

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, July 8, 2013  
City Hall, Council Chambers  
Meeting No. 12-13

**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 June 24, 2013 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

None

**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 Certifying Election Judges for the August 13, 2013 Primary Municipal Election
3. Approval to Extend Publishing Agreement with Nystrom Printing for the Maplewood Monthly

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Approval of Resolution for the Conditional Use Permit Revision for a Planned Unit Development and Design Review for Proposed Harmony Learning Center Greenhouse, 1961 County Road C East
2. Approval of Plans for a Building Addition and Parking Waiver for Maplewood Town Center, 1885 County Road D East
3. Authorization to Begin Design Services for Fire Station Number 1 on 3M Campus

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATIONS**

None

**M. ADMINISTRATIVE PRESENTATIONS**

1. Council Meeting Calendar Report
2. Report on July 4<sup>th</sup> Event – No Report

**N. COUNCIL PRESENTATIONS**

None

**O. ADJOURNMENT**

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

**RULES OF CIVILITY FOR OUR COMMUNITY**

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



Councilmember Juenemann moved to approve the June 10, 2013 City Council Workshop Minutes as submitted.

Seconded by Councilmember Koppen

Ayes – Mayor Rossbach, Council Members Cardinal, Juenemann, Koppen  
Abstain – Councilmember Cave

The motion passed.

**2. Approval of June 10, 2013 City Council Meeting Minutes**

Councilmember Cave moved to approve the June 10, 2013 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

**1. Storm Update**

Public Works Director Thompson gave an update on the storms that passed through the city on Friday, June 21<sup>st</sup>. He indicated that Public Works along with our Police & Fire Departments and Ramsey County staff worked together on Saturday and Sunday and continues to work to clean up and remove debris throughout the city.

**2. Police Chief Selection Process**

City Manager Antonen informed the council and citizens that an offer has been made to Paul Schnell, current Police Chief in Hastings, to be the City of Maplewood's next Chief. The offer is contingent upon successful completion of physical and psychological exams.

**G. CONSENT AGENDA**

Councilmember Juenemann requested agenda items G2 and G11 be highlighted.

Councilmember Juenemann moved to approve agenda items G1-G11.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Juenemann moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 1,456,667.53 Checks # 90054 thru # 90104  
dated 06/03/13 thru 06/15/13

\$ 312,968.28 Disbursements via debits to checking account dated 06/03/13 thru 06/07/13

\$ 115,087.15 Checks # 90105 thru # 90150 dated 06/10/13 thru 06/18/13

\$ 496,265.84 Disbursements via debits to checking account dated 06/10/13 thru 06/14/13

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\$ 2,380,988.80 Total Accounts Payable

PAYROLL

\$ 560,893.61 Payroll Checks and Direct Deposits dated 06/07/13

\$ 763.00 Payroll Deduction check # 9989375 thru # 9989376 dated 06/07/13

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\$ 561,656.61 Total Payroll

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\$ 2,942,645.41 GRAND TOTAL

Seconded by Councilmember Koppen Ayes – All

The motion passed.

**2. Approval of Resolution Accepting a Donation to the Fire Department from Alerus Mortgage**

Fire Chief Lukin gave the staff report.

Councilmember Juenemann moved to approve the Resolution accepting the donation of \$100 from Dave and Wendy Karras provided by Alerus Mortgage as part of their charitable donation program called "Refer a friend". "Build your community".

RESOLUTION 13-6-931  
ACCEPTANCE OF DONATION

WHEREAS the city of Maplewood and Maplewood Fire Department has received a donation of \$100.00 from Dave and Wendy Karras, provided by Alerus Mortgage, as part of their charitable donation program called "Refer a friend". *Build your community*".

NOW, THEREFORE, BE IT RESOLVED that the Maplewood City Council authorizes the city of Maplewood and Maplewood Fire Department to accept this donation.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

**3. Approval of Resolution Endorsing a Bonding Request for the East Metro Public Safety Training Facility**



Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**7. Resolution Approving Final Payment and Acceptance of Project, Western Hills Area Street Improvements, City Project 10-14**

Councilmember Juenemann moved to approve the Resolution Approving Final Payment and Acceptance of Project for the Western Hills Area Street Improvements, City Project 10-14.

RESOLUTION 13-6-933  
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT  
CITY PROJECT 10-14

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 10-14, the Western Hills Area Street Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the City Engineer for the City of Maplewood has determined that the Western Hills Area Street Improvements, City Project 10-14, is complete and recommends acceptance of the project.

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

1. City Project 10-14 is complete and maintenance of these improvements is accepted by the city; and the final construction cost is \$5,315,622.70. Final payment to T.A. Schifsky and Sons, Inc., Incorporated, and the release of any retainage or escrow is hereby authorized.

Approved this 24<sup>th</sup> day of June 2013.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**8. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 2, TH 36/English Street Interchange Improvements, City Project 09-08**

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 2, for the Highway 36/English Street Interchange Improvements, City Project 09-08.

RESOLUTION 13-6-934  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
PROJECT 09-08, CHANGE ORDER NO. 2

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 09-08, Highway 36/English Street Interchange Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and



- 10. Gladstone Area Phase I Bid Package I Improvements, City Project 04-21**  
**a. Resolution Directing Modification of Existing Construction Contract, Change Order No. 4**  
**b. Resolution Approving Final Payment and Acceptance of Project**

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, for the Gladstone Area Phase 1 Bid Package 1 Improvements, City Project 04-21; and the Resolution for the Gladstone Area Phase 1 Improvements, City Project 04-21, Approving Final Payment and Acceptance of Project.

RESOLUTION 13-6-936  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
PROJECT 04-21, CHANGE ORDER NO. 4

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 04-21, Gladstone Area Phase I Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 04-21, Change Order No. 4.

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

2. The mayor and city clerk are hereby authorized and directed to modify the existing contract by executing said Change Order No. 4 which is an increase of \$27,502.46.

The revised contract amount is \$3,811,519.71.

Adopted by the Maplewood City Council on this 24th day of June 2013.

RESOLUTION 13-6-937  
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT  
PROJECT 04-21

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 04-21, Gladstone Area Phase I Bid Package I Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the City Engineer for the City of Maplewood has determined that the Gladstone Area Phase I Bid Package 1 Improvements, City Project 04-21 is complete and recommends acceptance of the project.

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

- 1 City Project 04-21 is complete and maintenance of these improvements is accepted by the city; and the final construction cost is \$3,811,518.50. Final payment to Lunda Construction Company and the release of any retainage or escrow is hereby authorized.

Adopted by the Maplewood City Council on this 24th day of June 2013.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**11. Resolution Approving Endorsing a Bonding Request for the Acquisition of Fish Creek**

City Manager Antonen gave the staff report and answered questions of the council.

Councilmember Juenemann moved to approve the Resolution Endorsing a Bonding Request for the Acquisition of Fish Creek.

RESOLUTION 13-6-938  
A RESOLUTION OF SUPPORT FOR STATE BONDING REQUEST FOR THE  
ACQUISITION OF FISH CREEK

WHEREAS, the Minnesota State Legislature is accepting allocations for Capital Bonding Bill requests for the 2014 Legislative Session; and

WHEREAS, the City of Maplewood has deemed the acquisition of Fish Creek a high priority project; and

WHEREAS, the current funding available for the project is not sufficient to complete acquisition; and

WHEREAS, the City of Maplewood is in need of Capital Bond funding to provide gap financing to supplement previous state grant funds, local funding and other funding for the completion of the acquisition;

NOW, THEREFORE BE IT RESOLVED, that the Maplewood City Council does hereby authorize the request for state bonding proceeds to assist in financing the acquisition of Fish Creek.

