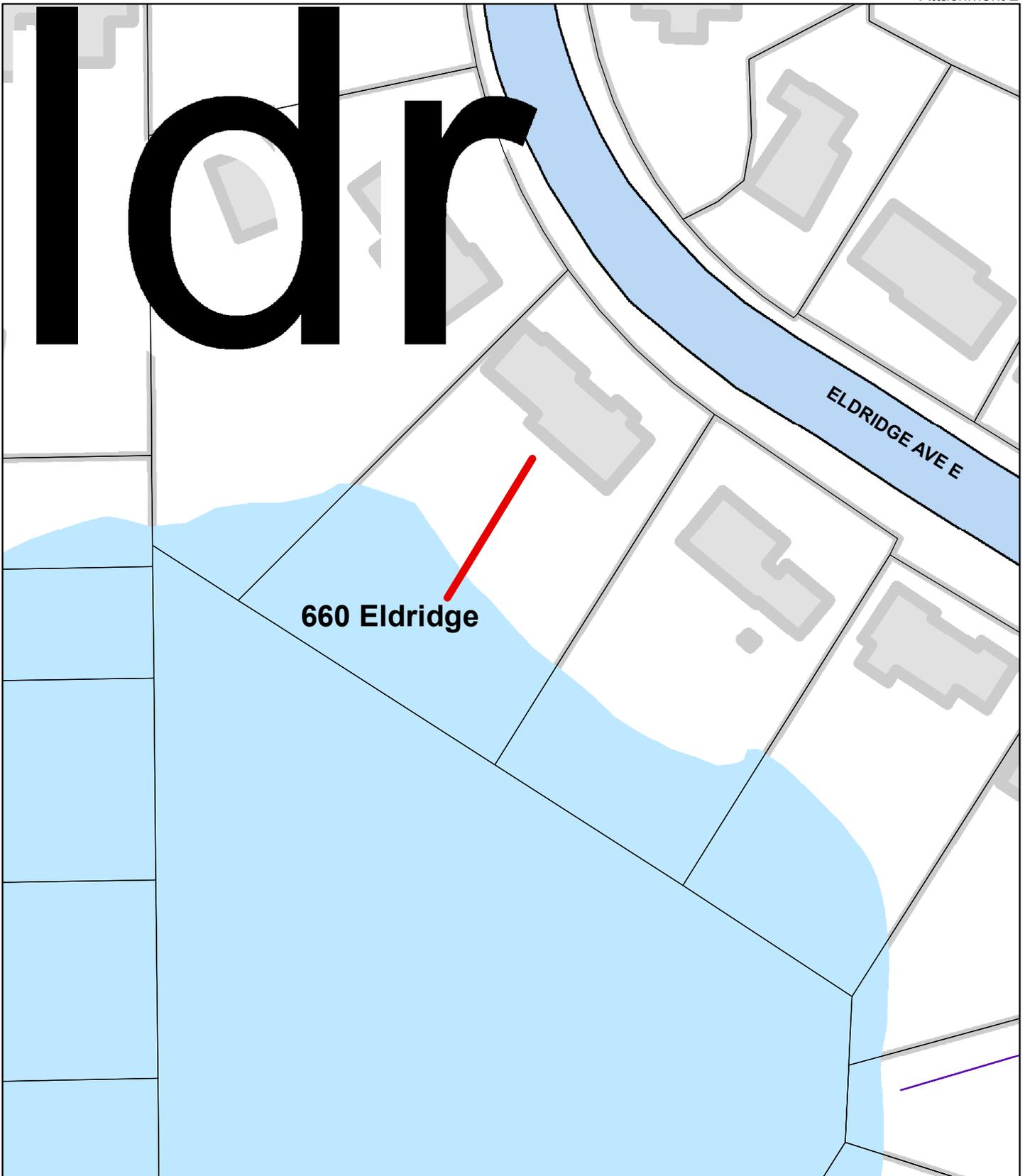
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### Attachments

1. Location Map
2. Future Land Use Map
3. Zoning Map
4. Wetland Map
5. Applicant's Letter of Request dated March 5, 2013
6. Site Plan
7. Landscape plan, dated March 5, 2013
8. Engineering Plan Review, dated March 13 2013
9. Environmental Plan Review, dated March 13, 2013
10. Environmental and Natural Resources Commission draft minutes, dated March 18, 2013
11. Planning Commission draft minutes, dated March 19, 2013
12. Shoreland Buffer Variance Resolution
13. Wetland Buffer Variance Resolution

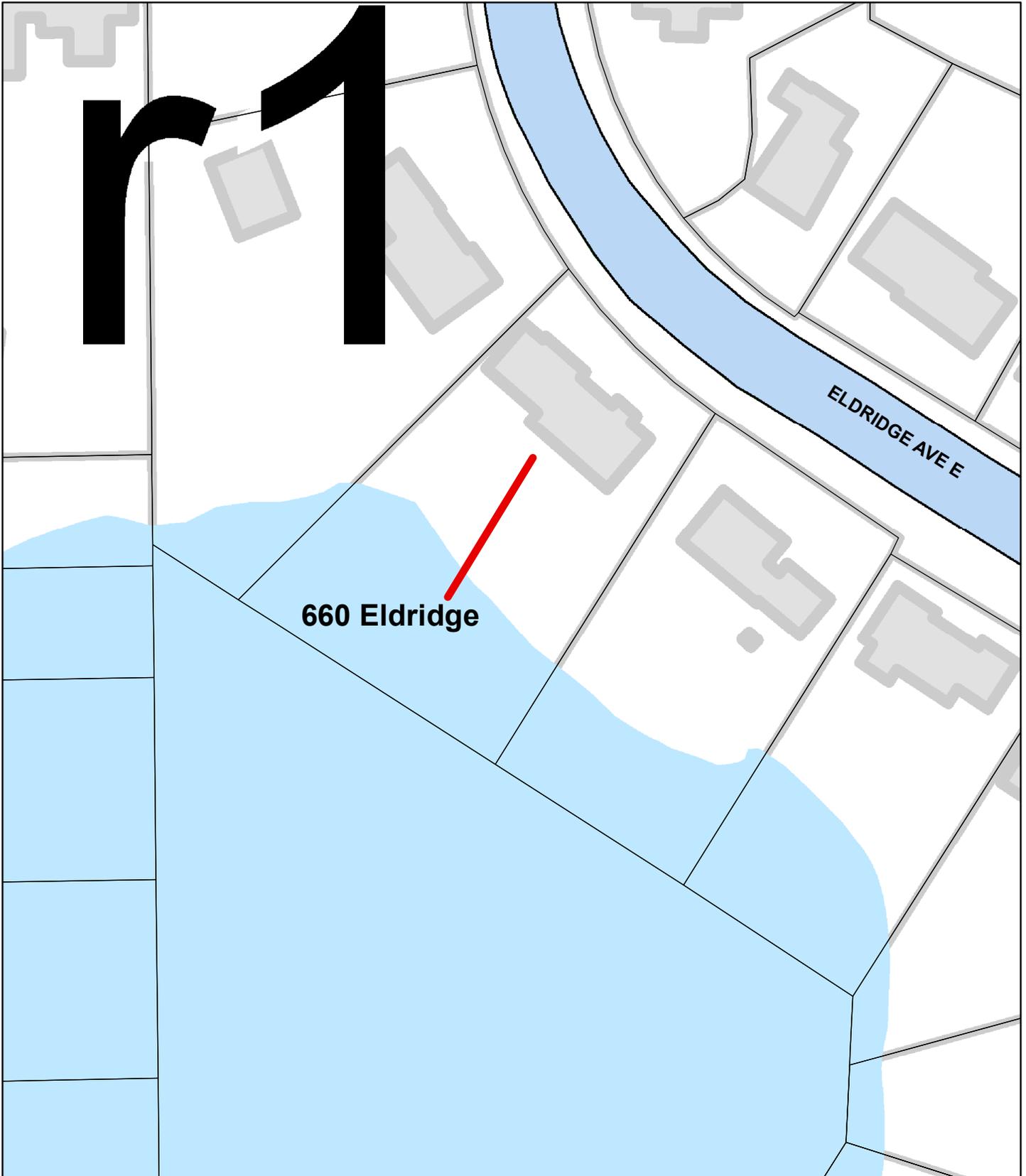


**660 Eldridge Avenue**  
Location Map

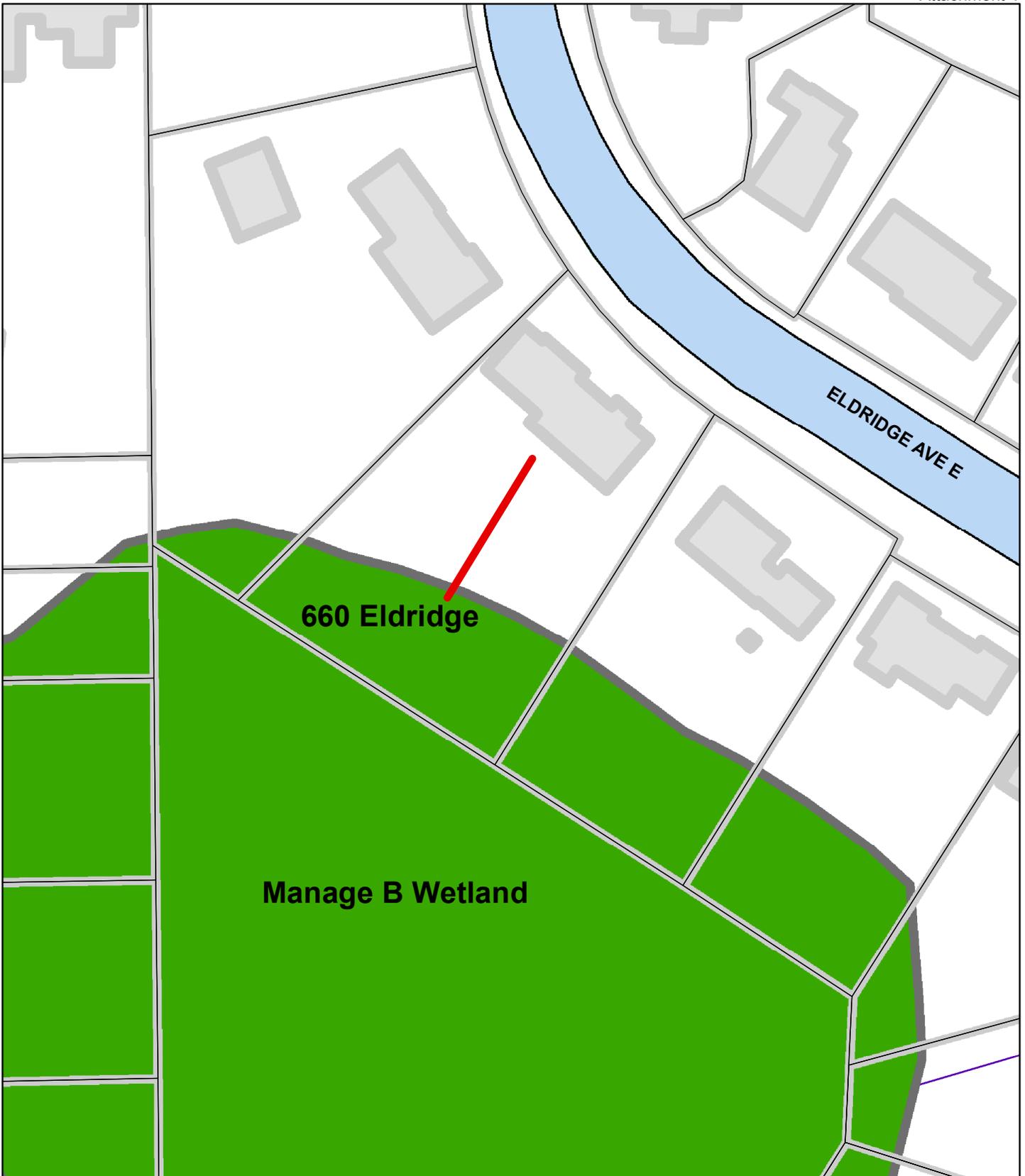


**660 Eldridge Avenue**

Land Use Map - LDR, low density residential



**660 Eldridge Avenue**  
Zoning Map - R1, single dwelling



**660 Eldridge Avenue**  
Wetland Map

Zoning code variance application – 660 Eldridge Ave E, Maplewood, MN 55117

1b. Practical difficulties means that the property owner proposes to use the property in a reasonable manner not permitted by an official control. The plight of the landowner is due to circumstances unique to the property not created by the landowner and the variance, if granted, will not alter the essential character of the locality. **Submit a statement showing how you would meet these two findings.**

We would like to use our property, located at 660 Eldridge Ave E, in a reasonable manner by installing an in-ground 18x36 foot pool and are requesting the following hardship variances/exemptions for our existing non-conforming property: 1) 14' wetland buffer, 2) 39' shore land setback and 3) pool fence exemption. *Note: no variance is being requested related to impervious soil ratio constraints as we will be under the 30% impervious after the installation of the pool.*

If a variance is granted, we will not unreasonably impact/alter the essential character of the locality or the neighborhood nor impact the adjacent wetland. Approximately 20% of the nearby homes, including several on lake Oehrline, have existing in-ground pools ensuring we would not be an anomaly. Maplecrest is a small tightknit community, attached are 5 letters of variance support (refer to tab 3). These letters come from adjacent neighbors, the head of the lake association and other lakeside home owners.

The pool plan and landscape are designed to negate any impact to the wetland. The existing landscape includes plants, small trees, significant vegetation and up to 4 feet of rock lined shore to preserve the look, integrity and safety of the wildlife habitat. As a further mitigation we will install a 15' vegetated border beyond the existing shoreline landscape which will **significantly slow** the runoff into the lake that exists today. The 15' border will consist of a mixture of 2-12' high shrubs such as sumac low-grow, winterberry, fragrant sumac, nannyberry, and high brush American cranberry. A variety of perennials, such as one eyed susan's, will also be planted in the 15' border to increase the visual appeal of the shoreline. In addition to slowing runoff into the lake, we are hopeful that our 15' border will promote our neighbors along the lake to grow out their grass, increase plantings and reduce their runoff into the lake as well. Finally, included are soil test results (refer to tab 6) demonstrating there would be no water table issues with a 5-foot deep pool further ensuring no impact to the immediate environment.

The pool will be fit with an auto cover for safety. As demonstrated in tab 7, the auto cover provides a high level of protection, more difficult to circumvent than a fence in many ways. The auto cover is nearly impenetrable protecting neighbors, kids and others from the pool. Pools can also be unexpectedly dangerous for wildlife such as turtles or other small mammals who often are fatally trapped in pools without an auto cover. Additionally, a fence could interrupt long held spring turtle breeding patterns and would negatively impact the view we have of lake Oehrline. For all of these reasons we feel an auto cover is the best option for our situation.

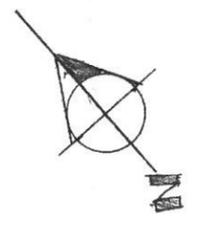
In conclusion, if our variance application is approved, our mitigations will significantly improve the environment via less run off into the lake, will improve the look of the shoreline and will hopefully promote many of our neighbors along the lake to follow our lead with

plantings/buffers to reduce their run off into the lake. Thank you in advance for your consideration, please contact us with any questions or follow up you require @ 612-963-4970.

Sincerely,

Amanda & Joseph Schneider

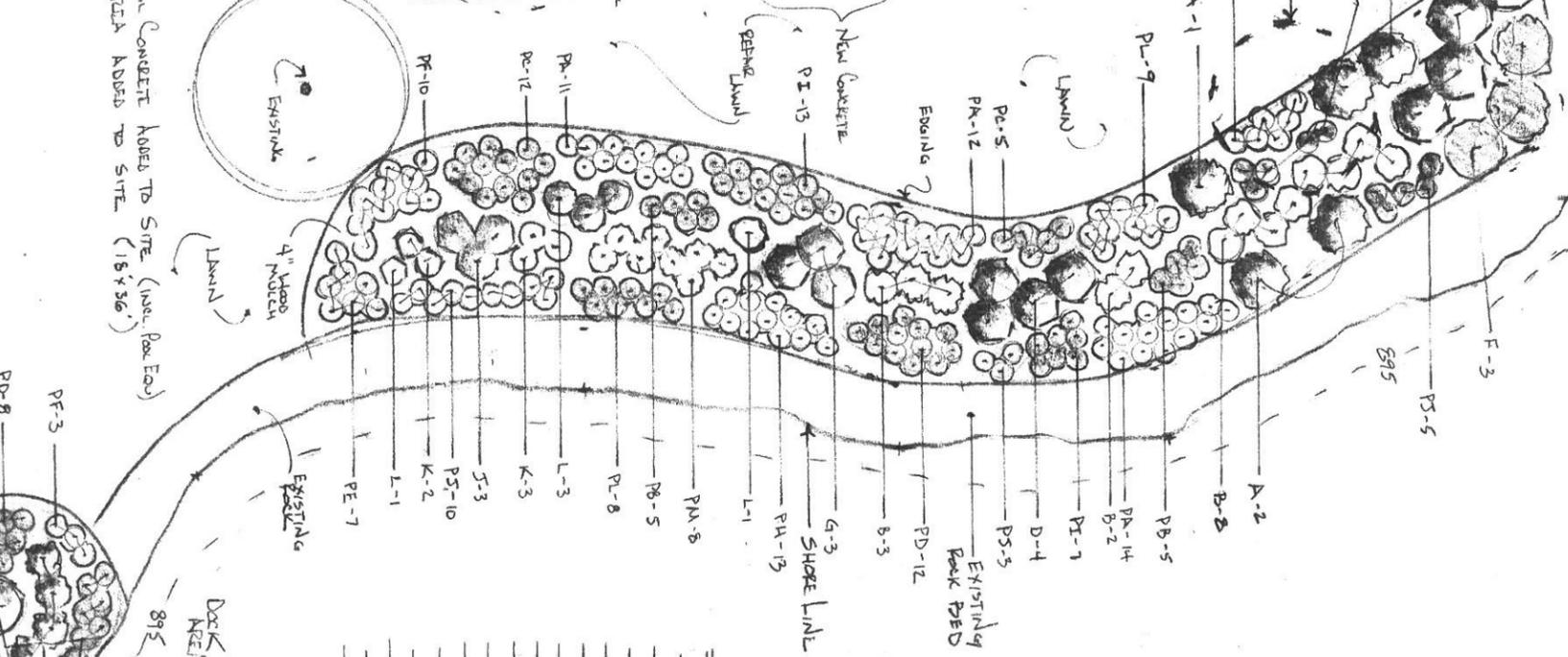
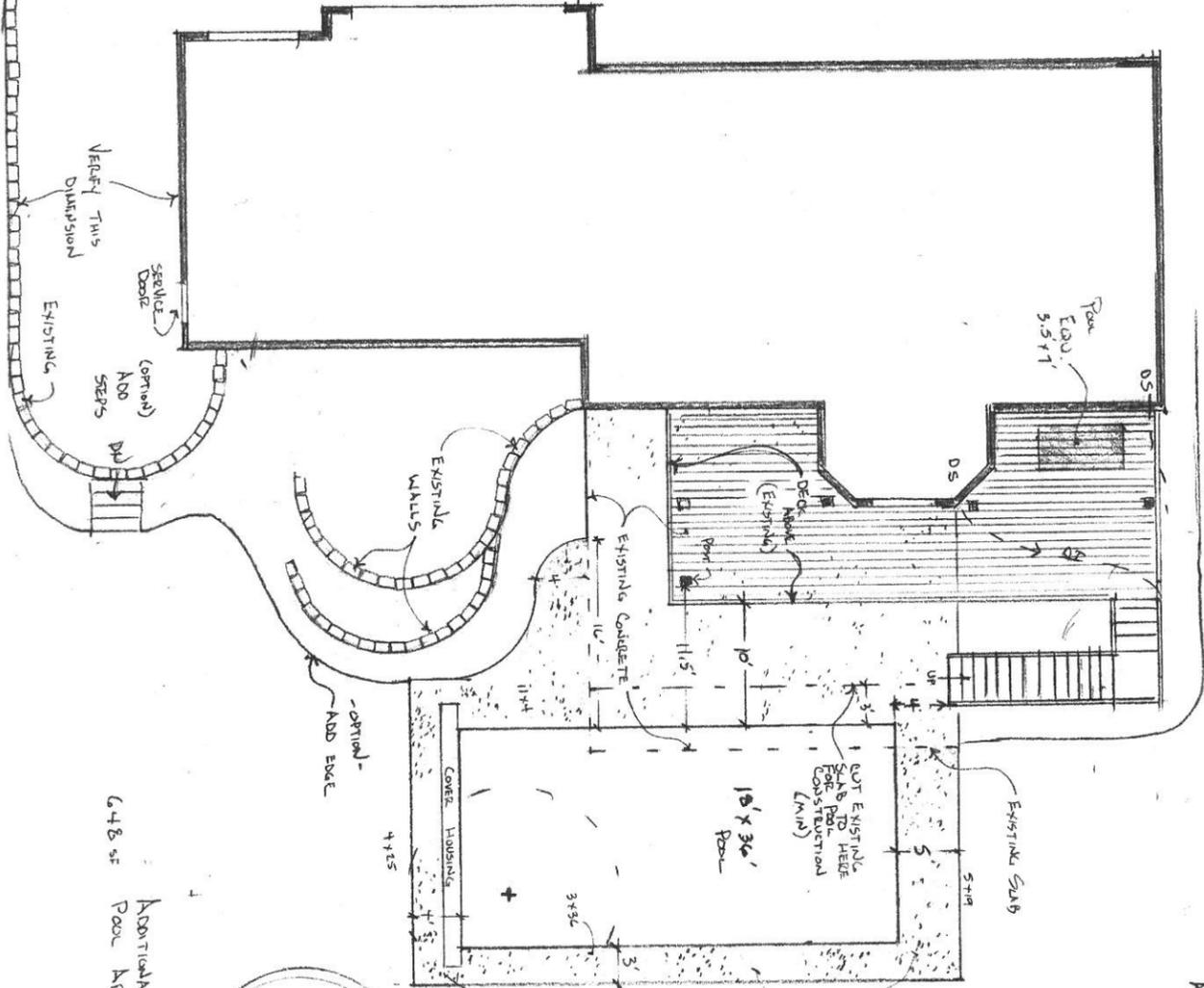
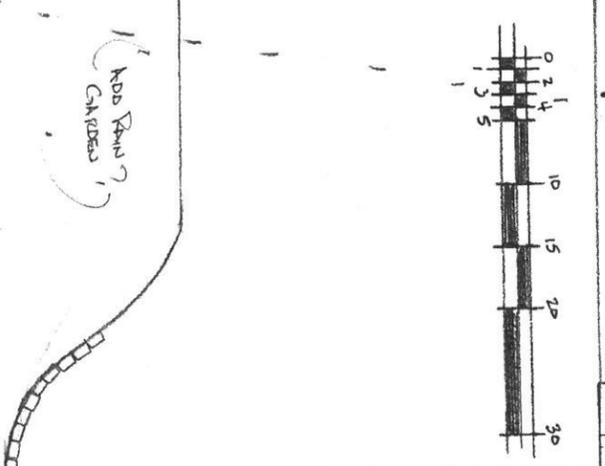