Adopted by the Maplewood City Council on this 24<sup>th</sup> day of June, 2013

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**H. PUBLIC HEARING**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

**1. Resolution Approving Endorsing a Line of Duty Death for Former Fire Marshall Robert Klaenhammer on December 24, 1967**

Fire Chief Lukin gave the staff report.



WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City agrees to act as legal sponsor for the project contained in the grant application submitted on July 1, 2013; and

WHEREAS the City acknowledges Livable Communities Demonstration Account grants are intended to fund projects or project components that can serve as models, examples or prototypes for development or redevelopment projects elsewhere in the region, and therefore represents that the proposed project or key components of the proposed project can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities Demonstration Account during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible projects that would not occur without the availability of Demonstration Account grant funding.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed project to occur at this particular site and at this particular time.
2. Finds that the project component(s) for which Livable Communities Demonstration Account funding is sought:
  - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
  - (b) will occur within three years after a grant award only if Livable Communities Demonstration Account funding is made available for this project at this time.
3. Represents that the City has undertaken reasonable and good faith efforts to procure funding for the project component for which Livable Communities Demonstration Account funding is sought but was not able to find or secure from other sources funding that is necessary for project component completion within three years and states that this representation is based on the following reasons and supporting facts:

*A fundamental assumption from the outset of the Gladstone Neighborhood Redevelopment process has been that redevelopment must be self-sufficient and that revenues needed to pay for redevelopment activities should not impact the city's general fund, which is funded by city-wide property taxes. In order for the city to continue its planning efforts within the Gladstone Neighborhood other revenue streams must be sought after.*

4. Authorizes its city staff to submit on behalf of the City an application for Metropolitan Council Livable Communities Demonstration Account grant funds for the project component(s) identified in the application, and to execute such agreements as may be necessary to implement the project on behalf of the City.

Approved this 24th day of June 2013.

Seconded by Mayor Rossbach

Ayes – All

The motion passed.

**K. AWARD OF BIDS**

- 1. Gladstone Area Phase I Improvements, City Project 04-21, Approval of Purchase for Savanna Restoration Work**

Public Works Director Thompson gave the staff report and answered questions of the council.

Councilmember Juenemann moved to authorize the Mayor and City Manager to enter into a contract for services with Minnesota Native Landscapes in an amount of \$62,453.33 for the Savanna Restoration Work as part of Gladstone Phase 1 Improvements. Minor revisions as approved by the City Attorney are authorized as needed for the contract.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**L. VISITOR PRESENTATION**

1. Diana Longrie, Maplewood Resident
2. Bob Zick, North St. Paul Resident
3. Mark Bradley, Maplewood Resident
4. John Wykoff, Maplewood Resident

**M. ADMINISTRATIVE PRESENTATIONS**

- 1. Cancellation of the July 1, 2013 Council Manager Workshop**

City Clerk Guilfoile gave the staff report.

Councilmember Juenemann moved to approve the cancellation of the Council-Manager Workshop on July 1, 2013.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

Assistant Scout Master Matt Ledvina and Vincent Ledvina from Troop 60 attended the meeting. Vincent attended to work towards earning his Citizen Merit Badge.

**N. COUNCIL PRESENTATIONS**

- 1. Thanks to Deputy Chief Kvam**

Councilmember Juenemann thanked Deputy Chief Kvam for his service as Acting Police Chief.

- 2. Thanks to Mr. Antonen**

Councilmember Juenemann thanked Mr. Antonen for his work as the City Manager for the City and wished him good luck with his retirement.

**O. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 8:07 p.m.

DRAFT

**AGENDA REPORT**

**TO:** City Council  
**FROM:** Finance Manager  
**RE:** APPROVAL OF CLAIMS  
**DATE:** July 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:

\$ 2,129,831.35 Checks # 90152 thru # 90185  
dated 06/19/13 thru 06/25/13

\$ 303,436.77 Disbursements via debits to checking account  
dated 06/17/13 thru 06/21/13

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\$ 2,433,268.12 Total Accounts Payable

PAYROLL

\$ 510,097.21 Payroll Checks and Direct Deposits dated 06/21/13

\$ 763.00 Payroll Deduction check # 9989396 thru # 9989397  
dated 06/21/13

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\$ 510,860.21 Total Payroll

\$ 2,944,128.33 GRAND TOTAL

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**

06/21/2013

Check	Date	Vendor	Description	Amount	
90152	06/19/2013	00857	LEAGUE OF MINNESOTA CITIES	ANNUAL CONFERENCE AWARDS LUNCHEON	25.00
90153	06/21/2013	02464	US BANK	FUNDS FOR ATMS	10,000.00
90154	06/25/2013	00463	EMERGENCY APPARATUS MAINT	REPAIR TO LADDER 2	7,685.51
90155	06/25/2013	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#4	1,743,494.16
90156	06/25/2013	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - MAY	1,144.05
90157	06/25/2013	04206	H A KANTRUD	ATTORNEY SRVS FEES/RENT - JULY	15,433.33
90158	06/25/2013	04944	HILLCREST VENTURES LLC	SUBWAY ORDERS FOR MCC - MAY	415.96
	06/25/2013	04944	HILLCREST VENTURES LLC	SUBWAY ORDERS FOR MCC - APRIL	284.82
90159	06/25/2013	00985	METROPOLITAN COUNCIL	WASTEWATER - JULY	217,290.63
90160	06/25/2013	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD MONTHLY - JUNE	8,909.22
90161	06/25/2013	01337	RAMSEY COUNTY-PROP REC & REV	2013 VOTING SYS ANNUAL PMT	6,818.18
90162	06/25/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - MAY 16-31	861.50
	06/25/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - MAY 1-15	772.50
90163	06/25/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	3,042.47
		01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	2,443.70
90164	06/25/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	4,119.98
	06/25/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,997.03
	06/25/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	269.03
	06/25/2013	01190	XCEL ENERGY	FIRE SIRENS	56.78
90165	06/25/2013	05230	A HARD DAY'S NIGHT A BEATLES TRIBUTE	TICKET SPLIT FOR PERFORMANCE 6/29	1,500.00
90166	06/25/2013	04471	B & B AVM INC.	SOUND EQUIP & TECH MCC JUNE 29	500.00
90167	06/25/2013	05227	SARAH BAUDE	REIMB FOR TRAINING	145.00
90168	06/25/2013	05228	BOYER TRUCKS - MINNEAPOLIS	REPAIR TO M-33	6,545.97
90169	06/25/2013	05229	COVERT TRACK GROUP INC.	ANNUAL SERVICE GPS TRACKING UNIT	2,340.00
90170	06/25/2013	00412	DONALD SALVERDA & ASSOCIATES	BOOKS FOR EFFECTIVE MGMT TRAINING	107.83
90171	06/25/2013	00472	MICHAEL A ERICSON	CONSULTING FEES 6/3 - 6/14	1,250.00
90172	06/25/2013	04525	EVERYDAY ETIQUETTE JULIE R FRANTZ	ETIQUETTE INSTRUCTION 5/14 - 6/11	119.00
90173	06/25/2013	00827	L M C I T	WORK COMP RETRO ADJUSTMENT	75,826.00
90174	06/25/2013	01933	MUNICIPAL CODE CORP	SUPPLEMENT PAGES/REPRINTED PAGES	160.05
90175	06/25/2013	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - MAY	2,954.79
	06/25/2013	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - JUNE	1,068.75
90176	06/25/2013	00001	ONE TIME VENDOR	REIMB J GLISCZINSKI TOP SOIL/SEED	400.00
90177	06/25/2013	00001	ONE TIME VENDOR	REIMB P BRUEGGEMAN PLOW DAMAGE	31.15
90178	06/25/2013	04964	POINTS TO HEALTH LLC	ACUPUNCTURE SESSIONS APRIL/MAY	360.00
90179	06/25/2013	01387	DR. JAMES ROSSINI	ADMIN FEE FOR STRESS TEST - JUNE	100.00
90180	06/25/2013	00006	SILVER SNEAKERS	REFUND S SURINE MEMBERSHIP	342.80
90181	06/25/2013	00006	SILVER SNEAKERS	REFUND G PETERSON MEMBERSHIP	37.51
90182	06/25/2013	01836	ST PAUL, CITY OF	PRINTING COSTS FOR MCC PROJECTS	1,676.92
90183	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	1,795.50
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	1,795.50
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	1,289.99
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	1,197.00
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	897.75
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	588.89
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	158.18
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	128.25
	06/25/2013	04515	TRUGREEN-5635	WEED CONTROL TREATMENT	114.36
90184	06/25/2013	01699	UNIVERSITY OF MINNESOTA	PRESENTATION FEE MAY 8	150.00
90185	06/25/2013	01805	ZIEGLER INC.	MINI EXC BUCKET	1,186.31
				<u>2,129,831.35</u>	

34 Checks in this report.

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

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
6/17/2013	MN State Treasurer	Drivers License/Deputy Registrar	74,194.45
6/17/2013	Pitney Bowes	Postage	2,985.00
6/17/2013	VANCO	Billing fee	116.25
6/18/2013	MN State Treasurer	Drivers License/Deputy Registrar	43,352.71
6/19/2013	MN State Treasurer	Drivers License/Deputy Registrar	21,365.66
6/20/2013	MN State Treasurer	Drivers License/Deputy Registrar	34,689.62
6/21/2013	MN State Treasurer	Drivers License/Deputy Registrar	20,070.12
6/21/2013	MN Dept of Natural Resources	DNR electronic licenses	1,437.00
6/21/2013	US Bank VISA One Card*	Purchasing card items	56,857.41
6/21/2013	MN Dept of Revenue	Fuel Tax	355.97
6/21/2013	MN Dept of Revenue	Sales Tax	11,733.00
6/21/2013	Optum Health	DCRP & Flex plan payments	1,721.43
6/21/2013	ICMA (Vantagepointe)	Deferred Compensation	4,130.65
6/21/2013	ING - State Plan	Deferred Compensation	30,427.50
			303,436.77

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
06/12/2013	06/13/2013	VIKING INDUSTRIAL CENTER	\$328.09	DAVE ADAMS
06/01/2013	06/03/2013	EAGLE CAFE	\$12.93	GAYLE BAUMAN
06/02/2013	06/04/2013	COURTYARD BY MARRIOTT SF	\$22.61	GAYLE BAUMAN
06/06/2013	06/07/2013	MARRIOTT 337F2 SAN FRAN	\$1,118.44	GAYLE BAUMAN
06/10/2013	06/12/2013	MINNESOTA GOVERNMENT F	\$15.00	GAYLE BAUMAN
05/31/2013	06/05/2013	PAPER PLUS-ROS00108803	\$290.40	REGAN BEGGS
05/31/2013	06/05/2013	PAPER PLUS-ROS00108803	\$193.60	REGAN BEGGS
05/31/2013	06/05/2013	PAPER PLUS-ROS00108803	\$193.60	REGAN BEGGS
05/31/2013	06/05/2013	PAPER PLUS-ROS00108803	\$833.05	REGAN BEGGS
05/31/2013	06/05/2013	PAPER PLUS-ROS00108803	\$355.34	REGAN BEGGS
06/07/2013	06/10/2013	ST PAUL STAMP WORKS INC	\$27.36	REGAN BEGGS
06/07/2013	06/10/2013	ST PAUL STAMP WORKS INC	\$178.10	REGAN BEGGS
06/12/2013	06/14/2013	OFFICE DEPOT #1090	\$37.52	REGAN BEGGS
06/12/2013	06/14/2013	OFFICE DEPOT #1090	\$25.54	REGAN BEGGS
06/05/2013	06/06/2013	LENA'S TAILORING LLC	\$10.67	MARKESE BENJAMIN
05/30/2013	06/05/2013	SPIGEN SGP	(\$31.99)	CHAD BERGO
06/03/2013	06/04/2013	PAYPAL *SIGSAYS	\$179.80	CHAD BERGO
06/01/2013	06/03/2013	WEDDINGPAGES INC	\$311.16	CHRISTINE BERNARDY
06/06/2013	06/07/2013	TARGET 00011858	\$55.14	CHRISTINE BERNARDY
06/06/2013	06/07/2013	LAKESHORE LEARNING #41	\$32.13	CHRISTINE BERNARDY
06/12/2013	06/13/2013	BAKERS-SQUARE-REST #0670	\$98.91	CHRISTINE BERNARDY
06/12/2013	06/13/2013	LA POLICE GEAR INC	\$161.45	BRIAN BIERDEMAN
06/07/2013	06/10/2013	PETLAND	\$7.74	OAKLEY BIESANZ
06/12/2013	06/14/2013	SUBWAY 00052159	\$42.85	NEIL BRENEMAN
06/04/2013	06/05/2013	MENARDS 3059	\$52.60	TROY BRINK
06/12/2013	06/14/2013	GRUBERS POWER EQUIPMENT	\$26.93	TROY BRINK
06/12/2013	06/14/2013	SEARS ROEBUCK 1122	\$8.56	TROY BRINK
06/12/2013	06/14/2013	MILLS FLEET FARM #2,700	\$61.23	TROY BRINK
06/06/2013	06/10/2013	OFFICE DEPOT #1090	\$12.84	SARAH BURLINGAME
06/06/2013	06/10/2013	OFFICE DEPOT #1090	\$24.72	SARAH BURLINGAME
06/07/2013	06/10/2013	OFFICE DEPOT #1090	\$28.87	SARAH BURLINGAME
06/10/2013	06/12/2013	THE OLIVE GARD00012005	\$115.21	SARAH BURLINGAME
06/10/2013	06/12/2013	UNIFORMS UNLIMITED INC.	\$30.99	JOHN CARNES
05/28/2013	06/04/2013	HEJNY RENTAL INC	(\$5.79)	SCOTT CHRISTENSON
06/11/2013	06/12/2013	FBI / LEEDA, INC	\$350.00	KERRY CROTTY
06/03/2013	06/05/2013	ADAM'S PEST CONTROL INC	\$73.81	CHARLES DEAVER
06/08/2013	06/10/2013	G&K SERVICES 182	\$97.66	CHARLES DEAVER
06/06/2013	06/07/2013	JOHN DEERE LANDSCAPES530	\$72.58	THOMAS DEBILZAN
06/11/2013	06/12/2013	OAKDALE RENTAL CENTER	\$207.82	THOMAS DEBILZAN
06/13/2013	06/14/2013	OAKDALE RENTAL CENTER	\$207.82	THOMAS DEBILZAN
06/10/2013	06/12/2013	UNIFORMS UNLIMITED INC.	\$281.66	JOSEPH DEMULLING
05/31/2013	06/07/2013	WW GRAINGER	(\$65.77)	TOM DOUGLASS
06/04/2013	06/06/2013	MED FIT SYSTEMS INC	\$64.39	TOM DOUGLASS
06/05/2013	06/06/2013	HENRIKSEN ACE HARDWARE	\$10.57	TOM DOUGLASS
06/05/2013	06/07/2013	THE HOME DEPOT 2801	\$3.19	TOM DOUGLASS
06/06/2013	06/10/2013	NUCO2 01 OF 01	\$151.96	TOM DOUGLASS
06/06/2013	06/10/2013	NUCO2 01 OF 01	\$265.42	TOM DOUGLASS
06/06/2013	06/10/2013	NUCO2 01 OF 01	\$226.09	TOM DOUGLASS
06/06/2013	06/10/2013	NUCO2 01 OF 01	\$251.20	TOM DOUGLASS
06/06/2013	06/10/2013	NUCO2 01 OF 01	\$290.85	TOM DOUGLASS
06/06/2013	06/10/2013	COMMERCIAL POOL & SPA SUP	\$16.06	TOM DOUGLASS
06/08/2013	06/10/2013	COMMERCIAL POOL & SPA SUP	\$15.38	TOM DOUGLASS
06/10/2013	06/11/2013	WW GRAINGER	\$22.94	TOM DOUGLASS
06/12/2013	06/13/2013	KULLY SUPPLY	\$348.26	TOM DOUGLASS
06/12/2013	06/14/2013	COMMERCIAL POOL & SPA SUP	\$27.72	TOM DOUGLASS
06/05/2013	06/07/2013	THE HOME DEPOT 2801	(\$6.19)	DOUG EDGE
06/05/2013	06/07/2013	THE HOME DEPOT 2801	\$18.69	DOUG EDGE
06/05/2013	06/07/2013	THE HOME DEPOT 2801	\$4.27	DOUG EDGE
06/06/2013	06/07/2013	MOGREN LANDSCAPING	\$93.52	DOUG EDGE
06/06/2013	06/10/2013	THE HOME DEPOT 2801	\$119.10	DOUG EDGE