FOR: SCHNEIDER  
DOE & BARNER  
600 ELDREDGE AVE  
MAREWOOD, MN 55117

POOL  
POOL SIDE  
POB ANDERSON  
651-755-0318

LANDSCAPE:  
OUTDOOR DEN, LLC  
SHOREVIEW, MN  
651-238-4844  
POB MORSE  
2-14-13 3/5/13  
1 1/8" = 1'-0"



SHRUBS

CODE	Common Name	Botanical
A-5	Shrub 'Low - Green'	Rosa ARBorea 'Low - Green'
B-17	Black Chokeberry	Aegle MICHOCARPA
C-1	Dark Bush Holly	DIERVA Lonicera
D-4	Opuntia	OPUNTIA STRICKLANDII
E-6	Red Twig Dogwood	DOGWOOD
F-6	Hicoria	HICORIA
G-3	Dwarf Nandiver	PHYSCALOPUS OPULIFOLIUS 'NANUS'
<b>GRASSES</b>		
I-3	Smiracgrass	Panicum VIRGATUM
K-5	Little Bluestem	SCHIZANTHRUS SCOPARIUM
L-6	Red Top	Sporobolus HELICOPUS
M-1	Side Ons Grass	BOUTELOUA CURTISIANA
N		
P		
Q		
R		
S		
T		
V		

PERENNIALS / WINDFLOWERS

PA-37	Blood-Red Salvia	1-3'	Rudbeckia HIETA
PB-10	Buffalo Salvia	4-5'	Euphorbia AUSTRALIS
PC-23	Aster		Aster x NEOSISSI 'DEUTSCHLAND'
PD-25	Aspidistra		Saxifraga x KURUMI TOY
PE-15	Litsea		HEUCHERA 'CITRINEA'
PF-13	Red Fox		VERONICA SPICATA 'Red Fox'
PG-11	Red Fox		VERONICA SPICATA 'Red Fox'
PH-13	Red Fox		VERONICA SPICATA 'Red Fox'
PI-13	Red Fox		VERONICA SPICATA 'Red Fox'
PJ-13	Red Fox		VERONICA SPICATA 'Red Fox'
PK-3	Red Fox		VERONICA SPICATA 'Red Fox'
PL-3	Red Fox		VERONICA SPICATA 'Red Fox'
PM-8	Red Fox		VERONICA SPICATA 'Red Fox'
PN-8	Red Fox		VERONICA SPICATA 'Red Fox'
PO-8	Red Fox		VERONICA SPICATA 'Red Fox'
PP-8	Red Fox		VERONICA SPICATA 'Red Fox'
PQ	Red Fox		VERONICA SPICATA 'Red Fox'

DR = DRINK TREE  
PU = Pop UP  
DS = Down Spout

Additional Concrete Added to Site (Incl. Pool Edge)  
648 sq Pool Area Added to Site (18'x36')

435 sq SF Area

SCHNEIDER  
2-14-13  
3-5-13

**Engineering Plan Review**

**PROJECT:** 660 Eldridge Avenue In-Ground Swimming Pool Installation  
**OWNER:** Amanda & Joseph Schneider  
**COMMENTS BY:** Jon Jarosch, P.E.

**DATE:** 3-12-2013

**PLAN SET:** Drawing Dated 3-5-2013  
**OTHER:** Impervious Surface Calculations

The applicant is proposing to install a 18-foot by 36-foot in ground swimming pool at 660 Eldridge Avenue. The pool is currently proposed at 5-feet in depth and would be placed at the rear of the existing home. A deck area surrounding the pool is also proposed.

The applicant is currently requesting an exemption from the pool fence requirement via the use of an automatic cover. The applicant is also seeking a 14-foot wetland setback variance and a 39-foot shoreland setback variance.

The following are engineering review comments and act as conditions prior to issuing any permits for this proposal.

- 1) It appears from the sketch provided that this property will be at or over the maximum allowable impervious surface coverage with the proposed pool and accompanying deck. The applicant shall provide a plan showing more detailed dimensions of the pool and surrounding deck for impervious surface calculations. The installation of the pool and surrounding deck may require the installation of storm-water best management practices (raingarden, etc.) due to impervious surface coverage limitations.
- 2) As was noted in the email from the applicant's drilling consultant, groundwater levels are constantly fluctuating. The groundwater level noted in the drilling report is very close to the bottom of the proposed pool. The plans shall include the signature of a licensed engineer. The engineer shall certify the construction of the proposed pool as it pertains to the groundwater level.
- 3) All disturbed areas shall be graded to slopes of 3H:1V or less. This may require the use of retaining walls. Should retaining walls be necessary, they shall be placed as close to the pool area as possible.
- 4) Erosion control shall be installed prior to any construction activities. Permanent restoration of all disturbed areas shall occur within 10 days of completion of grading activities.
- 5) The Owner shall satisfy requirements of all permitting and reviewing agencies.
- 6) All dewatering operations shall direct water to the street in front of the property. Dewatering into the lake is not allowed. All waters shall be de-chlorinated prior to discharge.

## Environmental Review

<b>Project:</b>	Schneider Pool Variance
<b>Date of Plans:</b>	March 5, 2013
<b>Date of Review:</b>	March 12, 2013
<b>Report Update:</b>	April 1, 2013
<b>Location:</b>	660 Eldridge Avenue East
<b>Reviewers:</b>	Shann Finwall, Environmental Planner (651) 249-2304; <a href="mailto:shann.finwall@ci.maplewood.mn.us">shann.finwall@ci.maplewood.mn.us</a> Virginia Gaynor, Natural Resources Coordinator (651) 249-2416; <a href="mailto:virginia.gaynor@ci.maplewood.mn.us">virginia.gaynor@ci.maplewood.mn.us</a>

**Background:** The applicant is proposing to construct a swimming pool in their backyard adjacent Lake Oehrline. The property is located within a Shoreland District and is adjacent a wetland.

### 1. Environmental Impacts:

- a. **Shoreland Ordinance:** Lake Oehrline is a Class 4 Public Water. The shoreland ordinance requires structures (including pools) to have a setback of 75 feet to the ordinary high water mark of a Class 4 Public Water. The maximum percentage of impervious surface for a single family waterfront lot is 30 percent, with the possibility of increasing that to 40 percent with stormwater best practices approved by the City.

Existing Conditions: The house is located within 76 feet and the deck is located within 57 feet of the ordinary high water mark of Lake Oehrline. City staff calculates the dry land of the lot to be 17,700 square feet in area with 5,875 square feet of impervious surface coverage (33.2 percent).

The lot currently exceeds the shoreland structure setback requirements of 75 feet to the ordinary high water mark and the impervious surface coverage maximums of 30 percent.

Shoreland Impacts: The pool will be located within 29 feet of the lake and will require a 46-foot shoreland structure setback variance. City staff calculates the impervious surface coverage increasing to 38.4 percent and will require an 8.4 percent impervious surface variance. The impervious surface variance can be avoided with the approval of stormwater best practices to allow for impervious surface bonuses.

- b. **Wetland Ordinance:** Lake Oehrline is also classified as a Manage B wetland (entire lake is a wetland). The wetland ordinance requires a 50 foot buffer for Manage B wetlands.

Existing Conditions: The house is located within 76 feet and the deck is located within 57 feet of the wetland. The lawn area adjacent the wetland is almost completely mowed, with four feet of rock lined shore.

Wetland Impacts: The pool will be constructed within 29 feet of the wetland and will require a 21 foot wetland buffer variance.

2. **Variance Mitigation Strategies and Stormwater Best Practices:** The house was built prior to the City's shoreland and wetland ordinance requirements. It is a pre-existing, nonconforming lot with lawn maintained up to the edge of the lake. City staff worked with the applicant on mitigation and stormwater best practices that would reduce the impacts of the pool construction to the lake and wetland. The mitigation strategies chosen by the applicant include the installation of a 15-foot-wide buffer planting along at least 75 percent of the shoreline, removal of impervious surface, and installation of a rainwater garden.

a. **Buffer Planting Design:** Maplewood's wetland ordinance states that a mitigated wetland buffer must be planted with native vegetation. The March 5, 2013, landscape buffer design submitted by the applicant mixes native and nonnative plants. The buffer is designed more as a garden rather than a naturalized buffer planting. While the design has a nice mix of shrubs and perennials, it does not meet the requirements of being a native vegetated buffer. There is opportunity for aesthetic plantings in designing a native buffer, as long as the functionality of the buffer is met including root structures are adequate to hold the soil, buffer provides habitat for native insects and wildlife (thus mostly native plants), and vegetation slows and filters stormwater runoff. Staff concerns with the design submitted include:

- 1) There are too many non-native species in the design to meet requirements for buffer mitigation (99 non-native perennial plants, 14 native grass plants, and 115 native prairie plants). The shrub areas are fine and are well integrated into the bed.
- 2) There is too much massing of single species. Many of our native prairie flowers do not perform well when used this way and need to be interspersed with grasses or other flowers. A few species such as butterfly weed, and prairie onion, can do well massed.
- 3) There are too few native grasses in the design.
- 4) Ideally, a buffer of native prairie plants mixes grasses and flowers. This helps hold the soil since a variety of root systems are intertwined in an area, and it provides better cover since some plants have limited foliage.
- 5) Some of the native flowers specified in the design are not good for massing or are not good in the location they are placed:
  - a) Black-eyed Susan – The design specified our native black eyed- Susan. Our native is spindly, has little foliage, and typically just lives 2-3 years. It is great planted among

grasses, but does not do well as a mass planting. The plan called for 37 of these. If the intent was to use the cultivar ('Goldsturm') and not the native, that would do well here but would not meet the intent of the buffer.

- b) Blue-flag iris – This is our native wetland iris. It is typically planted at the water's edge, not mid slope. If the soil has high clay content, it may be okay in the location shown.
- c) Cardinal flower – This is sometimes short-lived in a garden setting.
- d) Lupine – Our native lupine is a showstopper in late May and early June. But it often goes dormant before the end of August. Thus it is not ideal for a mass planting, for the border edge. It is great mixed with prairie grasses and other species.

b. **Impervious Surface Coverage:** Jon Jarosch, staff engineer, calculated the existing impervious surface coverage on the lot to be 33.2 percent. The pool will add 925 square feet of impervious surface, bringing the overall coverage to 38.4 percent. City code allows up to 40 percent coverage with approved stormwater best practices. Following are the best practices approved by staff for the increased impervious surface:

- 1) Removal of Impervious Surface: The applicant proposes to remove a 200 square foot concrete patio located under the existing deck.
- 2) Installation of a Rainwater Garden: During the Environmental and Planning Commissions' review of the variance request, the applicant agreed to install a rainwater garden on the back side of the house to capture stormwater runoff prior to running into the lake/wetland. Final rainwater garden plans to be approved by staff prior to issuance of a building permit for the pool.

### 3. **Recommendations:**

a. **Buffer Planting Design:** The applicant's March 5, 2013, landscape plan shows a 15-foot-wide shoreland/wetland buffer which covers 75 percent of the lake/wetland frontage. The plan shows the planting of native and nonnative plants. Prior to issuance of a pool permit, the applicant must submit a revised landscape plan with the following design changes that will better meet buffer restoration requirements:

- a) The number of non-native perennials should be significantly reduced and should be restricted to the lawn side of the bed.
- b) Additional native grasses should be incorporated into the design.
- c) Portions of the non-shrub areas should mix native grasses and perennials.

- d) Substitutions should be made for the large patches of black-eyed Susan and lupine – or these areas should mix grasses with these flowers.
- b. **Impervious Surface:**
  - a) Submit a plan which reflects the removal of 200 square feet of impervious surface. Impervious surface to be removed includes concrete patio located under existing deck.
  - b) Submit a revised landscape plan which shows the installation of a rainwater garden on the back side of the house to capture stormwater runoff prior to running into the lake/wetland.
- c. **Surety:** Prior to issuance of a building permit for the pool the applicant should submit a letter of credit or cash escrow to cover the cost of the mitigation measures outlined above. The City will release the surety after completion of the pool and mitigation measures.

**DRAFT MINUTES  
CITY OF MAPLEWOOD  
ENVIRONMENTAL AND NATURAL RESOURCES COMMISSION**

7:00 p.m., Monday, March 18, 2013  
Council Chambers, City Hall  
1830 County Road B East

**5. NEW BUSINESS**

**a. Wetland Ordinance and Shoreland Ordinance Variance Requests for a Swimming pool – 660 Eldridge Ave East**

- i. Environmental Planner, Shann Finwall gave the report on the wetland ordinance and shoreland ordinance variance request for a swimming pool.
- ii. The applicant, Amanda Schneider, 660 Eldridge Ave East, addressed and answered questions of the commission.
- iii. Poolside, the pool contractor representative, Rob Anderson addressed and answered questions of the commission.

Commissioner Tripler moved to adopt the resolution approving a shoreland setback variance from Oehrline's Lake – a Class 4 Public Water. Approval is based on the following reasons:

- a. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the shoreland setback requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- b. Approval of the requested shoreland setback variance would benefit the adjacent lake because the site will be planted with additional buffer plantings.
- c. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- d. The Minnesota Department of Natural Resources has reviewed the applicant's plans and does not require a permit or have any state statutes that prevent the pool from being built.

Approval of the shoreland setback variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and Shann Finwall and Virginia Gaynor's Environmental Review.

Seconded by Commissioner Edmundson.

Edmundson,

Palzer,

Ayes – Chair Johannessen,  
Commissioner's

Mason Sherrill,

& Schafer

Nay – Commissioner Trippler

The motion passed.

Commissioner Trippler stated he voted nay for the shoreland setback variance because he doesn't like to vote for a variance greater than 50%.

Commissioner Trippler moved to approve the resolution approving a wetland buffer variance from the Manage B wetland adjacent to a lake. Approval is based on the following reasons:

- a. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- b. Approval of the requested wetland buffer variance would benefit the adjacent wetland because the site will be planted with additional buffer plantings.
- c. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- d. The Ramsey Washington Metro Watershed District has reviewed the applicant's plans and had no concerns and does not require a permit.

Approval of the wetland buffer variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and in Shann Finwall and Virginia Gaynor's Environmental Review.

Seconded by Commissioner Edmundson.

Ayes – All

The motion passed.

The public hearing will be heard at the planning commission meeting Tuesday, March 19, 2013.

**DRAFT**  
**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION**  
**1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA**  
**TUESDAY, MARCH 19, 2013**

**5. PUBLIC HEARING**

- b. Variance Requests for a Wetland and Shoreland Ordinance Waiver and a Swimming Pool Fence Exemption, 660 Eldridge Avenue East**
- i. Planner, Mike Martin gave the presentation on the variance request for a wetland and shoreland ordinance waiver and swimming pool fence exemption and answered questions of the commission.
  - ii. The applicant, Amanda Schneider, 660 Eldridge Avenue East, addressed and answered questions of the commission.

Chairperson Fischer opened the public hearing.

Nobody came forward to address the commission.

Chairperson Fischer closed the public hearing.

Commissioner Durand moved to adopt the resolution approving a shoreland setback variance from Oehrline's Lake – a Class 4 Public Water. Approval is based on the following reasons:

- a. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the shoreland setback requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- b. Approval of the requested shoreland setback variance would benefit the adjacent lake because the site will be planted with additional buffer plantings.
- c. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- d. The Minnesota Department of Natural Resources has reviewed the applicant's plans and does not require a permit or have any state statutes that prevent the pool from being built.

Approval of the shoreland setback variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and Shann Finwall and Virginia Gaynor's Environmental Review.

Seconded by Commissioner Kempe.

Ayes – Chairperson Fischer,  
Commissioner's  
Bierbaum,  
Donofrio, Durand,  
Kempe

Nays – Commissioner's  
Arbuckle,  
& Tripler

The motion passed.

Commissioner Durand moved to approve the resolution approving a wetland buffer variance from the Manage B wetland adjacent to a lake. Approval is based on the following reasons:

- a. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- b. Approval of the requested wetland buffer variance would benefit the adjacent wetland because the site will be planted with additional buffer plantings.
- c. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- d. The Ramsey Washington Metro Watershed District has reviewed the applicant's plans and had no concerns and does not require a permit.

Approval of the wetland buffer variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and in Shann Finwall and Virginia Gaynor's Environmental Review.

Seconded by Commissioner Kempe.

Ayes – All

The motion passed.

Commissioner Durand moved to approve the applicant's request for an exception from the city's pool fence requirement to allow the use of a pool cover. The pool cover alternative is approved because the applicant has shown that it is designed to meet the safety and weight-bearing requirements of the American Society of Testing and Materials.

Seconded by Commissioner Kempe.

Ayes – Chairperson Fischer,  
Commissioner's  
Arbuckle,  
Bierbaum, Durand,  
Kempe,  
& Tripler

Nay – Commissioner  
Donofrio

The motion passed. This item goes to the city council April 8, 2013.