06/07/2013	06/10/2013	OAKDALE RENTAL CENTER	\$218.54	DOUG EDGE
06/11/2013	06/13/2013	CEMSTONE-EAGAN	\$461.59	DOUG EDGE
06/10/2013	06/11/2013	TARGET 00014480	\$16.06	ANDREW ENGSTROM
06/10/2013	06/11/2013	KOHL'S 0577	\$44.98	ANDREW ENGSTROM
06/12/2013	06/13/2013	JAMAR TECHNOLOGIES INC	\$33.27	ANDREW ENGSTROM
05/30/2013	06/03/2013	BOUND TREE MEDICAL LLC	\$3.36	PAUL E EVERSON
05/30/2013	06/03/2013	BOUND TREE MEDICAL LLC	\$14.00	PAUL E EVERSON
05/30/2013	06/03/2013	BOUND TREE MEDICAL LLC	\$1,235.31	PAUL E EVERSON
05/31/2013	06/03/2013	SUPERAMERICA 4022	\$80.01	PAUL E EVERSON
06/05/2013	06/07/2013	BOUND TREE MEDICAL LLC	\$741.98	PAUL E EVERSON
06/06/2013	06/10/2013	THE HOME DEPOT 2801	\$37.46	PAUL E EVERSON
06/10/2013	06/12/2013	BOUND TREE MEDICAL LLC	\$37.16	PAUL E EVERSON
06/10/2013	06/12/2013	BOUND TREE MEDICAL LLC	\$150.60	PAUL E EVERSON
06/11/2013	06/13/2013	BOUND TREE MEDICAL LLC	\$365.76	PAUL E EVERSON
05/31/2013	06/03/2013	THE HOME DEPOT 2810	\$35.27	LARRY FARR
05/31/2013	06/03/2013	CINTAS 470	\$89.20	LARRY FARR
06/01/2013	06/03/2013	WM EZPAY	\$500.50	LARRY FARR
06/04/2013	06/06/2013	THE TRANE COMPANY	\$3,700.00	LARRY FARR
06/05/2013	06/06/2013	WM EZPAY	\$525.27	LARRY FARR
06/05/2013	06/06/2013	WM EZPAY	\$1,061.92	LARRY FARR
06/05/2013	06/06/2013	WM EZPAY	\$112.00	LARRY FARR
06/05/2013	06/06/2013	CINTAS 470	\$318.70	LARRY FARR
06/06/2013	06/07/2013	METROPOLITAN MECHANICAL	\$3,614.57	LARRY FARR
06/06/2013	06/10/2013	MARSHALLS #0721	\$13.90	LARRY FARR
06/07/2013	06/10/2013	CINTAS 470	\$26.78	LARRY FARR
06/07/2013	06/10/2013	CINTAS 470	\$63.92	LARRY FARR
06/07/2013	06/10/2013	CINTAS 470	\$117.72	LARRY FARR
06/08/2013	06/10/2013	G&K SERVICES 182	\$428.18	LARRY FARR
06/08/2013	06/10/2013	G&K SERVICES 182	\$809.00	LARRY FARR
06/08/2013	06/10/2013	SQ *CHRIS MASTELL TRAILER	\$250.00	LARRY FARR
06/12/2013	06/13/2013	CINTAS 470	\$318.70	LARRY FARR
06/07/2013	06/10/2013	TEMPO TICKETS	\$110.00	DAVID FISHER
06/06/2013	06/07/2013	VZWRLSS*APOCC VISB	\$693.23	MYCHAL FOWLDS
06/10/2013	06/11/2013	HEJNY RENTAL INC	\$34.84	MYCHAL FOWLDS
06/10/2013	06/11/2013	WW GRAINGER	\$947.24	MYCHAL FOWLDS
06/11/2013	06/13/2013	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
06/11/2013	06/14/2013	GHG CORPORATION	\$2,000.00	MYCHAL FOWLDS
06/13/2013	06/14/2013	PAYPAL *SIGNLETTERS	\$88.96	MYCHAL FOWLDS
05/31/2013	06/03/2013	HP DIRECT-PUBLICSECTOR	\$203.54	NICK FRANZEN
06/04/2013	06/05/2013	TARGET 00011858	\$13.29	NICK FRANZEN
06/04/2013	06/05/2013	IDU*INSIGHT PUBLIC SEC	\$191.48	NICK FRANZEN
06/07/2013	06/10/2013	IDU*INSIGHT PUBLIC SEC	\$55.17	NICK FRANZEN
05/31/2013	06/03/2013	LINDERS GARDEN CEN	\$347.87	VIRGINIA GAYNOR
05/31/2013	06/03/2013	CUB FOODS #1599	\$91.82	CLARENCE GERVAIS
05/31/2013	06/03/2013	THE HOME DEPOT 2801	\$22.40	CLARENCE GERVAIS
06/01/2013	06/03/2013	KNOWLAN'S MARKET #2	\$15.96	CLARENCE GERVAIS
06/01/2013	06/03/2013	KNOWLAN'S MARKET #2	\$12.81	CLARENCE GERVAIS
06/04/2013	06/05/2013	BECKER FIRE & SAFETY SERV	\$39.01	CLARENCE GERVAIS
06/13/2013	06/14/2013	BECKER FIRE & SAFETY SERV	\$81.80	CLARENCE GERVAIS
06/06/2013	06/06/2013	AMAZON.COM	\$107.29	JAN GREW HAYMAN
06/07/2013	06/10/2013	VZWRLSS*APOCC VISN	\$107.37	KAREN GUILFOILE
06/03/2013	06/04/2013	MENARDS 3059	\$25.39	GARY HINNENKAMP
06/04/2013	06/05/2013	MOGREN LANDSCAPING	\$306.52	GARY HINNENKAMP
06/05/2013	06/06/2013	MOGREN LANDSCAPING	\$153.26	GARY HINNENKAMP
05/30/2013	06/03/2013	THE HOME DEPOT 2801	\$25.85	RON HORWATH
05/31/2013	06/03/2013	SPRINT AQUATICS	\$111.44	RON HORWATH
06/07/2013	06/10/2013	HENRIKSEN ACE HARDWARE	\$19.19	RON HORWATH
06/08/2013	06/10/2013	AMERICAN RED CROSS	\$1,142.90	RON HORWATH
06/05/2013	06/06/2013	REDI SHADE COM	\$44.94	ANN HUTCHINSON
06/03/2013	06/05/2013	THE HOME DEPOT 2801	\$10.07	DAVID JAHN
06/06/2013	06/07/2013	DALCO ENTERPRISES, INC	\$782.19	DAVID JAHN