## SHORELAND SETBACK VARIANCE RESOLUTION

WHEREAS, Amanda and Joseph Schneider applied for a variance from the shoreland protection ordinance.

WHEREAS, this variance applies to property located at 660 Eldridge Avenue. The property identification number for this property is:

17-29-22-12-0059

WHEREAS, Ordinance Section 44-1242 of the Shoreland Overlay District, requires a setback of 75 feet in width adjacent to a Class 4 Public Water.

WHEREAS, the applicant is proposing a setback of 29 feet, requiring a variance of 46 feet, from the Class 4 Public Water.

WHEREAS, the history of this variance is as follows:

1. On March 18, 2013, the environmental and natural resources commission reviewed this variance and recommended approval.
2. On March 19, 2013, the planning commission held a public hearing to review this proposal. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of the city staff. The planning commission recommended that the city council approve the variance request.
3. The city council held a public meeting on April 8, 2013, to review this proposal. The council considered the report and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council \_\_\_\_\_ the above-described variances based on the following reasons:

- A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the shoreland setback requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- B. Approval of the requested shoreland setback variance would benefit the adjacent lake because the site will be planted with additional buffer plantings.
- C. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- D. The Minnesota Department of Natural Resources has reviewed the applicant's plans and does not require a permit or have any state statutes that prevent the pool from being built.

**Conditions of Approval**

Approval of the shoreland setback variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and in Shann Finwall and Virginia Gaynor's Environmental Review.

The Maplewood City Council approved this resolution on \_\_\_\_\_, 2013.

## WETLAND BUFFER VARIANCE RESOLUTION

WHEREAS, Amanda and Joseph Schneider applied for a variance from the wetland protection ordinance.

WHEREAS, this variance applies to property located at 660 Eldridge Avenue. The property identification number for this property is:

17-29-22-12-0059

WHEREAS, Ordinance Section 12-310, the Environmental Protection and Critical Area Ordinance dealing with Wetlands, requires a wetland protection buffer of 50 feet in width adjacent to Manage B wetlands next to lakes.

WHEREAS, the applicant is proposing wetland protection buffers of 29 feet, requiring a variance of 21 feet, from the Manage B wetland.

WHEREAS, the history of this variance is as follows:

1. On March 18, 2013, the environmental and natural resources commission reviewed this variance and recommended approval.
2. On March 19, 2013, the planning commission held a public hearing to review this proposal. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of the city staff. The planning commission recommended that the city council approve the variance request.
3. The city council held a public meeting on April 8, 2013, to review this proposal. The council considered the report and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council \_\_\_\_\_ the above-described variances based on the following reasons:

- A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
- B. Approval of the requested wetland buffer variance would benefit the adjacent wetland because the site will be planted with additional buffer plantings.
- C. Approval would meet the spirit and intent of the ordinance since the proposed swimming pool would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
- D. The Ramsey Washington Metro Watershed District has reviewed the applicant's plans and had no concerns and does not require a permit.

**Conditions of Approval**

Approval of the wetland buffer variance shall be subject to complying with all of the conditions of approval in the Engineering Review report by Jon Jarosch and in Shann Finwall and Virginia Gaynor's Environmental Review.

The Maplewood City Council approved this resolution on \_\_\_\_\_, 2013.

## MEMORANDUM

**TO:** James Antonen, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**SUBJECT:** Review of Allied Waste Services' 2012 Annual Report and 2013 Work Plan for City-Wide Residential Trash Collection  
**DATE:** April 2, 2013 for the April 8 City Council Meeting

### INTRODUCTION

The City-Wide Residential Trash and Yard Waste Service Agreement between the City of Maplewood and Allied Waste Services require that Allied submit an annual report and work plan. The annual report requires, at a minimum: trash cart sizes; total tons of trash, yard waste, and bulky items collected; number of trash cart repairs/warranty issues; service log of residents where education tags were left; log of complaints; and number of households served. The work plan should include proposals for system improvements.

### DISCUSSION

#### Annual Report

The 2012 annual report (Attachment 1) summarizes implementation strategies taken by Allied and the City prior to the beginning of trash service in October 2012 including:

- Creation of a trash cart survey
- Trash cart orders
- Trash cart deliveries
- Creation of a billing database
- Purchase of biodiesel fuel trucks with RFID readers
- Creation and mailing of yard waste service notice
- Creation of education tags
- Cart exchanges
- Billing
- Creation and mailing of 2013 service guide
- Reduction in rates for 2013

The report summarizes the first three months of trash and yard waste data (October-December 2012). Highlights of the three-month summary include:

- Single family accounts – 8,790
- Townhome/manufactured home accounts – 90
- Permanent exemptions – 244
- Walk up service – 44
- Yard waste accounts – 750
- Trash collected (3 months) – 2024.59 tons
- Bulky items collected (3 months) – 7.8
- Yard waste collected (2 months) - 181.7 tons

## **Monthly Reports**

The Agreement also requires that Allied submit monthly reports to the City which go into greater detail about the trash and yard waste system. As a comparison of the first three months of service in 2012 to service beginning 2013, attached find the January and February 2013 monthly report summaries (Attachments 2 and 3). Noticeable trends can be seen in the reduction of: delinquent accounts, number of educational tags distributed, number of cart exchanges, and total solid waste collected. These trends reflect that residents are adjusting to the new residential trash system.

## **Annual Work Plan**

The 2013 work plan (Attachment 4) includes a proposal for a fall clean up campaign, organized collection survey, routing improvements, website improvements, and a five-year implementation schedule.

## **Annual Performance Review**

The Agreement specifies that the Environmental and Natural Resources (ENR) Commission and the City Council should review Allied's performance yearly. The objectives of the review include review and offer feedback on the annual report and work plan and review the Contractor's performance based on feedback from residents. The ENR Commission reviewed the reports in March. In summary, the ENR Commission approved of the yearly report and 2013 work plan and thanked Allied for their service.

## **RECOMMENDATION**

Review the 2012 annual report and 2013 work plan for the City's residential trash and yard waste collection system. Offer feedback and comments on the reports and Allied Waste Services performance.

### Attachments

1. Allied Waste Services 2012 Yearly Report
2. Allied Waste Services January 2013 Monthly Report Summary
3. Allied Waste Services February 2013 Monthly Report Summary
4. Allied Waste Services 2013 Work Plan

# The City of Maplewood and Allied Waste Services Trash and Yard Waste Services

## 2012 Yearly Report



# The City of Maplewood and Allied Waste Services 2012 Annual Report

Trash service under the Residential Trash and Yard Waste Service Agreement between the City of Maplewood and Allied Waste Services began on October 1, 2012. Prior to the beginning of service, Allied worked with the City on several implementation strategies including:

## Trash Cart Survey, Cart Order, and Delivery

Allied assisted the City of Maplewood in the creation of a resident cart survey. Residents mailed in or entered their cart order on line. Once the cart surveys were complete, Allied assisted the City in its cart ordering process including recommendations on final cart counts. Maplewood Trash Carts were delivered to Allied's facility in Inver Grove Heights in August where the carts were assembled. Allied distributed approximately 9,000 trash carts to Maplewood households in September 2012 in preparation for the beginning of trash service in October.



Maplewood Trash Cart

## Billing Database

Allied assisted the City of Maplewood in the creation of a billing database. Several sources were used to create the database including county records, recycling routing information, and utility billing. Once complete, the City of Maplewood forwarded the billing database to Allied for use in its trash collection billing. Allied now manages and updates that database and shares that information with the City.

## Biodiesel Fuel Trucks

In June Allied purchased two new biodiesel fuel trucks and installed RFID readers to service routes in Maplewood.



Allied's Biodiesel Fuel Truck Equipped with RFID Readers

## Yard Waste Service

In August 2012 Allied developed and mailed a yard waste program opt in notice. The notice informed residents of yard waste subscription and one-time yard waste pick up through the new collection system. In September 2012 Allied rolled out its yard waste carts to residents who subscribed to the service.



### **Attention Maplewood Residents** **Do you need Yard Waste removal services at your home?**

As of October 1, 2012, Allied Waste Services will become the City of Maplewood's new residential trash hauler and the City's yard waste (leaves/grass clippings) collection contractor.

To sign up for optional **Yard Waste** service through the new program, simply call Allied's Customer Service team and they will handle your yard waste removal service for October and November of this year. You can also sign up to automatically begin yard waste service again next spring. Easy!

The total cost is \$19.50 for service in October and November 2012 — and only \$79.50 for the entire 2013 season (April through November). Allied will supply a 65 gallon yard waste cart for pick up once a week through this service. **This notice is for yard waste service only.**

**Please call Allied Waste Services at (651) 455-8634  
to get your Yard Waste service started for October 1st!**

Maplewood Yard Waste Mailer

## Education Tags

Allied produced and distributes prohibited materials education tags to Maplewood residents as needed.

### City of Maplewood/Allied Waste Services Trash Collection Information Tag for Maplewood Residents

- Please have all of your trash items at the curb by 6:00AM.
- Please place your trash cart at least 5 feet away from any other objects (cars, mailboxes, trees, etc.).
- Please **bag all of your trash and place it inside the cart** to help keep your neighborhood clean.
- Please call our Customer Service Team to schedule to have your large, **Bulky Item** picked up. We could not pick it up with our automated truck.
- There is an extra charge of \$4.00 per bag for overflow trash when it exceeds the size of your cart. Today you had \_\_\_\_\_ bag/s of overflow trash.
- Allied Waste can only dump City of Maplewood black trash carts. Please place all materials **into your black City of Maplewood cart** so the driver can safely dispose of them.
- It is against the law to put hazardous waste in your trash container. The following item/s were left behind today because they cannot legally be disposed of as trash. Contact Ramsey County at (651) 633-3279 for proper disposal.

- 
- By law, we cannot take **Appliances** or **Electronic** items with our trash truck. Please call our Customer Service Team to schedule a pick up.
  - It is against the law to place **yard waste materials in your trash cart**. They must be in a special yard waste cart or in approved compostable lawn/leaf bags.
  - Your yard waste subscription allows you 5 extra bags outside of the container. Today you had \_\_\_\_\_ extra bags outside of the cart. There will be a \$3.00 charge for each 30-gallon bag over the limit of 5.
  - If you need to schedule a **one-time yard waste pick up** or you would like to learn more about weekly yard waste collection, please call our Customer Service Team.

**Thank you very much for your cooperation!**  
If you have any questions call our Allied Waste Customer Service Team at (651)455-8634

### City of Maplewood/Allied Waste Services Trash Collection Information Tag for Maplewood Residents

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  - If you need to schedule a **one-time yard waste pick up** or you would like to learn more about weekly yard waste collection, please call our Customer Service Team.

**Thank you very much for your cooperation!**  
If you have any questions call our Allied Waste Customer Service Team at (651)455-8634

Maplewood Trash and Yard Waste Education Tags

## Cart Exchanges

During the first three months of service, Allied conducted several cart exchanges to accommodate resident's needs in the new organized collection system.

## Billing

Allied does the billing under the Agreement. The first trash and yard waste bill was mailed to residents in October, and covered the months of October/November 2012. Bills will continue to be mailed every other month and will cover a two month period. Residents have the option of paying by check in the mail, paying by credit card over the telephone or on line, or setting up automatic withdrawals from their banking account.

## 2013 Service Guide

Allied assisted the City of Maplewood in the creation of a 2013 trash and yard waste service guide. Allied mailed the guide to all residential properties eligible for trash service through the Agreement. The guide has details on holiday schedule, rates, prohibited materials, yard waste service, etc.

Allied Waste is proud to provide trash and yard waste service to Maplewood residents. If you have any questions, comments, or concerns about your service contact Allied Waste.



**(651) 455-8634**  
**Mon-Fri 7:00am to 5:00pm**  
[www.AlliedWasteMinnesota.com](http://www.AlliedWasteMinnesota.com)

For information on Maplewood's residential trash and yard waste program, visit the City's trash webpage at [www.ci.maplewood.mn.us/trash](http://www.ci.maplewood.mn.us/trash).

**CITY OF MAPLEWOOD**



**2013**  
**Trash & Yard Waste**  
**Service Guide**



**2013 Holiday Schedule**  
 If your normal pickup falls on or after the holiday listed below, your pickup will be delayed by one day for that week only.

Jan 1	New Year's Day
Tues	Mon no route change Tues-Fri delayed 1 day
May 27	Memorial Day
Mon	all routes delayed 1 day
Jul 4	Independence Day
Thurs	Thurs-Fri delayed 1 day
Sept 2	Labor Day
Mon	all routes delayed 1 day
Nov 28	Thanksgiving
Thurs	Mon-Wed no route change Thurs-Fri delayed 1 day
Dec 25	Christmas
Wed	Wed-Fri delayed 1 day
Jan 1	New Year's Day (2014)
Wed	Wed-Fri delayed 1 day



### Trash and Yard Waste Service Guide

## Rates

Beginning 2013 Allied was able to reduce its trash hauling rates to Maplewood residents. The reduction was due to a decrease in the tipping fee.

<b>Cart Size and Service Level</b>	<b>2012 Rate</b>	<b>2013 Rate</b>
20 gallon every other week	\$6.83	\$6.79
20 gallon every week	\$9.31	\$9.23
32 gallon every week	\$10.63	\$10.51
65 gallon every week	\$11.93	\$11.76
95 gallon every week	\$13.39	\$13.17

## Trash and Yard Waste Data

The first three months of trash service averaged 674 tons of trash collection monthly, a total of seven bulky items collected, and a total of 181.7 tons of yard waste material collected. Attachment 1 includes a summary of the City's 2012 (three-month) tonnage, carts, customer complaints/compliments, etc.

2012 Maplewood Year End Trash Report - Submitted by Allied Waste Services

<b>Collection Service Levels</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End</b>
20 Gallon EOW	115	115	115	115
20 Gallon Weekly	439	433	427	427
32 Gallon Weekly	1004	1007	1009	1009
65 Gallon Weekly	3111	3105	3120	3120
95 Gallon Weekly	4215	4161	4131	4131
2/32 Gallon Weekly	2	2	2	2
2/65 Gallon Weekly	2	2	2	2
2/95 Gallon Weekly	42	50	55	55
3/95 Gallon Weekly	9	10	10	10
4/95 Gallon Weekly	6	7	8	8
5/95 Gallon Weekly	1	1	1	1
<b>Account Information</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End</b>
Single family accounts	8,856	8,803	8,790	8,790
Townhome/manufactured home accounts	90	90	90	90
Permanent exemptions	178	231	244	244
Walk up services	35	36	44	44
Yard waste accounts	782	756	750	750
<b>Containers in use</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End</b>
20 Gallon EOW	115	115	115	115
20 Gallon Weekly	439	433	427	427
32 Gallon Weekly	1004	1007	1009	1,009
65 Gallon Weekly	3111	3105	3120	3,120
95 Gallon Weekly	4215	4161	4131	4,131
2/32 Gallon Weekly	4	4	4	4
2/65 Gallon Weekly	4	4	4	4
2/95 Gallon Weekly	84	100	110	110
3/95 Gallon Weekly	27	30	30	30
4/95 Gallon Weekly	24	28	32	32
5/95 Gallon Weekly	5	5	5	5
Trash carts in use	9,032	8,992	8,987	8,987
<b>Trash Cart Inventory</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End</b>
20 Gallon	151	169	139	139
32 Gallon	420	492	421	421
65 Gallon	418	344	366	366
95 Gallon	354	425	282	282
<b>Trash Carts to be Purchased</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End</b>
Size	0	0	0	0
<b>Trash Cart Parts to be Purchased</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Year End</b>
	0	0	0	0

Trash Cart Warranty Issues	Oct	Nov	Dec	Year End
	0	0	0	0
Trash Cart Activity	Oct	Nov	Dec	Annual Total
Volume switches	428	37	50	515
Replacement	9	22	7	38
Repair	10	5	6	21
Removal	303	65	36	404
Delivery	132	29	24	185
Disposal Information in Tons	Oct	Nov	Dec	Annual Total
MSW (trash) collected	710.16	714.14	600.29	2024.59
Yard waste collected	123.95	57.75	0	181.7
Bulk items collected	3.46	2.55	1.79	7.8
Tipping Fee per ton	\$ 58.00	\$ 58.00	\$ 58.00	\$ 58.00
Disposal Site RRT Newport MN				

Delinquent Accounts	\$\$	Quantity
Total Accounts Past Due	\$ 105,714.32	2524
Accounts with 30 day past due	\$ 75,215.65	2415
Accounts with 61 day past due	\$ 902.27	48
Accounts with 91 day past due	\$ 29,596.40	1204

Type of Educational Call/Tag	Oct	Nov	Dec	Annual Total
Bulk Items out not scheduled	5	1	1	7
Cart Placement	9	1	2	12
Increase Service Level	1	0	1	2
Using Personal Can		0	2	2
Using old hauler can		0	1	1
Oversized Item		1		1
Prohibited item in trash	1	1		2
Yardwaste in plastic bags	28	2		30
Yardwaste in trash cart	4	3		7
Yardwaste out but not on program	11	2		13
Container Deliver	1			1
Container Size	2			2
Request to bag trash	1			1
Set Out Time	6			6

Customer Complaints/Compliments	Oct	Nov	Dec	Annual Total
# of monthly complaints/compliments	12	6	13	31

Type of Safety and Accidents	Oct	Nov	Dec	Annual Total
	0	0	0	0

Approximate lifts per route per day

	Mon	Tue	Wed	Thu	Fri
512	1050	575	1000	780	800
511	400		100		
514	900	725	875	783	1000