06/06/2013	06/10/2013	THE HOME DEPOT 2801	\$15.53	DAVID JAHN
06/11/2013	06/13/2013	THE HOME DEPOT 2801	\$13.21	DAVID JAHN
06/12/2013	06/14/2013	THE HOME DEPOT 2801	\$25.16	DAVID JAHN
06/09/2013	06/10/2013	DICK'S CLOTHING&SPORTING	\$89.98	KEVIN JOHNSON
06/06/2013	06/10/2013	STREICHER'S MILW	\$141.69	TOMMY KONG
06/05/2013	06/07/2013	RED WING SHOE STORE	\$199.74	JASON KREGER
06/06/2013	06/06/2013	GALLS INTERN*	\$61.47	NICHOLAS KREKELER
06/06/2013	06/07/2013	CUB FOODS #1599	\$9.99	NICHOLAS KREKELER
05/31/2013	06/03/2013	LA POLICE GEAR INC	\$1,619.97	DAVID KVAM
06/02/2013	06/03/2013	GOVX INC	\$85.85	DAVID KVAM
06/02/2013	06/03/2013	COMCAST CABLE COMM	\$67.45	DAVID KVAM
06/07/2013	06/10/2013	AMAZON MKTPLACE PMTS	\$238.90	DAVID KVAM
06/07/2013	06/10/2013	THOMSON WEST*TCD	\$306.10	DAVID KVAM
06/13/2013	06/13/2013	COMCAST CABLE COMM	\$44.65	DAVID KVAM
06/11/2013	06/13/2013	UNIFORMS UNLIMITED INC.	\$49.99	TODD LANGNER
06/04/2013	06/05/2013	AIRGASS NORTH	\$253.40	STEVE LUKIN
06/04/2013	06/05/2013	AIRGASS NORTH	\$172.31	STEVE LUKIN
06/05/2013	06/07/2013	ALLSTATE SALES AND LEASIN	\$746.54	STEVE LUKIN
06/07/2013	06/10/2013	ASPEN MILLS INC.	\$124.85	STEVE LUKIN
06/07/2013	06/10/2013	ASPEN MILLS INC.	\$124.85	STEVE LUKIN
06/07/2013	06/10/2013	ASPEN MILLS INC.	\$85.00	STEVE LUKIN
06/07/2013	06/10/2013	ASPEN MILLS INC.	\$159.95	STEVE LUKIN
06/07/2013	06/10/2013	BEAR 36 AMSTAR	\$40.03	STEVE LUKIN
06/11/2013	06/12/2013	METRO FIRE	\$151.50	STEVE LUKIN
06/11/2013	06/12/2013	OVERHEAD DOOR COMP	\$1,139.21	STEVE LUKIN
06/12/2013	06/13/2013	MENARDS 3059	\$23.17	STEVE LUKIN
06/05/2013	06/07/2013	GRUBERS POWER EQUIPMENT	\$42.70	BRENT MEISSNER
06/06/2013	06/10/2013	OFFICE MAX	\$22.46	MICHAEL MONDOR
06/10/2013	06/12/2013	PRIMARY PRODUCTS COMPANY	\$696.00	MICHAEL MONDOR
06/03/2013	06/04/2013	RED WING SHOE STORE	\$199.74	RICHARD NORDQUIST
05/30/2013	06/03/2013	UNIFORMS UNLIMITED INC.	\$91.99	MICHAEL NYE
05/31/2013	06/03/2013	USPS 26833800033400730	\$29.00	MICHAEL NYE
05/31/2013	06/03/2013	BATTERIES PLUS #31	\$213.82	MICHAEL NYE
05/31/2013	06/03/2013	OFFICE MAX	\$85.66	MICHAEL NYE
05/31/2013	06/03/2013	UNIFORMS UNLIMITED INC.	\$15.49	MICHAEL NYE
06/01/2013	06/03/2013	WALMART.COM 8009666546	\$66.40	MICHAEL NYE
06/03/2013	06/05/2013	UNIFORMS UNLIMITED INC.	\$214.92	MICHAEL NYE
06/10/2013	06/11/2013	OREILLY AUTO 00020743	\$17.95	MICHAEL NYE
06/10/2013	06/11/2013	AMAZON MKTPLACE PMTS	\$45.50	MICHAEL NYE
06/11/2013	06/12/2013	BATTERIES PLUS #31	\$84.45	MICHAEL NYE
06/11/2013	06/12/2013	AMAZON.COM	\$73.39	MICHAEL NYE
06/04/2013	06/05/2013	BROCK WHITE ST PAUL 180	\$401.72	ERICK OSWALD
06/04/2013	06/06/2013	OAKDALE RENTAL CENTER	\$186.40	ERICK OSWALD
06/10/2013	06/11/2013	LINDER'S FLOWER MA	\$28.96	MARY KAY PALANK
06/01/2013	06/03/2013	CUB FOODS #1599	\$42.36	ROBERT PETERSON
06/07/2013	06/07/2013	ULINE *SHIP SUPPLIES	\$151.52	PHILIP F POWELL
05/30/2013	06/03/2013	ZIEGLER INC - RETAIL	\$35.72	STEVEN PRIEM
06/01/2013	06/03/2013	TURF WERKS SIOUX FALLS	\$477.58	STEVEN PRIEM
06/03/2013	06/04/2013	AUTO PLUS NO ST PAUL 392	\$392.83	STEVEN PRIEM
06/03/2013	06/04/2013	POLAR CHEVROLET MAZDA	\$40.85	STEVEN PRIEM
06/04/2013	06/06/2013	TRI-STATE BOBCAT	\$799.44	STEVEN PRIEM
06/05/2013	06/06/2013	GILLUND ENTERPRISES	\$80.90	STEVEN PRIEM
06/05/2013	06/06/2013	POMPS TIRE SERVICE, INC	\$616.93	STEVEN PRIEM
06/05/2013	06/06/2013	AUTO PLUS NO ST PAUL 392	\$124.02	STEVEN PRIEM
06/05/2013	06/06/2013	BAUER BUILT TIRE 18	\$726.72	STEVEN PRIEM
06/10/2013	06/11/2013	NATIONAL PARTS CORP	\$126.72	STEVEN PRIEM
06/10/2013	06/11/2013	RMS-CORPORATE	\$428.91	STEVEN PRIEM
06/10/2013	06/11/2013	POLAR CHEVROLET MAZDA	\$54.00	STEVEN PRIEM
06/10/2013	06/12/2013	BARNETT CHRYJEEPkia	\$37.84	STEVEN PRIEM
06/11/2013	06/12/2013	BAUER BUILT TIRE 18	\$691.21	STEVEN PRIEM
06/12/2013	06/13/2013	AUTO PLUS NO ST PAUL 392	\$255.62	STEVEN PRIEM



05/31/2013	06/03/2013	OFFICE DEPOT #1090	\$182.04	SUSAN ZWIEG
05/31/2013	06/03/2013	OFFICE DEPOT #1090	\$16.04	SUSAN ZWIEG
06/03/2013	06/04/2013	AE SIGN SYSTEMS	\$80.78	SUSAN ZWIEG
06/03/2013	06/05/2013	GREEN STUFF OUTDOOR SE	\$72.85	SUSAN ZWIEG
06/03/2013	06/05/2013	GREEN STUFF OUTDOOR SE	\$60.79	SUSAN ZWIEG
06/10/2013	06/11/2013	DALCO ENTERPRISES, INC	\$512.68	SUSAN ZWIEG

\$56,857.41

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>
	06/21/13	CARDINAL, ROBERT	435.16
	06/21/13	CAVE, REBECCA	435.16
	06/21/13	JUENEMANN, KATHLEEN	435.16
	06/21/13	KOPPEN, MARVIN	435.16
	06/21/13	ROSSBACH, WILLIAM	494.44
	06/21/13	VALLE, EDWARD	275.00
	06/21/13	AHL, R. CHARLES	5,070.72
	06/21/13	ANTONEN, JAMES	5,406.00
	06/21/13	BURLINGAME, SARAH	2,178.90
	06/21/13	KANTRUD, HUGH	184.62
	06/21/13	CHRISTENSON, SCOTT	2,153.31
	06/21/13	FARR, LARRY	3,255.27
	06/21/13	JAHN, DAVID	2,241.62
	06/21/13	METRY, THOMAS	924.00
	06/21/13	RAMEAUX, THERESE	3,099.15
	06/21/13	BAUMAN, GAYLE	4,556.49
	06/21/13	ANDERSON, CAROLE	1,193.03
	06/21/13	DEBILZAN, JUDY	1,372.40
	06/21/13	JACKSON, MARY	2,156.10
	06/21/13	KELSEY, CONNIE	2,626.68
	06/21/13	RUEB, JOSEPH	2,801.00
	06/21/13	SINDT, ANDREA	2,218.60
	06/21/13	ARNOLD, AJLA	925.66
	06/21/13	BEGGS, REGAN	1,520.99
	06/21/13	GUILFOILE, KAREN	4,409.10
	06/21/13	SCHMIDT, DEBORAH	3,066.11
	06/21/13	SPANGLER, EDNA	1,110.09
	06/21/13	LARSON, MICHELLE	1,869.23
	06/21/13	MECHELKE, SHERRIE	1,156.91
	06/21/13	MOY, PAMELA	1,688.86
	06/21/13	OSTER, ANDREA	1,935.11
	06/21/13	RICHTER, CHARLENE	1,002.83
	06/21/13	SCHOENECKER, LEIGH	1,671.39
	06/21/13	VITT, SANDRA	1,110.11
	06/21/13	WEAVER, KRISTINE	2,388.99
	06/21/13	CORCORAN, THERESA	1,928.19
	06/21/13	KVAM, DAVID	4,687.84
	06/21/13	PALANK, MARY	1,932.80
	06/21/13	POWELL, PHILIP	2,970.49
	06/21/13	SVENDSEN, JOANNE	2,131.82
	06/21/13	THOMFORDE, FAITH	1,593.79
	06/21/13	ABEL, CLINT	2,918.46
	06/21/13	ALDRIDGE, MARK	3,354.13

06/21/13	BAKKE, LONN	3,211.47
06/21/13	BARTZ, PAUL	4,058.77
06/21/13	BELDE, STANLEY	3,074.61
06/21/13	BENJAMIN, MARKESE	3,069.67
06/21/13	BIERDEMAN, BRIAN	4,267.03
06/21/13	BUSACK, DANIEL	3,888.06
06/21/13	CARNES, JOHN	2,217.56
06/21/13	CROTTY, KERRY	3,647.20
06/21/13	DEMULLING, JOSEPH	3,069.67
06/21/13	DOBLAR, RICHARD	4,054.83
06/21/13	DUGAS, MICHAEL	4,010.44
06/21/13	ERICKSON, VIRGINIA	3,222.23
06/21/13	FORSYTHE, MARCUS	2,515.22
06/21/13	FRITZE, DEREK	3,021.58
06/21/13	GABRIEL, ANTHONY	3,429.32
06/21/13	HAWKINSON JR, TIMOTHY	3,174.97
06/21/13	HER, PHENG	3,122.32
06/21/13	HIEBERT, STEVEN	3,032.49
06/21/13	JOHNSON, KEVIN	5,563.77
06/21/13	KALKA, THOMAS	954.09
06/21/13	KONG, TOMMY	2,991.93
06/21/13	KREKELER, NICHOLAS	910.80
06/21/13	KROLL, BRETT	2,985.86
06/21/13	LANGNER, SCOTT	3,135.14
06/21/13	LANGNER, TODD	3,021.58
06/21/13	LU, JOHNNIE	2,978.03
06/21/13	LYNCH, KATHERINE	2,650.90
06/21/13	MARINO, JASON	2,918.46
06/21/13	MARTIN, JERROLD	3,191.87
06/21/13	MCCARTY, GLEN	3,135.14
06/21/13	METRY, ALESIA	3,080.97
06/21/13	NYE, MICHAEL	3,383.34
06/21/13	OLSON, JULIE	3,019.38
06/21/13	PARKER, JAMES	2,488.41
06/21/13	REZNY, BRADLEY	3,270.50
06/21/13	RHUDE, MATTHEW	2,945.35
06/21/13	SHORTREED, MICHAEL	4,141.66
06/21/13	STEINER, JOSEPH	3,543.52
06/21/13	SYPNIEWSKI, WILLIAM	3,268.00
06/21/13	SZCZEPANSKI, THOMAS	3,482.83
06/21/13	TAUZELL, BRIAN	2,859.07
06/21/13	THEISEN, PAUL	3,080.97
06/21/13	THIENES, PAUL	3,852.40
06/21/13	TRAN, JOSEPH	3,080.97
06/21/13	WENZEL, JAY	3,060.36
06/21/13	XIONG, KAO	2,918.46
06/21/13	ANDERSON, BRIAN	146.88
06/21/13	BAHL, DAVID	1,211.52
06/21/13	BASSETT, BRENT	183.60
06/21/13	BAUMAN, ANDREW	2,721.20
06/21/13	BOURQUIN, RON	538.56
06/21/13	CAPISTRANT, JOHN	828.24

06/21/13	CONCHA, DANIEL	165.24
06/21/13	CRAWFORD - JR, RAYMOND	801.72
06/21/13	CRUMMY, CHARLES	342.72
06/21/13	DABRUZZI, THOMAS	2,460.44
06/21/13	DAWSON, RICHARD	3,327.90
06/21/13	EATON, PAUL	709.92
06/21/13	EVERSON, PAUL	4,498.18
06/21/13	FASULO, WALTER	464.10
06/21/13	HAGEN, MICHAEL	682.38
06/21/13	HALE, JOSEPH	185.64
06/21/13	HALWEG, JODI	2,941.55
06/21/13	HAWTHORNE, ROCHELLE	2,626.09
06/21/13	HUTCHINSON, JAMES	564.06
06/21/13	IMM, TRACY	382.50
06/21/13	JANSEN, CHAD	440.64
06/21/13	JONES, JONATHAN	220.32
06/21/13	JUREK, GREGORY	2,262.69
06/21/13	KANE, ROBERT	928.20
06/21/13	KARRAS, JAMIE	361.08
06/21/13	KELLOGG, JOHNATHAN	18.36
06/21/13	KERSKA, JOSEPH	758.88
06/21/13	KONDER, RONALD	220.32
06/21/13	KUBAT, ERIC	3,059.64
06/21/13	LINDER, TIMOTHY	2,818.74
06/21/13	LOCHEN, MICHAEL	587.52
06/21/13	MILLER, LADD	628.32
06/21/13	MILLER, NICHOLAS	146.88
06/21/13	MONDOR, MICHAEL	3,465.90
06/21/13	MONSON, PETER	195.84
06/21/13	MORGAN, JEFFERY	242.00
06/21/13	NEILY, STEVEN	165.24
06/21/13	NIELSEN, KENNETH	285.60
06/21/13	NOVAK, JEROME	4,118.58
06/21/13	NOWICKI, PAUL	416.16
06/21/13	OLSON, JAMES	511.23
06/21/13	OPHEIM, JOHN	821.10
06/21/13	PACHECO, ALPHONSE	587.52
06/21/13	PARROW, JOSHUA	269.28
06/21/13	PETERSON, MARK	285.60
06/21/13	PETERSON, ROBERT	2,906.20
06/21/13	POWERS, KENNETH	146.88
06/21/13	RAINEY, JAMES	685.44
06/21/13	RANK, NATHAN	734.40
06/21/13	RANK, PAUL	587.52
06/21/13	RICE, CHRISTOPHER	714.00
06/21/13	RIEKEN, NICHOLAS	116.28
06/21/13	RODRIGUEZ, ROBERTO	391.68
06/21/13	SCHULTZ, JEROME	489.60
06/21/13	SEDLACEK, JEFFREY	2,968.50
06/21/13	STREFF, MICHAEL	3,076.40
06/21/13	SVENDSEN, RONALD	3,114.68
06/21/13	WHITE, JOEL	293.76