Maplewood Service Notes  
October 2012 - January 2013

Date	Name	Issue	Action
10/27/2012	STEVEN BILOTTA	Bulk items out not scheduled	Tagged
10/27/2012	BRYAN V DONNELLY	Bulk items out not scheduled	Tagged
10/17/2012	STANLEY V BRZCEK	Bulk items out not scheduled	Tagged
10/25/2012	TRAVIS MICHAELSON/JESSICA	Bulk items out not scheduled	Tagged
10/31/2012	EMMA J MEDIN	Bulk items out not scheduled	Tagged
10/7/2012	RENEE McDONALD	Called about cart delivery	Information
10/4/2012	KENNETH C SCHABER	Cart placement	Information
10/5/2012	RICHARD G FINCH	Cart placement	Information
10/16/2012	EUGENE O KUNDE	Cart placement	Information
10/17/2012	JEFFREY C SOUTHWARD	Cart placement	Information
10/24/2012	STEVE BATTISTO	Cart placement	Information
10/24/2012	CURRENT RESIDENT	Cart placement	Information
10/25/2012	CURRENT RESIDENT	Cart placement	Information
10/27/2012	LEO F CALUBAYAN	Cart placement	Information
10/27/2012	BARBARA A RUSSELL	Cart placement	Information
10/9/2012	ANNA F AHRENS	Container Size	Information
10/19/2012	LAURIE KILF OYCARA ANTONELLO	Container Size	Information
10/4/2012	JOAN T BERGESSON	Non compostable bags	Tagged
10/4/2012	SOLANGE D HUYNH	Non compostable bags	Tagged
10/5/2012	VALENTINA MGENI	Non compostable bags	Tagged
10/5/2012	GARY C EDGETT	Non compostable bags	Tagged
10/8/2012	ROBERT J FISCHER	Non compostable bags	Tagged
10/8/2012	KATHRYN S RUSSELL	Non compostable bags	Tagged
10/8/2012	RANDALL J & DIANA RYAN	Non compostable bags	Tagged
10/10/2012	BETHANY PALLAS	Non compostable bags	Tagged
10/10/2012	JOHN W LUND ELL	Non compostable bags	Tagged
10/10/2012	DAVID A KLETTER	Non compostable bags	Tagged
10/11/2012	BETHANY PALLAS	Non compostable bags	Tagged
10/11/2012	JOHN W LUND ELL	Non compostable bags	Tagged
10/12/2012	D E PALKOVICH	Non compostable bags	Tagged
10/12/2012	D E PALKOVICH	Non compostable bags	Tagged
10/12/2012	KAREN L DIAZ	Non compostable bags	Tagged
10/12/2012	KAREN L DIAZ	Non compostable bags	Tagged
10/16/2012	VERONICA A VAIL	Non compostable bags	Tagged
10/17/2012	JEROME C HOGNESS	Non compostable bags	Tagged
10/18/2012	MICHELLE J YENER	Non compostable bags	Tagged
10/19/2012	WILLIAM & JULIE MACOSKEY	Non compostable bags	Tagged
10/23/2012	JOSEPH M SULLIVAN	Non compostable bags	Tagged
10/25/2012	SEAN GRIMM	Non compostable bags	Tagged
10/26/2012	JENNIFER L HENRY	Non compostable bags	Tagged
10/30/2012	TIMOTHY S BARBARIS	Non compostable bags	Tagged
10/30/2012	MARY L FLORES	Non compostable bags	Tagged
10/30/2012	GERALD D DIEBEL	Non compostable bags	Tagged
10/31/2012	PENNY M PRAY	Non compostable bags	Tagged
10/31/2012	JOHN M LATTIMORE	Non compostable bags	Tagged
10/31/2012	JOAK KNOLL PROPERTIES 4 PLEX	prohibited items in trash cart	Tagged
10/29/2012	USA DREZ	prohibited items in trash cart Times	Tagged
10/17/2012	ELIOTT GRATER	request to walk in customer to bag trash	Tagged
10/17/2012	MARITA & RICHARD RUCLOS	Service Level Excess out weekly	Tagged
10/17/2012	KENNETH S SCHERENBACH	Question about the set out time	Tagged
10/19/2012	TIMOTHY P HIMMELER	Question about the set out time	Tagged
10/24/2012	CURRENT RESIDENT	Question about the set out time	Tagged
10/24/2012	L'YNN E CLARK	Question about the set out time	Tagged
10/31/2012	DORRINE E WILLIAMS	Question about the set out time	Tagged
10/31/2012	SAMANTHA BOLDT	Question about the set out time	Tagged
10/8/2012	LOIS SUDDE	Yardwaste in trash Cart	Tagged
10/17/2012	RODNEY & MARYKAY SKOGE	Yardwaste in trash Cart	Tagged
10/18/2012	KENNETH C SCHABER	Yardwaste in trash Cart	Tagged
10/24/2012	SUSAN MCCULLOUGH	Yardwaste out-- but not on the program	Tagged
10/3/2012	DUANE CHARDEN	Yardwaste out-- but not on the program	Tagged
10/3/2012	FRANCES C RONGSTAD	Yardwaste out-- but not on the program	Tagged
10/4/2012	SUR LA RUE	Yardwaste out-- but not on the program	Tagged
10/4/2012	NORTH EAST RESIDENCE	Yardwaste out-- but not on the program	Tagged
10/11/2012	LANCE W GROPEL	Yardwaste out-- but not on the program	Tagged
10/11/2012	GARY HAIDER	Yardwaste out-- but not on the program	Tagged
10/12/2012	JOHN J MONTOUR	Yardwaste out-- but not on the program	Tagged
10/15/2012	LANCE W GROPEL	Yardwaste out-- but not on the program	Tagged
10/15/2012	GARY HAIDER	Yardwaste out-- but not on the program	Tagged
10/19/2012	WILLIAM & JULIE MACOSKEY	Yardwaste out-- but not on the program	Tagged
10/31/2012	CURRENT RESIDENT	Yardwaste out-- but not on the program	Tagged
10/8/2012	JOSEPH A PLUMB	Complaint that trash was missed. Very upset	Supervisor spoke to resident and learned that he had set out at late based on when old hauler had serviced. Was very happy with our response to his concerns.
10/9/2012	ROBERT J HOLMBOE	upset with bill, believe we are scamming them. The city told him a different price then what we billed. He plans to call City.	Tried to explain billing
10/10/2012	CHARLES DIEDERICH	Billed \$ .03 too much, said he is calling the city and hung up.	Issued Credit and adjusted our pricing to accodate the City published price which had a tax calculation rounding error.
10/10/2012	JACK E ROSENQUIST	Customer called complaining that we dumped yardwaste with trash.	neighbor told her we take the yardwaste with trash, explained that she is doing right and if her neighbor was putting yardwaste in trash he was violating the law. She understood.
10/24/2012	PETER DAHLIN	Unsure of what he wanted I left him a message asking him to call in. all his email said was "your website sucks"	Called customer back.
10/26/2012	JENNIFER L HENRY	upset we could not take yardwaste in black plastic bags. said he was going to call the City and file a complaint. canceled Ww.	Canceled yardwaste service at customer request.

Maplewood Service Notes  
October 2012 - January 2013

Date	Name	Issue	Action
10/26/2012	MICHELLE MILLER	Customer was upset that we bill in advance and that we collected his trash at 7:00AM.	Explained the billing and collection time.
10/29/2012	NORMA R KEENEY	Woman called screaming that we need to get car out of there.	Explained that the City must approve exemption. Referred to the City.
10/30/2012	MARK ALONBARDI	Customer informed us he would not pay for service.	Told the resident that they would need to contact the city to get an exemption
10/31/2012	SCOTT E SCHREIBER	Upset w/ W/ program. Was AW customer & was happy w service. Hates the contract- would be happier paying more for unlimited.	Spoke to customer
10/31/2012	CURRENT RESIDENT	Renter thought we had knocked over mailbox.	Inspected mailbox and explained that we did not hit it, the base had rotted out.
10/31/2012	HENRY J BERNAL	Henry said every time he has called we are very professional and we answer his questions very impressed	THANKS
10/29/2012	KELLY FRANCES GIBSON	forgot to put trash out & was at work. She was very happy with driver because he walked up to grab the trash!!! GREAT service	THANKS
11/1/2012	JACOB D KERSCHNER	Customer needs to schedule bulk pick up for carpeting.	
11/13/2012	WILLIAM DONALD TULP	Inform customer that we can no longer dump trash hauler carts they need to use the Maplewood driver dump it today	
11/14/2012	UN YOUNG KIM	Tagged because the wood out for pick up was too long for the driver to take	
11/7/2012	MICHAEL A SEMONICK	Had microwave oven in trash cart	
11/7/2012	ERIK K DELKER	Yardwaste in plastic bags	
11/7/2012	PETER D FRASONE	Trash container full of yardwaste	
11/14/2012	MESFUN ABREHAM	Yardwaste in trash container	
11/28/2012	MESFUN ABREHAM	Yardwaste in trash container	
11/21/2012	COLLEEN E KLENK	Yardwaste not on program and leaving the wrong bags	
11/15/2012	BRENDA L KYLE	left yardwaste not on program.	
11/5/2012	JUDY D BAER	Customer thinks we may have damaged mailbox.	Damage not caused by our truck. Spoke to neighbor, said there was street work going on day hit. Greg & Craig helped set new post. Was happy we came out to investigate.
11/14/2012	JARROD N BURNS	Wasn't happy with the yardwaste cart size or cost.	Spoke to driver- he did not think it was him. Said there were recycle bins that had blown over. Stopped & cleaned up a couple & will pay attention to make sure not losing trash.
11/2/2012	ROBERT J JULICH	Complaint to the city about trash blowing around	Put note on driver route sheet to check address specially. Trash not out when driver arrived while calling into dispatch the customer brought the trash out.
11/13/2012	SELWYN REYES	Customer complained that he had been missed frequently.	I explained we need proof he was on vacation he told to shut up he hung up on me
11/28/2012	SU XIANG	said he was on vacation for oct & nov said he was on vac with other hauler	called annette and she did call it in /pr called left vm /pr called left vm /pr
12/26/2012	STEVEN LANGDON	called to have toilet and tiles p/u'd	
12/10/2012	JAMES JUNGWANN	Walk up customer has not shoveled.	
12/7/2012	STEVE BATTISTO	call & ask to make sure they place containers at curb every busy street and it is too dangerous for driver get out every week.	
12/4/2012	LAYTON L KRUEGER	Call and tell them to bring cart up to curb not by fence	
12/6/2012	JESUS NAVARRO	If they would like upgrade since they have been putting out an extra personal can every week.	Tried calling said phone number is wrong NO EMAIL ADDRESS EITHER /PR called wrong number 651.703.4890 /pr could not find a phone number for this customer no phone number or email /pr gave to comite /pr
12/28/2012	JESUS NAVARRO	let them know their personal can fill in truck and see if they want to go up to 95 gal they get charged for extra every week	
11/30/2012	JOHN MAURER	said that this customer still has a bit cont	
12/19/2012	DEE OWENS	30 GAL. PERSONAL CAN	
12/12/2012	CHAD CARPENTER	house looks vacant	
12/4/2012	LARRY JAND	VERY UPSET YELLING THAT WE WERE RIPPING HIM OFF WITH THE CONTRACT. ALSO UPSET DRIVER TOOK BURRS OUT OF HIS TRASH.	wouldn't let me talk, hung up on me when I tried to explain.
12/12/2012	DIRK J OSTERTAG	charged for having garbage sticking out of the top of the garbage can. Never informed of charge when forced to use your service.	said we were doing a bait & switch and will make it their mission to not get contract renewed.
12/14/2012	MARK LAWINDSON	responded email and called. Was upset how questions were handled when she called c. &c. department	tried to explain and told her I would pass this along
12/18/2012	LOYD L HANSON	CALLED NOT HAPPY WITH INVOICE BECAUSE IT DOESN'T SAY DEC 8 JAN. SHE IS NOT HAPPY THAT MAPLEWOOD IS A CITY CONTRACT	Explained our service
12/18/2012	LOYD L HANSON	Emailed that price is double what they used to pay with Termin and trash all over the place.	feels their choice is being taken away and we don't respect the customer.
12/13/2012	CHAD CARPENTER	WANTS SUPERVISOR TO CALL HIM HIS 651.387.3231 ONLY WANTS 95 GAL AND TALK ABOUT THE CITY HE IS NOT GETTING PU	gave to supervisor
12/12/2012	DIRK J OSTERTAG	emailed- upset about extra	responded to inform why there is a charge for extras and as a 1 time courtesy we are clearing extras
12/12/2012	DIRK J OSTERTAG	called to yell because he is being charged for having his lid open he went off on me and then hung up	fs
12/12/2012	LISA S SMITH	cust is upset said she will never pay a late fee/ would like us to bill earlier she will contact the city	pr 3
12/11/2012	DAVID S LARSON	DAVID CALLED WANTED SUPERVISOR	EXFRED TO RICHOWENS
12/11/2012	RICHARD D AUCHTER	cust is angry we bill 2 months in advance	gave him the city number
12/5/2012	JESSICA GROSS	WANTING TO KNOW WHY HE RCV'D A BILL FROM OUR CREDIT DEPT	EXPLAINED CITY CONTRACT AND WE REC'D HIS NAME FROM THE CITY SINCE HE IS THE OWNER
12/18/2012	JAMES C NYGARD	said that he wants to cancel then said he wanted a written notice on late fees and how we can charge without notifying	I gave him the #
1/4/2013	CURTIS O WILLIAMS	Always has extra.	
1/17/2013	RENEE McDONALD	Cart placement- too close to feed objects	
1/15/2013	SHAR WHEBBE	Christmas tree has decorations on it	
1/7/2013	SHAR WHEBBE	Christmas tree has decorations on it	
1/23/2013	ALBERT WEEEMS	Customer had extra cart	
1/7/2013	JENNIFER RYAN	Floored tree in trash can not go with regular Christmas trees	
1/25/2013	MICHAEL TAURE	Need bulk pick up	
1/24/2013	CAROL ANN STREITZ	Need bulk pick up	
1/17/2013	FREDERICK CROSSLEY	Not setting out on time	
1/9/2013	LUCILLE WATT	Not setting out on time	
1/15/2013	TERRY L MECHELKE	Not using cart using plastic bags	
1/4/2013	STEVE BATTISTO	Cart placement, needs to be at curb not up the driveway	
1/16/2013	TASSIE TAYLOR	Using Maronays container	
1/29/2013	JENNIFER M STUKEL	Using personal containers	
1/30/2013	DEE OWENS	Using personal containers that are to heavy to dump	passed his message on to the city
1/10/2013	ROBERT L WARD	"may the scale wags who made this decision FOR me to do business with you and now force it upon me, not in the lowest, hottest part to hell for the gross arrogance they showed in doing so"	Delivered Clean Cart
1/25/2013	JOSEPH A RUMB	has walk up service & witnessed driver pulling bags from the cart instead of bringing cart. Has health issues.	Spoke to driver
1/4/2013	EDWIN F WINTERLE	cart is not getting dumped all the way.	explained to the cust about the lite weight items pls give it a good shake
1/17/2013	ESTHER M LARSEN	DID NOT PICK UP LAST WEEK. VERY UPSET CUSTOMER. TRUCK WENT BY & DID NOT DUMP CART. THIS IS A CULDESAC	Called Driver

Maplewood Service Notes  
 October 2012 - January 2013

Date	Name	Issue	Action
1/11/2013	GARY L FULLER	upset we took stuff out of the trash & dumped it & put it back in.	called Lenny who informed me that he would send the driver back there
1/28/2013	ERWIN H'YOUNGS	cust emailed in stating he is missed often, tried to respond and go over act no response back closed email	Note to driver
1/16/2013	TRISTIAN C CAHANES	driver left cart in the middle of the driveway & had to move cart before entering driveway-busy street.	forwarded the email to supervisors & Rich
1/4/2013	STEVEN J BILOTTA	upset has high bill informed is for extra stuff outside cart. said we cant charge extras said he was going to sue us.	Split the difference with customer
1/7/2013	CURRENT RESIDENT	said he is not paying for trash explained he would have to get an exemption from the city gave him the number	Information
1/7/2013	RICHARD D AUCHTER	just rec'd letter today - Complaining about late fee, paying for service in advance	Noted account
1/15/2013	AUDREY J SOREUSEN	cust called to find out why she is receiving bills from tennis still when we are the new hauler.	referred to Tennis
1/25/2013	TROY & AUDREY DETMAR	cust called in because he has not rec'd a trash pu for 2 weeks in a row now. he feels the driver has something against him personally because the cust gets thrown in his driveway, he rcs notes that he will be charged extra for bags. cust stated he has friends that work with tennis and he'd have them come get his trash privately if we cant to miss his trash pu.	Supervisor spoke to customer-routing had changed and we were at stop earlier. Monitoring stop

## 2013 January Maplewood Monthly Trash Report - Submitted by Allied Waste Services

Collection Service Levels	Homes	Carts
20 Gallon EOW	129	129
20 Gallon Weekly	411	411
32 Gallon Weekly	1006	1006
65 Gallon Weekly	3127	3127
95 Gallon Weekly	4104	4104
12/32 Gallon Weekly	2	4
2/65 Gallon Weekly	2	4
2/95 Gallon Weekly	61	122
3/95 Gallon Weekly	12	36
4/95 Gallon Weekly	8	32
5/95 Gallon Weekly	2	10

Accounts	Homes
Trash carts in use	8,985
Single family accounts	8,774
Townhome/manufactured home accounts	90
Permanent exemptions	263
Walk up services	47
Yard waste accounts	750
<b>Disposal Information</b>	
MSW (trash) collected	619.10 Tons
Christmas trees Collected	16.3 Yards
Bulk items collected	1.23
Tipping Fee per ton	\$ 56.00
Disposal Site RRT Newport MN	

Delinquent Accounts	\$\$
<b>Total number of accounts past due</b>	<b>1,339</b>
27 days past due	\$965.75
59 days past due	\$42,220.47
89 days past due	\$620.62
119 days past due	\$21,074.30
<b>Total Past Due Dollars</b>	<b>\$64,881.14</b>

Type of Educational Call/Tag	Quantity
Bulk items out not scheduled	2
Cart Placement	2
Increase Service Level	1
Using Personal Can	3
Using old hauler can	1
Christmas tree still had decorations	2
Flocked Tree	1
Not setting out on time	2
Using Plastic bags, not cart	1
<b>Customer Complaints/Compliments</b>	<b>Calls</b>
# of monthly complaints/compliments	13
Type of Safety and Accidents	Quantity
None	0
<b>Trash Cart Inventory</b>	<b>Quantity</b>
20 Gallon	147
34 Gallon	462
65 Gallon	389
95 Gallon	297
<b>Trash Carts to be Purchased</b>	<b>Quantity</b>
Size	0
<b>Trash Cart Parts to be Purchased</b>	<b>Quantity</b>
	0
<b>Trash Cart Warranty Issues</b>	<b>Quantity</b>
20 Gallon	0
34 Gallon	1
65 Gallon	23
95 Gallon	17
<b>Trash Cart Activity</b>	<b>Actions</b>
Volume switches	45
Replacement /Repair	65
Removal	20
Delivery	20

2013 February Maplewood Monthly Trash Report - Submitted by Allied Waste Services

Collection Service Levels	Homes	Carts
20 Gallon EOW	132	132
20 Gallon Weekly	401	401
32 Gallon Weekly	1011	1011
65 Gallon Weekly	3138	3138
95 Gallon Weekly	4076	4076
2/32 Gallon Weekly	2	4
2/65 Gallon Weekly	2	4
2/95 Gallon Weekly	63	126
3/95 Gallon Weekly	12	36
4/95 Gallon Weekly	8	32
5/95 Gallon Weekly	3	15

Accounts	Homes
Trash carts in use	8,975
Single family accounts	8,758
Townhome/manufactured home accounts	90
Permanent exemptions	263
Walk up services	50
Yard waste accounts	748
Disposal Information	
MSW (trash) collected (tons)	493.80
Yardwaste collected (tons)	0
Bulk items collected (number)	1.48
Tipping Fee (\$ per ton)	\$ 56.00
Trash Disposal Site	RRT Newport

Delinquent Accounts	Accounts past due (total number)	Accounts past due (\$ amount)
30 days past due (\$ amount)	895	\$23.52
58 days past due (\$ amount)		\$468.54
89 days past due (\$ amount)		\$26,896.23
120 days past due (\$ amount)		\$580.05
150 days past due (\$ amount)		\$15,213.70
<b>Total Past Due (\$ amount)</b>		<b>\$43,182.04</b>

Type of Educational Call/Tag	Quantity
Bulk items out not scheduled	1
Cart placement	3
Not setting out on time	4
Using personal can	1

Customer Complaints/Compliments	Calls
# of monthly complaints/compliments	6
Type of Safety and Accidents	Quantity
None	0
Trash Cart Inventory	Quantity
20 Gallon	132
34 Gallon	474
65 Gallon	326
95 Gallon	285

Trash Carts to be Purchased	Quantity
Size	0
Trash Cart Parts to be Purchased	Quantity
	0
Trash Cart Warranty Issues	Quantity
20 Gallon	0
34 Gallon	0
65 Gallon	0
95 Gallon	0
Trash Cart Activity	Actions
Volume switches	32
Replacement /Repair	3
Removal	14
Delivery	7

# The City of Maplewood and Allied Waste Services Trash and Yard Waste Services

## 2013 Work Plan



# **The City of Maplewood and Allied Waste Services 2013 Work Plan**

Allied Waste Services is fully committed to serving the City of Maplewood under our Residential Trash and Yard Waste Services Agreement. One requirement in the Agreement is to outline a work plan which identifies key priorities for trash and yard waste system improvements. Allied proposes the following system improvements in 2013.

## **Fall Clean Up Campaign**

Allied will work with City staff on an annual Fall Clean Up Campaign. Currently the City holds two Clean Up events, one in the spring and one in the fall. These events take a considerable amount of staff time and City funding to organize and run. The Fall Clean Up Campaign would take place in lieu of a Fall Clean Up event. Reducing the number of Clean Up events to one, with a second Clean Up Campaign, will better allow Maplewood to manage its resources while still offering residents options for disposal of bulky items.

Allied will work with City staff to create promotional materials on the Campaign that will be included in the fall edition of Maplewood Seasons (September). The promotional materials will educate residents on reducing, reusing, and recycling; where to donate or request pick up of reusable items; and a City-funded voucher program for bulky item pick up. Residents can recoup their vouchers by arranging pick up of bulky items by Allied during two Saturdays in October.

## **Organized Collection Survey**

Allied will conduct a survey to gauge resident approval or disapproval of Allied's services and the City's organized trash collection system in general. A draft survey will be submitted to the City by August 1, 2013, for review and approval. Notice of the survey will be included in Maplewood residential trash hauling bills. The notice will direct residents to the on line survey. The on line survey will also be advertised in the City Newsletter and on the City's website. Final results of the survey will be submitted to the City for review.

## **Routing Improvements**

Since the beginning of trash collection service in October 2012, Allied has made modifications to its routes within the City's day-certain schedule to improve efficiencies. In addition, Allied will begin a review of the City's day-certain schedule for recommendations on improvements. Recommendations could include changing the day-certain route boundaries or reducing the number of routes from five to four.

## **Website**

Allied will place Maplewood trash and yard waste collection information on our website, with a link to the City's website. Trash collection information will include prices, billing, holiday schedules, prohibited materials, and Allied Customer Service telephone number. Yard waste collection information will include subscription and one-time pick up information as well as a link to the county compost sites.

## **Five Year Implementation Schedule**

The five year implementation schedule identifies tasks and assignments for carrying out the requirements of the trash collection agreement. The following schedule includes timelines for future major activities as outlined in the agreement:

- 2014: Improvements in routing (including possible changes in the day-certain schedule and service areas)
- 2014: RFID system review and improvements
- 2014: Organic waste collection pilot project
- 2015: Creation of pay as you throw program
- 2016: Implementation of pay as you throw program
- 2017: Organics collection

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Michael Thompson, City Engineer / Public Works Director  
 Steven Love, Assistant City Engineer  
 Jon Jarosch, Civil Engineer I  
**SUBJECT:** **Arkwright-Sunrise Area Street Improvements, City Project 12-09, Resolution Accepting Feasibility Study, Authorizing Preparation of Plans and Specifications and Calling for Public Hearing**  
**DATE:** March 29, 2013

### INTRODUCTION

The feasibility study for the Arkwright-Sunrise Area Street Improvements, City Project 12-09, is complete and available in the office of the City Engineer. Copies will be distributed to council members prior to the meeting and will also be available in council chambers. The study includes information on the proposed improvements, costs, and proposed financing. An executive summary of the feasibility study is attached to this report. The City Council will consider accepting the feasibility study, authorizing the preparation of plans and specifications, and ordering a public hearing to be held on May 13, 2013.

### BACKGROUND

This project is proposed to help work towards meeting set goals of the council, as identified in the adopted budget, to attain a minimum pavement condition index rating of 70 out of 100 for 75% of the 135 miles of local streets. Currently 66% of the local streets are rated at 70 or higher, 9% shy of the set goal. In order to meet this goal the Public Works department plans neighborhood reconstruction projects according to the five year Capital Improvement Plan (CIP). The city's street reconstruction program began in 1999 and many neighborhoods have seen investment through this program. Post construction surveys have been incorporated into these projects and residents have been very favorable to the neighborhood investment. The reconstruction program is also the best opportunity to reduce the volume of stormwater runoff and pollutants before reaching lakes and wetlands. The city is required to do this as part of the NPDES MS4 Permit requirements mandated through the Minnesota Pollution Control Agency under the Clean Water Act.

#### Main Project Area

The proposed main project area can be seen on the attached project location map and is generally located east of McMenemy Street, north of County Road B, west of Edgerton Street, and south of Highway 36. These streets have a combined length of approximately 2.2 miles with an average PCI rating of 35. The average Pavement Condition Index (PCI) method was used to determine the condition of existing streets. The PCI rating is based on a visual survey of the pavement and results in a number between 0 and 100, with 0 being the worst possible pavement condition and 100 being a newly constructed road.

The feasibility report was ordered at the July 23, 2012 City Council meeting. Subsequently a letter and information packet was mailed to the residents on October 9, 2012. This mailing provided information on the council's action and to inform them that preliminary engineering, such as soil borings and a topographic survey, would begin within the neighborhood. The information packet contained an article

discussing the city's street reconstruction program, an article providing information about Special Assessments, a rain garden pamphlet, a driveway reconstruction program pamphlet, a questionnaire, and information about the questionnaire. Response questionnaires mailed back to the city by residents along with a summary of written comments are attached to this report.

An informational neighborhood meeting was held on January 11, 2013 from 5:30-7:30 P.M. at the Maplewood Community Center. Invitations were mailed to 153 property owners and approximately 40 residents attended the informational meeting. Staff gave a presentation about the project and what a standard street reconstruction project entails. The presentation included the public improvement process, the construction process, existing conditions, proposed improvements, proposed assessments, and an estimated project timeline. The initial design concept was based on the Living Streets Policy. The initial design concept called for the narrowing of roads, a sidewalk located on one side of every street, rain gardens, boulevard trees, and repairs/upgrades to the utility infrastructure (see attached Original Layout).

After the presentation residents asked questions, expressed concerns, and gave input about the project. Staff opened up the meeting for a brainstorming session to get ideas from residents about how a Maplewood street project could resolve some long-standing issues in their neighborhood. Staff made themselves available to discuss the project one-on-one after the general question and answer period of the presentation. Based on discussion with the residents most were opposed to the proposed sidewalks being installed on all the neighborhood streets. Items that residents brought up and felt needed to be improved included localized drainage issues, street lighting, and there was discussion about the proposed sidewalk along County Road B. Following the meetings, staff made themselves available via phone, email, and meetings with the residents to discuss the proposed improvements.

Following the January 11<sup>th</sup> meeting staff reviewed the comments received at the meeting and evaluated possible design opportunities to address these concerns. Localized drainage issues are normally solved by upgrading the storm sewer system, providing an adequate crown to the street, installing concrete curb and gutters, and constructing rain gardens. Staff reviewed options to address the concerns for the amount of proposed walk within the neighborhood. Sidewalks were scaled back to McMenemy St., Arkwright St., and Desoto St. lying south of Lark Avenue in order to provide a connection to the proposed sidewalk along County Road B. Additionally, a walk was proposed at the north end of Desoto St. and Burr St. that would connect the two neighborhoods.

A revised design concept was developed (see attached Revised Layout) which reduced the amount of proposed sidewalk while still adhering to the Living Streets Policy. A questionnaire was sent out to the 153 property owners to solicit feedback from the residents regarding the revised layout. Of the 40 questionnaire responses received the vast majority were opposed to sidewalks being constructed. Staff received a petition from 8 properties along DeSoto Street in opposition to the sidewalk proposed along their street as part of the revised layout.

A second informational neighborhood meeting was held on February 21, 2013 from 5:30-7:30 P.M. at the Maplewood Community Center. Invitations were mailed to 153 property owners and approximately 35 residents attended the informational meeting. Staff gave a presentation about the revised concept design. The presentation included a recap of the public improvement process, review of the first design concept, and discussed the revised design concept.

After the presentation residents asked questions, expressed concerns, and gave input about the project. Staff made themselves available to discuss the project one-on-one after the general question and answer period of the presentation. The majority of residents attending the meeting were opposed to sidewalks being constructed within the neighborhood. The primary reason expressed was that the

neighborhood was not a “through neighborhood” as it is bounded by highways on the north and west sides. Additionally they felt the streets were safe enough for walking at their current width. Three residents spoke in favor of the walks due to safety concerns for children in the neighborhood. A few residents expressed concern regarding the proposed closure of access from Sunrise Drive to Edgerton Street as well.

Following the February 21<sup>st</sup> meeting staff reviewed the input from the residents and developed the final design concept (see attached Final Feasibility Layout). This concept maintains the sidewalk connection between the two neighborhoods from Desoto St. to Burr St. at the north end of the project. Sidewalk is also proposed along Arkwright St. from Lark Ave. to County Road B. Staff feels that providing a minimum of one north/south sidewalk to serve as a main connection and crossing point to the proposed sidewalk along County Road B is necessary. A letter detailing the final design concept was mailed out to the residents the week of April 1, 2013. This letter also included information regarding the proposed assessment rates for this project that are based on the special benefits appraisal report.

#### *Burr Street And Eldridge Avenue*

Staff reviewed the feasibility of including pavement rehabilitation improvements for Burr Street and Eldridge Avenue as part of the proposed project. On January 14, 2013 a neighborhood meeting was held from 5:30-7:30 P.M. at the Maplewood Community Center. Invitations were mailed to 16 property owners and 4 residents attended the informational meeting. Staff gave a presentation about the proposed project. The presentation included the public improvement process, the construction process, existing conditions, proposed improvements, proposed assessments, and an estimated project timeline. The proposed improvements include the mill and inlay of the Burr Street and Eldridge Avenue.

After the presentation residents asked questions, expressed concerns, and gave input about the project. Staff made themselves available to discuss the project one-on-one after the general question and answer period of the presentation. Based on discussion with the residents the main questions were about localized drainage issue and if rain gardens could be included as part of the improvements.

#### *County Road B And Edgerton Street Sidewalk*

Staff also reviewed the feasibility of constructing a sidewalk along County Road B from Mississippi Street to Edgerton Street and along Edgerton Street from County Road B to the existing sidewalk that extends over Highway 36. On January 19, 2013 a neighborhood meeting was held from 5:30-7:30 P.M. at the Maplewood Community Center. Invitations were mailed to 45 property owners and approximately 20 residents attended the informational meeting. Staff gave a presentation about the proposed sidewalk project. The presentation included the public improvement process, the construction process, existing conditions, proposed improvements, and an estimated project timeline.

After the presentation residents asked questions, expressed concerns, and gave input about the project. Staff made themselves available to discuss the project one-on-one after the general question and answer period of the presentation. Based on discussion with the residents there were questions about how the sidewalk route was chosen, maintenance, and grading impacts. There were residents both in favor and opposed to the proposed sidewalk. Staff also met with the City’s Parks Department to discuss the sidewalk and trail improvements that are proposed to be included as part of the project.

### City Commissions and Boards

Staff brought the project design concept before the Community Design Review Board, the Parks and Recreation Commission, the Environmental and Natural Resources Commission, and the Planning Commission. Staff presented the design concept, showed how the design addressed concerns of residents, answered questions, and solicited feedback from the various commissions. Overall the commissions were supportive of the proposed design concepts.

## **DISCUSSION**

### Main Project Area

The main neighborhood improvement project generally consists of the following streets: Arkwright St., Burr St., Clark St., Desoto St., Hendry Pl., Highway Dr., Lark Ave., Laurie Rd., McMenemy St., Sunrise Dr. and Viking Dr. These streets are listed in the approved 2013 – 2017 Maplewood Capital Improvement Plan (CIP) as a proposed project for the 2013 construction season (however it has since been delayed to 2014 construction as a result of balancing bonding needs amongst other city projects).

The streets in main neighborhood improvement project area currently do not have concrete curb and gutter. New concrete curb and gutter would be installed along all of the neighborhood streets. The full roadway throughout the main project area will need to be removed and replaced as part of the street reconstruction due to the lack of an adequate existing road cross-section and deteriorating pavement condition. The majority of the existing neighborhood streets are currently constructed without the necessary aggregate base to provide a firm base to support the bituminous section of the road. Poor subgrade soils will need to be removed and replaced with a granular material to allow proper subsurface drainage in order to prevent frost heaving.

The neighborhood street widths range from 24 to 30 feet wide. The proposed streets are to be designed to standards recommended in the City's Living Streets Policy. The proposed streets will range from 24-feet to 28-feet wide. The streets with proposed sidewalk are designed similar to the attached Local Street Option 1 diagram (see attachment). These streets will be 24 feet wide with sidewalk on one side. These sidewalks will be maintained by the residents. The City only plows sidewalks along state aid collector routes. The majority of the streets are designed to be 28 feet wide, similar to the Local Street Option 3 diagram (see attachment), and do not include sidewalks. The existing access to Edgerton Street from Sunrise Drive is proposed to be closed to improve the intersection safety and reduce the amount of cut-through traffic through the neighborhood.

Saint Paul Regional Water Services (SPRWS) owns and operates the water mains within the Arkwright Sunrise neighborhood. SPRWS has identified that the majority of the water main in this area is cast iron pipe installed in the 1960's and is in need of replacement. SPRWS has agreed to replace the approximately 9,700 L.F. of cast iron pipe with new 8" ductile iron pipe. Additionally, 1,000 L.F. of new water main will be extended down Burr Street to provide city water to 14 properties that currently do not have access to the city water system.

Limited storm sewer is present within the project area. An expansion of the existing system is a major part of the proposed improvements to relieve drainage issues, reduce street ponding problems, and reduce the amount of storm water runoff in the roadway section. A significant portion of the existing system was found to be in need of replacement.

Currently there are no water quality treatment practices in the project area. Proposed treatment features such as a regional rainwater gardens, boulevard rainwater gardens, and underground infiltration systems will provide the means to capture and reduce pollutants from reaching downstream water bodies. Staff will be working with the residents on the location and design of the rainwater gardens.

The Sanitary Sewer Superintendent has noted that this neighborhood's sanitary sewer system has a history of root intrusion, structural deficiencies, and has identified need for spot repairs to the main line, 4,100 L.F. of sewer main lining, and manhole reconstruction. Additionally the city will pay for a free sewer service cleaning/televising for homeowners who have a history of issues. Any deficiencies found within the right of way would be paid for by the city during the project.

McMenemy is a border street with Little Canada and costs would be shared and a Joint Powers Agreement will be drafted and brought forward to council prior to awarding a construction contract. The city has met with Little Canada staff and they are aware and supportive of the proposed project.

#### Burr Street And Eldridge Avenue

Burr Street and Eldridge Avenue are in need of pavement rehabilitation. By including the rehabilitation of these streets as part of the project it will allow for an overall neighborhood improvement approach to the design and would represent a cost savings over rehabilitating them as standalone project.

#### County Road B And Edgerton Street Sidewalk

Staff is proposing the construction of a concrete sidewalk along the south side of County Road B from Mississippi Street to Edgerton Street and along Edgerton Street from County Road B to the existing sidewalk crossing Highway 36. In the City of Maplewood's 2030 Comprehensive Plan County Road B is identified as an east/west corridor and Edgerton Avenue is identified as a north/south corridor for trails and sidewalk improvements. The proposed walk along the south side of County Road B will connect to the existing walk along Mississippi Street and tie into the small tot lot at the intersection of County Road B and Mississippi Street. This walk will extend east to Edgerton Street and north along both sides of Edgerton Street to existing walk adjacent to the Trinity Baptist Church and the existing sidewalk that crosses Highway 36. Ramsey County would pay half the cost.

#### McKnight Road Sidewalk

Staff is proposing the construction of a concrete sidewalk along the east side of McKnight Road from 320 McKnight Road to the intersection of Londin Lane. Staff has received request from a disabled resident in the area to make this connection to provide a dedicated pedestrian route to access the businesses and bus stops in the area. Ramsey County would pay for half of this cost.

#### Neighborhood Fog Seal

To extend the life of bituminous pavement in neighborhoods that have previously been reconstructed Staff recommends applying a fog seal to the existing streets. As part of this project staff will review past projects to determine which will benefit the most for a fog seal. An estimated construction cost (with no-indirect costs) of \$30,000 for a neighborhood fog seal project is included in the cost estimate of this feasibility report. A fog seal helps seal the pavement surface, provides protection from moisture intrusion, and helps restores flexibility by rejuvenating the upper layer of the bituminous.

**BUDGET**

The following is a breakdown of the estimated projects cost, including 10% for construction contingencies and 28% for engineering and administration, as identified through the feasibility process:

DESCRIPTION	ESTIMATED COST
Main Project Area Full Reconstruction =	\$4,487,000.00
Burr St & Eldridge Ave Pavement Rehabilitation =	\$115,000.00
County Rd B & Edgerton St sidewalk =	\$322,000.00
McKnight Rd. Sidewalk =	\$30,000.00
Neighborhood Fog Seal	\$42,000.00
<b>Total Estimated Project Cost =</b>	<b>\$4,996,000.00</b>

The project budget detailed in the City’s Capital Improvement Plan (CIP) is \$4,600,000, and \$5,000,000 in the Departments proposed 2014-2018 CIP. The total project cost including all three recommend additions to the project scope is \$4,996,000.

FUNDING SOURCE	FEASIBILITY ESTIMATE
G.O. IMPROVEMENT BONDS	\$2,529,000
RAMSEY COUNTY (SIDEWALKS)	\$176,000
SANITARY SEWER FUND	\$279,000
I & I GRANT	\$39,000
ENVIRONMENTAL UTILITY FUND	\$460,000
SPECIAL BENEFIT ASSESSMENT	\$697,000
ST. PAUL WATER	\$480,000
W.A.C. FUND	\$58,000
CITY OF LITTLE CANADA	\$243,000
DRIVEWAY REPLACEMENT PROGRAM	\$35,000
<b>TOTAL FUNDING</b>	<b>\$4,996,000</b>

The estimated project recovery table above shows the proposed funding for the total estimated project cost. This includes the costs for the main project area, the pavement rehabilitation of the Burr Street and Eldridge Avenue, the construction of sidewalk improvements along County Road B, Edgerton Street and McKnight Road, and the fog seal of the pavement in a neighborhood reconstructed in the past.

It should be noted that Saint Paul Regional Water Services (SPRWS) will reimburse the City for the costs associated with the replacement of existing water main. The estimated reimbursement amount, shown above, is \$480,000. The City has received a grant from Metropolitan Council for Inflow/Infiltration improvements and it is estimated that \$39,000 will be applied to this project to help offset some of the proposed sanitary sewer improvements. Ramsey County will reimburse the City for 50% of the proposed sidewalk improvements. This is currently estimated to be \$176,000 as shown in the estimated project recovery table above.

The Living Streets design has the added advantage that from a budgetary standpoint there will be the continued cost savings over the life of the road with reduced costs in maintenance, seal-coating/mill and overlay projects, and when the road surface requires replacement. This is all in addition to the benefits of slowing traffic, providing a safe route for pedestrians, and enhancing stormwater quality and the urban forest.

## RECOMMENDATION

It is recommended that the City Council approve the attached Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing for 7:00 p.m., Monday, May 13, 2013, for the Arkwright-Sunrise Area Street Improvements, City Project 12-09.

Attachments:

1. Resolution
2. Executive Summary
3. Questionnaire Results (Enlarged separate copy included with feasibility report)
4. Location Map
5. 2013-2017 CIP Arkwright Sunrise Area Streets
6. Original Layout
7. Revised Layout
8. Final Feasibility Layout
9. Living Streets Design Concept Option 1
10. Living Streets Design Concept Option 3

**RESOLUTION  
ACCEPTING FEASIBILITY STUDY, AUTHORIZING PREPARATION OF PLANS AND  
SPECIFICATIONS, AND CALLING FOR PUBLIC HEARING**

WHEREAS, pursuant to resolutions of the council adopted July 23, 2012, a report has been prepared by the City Engineering Division with reference to the improvement of Arkwright-Sunrise Area Street Improvements, City Project 12-09, and this report was received by the council on April 8, 2013, 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 City Council will consider the Arkwright-Sunrise Area Street Improvements, City Project 12-09 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 \$4,996,000.

2. The City's Engineer or his designee is the designated engineer for this improvement and is hereby directed to prepare final plans and specifications for the making of said improvement.