06/21/13	GERVAIS-JR, CLARENCE	4,035.01
06/21/13	LUKIN, STEVEN	4,674.56
06/21/13	ZWIEG, SUSAN	1,826.06
06/21/13	CORTESI, LUANNE	1,392.60
06/21/13	KNUTSON, LOIS	2,084.19
06/21/13	BRINK, TROY	2,388.99
06/21/13	BUCKLEY, BRENT	2,663.10
06/21/13	DEBILZAN, THOMAS	2,176.19
06/21/13	EDGE, DOUGLAS	2,145.80
06/21/13	JONES, DONALD	2,176.19
06/21/13	MEISSNER, BRENT	2,064.99
06/21/13	NAGEL, BRYAN	3,595.60
06/21/13	OSWALD, ERICK	2,349.51
06/21/13	RUIZ, RICARDO	1,636.19
06/21/13	RUNNING, ROBERT	2,388.99
06/21/13	TEVLIN, TODD	2,176.19
06/21/13	BURLINGAME, NATHAN	2,150.40
06/21/13	DUCHARME, JOHN	2,776.80
06/21/13	ENGSTROM, ANDREW	2,837.95
06/21/13	HANSON, TODD	1,048.47
06/21/13	JAROSCH, JONATHAN	2,966.59
06/21/13	KREGER, JASON	3,831.81
06/21/13	LINDBLOM, RANDAL	3,823.38
06/21/13	LOVE, STEVEN	3,629.52
06/21/13	THOMPSON, MICHAEL	4,470.32
06/21/13	ZIEMAN, SCOTT	1,185.00
06/21/13	JANASZAK, MEGHAN	1,593.79
06/21/13	KONEWKO, DUWAYNE	4,467.89
06/21/13	BUTTWEILER, TYLER	880.00
06/21/13	GUNDERSON, THOMAS	920.00
06/21/13	HAMRE, MILES	1,689.72
06/21/13	HAYS, TAMARA	1,636.19
06/21/13	HINNENKAMP, GARY	2,387.78
06/21/13	NAUGHTON, JOHN	2,185.91
06/21/13	NORDQUIST, RICHARD	2,178.49
06/21/13	RANWEILER, GABRIEL	420.00
06/21/13	BIESANZ, OAKLEY	1,556.19
06/21/13	DEAVER, CHARLES	738.69
06/21/13	GERNES, CAROLE	556.75
06/21/13	HAYMAN, JANET	1,413.02
06/21/13	HUTCHINSON, ANN	2,682.02
06/21/13	SANDERS, MARA	170.20
06/21/13	WACHAL, KAREN	938.54
06/21/13	GAYNOR, VIRGINIA	3,284.18
06/21/13	KROLL, LISA	1,952.19
06/21/13	SWANSON, CHRIS	720.00
06/21/13	THOMPSON, DEBRA	772.20
06/21/13	YOUNG, TAMELA	2,084.19
06/21/13	EKSTRAND, THOMAS	3,867.33
06/21/13	FINWALL, SHANN	3,576.39
06/21/13	MARTIN, MICHAEL	2,799.39
06/21/13	BRASH, JASON	2,544.99

06/21/13	CARVER, NICHOLAS	3,284.18
06/21/13	FISHER, DAVID	3,845.86
06/21/13	SWAN, DAVID	2,802.59
06/21/13	WELLENS, MOLLY	1,783.56
06/21/13	ACEITUNO, FELIPE	94.50
06/21/13	BERGER, STEPHANIE	391.88
06/21/13	BJORK, BRANDON	707.75
06/21/13	BRENEMAN, NEIL	2,296.28
06/21/13	COLE, BENJAMIN	200.00
06/21/13	LARSON, KATELYN	297.00
06/21/13	LARSON, TRISTA	407.00
06/21/13	MALLET, AMANDA	446.31
06/21/13	ROBBINS, AUDRA	3,209.84
06/21/13	ROBBINS, CAMDEN	427.50
06/21/13	SHERWOOD, CHRISTIAN	616.00
06/21/13	TAYLOR, JAMES	2,912.48
06/21/13	VUKICH, CANDACE	106.25
06/21/13	ADAMS, DAVID	2,270.10
06/21/13	HAAG, MARK	2,651.55
06/21/13	ORE, JORDAN	1,636.19
06/21/13	SCHULTZ, SCOTT	3,384.95
06/21/13	WILBER, JEFFREY	1,564.19
06/21/13	AKEY, SHELLEY	67.50
06/21/13	BERNARDY, CHRISTINE	2,479.65
06/21/13	CRAWFORD - JR, RAYMOND	508.40
06/21/13	EVANS, CHRISTINE	1,430.29
06/21/13	GLASS, JEAN	2,151.73
06/21/13	HER, PETER	140.60
06/21/13	HOFMEISTER, MARY	1,143.68
06/21/13	HOFMEISTER, TIMOTHY	381.29
06/21/13	KELLEY, CAITLIN	846.38
06/21/13	KULHANEK-DIONNE, ANN	490.00
06/21/13	MUSKAT, JULIE	138.00
06/21/13	PELOQUIN, PENNYE	629.21
06/21/13	VANG, TIM	622.00
06/21/13	VUE, LOR PAO	344.33
06/21/13	ZIELINSKI, JUDY	34.65
06/21/13	ANDERSON, JOSHUA	416.75
06/21/13	BAETZOLD, CLAIRE	36.75
06/21/13	BAETZOLD, SETH	12.69
06/21/13	BAUDE, SARAH	97.14
06/21/13	BESTER, MICHAEL	69.00
06/21/13	BRUSOE, AMY	263.24
06/21/13	BRUSOE, CRISTINA	70.20
06/21/13	BUCKLEY, BRITTANY	435.50
06/21/13	BUTLER, ANGELA	193.50
06/21/13	CRANDALL, KRISTA	391.00
06/21/13	DEMPSEY, BETH	44.19
06/21/13	DUNN, RYAN	1,098.27
06/21/13	EHLE, DANIEL	213.15
06/21/13	ERICKSON-CLARK, CAROL	30.56
06/21/13	ERICSON, RACHEL	27.90