3. The finance director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$4,996,000 shall be established. The proposed financing plan is as follows:

<b>FEASIBILITY ESTIMATED PROJECT COST RECOVERY</b>	
<b>FUNDING SOURCE</b>	<b>FEASIBILITY ESTIMATE</b>
G.O. IMPROVEMENT BONDS	\$2,529,000
RAMSEY COUNTY (SIDEWALKS)	\$176,000
SANITARY SEWER FUND	\$279,000
I & I GRANT	\$39,000
ENVIRONMENTAL UTILITY FUND	\$460,000
SPECIAL BENEFIT ASSESSMENT	\$697,000
ST. PAUL WATER	\$480,000
W.A.C. FUND	\$58,000
CITY OF LITTLE CANADA	\$243,000
DRIVEWAY REPLACEMENT PROGRAM	\$35,000
<b>TOTAL FUNDING</b>	<b>\$4,996,000</b>

4. A public hearing shall be held on such proposed improvement on the 13<sup>th</sup> day of May, 2013 in the council chambers of city hall at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Approved this 8<sup>th</sup> day of April, 2013

## **ARKWRIGHT-SUNRISE AREA IMPROVEMENTS CITY PROJECT 12-09**

### ***EXECUTIVE SUMMARY***

ARKWRIGHT STREET, BURR STREET, CLARK STREET, DESOTO STREET, HENDRY PLACE,  
HIGHWAY DRIVE, LARK AVENUE, LAURIE ROAD, MCMENEMY STREET, SUNRISE DRIVE,  
VIKING DRIVE

#### **Project Summary**

This feasibility report has been prepared for the Arkwright-Sunrise Area Improvement Project, City of Maplewood Project 12-09. The above referenced streets total approximately 2.2 miles in length. The neighborhood area is generally bounded by Highway 36 to the North, Edgerton Street to the East, County Road B to the South, and Interstate 35E to the West. The proposed improvements include the following:

- 1) The full reconstruction of all streets listed above. Full reconstruction of these streets will include removal and replacement of the existing aggregate base and bituminous. The street reconstruction will also include sub grade corrections consisting of replacing the sub grade fill material with a sand sub base, drain tile, and a geo-textile fabric.
- 2) Concrete curb and gutter installation for all streets.
- 3) Street layouts that reflect the City's "Living Streets" policy. These layouts include narrower street widths and the addition of sidewalks on select neighborhood streets. The closure of Sunrise Drive at Edgerton Street is recommended to reduce the amount of cut-through traffic in the neighborhood.
- 4) Installation of a new storm sewer system throughout the neighborhood to relieve drainage issues.
- 5) Evaluate and implement storm water best management practices as required to meet Ramsey-Washington Metro Watershed District and City of Maplewood requirements as well as the City's non-degradation and MS4 permit obligations.
- 6) Conduct repairs to the existing sanitary sewer system. The sanitary sewer system for the project area has a history of root intrusion and structural deficiencies. Review of the existing sanitary sewer system shows that spot repairs and lining of the main line will be required.
- 7) Conduct private sewer service televising, cleaning, and inspection as needed. Evaluate televising data to determine needs for sanitary sewer service repairs within the street right-of-way.
- 8) Conduct watermain replacement and repairs in the area in conjunction with Saint Paul Regional Water Services' (SPRWS) capital improvement plan. SPRWS has identified approximately 7,500 linear feet of watermain replacement and 1,000 linear feet of watermain extension. SPRWS is currently evaluating other water system repairs, replacements, and enhancements for items such as gate valves, hydrants, curb stops and other system components.
- 9) Sidewalk along the south side of County Road B from Mississippi Street to Edgerton

Street.

- 10) Sidewalk along the east side of Edgerton Street, from the proposed County Road B sidewalk to the existing sidewalk near Trinity Baptist Church.
- 11) Sidewalk along the east side of Mcknight road, from Londin Lane to the existing sidewalk 450 feet to the north.
- 12) Pavement rehabilitation on the Burr Street and Eldridge Avenue culs-de-sac east of DeSoto Street.
- 13) The fog seal of past neighborhood improvement project streets.

**Project Cost**

The estimated costs for the proposed improvements are detailed below. These costs include a 10% construction cost contingency and a 28% allowance for indirect costs.

<b>ESTIMATED PROJECT COST SUMMARY</b>		
<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
STREET IMPROVEMENTS	\$ 3,034,000	61%
SIDEWALK IMPROVEMENTS	\$ 352,000	7%
DRAINAGE IMPROVEMENTS	\$ 719,000	14%
SANITARY SEWER IMPROVEMENTS	\$ 318,000	6%
WATER SYSTEM IMPROVEMENTS	\$ 538,000	11%
DRIVEWAY REPLACEMENT PROGRAM	\$ 35,000	1%
<b>TOTAL ESTIMATE OF PROJECT COSTS</b>	<b>\$4,996,000</b>	<b>100%</b>

**Proposed Financing**

The improvements are proposed to be financed through a combination of special assessments to the benefiting properties, G.O. Improvement Bonds, Ramsey County, the Environmental Utility Fund, an I&I grant, W.A.C. funds, other City of Maplewood funds, and the St. Paul Water fund. Additionally, 50 percent of the costs associated with McMenemy Street are proposed to be funded by the City of Little Canada. The following is a summary of the estimated financing for the proposed project.

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$2,529,000	50%
RAMSEY COUNTY (SIDEWALKS)	\$176,000	3%
SANITARY SEWER FUND	\$279,000	6%
I & I GRANT	\$39,000	1%
ENVIRONMENTAL UTILITY FUND	\$460,000	9%
SPECIAL BENEFIT ASSESSMENT	\$697,000	14%
ST. PAUL WATER	\$480,000	10%
W.A.C. FUND	\$58,000	1%
CITY OF LITTLE CANADA	\$243,000	5%
DRIVEWAY REPLACEMENT PROGRAM	\$35,000	1%
<b>TOTAL FUNDING</b>	<b>\$4,996,000</b>	<b>100%</b>

**Schedule**

The following schedule may be implemented, should it be determined to proceed with the project:

Receive feasibility study	4/8/2013
Order public hearing	4/8/2013
Public hearing	5/13/2013
Approve plans and specs/authorize advertisement for bids	10/14/2013
Bid date	11/6/2013
Assessment hearing	11/11/2013
Accept bids/award contract	11/11/2013
Begin construction	5/1/2014
Assessments certified to Ramsey County	11/1/2014
Complete construction	11/1/2014

Arkwright Sunrise Area Streets  
City Project 12-09  
Questionnaire Results

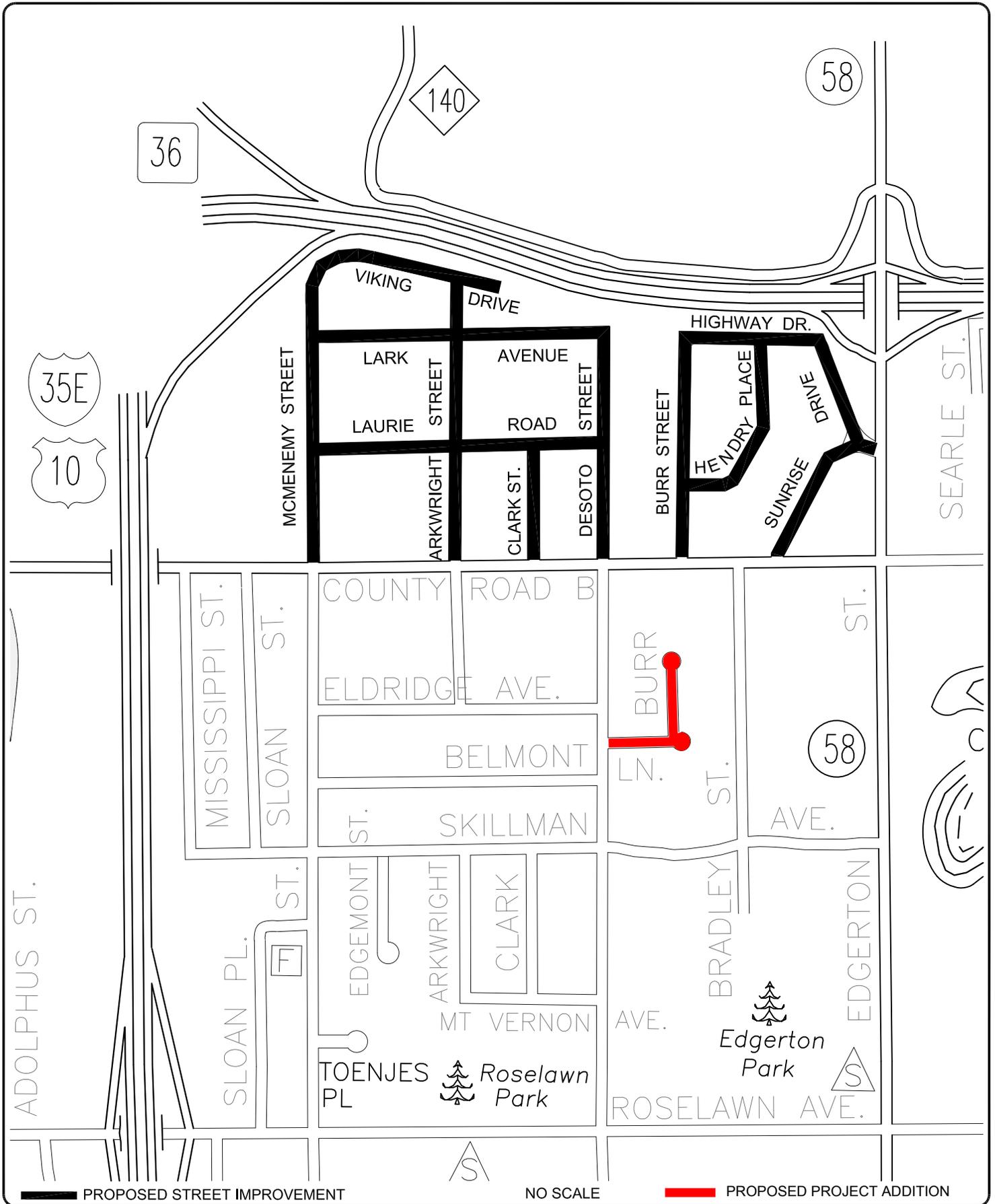
Street	Years Lived @ Address	Sanitary Issue	Require Regular Cleaning	Comment	Drainage Issue (basement)	When	Comment	Standing Water (yacht)	Comment	Direct Flooding	Rain Garden	Driveway Program	General Comments
Arkwright St	25	n	n		y	after big rain storms	Not if I keep gutters clean	y	Stays a couple of days; 37 S.	n	n	n	The cost we will incur
Arkwright St	16	n	n		y			n		n	y	y	
Arkwright St	24	n	n	Had main drain, shower, and laundry room cleaned on 9/12/12 due to backup. tree roots; want new PVC service	n					n	n	n	We just had landscaping done in front of the house and around the mailbox and across the driveway w/ decorative rock and plants (perennials) summer of 2010. Will this be redesigned for us?
Arkwright St	20	y	y		n			n		n	y	y	Please add street lights to my block
Arkwright St	39	n	n		n			n		n	n	n	
Arkwright St	46	n	n		y	after big rain storms		n		n	n	y	
Arkwright St	41	n	n	About 50' towards the street the clay outgoing sewer line has roots that we cut out every other year. Last cleaned spring of 2012	n		standing water in street is nuisance	n		n	y	y	Driveway has paver edging. When do we need to remove some landscaping posts at our corner - We want to keep them - Will you help or do we need to do it - Remove and replace later? The streets have gotten worse each year and I am happy that you are going to replace them. Also, I reported the finding of major growth of roots that were viewed via video that were out into the city's main system.
Arkwright St	14	n	y		n			n		n	y	n	
Arkwright St	7	n	n		n			n		n	n	y	
Burr St	0.5	n	n		n		Stays a couple of hours; North side of house 5'-10' away; nuisance	y		n	y		
Burr St	4	n	n		n			n		n	y		
Burr St	45	n	n		n			n		n	n	n	
Burr St	35	n	n		n			n		n	n	n	
Burr St	1	n	n	Water back-up in basement floor drain; Once a month; cleans out the drain line up to 50' with a small snake	n			n		n	n	y	
Burr St	6	y	y		n	after big rain storms; in the spring during snow melt		y		n	n	n	We currently have a well. Will we get city water? Can we keep the well for watering the lawn?
Burr St	3	n	n	Neighbor's tree roots blocked sewer; had service cleaned in 2009	y			n		n	y		
Burr St	59	y			n			n		n	n	n	I do not want sidewalks.
Burr St	60	n	n		n			n		n	n	n	Water - we are on a well
Clark St	47	n	n		n		Stays 12-24 hours in backyard; 50' NW of house; Nuisance	n		n	n	n	We don't need sidewalks. The streets need speed bumps.
Clark St	10	n	n		y	after big rain storms		y		n	n	n	
Clark St	41	n	n		n			n		n	y	n	
Clark St	22	n	n		n			n		n	y	n	Please no sidewalks
County Road B	50	y	y	Roots; cleaned every 1-2 years; last cleaned 11/2011; Connection is on Co. Rd. B; Roots; cleaned every 18 -24 months	y	after big rain storms; in the spring during snow melt	Put longer gutter extensions on, and covers on the window wells	n		y	n	n	How much is the environmental utility fund fee?
Desoto St	11	n	y	Ground roots, cleaned every 1 -2 years. Last cleaned 9/30/2010	n		Foundation might be cracked west side	n		n	n	n	
Desoto St	15	n	y	Basement floor drain back up due to build up of hair and garbage disposal deposits and tree roots. Cleaned every 5 years. Last cleaned 2009.	y	after big rain storms	Low spot, 40' from house; water sits for 2 -3 days. Want rain water garden there?	y		n	y	n	
Desoto St	35		n		n			n		n	n		

Arkwright Sunrise Area Streets  
City Project 12-09  
Questionnaire Results

Street	Years Lived @ Address	Sanitary Issue	Require Regular Cleaning	Drainage Issue (basement)	When	Comment	Standing Water (yard)	Comment	Direct Flooding	Comment	Rain Garden	Driveway Program	General Comments
Desoto St	7	n	n	n			n		n		y	y	
Desoto St	43	n	n	n							n	n	
Desoto St	6	y	y	n			n		n		y	y	
Desoto St	16	y	y	n			n		n		n	n	
Desoto St	56	y	y	n			n		n		n	n	No sidewalks please
Desoto St	50	y	n	n			n		n		n	y	Keep the cost down
Desoto St	18	y	y	y			y	Standing water right next to south side of house for a couple of hours	n		y	y	
Hendry Place	45	n	n	n			n				n	n	I look forward to not having water in front of mail box.
Hendry Place	0.1	?	?	?			?		n		n	n	When will we know how much this will cost and the additional price of the assessment. I just bought this house and this is a huge surprise
Hendry Place	59	y	y	used to			n		n		n	y	
Hendry Place	55	n	n								n	y	
Hendry Place	60 +	n	n				n		n		n	y	
Hendry Place	4	n	n	y			y		n		y	y	no windows river rocks 2 feet down; done 10/17/12
Hendry Place	4	n	n	y			y		n		y	y	no basement; crawl space Drain tile system installed 10/17/12 No basement We rarely see standing water except after large amounts of rain or melting in a short period, but we often get moisture/condensation after big rain storms; in the spring during snow melt; after big rain storms; in the spring during snow melt; after almost any rain or melting event
Hendry Place	52	n	n	n			n		n		y	y	Curbs along our street would be fine, but we wouldn't want a sidewalk. However a sidewalk along County B would be nice.
Hendry Place	25	n	n	n			n		n		y	y	We do not need sidewalks on our street. The street is one block long and the only traffic we have are the residents of the street
Lark Ave	22	n	n	n			n		n		n	y	Fix the streets without adding curbs Previously I sent a letter about my concerns about sidewalks. I never received a response but my neighbor said they were not planning sidewalks in our community.
Lark Ave	37	n	n	y			n				n	n	There is a storm drain in our front yard/boulevard. Can it be removed? Look forward to it. Very much needed in our neighborhood
Lark Ave	19	n	n	y			y	Basement egress window filled with water. Then had a landscaper change grade around house	y		y	y	
Lark Ave	15	n	n	y			n	10 feet away from house, for 2-24 hours, depending on rain amount & ground saturation	n		y	n	
Lark Ave	26	n	n	n			y	15-20' from house, for a couple hours after 1" rainfall in flat spot in front yard. Not a problem.	y		n	n	
Lark Ave	8	n	n	y			n		n		y	y	One time in early 1990's during an 8" rainfall event
Lark Ave	16	n	n	y			n		n		y	n	I am concerned about the cost. My house value is down, property taxes are up. This is going to add a lot of money to my property taxes!

Arkwright Sunrise Area Streets  
City Project 12-09  
Questionnaire Results

Street	Years Lived @ Address	Sanitary Issue	Require Regular Cleaning	Comment	Drainage Issue (basement)	When	Comment	Standing Water (yard)	Comment	Direct Flooding	Comment	Rain Garden	Driveway Program	General Comments
Laurie Rd	10	n	y	Tree roots; cleaned every 3 years, last done 2 years ago	y	in the spring - during snow melt	Had sump pump and drain tile installed	y	Less than a day, 100 away in middle of back yard; nuisance	n		n		Good communication is essential between work being done and community
Laurie Rd	22	n	n	obstruction from tree roots in yard (last time was over 5 years)	n	after big rain storms; in the spring during snow melt		n		n		y	y	
Laurie Rd	20	n	y	Roots in mainline; cleaned every 3 years	y		Replaced windows	n		y		n	n	
Laurie Rd	54	n	n		n			n		n		n	n	
Laurie Rd	30	n	n		n			n		n		y	n	We do not want a sidewalk - we have no heavy traffic, therefore we do not need a sidewalk - nor want it
Laurie Rd	56	n	n		n			n		n		n	n	
Laurie Rd	1	n	?	Unknown - we cleaned it when we moved in 1 year ago	y	after big rain storms	We have a significant amount of mold and subsequent damage throughout the basement. The heavy rain on 10/25/12 flooded our basement	n		?	unknown	y	y	
Laurie Rd	57	n	n		n			n		n		n	n	No on sidewalks
McMenemy St	58	n	n		y	after big rain storms; in the spring during snow melt	A river of water courses through front and back yard - Ends up 2 houses down. Water rushes down driveway making huge gulleys which need to be filled in. Front yards' bank is very loose and is eroding away. Having trouble growing grass on slope.	y	In the spring when ground is frozen until ground warms up. 15' - 20' from NE corner of home	y	Happened last winter; Tried to regrade the driveway - added soil to foundation, raised cement sidewalks all to drain water away from house	n	y	Loose sandy bank - unstable loose sand washes down into front yard after it rains
McMenemy St	4	n	n		n			y	Stays less than a day in ditch in front of McMenemy	n		n	n	I'm 75 and don't really relish the idea of a large assessment at this stage of my life!!
McMenemy St	32	n	n		n			y	in drainage ditch, 60' in front of house.	n		n	n	
McMenemy St	35	n	n		n			n		n		n	y	We have a ravine (ditch) next to our street. I would like our street even with our yard. I feel that ravine is dangerous to people getting in and out of their cars.
McMenemy St	18	n	n		y	after big rain storms		n	Stays 12 hours or less. Nuisance	n		n	n	High concerns about handicapped adults at group home who share our driveway.
Sunrise Dr.	26	y	y	Roots; cleaned annually	y	in the spring - during snow melt		y		n		y	y	
Sunrise Dr.	51	n	y	new sewer system	n	hard rain				n		n	n	
Sunrise Dr.	14	y	y	There were mature tree roots in street (below pavement but before main line) sewer line. Replaced cracked & broken line - sleeved remaining line with pvc. & installed cleanout with roots; cleaned every 2-3 years	y	after big rain storms	Or after a winter with lots of snow	y	Standing water by back door; sits 5 - 8 hours. Nuisance.	n		maybe	n	
Sunrise Dr.	35	y	y	First 10 years sewer had to be cleaned annually; now cleaned about every 2 year. Last cleaned 7/2011	n	after big rain storms		n	Spring snow melt stands in far back yard for 2-3 days; 50' NW of house; has rotted shed floor	n		n	y	
Sunrise Dr.	24	y	y		y	after big rain storms		y		y	Only when downspouts are not properly attached	y	y	
Sunrise Dr.	19	n	n		n			n		n		n	n	
Viking Dr	13	y	y	Roots; cleaned annually; last done spring of 2012	y	after big rain storms	Often during continuous rain for a few days	n		n		y	y	When will we be informed about more meetings that we were originally told would occur. It stated we would be able to have input - and it may not even take place.
Viking Dr	16	n	n	Vacant lot; no sewer/water	y	after big rain storms		n	Water stands in road for 2-3 days	n		n	y	



**Arkwright/Sunrise Area Streets**  
Project Location Map  
City Project 12-09



## CITY OF MAPLEWOOD CAPITAL IMPROVEMENT PLAN 2013 - 2017

<b>PROJECT TITLE:</b> Arkwright/Sunrise Area Streets	<b>TOTAL COST:</b> \$4,600,000
<b>PROJECT NUMBER:</b> PW11.090	<b>PROJECT CATEGORY:</b> Public Works
<b>DESCRIPTION:</b> Neighborhood area street reconstruction	

**JUSTIFICATION:**

The Arkwright and Sunrise area streets are very badly deteriorated and existing drainage conditions are poor. The streets in this area are in bad condition and in need of major reconstruction. Replacement will include upgrades to the area drainage system in coordination with the improvements to the area streets. This area is a key neighborhood in need of improvement according to the Street Superintendent. Streets in this project area include: McMenemy St, Highway Dr, Lark Ave, Arkwright St, Clark St, Burr St, Hendry Pl, Desoto St, and Sunrise.  
2.2 miles of streets, Average PCI: 33

**PROJECT COSTS AND FUNDING SOURCES BY YEARS:**

Funding Source	Prior Years	2013	2014	2015	2016	2017	Funding Total
Bonds-G.O. Improvement	200,000	1,620,000	0	0	0	0	1,820,000
Bonds-Special Assessment	0	1,615,000	0	0	0	0	1,615,000
Environmental Utility Fund	0	460,000	0	0	0	0	460,000
Sanitary Sewer Fund	0	329,000	0	0	0	0	329,000
St. Paul W.A.C. Fund	0	238,000	0	0	0	0	238,000
St. Paul Water	0	138,000	0	0	0	0	138,000

	<b>PROJECT COSTS</b>
<b>PROJECT STARTING DATE:</b> August 2012	<b>Preliminaries:</b> \$200,000
	<b>Land Acquisition:</b> \$0
<b>PROJECT COMPLETION DATE:</b> October 2013	<b>Construction:</b> \$4,400,000
	<b>Equipment and Other:</b> \$0
<b>NEIGHBORHOOD:</b> 02 - Parkside	<b>Project Costs:</b> \$4,600,000



12-09

# CAPITAL IMPROVEMENT PROJECT ARKWRIGHT-SUNRISE AREA STREETS



**LEGEND**

- FULL RECONSTRUCTION
- PROPOSED SIDEWALK

## Original Layout



12-09  
 CAPITAL IMPROVEMENT PROJECT  
 ARKWRIGHT-SUNRISE AREA STREETS



**LEGEND**

- FULL RECONSTRUCTION
- PROPOSED SIDEWALK

Revised Layout



12-09

# CAPITAL IMPROVEMENT PROJECT ARKWRIGHT-SUNRISE AREA STREETS

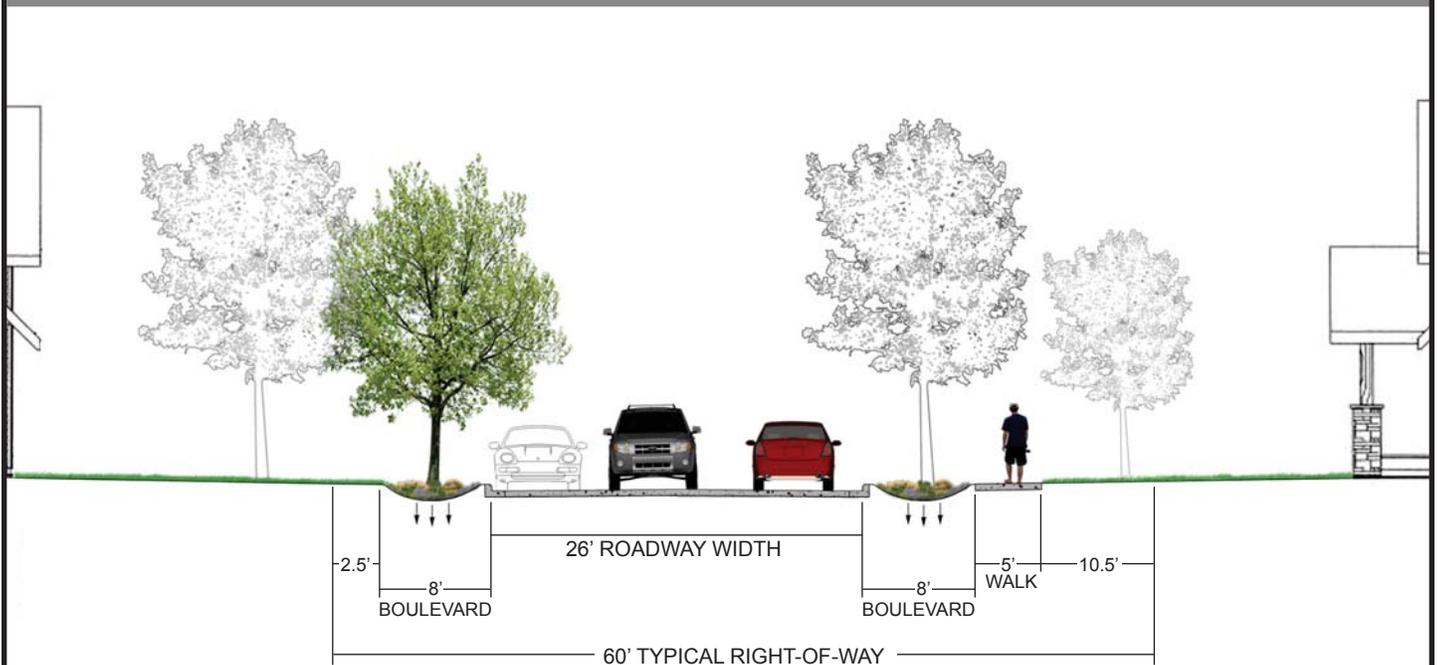


**LEGEND**

- FULL RECONSTRUCTION
- PROPOSED SIDEWALK / BITUMINOUS TRAIL

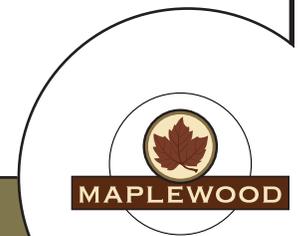
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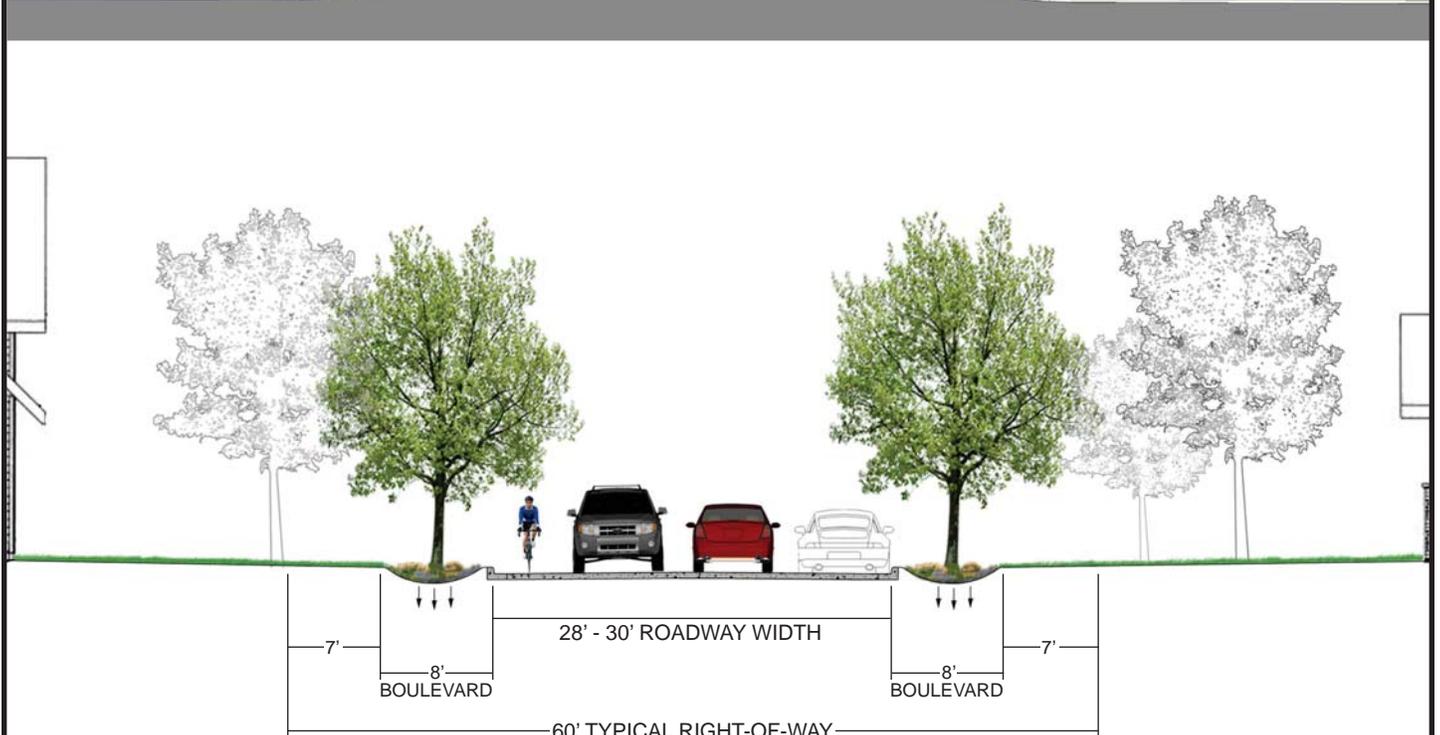
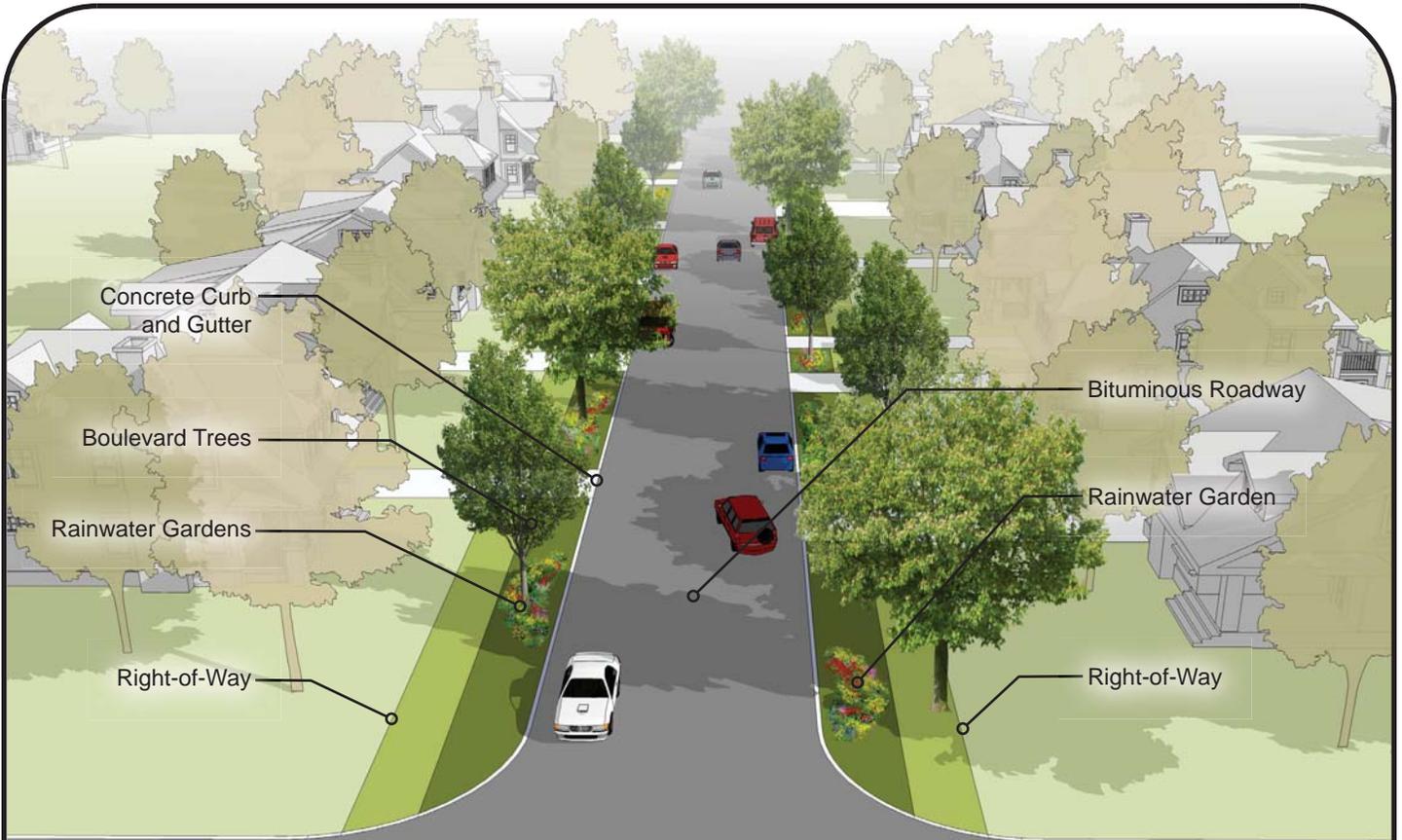




Note: 24' roadway width may be considered in appropriate context

**Local Street** | Option 1





Note: Sidewalk required if street abuts or is in vicinity of a school or park

## Local Street | Option 3



## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Charles Ahl, Assistant City Manager  
Karen Guilfoile, Citizen Services Director  
**SUBJECT:** **Consideration of Community Comment Policy to Replace Listening Forum**  
**DATE:** **April 3, 2013**

### INTRODUCTION/BACKGROUND

At the March 25<sup>th</sup> City Council meeting, the Council directed staff to place an item on the agenda for discussion of a new policy/approach to replace the Listening Forum procedure that is currently being used prior to the start of the regular Council meetings. This issue was also a topic of discussion at the March 6<sup>th</sup> Council – Staff Retreat.

The Listening Forum procedure is a part of the Council's *"Rules and Procedures for City Council and Council Meetings"* which are normally adopted at the Council's first meeting of each year, but can be amended at any time by a majority vote of the City Council. The following reference is currently part of the Council's *"Rules and Procedures..."*:

In 2012, the City Council moved to implement a "Listening Forum" to be conducted before regular city council meetings on the second and fourth Mondays of the month. The Forum will begin at 6:30 pm and will be an opportunity for citizens to address the city council. This amended the previous city council agenda removing Visitor Presentations from the agenda. The Listening Forum will be recorded but not broadcast.

### OPTIONS

The City Council has discussed various options over the years, as follows:

1. Continue with the Listening Forum procedure.
2. Return to Visitor Presentation at either the beginning or the end of the regular agenda.
3. Adopt a revised procedure, such as a Community Comment Policy, suggested by staff.

### DISCUSSION

This is a difficult situation for the City staff to provide recommendations, as it is a method for the City Council to receive input from citizens. It is obvious that some members of the Council feel that the Listening Forum is being abused by some individuals. The judgment on the effectiveness of the Listening Forum procedure is entirely a City Council decision. However, if options are desired from the Council, the staff has some suggestions.

First, it is our recommendation that if this item is to be on the regular agenda, that the item be placed at the end of the regular work items of the Council, for example after Award of Bids. We recall the story that is repeated by the developer of the Costco facility, when that item was on the agenda for consideration and final approvals by the City Council. A number of the Costco representatives were in attendance and had flown into town specifically to attend our Council

meeting. The Visitor Presentation that evening was at the beginning of the meeting and was contentious. According to the local developer of the Costco site, the Costco representatives were skeptical of remaining and considered withdrawing their proposal based partially upon the contentious nature of the exchanges, as well as the extensive delay before their item was considered.

Thus, for whichever item is considered by the Council for returning an item to the regular agenda, we recommend that the item be placed at the end of regular business of the Council.

A third consideration is attached as a staff suggestion that was provided to the City Council at the March 6<sup>th</sup> retreat. This procedure has been titled Community Comment Policy. The Policy is explained and would require anyone wishing to speak to register with the City Clerk and certain topics would be restricted as listed in the policy. Violations are also addressed and time is set.

### **OTHER CONSIDERATIONS / PROCEDURE FOR CHANGE**

Should the Council determine that they wish to change their procedures, a motion to change the *“Rules and Procedures for City Council and Council Meetings”* would be appropriate. The action would be to revise the *“Rules and Procedures for City Council and Council Meetings”* and the Order of Business and to place \_\_\_\_\_ [whichever approach the Council determines is best] into the Order of Business.

The Council may wish to also consider starting times for Council Manager Workshop if the Listening Forum is eliminated. Options include beginning start times at 5:30 pm, or eliminating the First Monday of the Month regularly scheduled Work Sessions from the regular meeting schedule. It is noted that a large volume of Work Session items have not been forthcoming, so staff has been cancelling those first Monday Work Sessions routinely.

### **Recommended Action**

Consider and discuss the Listening Forum and options for revising Council procedures for receiving Citizen comments.

Attachment

1. Community Comment Policy

MAPLEWOOD CITY COUNCIL  
COMMUNITY COMMENT POLICY

The City Council values the input of Maplewood residents. Community Comment occurs after all scheduled agenda items are completed and is an opportunity for residents and non-residents to address the Council about an item that is not part of the regular agenda.

During "Community Comment," the City Council will invite residents to share new issues or concerns that haven't been considered in the past 30 days by the Council or which aren't slated for future consideration. Individuals must limit their comments to three minutes. The Mayor may limit the number of speakers on the same issue in the interest of time and topic. Individuals should not expect the Mayor, Council or staff to respond to their comments at the meeting. Instead the Council might refer the matter to staff for consideration at a future meeting.

Topics should relate to City business and must follow the following rules and parameters:

- Presenters must address all comments to the Mayor / Chair of the meeting.
- Presenters must register prior to the start of Community Comment on the agenda with the City Clerk and identify the topic of the item that they wish to present to the Council.
- All comments should be limited to 2 – 3 minutes maximum. The City Clerk will notify the Mayor when 2 minutes of a community comment presentation have elapsed and when 3 minutes have elapsed.
- No comments deemed to be political in nature or endorsing a specific candidate shall be allowed.
- All comments must be about City business and should not reference specific Council members. Comments should be directed to the actions of the Council.
- Please be aware that the City of Maplewood is a Plan B form of government and all employees report to the City Manager, not to the City Council. Thus, comments about employees will not be allowed and should be directed to the City Manager at times other than Community Comment.
- Violations of these rules, as determined by the Mayor, shall result in a Visitor being denied the privilege to address the Council as follows:
  - First violation in a calendar shall result in denial to address the Council at one subsequent meeting.
  - Second violation shall result in denial to address the Council at two subsequent meetings.
  - Third violation shall result in denial to address the Council at three subsequent meetings.
  - Etc.

NAME \_\_\_\_\_

TOPIC \_\_\_\_\_

## AGENDA REPORT

**TO:** James Antonen, City Manager  
**FROM:** Michael Thompson, Public Works Director / City Engineer  
**SUBJECT:** Adoption of Resolution Supporting Street Improvement District Legislation  
**DATE:** April 3, 2013

### INTRODUCTION

The City Council will consider adopting a resolution that supports the creation of street improvement districts as a potential financing tool for municipal street maintenance, construction, reconstruction, and facility upgrades.

### BACKGROUND / DISCUSSION

There is currently proposed legislation, HF 745 and SF 607, which would allow cities to create street improvement districts.

In addition to the League of Minnesota Cities (LMC) other supporters include:

- Association of Metropolitan Municipalities
- Coalition of Greater Minnesota Cities
- Minnesota Association of Small Cities
- North Metro Mayors
- Minnesota Transportation Alliance
- City Engineers Association of Minnesota
- Minnesota Chapter of the American Public Works Association

Maplewood faces budget challenges and recently had to make the difficult decision of delaying its neighborhood reconstruction project by one year, in addition to delaying or canceling other roadway improvement projects in the past. This financing option would provide the city with more flexibility to fund such projects in a steady and reliable manner.

Maintenance and reconstruction projects are necessary to help keep property values stable; and, cities lack viable options for building new transportation infrastructure to attract and retain the investments by businesses that keep Minnesota's economy strong.

It is important to note that:

- This is enabling legislation. No city would be required to create a municipal street improvement district.
- The street improvement district authority legislation is modeled after Minn. Stat. 435.44, which allows cities to establish sidewalk improvement districts.
- This authority would provide a funding mechanism that is fair. It establishes a clear relationship between who pays fees and where projects occur, but stops short of the benefit test that sometimes makes special assessments vulnerable to legal challenges and very costly to cities. It also does not prohibit cities from collecting fees from tax exempt properties within a district.
- Fees paid under a street improvement district would be deductible just as property taxes are.

- This tool allows cities to perform maintenance and reconstruction on schedule. Timely maintenance is essential to preserving streets and thereby protecting taxpayer investments.
- This tool would allow property owners to fund expensive projects by paying relatively small fees over time. The tool could be used to mitigate or eliminate the need for special assessments.

A public hearing would be required to be held for each proposed street improvement district and terms would range from 5 years to 20 years according to the proposed legislation.

Over the past few years Maplewood has spent tens of thousands of dollars per neighborhood street reconstruction project on special assessment court appeals, appraisal fees, expert witness testimony, in addition to countless hours of staff time. The street improvement district legislation requires an equitable relation to improvements and the district however it does not rise to the level of a special benefit test. This legislation would allow better use of our limited resources on what truly needs to be fixed or replaced (streets for example), instead of redirecting our limited funding and resources away from real construction and maintenance improvements.

## **RECOMMENDATION**

It is recommended that the City Council adopt the attached resolution supporting legislation authorizing the establishment of municipal street improvement districts.

### Attachments:

- 1) Resolution

**RESOLUTION SUPPORTING LEGISLATION AUTHORIZING THE ESTABLISHMENT OF  
MUNICIPAL STREET IMPROVEMENT DISTRICTS**

**WHEREAS**, Minnesota contains over 135,000 miles of roadway, and over 19,000 miles—or 14 percent--are owned and maintained by Minnesota's 853 cities; and

**WHEREAS**, 84 percent of municipal streets are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

**WHEREAS**, the more than 700 Minnesota cities with populations below 5,000 are ineligible for dedicated Highway User Tax Distribution Fund dollars; and

**WHEREAS**, city streets are a separate but integral piece of the network of roads supporting movement of people and goods; and

**WHEREAS**, existing funding mechanisms, such as Municipal State Aid (MSA), property taxes and special assessments, have limited applications, leaving cities under-equipped to address growing needs; and

**WHEREAS**, maintenance costs increase as road systems age, and no city--large or small—is spending enough on roadway capital improvements to maintain a 50-year lifecycle; and

**WHEREAS**, for every one dollar spent on maintenance, a road authority saves seven dollars in repairs; and

**WHEREAS**, the Council of the City of Maplewood finds it is difficult to develop adequate funding systems to support the City's needed street improvement and maintenance programs while complying with existing State statutes; and

**WHEREAS**, cities need flexible policies and greater resources in order to meet growing demands for municipal street improvements and maintenance.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MAPLEWOOD** supports enabling legislation that would authorize cities to establish street improvement districts to fund municipal street maintenance, construction and reconstruction.

**ADOPTED** by the Maplewood City Council this 8<sup>th</sup> day of April in 2013.

## AGENDA REPORT

**TO:** City Manager, Jim Antonen  
**FROM:** IT Director, Mychal Fowlds  
**SUBJECT:** **Consider Receiving Quotes and Awarding Construction Contract – Police Department Expansion Phase 1A**  
**DATE:** April 1, 2013

### **Introduction**

The City Council approved Police Department Expansion Project Phase 1A at the February 25, 2013 City Council meeting to be funded by the Police Department Expansion Fund. Phase 1A involves the build out of offices at 1902 County Road B East to accommodate the move of the Parks & Recreation Department to the building from City Hall.

### **Background**

Staff has been working with Larry Koch and Gayle Mack from SEH on the layout details and finalized plans for the project areas. Once the plans were finalized SEH proceeded with project details and going out to bid as approved by council for this project, following city policy and procedures. The 10 bids received were opened and recorded on March 20, 2013 at 3:00 P.M. in the Council Chambers. The base bids ranged from \$165,000 to \$211,800. SEH reviewed the qualifications of the low bidder, Weber, Inc., and found them to be satisfactory for the project and have provided a letter of recommendation.

### **Budget Impact**

From the Police Department Expansion Fund, \$165,000 will be allocated with the award of this bid.

### **Recommendation**

Staff is recommending that the City Council award the low bid of \$165,000 for Police Department Expansion Phase 1A to Weber, Inc.

### **Action Required**

Submit to City Council for review and approval.

### Attachment

1. Police Department Phase 1A Bidder List
2. Weber, Inc. Bid Form & Bid Bond
3. SEH Letter of Contractor Recommendation



**BIDS RECEIVED**

**Police Department Expansion Project Phase #1A  
 Maplewood, Minnesota  
 Project Manager: Gayle Mack, Assoc. AIA**

**SEH No. MAPLE 121636  
 Client No.: PDEPP1A**

**Bid Date: 3:00 p.m., Wednesday, March 20, 2013**

**Page 1**

Bidder	Addendum Acknowledged			5% Bid Bond	Bid Amount
	#1	#2	#3		
A & L Construction, Inc. Maple Grove, MN	X	X	X	X	\$211,800
Derau Construction Burnsville, MN	X	X	X	X	\$179,900
G.A. Construction, Inc. St. Paul, MN	X	X	X	X	\$197,800
J.S. Cates Construction, Inc. Hamel, MN	X	X	X	X	\$186,000
McFarland Construction Company Eden Prairie, MN	X	X	X	X	\$197,300
Meisinger Construction Company South St. Paul, MN	X	X	X	X	\$191,000
Parkos Construction Company Inc. West St. Paul, MN	X	X	X	X	\$188,500
Schreiber Mullaney Construction St. Paul, MN	X	X	X	X	\$201,425
Stone Construction Blaine, MN	X	X	X	X	\$189,790
Weber, Inc. North St. Paul, MN	X	X	X	X	\$165,000

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**Short Elliott Hendrickson Inc.**, 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is an equal opportunity employer | [www.sehinc.com](http://www.sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



to undersigned within this time period, or at any other time thereafter before it is withdrawn, undersigned will execute and deliver Contract Documents to Owner in accordance with this bid as accepted, and will also furnish and deliver to Owner any bonds as may be required, and all proof of insurance coverage, within time specified under Bid Security in the Instructions to Bidders.

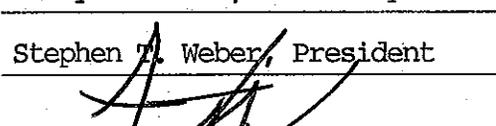
Notification of acceptance or request for additional information may be addressed to undersigned at address set forth below.

The names of all persons interested in foregoing bid as principals follow: (IMPORTANT NOTICE: If bidder or interested person is a corporation, give legal name of corporation, state where incorporated, names of president and secretary; if a partnership, give name of firm and names of all individual co-partners composing firm; if bidder or interested person is an individual, give first and last names in full.)

Weber, Inc., Minnesota

Sally A. Weber, Secretary

Stephen T. Weber, President

  
Signature of Bidder

**NOTE:** If bidder is corporation, set forth legal name of corporation together with signature of officer or officers authorized to sign contracts on behalf of corporation, if bidder is partnership, set forth name of firm together with signature of partner or partners authorized to sign contracts on behalf of partnership.

Business Address: 2497 7th Ave. E., #110

No. St. Paul, MN 55109

Telephone No.: 651/770-5350

E-mail Address: sweber@webercompanies.com

Date of Proposal: March 20, 2013

**END OF DOCUMENT**

**CERTIFICATION OF COMPLIANCE  
WITH MN STATUTES 363.073**

**State of Minnesota - Affirmative Action Data (for responses in excess of \$100,000 only)**

If your response to this solicitation is in excess of \$100,000, please complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363.073) certification requirement, and to provide documentation of compliance if necessary. *It is your sole responsibility to provide this information and--if required to apply for Human Rights certification prior to the due date and time of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract.*

**How to determine which boxes to complete on this form:**

	Then you must complete these boxes...			
	BOX A	BOX B	BOX C	BOX D
On any single working day within the past 12 months, if your company...				
Employed more than 40 full-time employees in Minnesota	X			X
Did not employ more than 40 full-time employees in Minnesota, but did employ more than 40 full-time employees in the state where you have your primary place of business		X		X
Did not employ more than 40 full-time employees in Minnesota or in the state where you have your primary place of business.			X	X

**BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months.**

Your response will be rejected unless your business:

- Has a current Certification of Compliance issued by the Minnesota Department of Human Rights (MDHR)
- or-*
- has submitted an affirmative action plan to the MDHR, which the Department received prior to the date and time the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We do have a current Certificate of Compliance issued by the MDHR. Proceed to **BOX D**. Include a copy of your certificate with your response.
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). [If you do not know when the Department received your Plan, contact the Department.] We acknowledge that the plan must be approved by the MDHR before any contact or agreement can be executed. Proceed to **BOX D**.
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. *We acknowledge that our response will be rejected. Proceed to BOX D. Call the Minnesota Department of Human Rights for assistance.*

**Please note:** Certificates of Compliance must be issued by the Minnesota Department of Human Rights, Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be reviewed and approved by the Minnesota Department of Human Rights before a certificate can be issued.

**BOX B – For companies which *have not* had more than 40 full-time employees within Minnesota but have employed more than 40 full-time employees on any single working day during the previous 12 months in the state where they have their primary place of business.**

You may achieve compliance with the Minnesota Human Rights Act by certifying that you are in compliance with applicable Federal Affirmative Action requirements.

Check one of the following statements if you have not employed more than 40 full-time employees in Minnesota but you have employed more than 40 full-time employees on any single working day during the previous 12 months in the state where you have your primary place of business:

- We are not subject to Federal Affirmative Action requirements. **Proceed to BOX D.**
- We are subject to Federal Affirmative Action requirements, and we are in compliance with those requirements. **Proceed to BOX D.**

**BOX C – For those companies not described in BOX A or BOX B.**

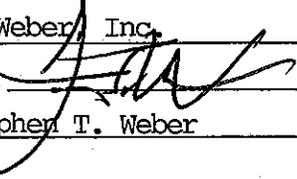
Check below. You are not subject to the Minnesota Human Rights Act certification requirement.

- We have not employed more than 40 full-time employees on any single working day in Minnesota or in the state of our primary place of business within the previous 12 months. **Proceed to BOX D.**

**BOX D – For all companies.**

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder.

Name of Company: Weber Inc.

Authorized Signature: 

Printed Name: Stephen T. Weber

Title: President

Date: March 20, 2013 Telephone number: 651/770-5350

For further information regarding Minnesota Human Rights Act requirements, contact:

Minnesota Department of Human Rights, Compliance Services Section

Mail: 190 East 5<sup>th</sup> Street, Suite 700  
St. Paul, MN 55101

Metro: (651) 296-5663

Toll Free: 800-657-3704

Website: [www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

Fax: (651) 296-9042

Email: [employerinfo@therightsplace.net](mailto:employerinfo@therightsplace.net)

TTY: (651) 296-1283

Affirmative Action Data  
Revised 8/02 - MDHR

Certification of Compliance

00 45 47 - 2

MAPLE 121636 - Phase 1A

 **AIA**® Document A310™ – 1970  
**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS, that we  
*(Here insert full name and address or legal title of Contractor)*  
**Weber, Inc.**  
**110 Franklyn Center**  
**North St. Paul, MN 55109**

as Principal, hereinafter called the Principal, and  
*(Here insert full name and address or legal title of Surety)*  
**United Fire & Casualty Company**  
**118 Second Ave SE**  
**Cedar Rapids, IA 52407**

a corporation duly organized under the laws of the State of **Iowa**  
as Surety, hereinafter called the Surety, are held and firmly bound unto  
*(Here insert full name and address or legal title of Owner)*

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

as Obligee, hereinafter called the Obligee, in the sum of **Five Percent (5%) of the Amount of the Bid**  
Dollars (\$ **5%** ), for the payment  
of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors,  
administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for  
*(Here insert full name, address and description of project)*  
**Police Dept. Expansion Project Phase #1A**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract  
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the  
bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the  
prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal  
to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed  
the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good  
faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void,  
otherwise to remain in full force and effect.

Signed and sealed this

20th

day of **March, 2013**

*Diane Ramsey*  
(Witness)

**Weber, Inc.**  
(Principal) *[Signature]* (Seal)

(Title) **Stephen L. Weber, President**

**United Fire & Casualty Company**  
(Surety)

(Title) *[Signature]* **Terry Starks** (Seal)  
**Attorney-in-Fact**

*Dalley Smith*  
(Witness)

UNITED FIRE & CASUALTY COMPANY  
HOME OFFICE - CEDAR RAPIDS, IOWA  
CERTIFIED COPY OF POWER OF ATTORNEY

(Original on file at Home Office of Company - See Certification)

KNOW ALL MEN BY THESE PRESENTS, That the UNITED FIRE & CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Iowa, and having its principal office in Cedar Rapids, State of Iowa, does make, constitute and appoint TERRY STARKS, OR DAVID E. SELL, OR ROBERT E. CLEMANTS, OR MELISSA M. NORDIN, OR JOAN K. REMICK, OR MARK E. PAULSON, OR ALAN STARKS, OR BETH N. JOHNSTON, OR DANIELLE CLEMANTS, ALL INDIVIDUALLY of MINNEAPOLIS MN

its true and lawful Attorney(s)-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature as follows: Any and All Bonds and to bind UNITED FIRE & CASUALTY COMPANY thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of UNITED FIRE & CASUALTY COMPANY and all the acts of said Attorney, pursuant to the authority hereby given are hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by UNITED FIRE & CASUALTY COMPANY.

This power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by Board of Directors of the Company on April 18, 1973.

"Article V - Surety Bonds and Undertakings"

Section 2, Appointment of Attorney-in-Fact. "The President or any Vice President, or any other officer of the Company may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Company in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed. Such attorneys-in fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Company by their signature and execution of any such instruments and to attach the seal of the Company thereto. The President or any Vice President, the Board of Directors or any other officer of the Company may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the UNITED FIRE & CASUALTY COMPANY has caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 3rd day of March, 2010

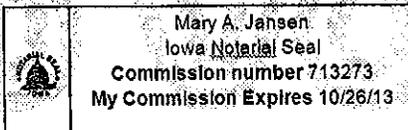
UNITED FIRE & CASUALTY COMPANY

By *Dennis J. Richmann*  
Vice President



State of Iowa, County of Linn, ss:

On 3rd day of March, 2010, before me personally came Dennis J. Richmann to me known, who being by me duly sworn, did depose and say; that he resides in Cedar Rapids, State of Iowa; that he is a Vice President of the UNITED FIRE & CASUALTY COMPANY, the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.



*Mary A. Jansen*  
Notary Public

I, the undersigned officer of the UNITED FIRE & CASUALTY COMPANY, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the by-laws of said Company as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID COMPANY, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.



In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Company this 20TH day of MARCH 20 13.

*David A. Jansen*  
Secretary



## MEMORANDUM

TO: Mychal Fowlds, IT Director  
Larry Farr, Director of Facilities  
City of Maplewood

FROM: Gayle Mack, Assoc. AIA  
SEH Inc - Architecture

DATE: April 2, 2013

RE: Reference Review for Weber Companies  
SEH No. MAPLE 121636 14.00

Gentlemen,

I am writing to provide an overview of the comments from the references contacted for Weber Companies. Weber is the apparent low bidder for the Police Expansion Phase 1A Project. This is the project which creates offices in the existing east Storage Room of the Public Works Building.

Five references were provided and contacted. The references were each for a project type similar to this scope and size. The comments are summarized individually as follows:

### ***Municipal/Government Project References***

1. Engineering Staff person, City of South St. Paul, MN:  
*"I have worked with Steve Weber on a \$250,000 stand alone toilet room/storage building at Veteran's Field. The project went real well; including he follow-up and timing. He had to hurry to complete the job."*
2. Project Manager, State of Minnesota:  
*"Weber Construction was the contractor for the First Floor Lobby Improvements at Centennial Hall. He (Weber Construction) had turnover in his office.....we had three project managers during the duration of the project....for such a small project it was difficult and we had extra clean-up every morning. He was hard to get a hold of. It was a fire protection project."*

### ***Commercial Project References***

3. Facility Manager, BLN Office Park:  
*"They do great work for us. We have them construct tenant build-outs. They communicate well. They ask questions when necessary...."*
4. Facility Manager, Hoigaard Village:  
*"I have worked with Steve Weber for twenty years. He stands behind his work. I would recommend him."*

Reference Review for Weber Companies

April 2, 2013

Page 2

5. Manager, Willowstone Office Park:

*“Yes ...Weber Construction has done all our work....They built the building, the expansion and all of the office spaces.”*

Attachment

c: Larry Koch, AIA

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AGENDA REORT

**TO:** James Antonen, City Manager  
**FROM:** Karen Guilfoile, Director Citizen Services  
**SUBJECT:** **Consideration to Cancel May 6, 2013 Council Manager Workshop**  
**DATE:** April 3, 2013

**SUMMARY**

Currently, staff does not have any time sensitive matters that would call for the need of a Council Manager Workshop on Monday, May 6<sup>th</sup>. Because of this, staff recommends canceling the May 6, 2013 Council Manager Workshop.

**RECOMMENDATION**

Staff recommends the cancellation of the Council Manager Workshop on May 6, 2013. Upon approval, staff will properly post the cancellation to notify the public.

AGENDA REORT

**TO:** James Antonen, City Manager  
**FROM:** Karen Guilfoile, Director Citizen Services  
**SUBJECT:** **Consideration to Cancel May 27, 2013 City Council Meeting**  
**DATE:** April 3, 2013

**SUMMARY**

The second regularly scheduled city council meeting for the month of May falls on May 27, 2013, which is Memorial Day an observed legal holiday and city hall is closed.

Section 1 of the Rules of Procedure for City Council and City Council Meetings states:

**A. Regular**

*The City Council shall hold regular meetings on the second and fourth Mondays of each month at 7:00 p.m., provided that when the day fixed for any regular meeting falls on a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding Tuesday, not a holiday, unless authorized by the City Council.*

City Manager Antonen and Assistant City Manager Ahl have determined that there are not time sensitive matters that would call for the need for the May 27<sup>th</sup> meeting to be rescheduled and is recommending canceling the second meeting of the month of May.

**RECOMMENDATION**

Staff recommends the cancellation of the May 27, 2013 city council meeting due to Memorial Day and that the meeting not be rescheduled. Upon approval, staff will properly post the cancellation to notify the public.

**AGENDA REPORT**

**TO:** City Council  
**FROM:** Charles Ahl, Assistant City Manager  
Charles Bethel, HR Attorney  
**SUBJECT:** **Annual Performance Evaluation of City Manager James Antonen**  
**a) Declaration of Intent to Close Meeting (Minn. Stat. 13D.05)**  
**DATE:** **April 3, 2013**

**INTRODUCTION/BACKGROUND**

City Manager Antonen is scheduled to have his annual performance evaluation conducted by the City Council. It is Mr. Antonen's request, and allowed by Statute, that this evaluation and discussion with the City Council regarding his employment and performance to be conducted in a closed session.

HR Attorney Chuck Bethel will be in attendance at the start of this agenda item to advise the Council regarding the procedures for closing the meeting [which should be done by Council vote] and to answer any questions.

**Recommended Action**

Conduct performance evaluation of City Manager James Antonen.