06/21/13	FIERRO WESTBERG, MELIND	398.25
06/21/13	FLORES, LUIS	86.00
06/21/13	FONTAINE, KIM	570.38
06/21/13	FOX, KELLY	60.00
06/21/13	FRAMPTON, SAMANTHA	152.00
06/21/13	GADOW, VERONIKA	157.19
06/21/13	GIEL, NICOLE	52.94
06/21/13	GRAY, MEGAN	135.45
06/21/13	GRUENHAGEN, LINDA	152.40
06/21/13	HAGSTROM, EMILY	45.23
06/21/13	HASSAN, KIANA	73.00
06/21/13	HEINRICH, SHEILA	435.76
06/21/13	HOLMBERG, LADONNA	467.64
06/21/13	HORWATH, RONALD	2,772.88
06/21/13	JOHNSON, BARBARA	382.65
06/21/13	JOHNSON, KAITLYN	23.55
06/21/13	JOYER, ANTHONY	66.60
06/21/13	KOHLER, ROCHELLE	74.00
06/21/13	KOZDROJ, GABRIELLA	50.00
06/21/13	LAMEYER, BRENT	65.25
06/21/13	LAMEYER, ZACHARY	375.39
06/21/13	LAMSON, ELIANA	27.00
06/21/13	MCCOMAS, LEAH	206.00
06/21/13	MEDD, KELLY	19.50
06/21/13	NADEAU, KELLY	74.75
06/21/13	NADEAU, TAYLOR	206.23
06/21/13	NITZ, CARA	172.00
06/21/13	NORTHOUSE, KATHERINE	285.10
06/21/13	PIEPER, THEODORE	27.00
06/21/13	PROESCH, ANDY	1,022.97
06/21/13	RANEY, COURTNEY	822.50
06/21/13	RESENDIZ, LORI	2,285.54
06/21/13	RICHTER, DANIEL	106.50
06/21/13	ROLLERSON, TERRANCE	42.00
06/21/13	SCHMIDT, EMILY	66.30
06/21/13	SCHREIER, ROSEMARIE	149.00
06/21/13	SCHREIER, ZACHARY	65.63
06/21/13	SCHUNEMAN, GREGORY	155.10
06/21/13	SMITH, ANN	179.81
06/21/13	SMITH, CASEY	139.65
06/21/13	SMITLEY, SHARON	387.58
06/21/13	SYME, LAUREN	14.70
06/21/13	TAYLOR, MYLES	29.40
06/21/13	TREPANIER, TODD	230.00
06/21/13	TRUE, ANDREW	208.51
06/21/13	TUPY, HEIDE	45.80
06/21/13	TUPY, MARCUS	95.00
06/21/13	VANG, XANG	105.00
06/21/13	WARNER, CAROLYN	165.00
06/21/13	WEINHAGEN, SHELBY	117.75
06/21/13	WOLFGRAM, MARY	463.60
06/21/13	YUNKER, JOSEPH	185.00

	06/21/13	BOSLEY, CAROL	123.75
	06/21/13	HITE, ANDREA	170.50
	06/21/13	LANGER, CHELSEA	78.63
	06/21/13	LANGER, KAYLYN	110.50
	06/21/13	BORCHERT, JONATHAN	212.50
	06/21/13	CRAWFORD, SHAWN	480.00
	06/21/13	DOUGLASS, TOM	2,235.95
	06/21/13	DYER, KATELYN	51.00
	06/21/13	MAIDMENT, COLIN	242.25
	06/21/13	MALONEY, SHAUNA	401.25
	06/21/13	PRINS, KELLY	1,716.19
	06/21/13	REILLY, MICHAEL	1,962.59
	06/21/13	SINDT, DARIEN	119.00
	06/21/13	SPEARS, SHYTIANA	191.25
	06/21/13	THOMPSON, BENJAMIN	467.50
	06/21/13	COUNTRYMAN, BRENDA	1,280.00
	06/21/13	AICHELE, CRAIG	2,231.39
	06/21/13	PRIEM, STEVEN	2,448.89
	06/21/13	WOEHRLE, MATTHEW	2,354.71
	06/21/13	BERGO, CHAD	2,741.49
	06/21/13	FOWLDS, MYCHAL	3,872.29
	06/21/13	FRANZEN, NICHOLAS	2,789.40
9989387	06/21/13	CHRISTOPHER, KYLE	168.00
9989388	06/21/13	SCHREIER, ABIGAIL	73.50
9989389	06/21/13	SCOTT, HALEY	44.10
9989390	06/21/13	SKUNES, KELLY	336.76
9989391	06/21/13	SMITH, JEROME	65.00
9989392	06/21/13	WALES, ABIGAIL	59.14
9989393	06/21/13	RANGEL, SAMANTHA	102.00
9989394	06/21/13	CUSICK, JESSICA	369.76
9989395	06/21/13	STEFFEN, MICHAEL	102.00
			510,097.21

## MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Karen Guilfoile, City Clerk

DATE: July 3, 2013

SUBJECT: Approval of Resolution Certifying Election Judges for the August 13, 2013 Primary Municipal Election

**RESOLUTION ACCEPTING ELECTION JUDGES**

**RESOLVED**, that the City Council of Maplewood, Minnesota, accepts the following list of Election Judges for the 2013 Primary Election to be held on Tuesday, August 13, 2013.

Ahrens, Fran	Dickson, Helen Jean	Huth, Raymond
Aikens, Meridith	Dittli, Albin	Inhofer, Mary Claire
Allen, Jim	Droeger, Diane	Jago, Carole
Anderson, Nancy	Duellman, Audrey	Jahn, David
Anderson, Suzanne	Dunham, Bob	Jensen, Robert
Ansari, Ahsan	Eickhoff, Carolyn	Johannessen, Judith
Arnold, Ajla	Evans, Carol	Johansen, Kathleen
Bartelt, Joan	Ewald, Jeanne	Johnson, Warren
Bedor, David	Fitzgerald, Delores	Jones, Shirley
Beggs, Regan	Fowler, Cynthia	Julich, Robert
Behr, Jeanette	Franzen, Nick	Kapfer, Deb
Belland, Jaime	Freer, Mary Jo	Karner, Ann
Berry, Robert (Bud)	Fuller, Mary Katherine	Kipka, Judy
Bierbaum, Al	Gaboury, Shirley	Kirchoff, Harold
Bjorklund, Diane	Galligher, Patricia	Knauss, Carol
Bolden, Donita	Garvey, Terrence	Knutson, Lois
Booher, Michele	Gebauer, Victor	Kramer, Dennis
Bortz, Albert	Gerten, John	Kreger, Jason
Bortz, Jeanne	Gierzak, Sister Clarice	Kwapick, Jackie
Brandon, Richard	Golaski, Diane	Lackner, Marvella
Brandon, Virginia	Gravink, Barb	Lampe, Charlotte
Bryan, Betty	Gudknecht, Jamie	Larson, Michelle
Bunkowske, Bernice	Gustafson, Dianne	Lauren, Lorraine
Carle, Jeanette	Guthrie, Rosie	Layer, Stephanie
Carson, Fannie	Haddad, Joyce	Layer, Tom
Carson, Helen	Hafner, Michael	Leiter, Barbara
Casserly, Debra	Hahn, Sandra	Leonard, Claudette
Combe, Edward	Hahn, Vonna	Liptak, Marianne
Connelly, Thomas	Hanson, Joan	Lockwood, Jackie
Conover, Florence	Harder, Mary	Loipersbeck, Darlene
Cude, Carol	Hart, Barbara	Loipersbeck, Jules
Cude, Larry	Herber, Darlene	Mahowald, Valerie
Danielson, Nate	Hervig, Cindy	Mahre, Jeri
D'Arcio, India	Hinnenkamp, Gary	Mammenga II, Donald
DeBernardi, Nancy	Hulet, Jeanette	Manthey, John
Desai, Kalpana	Hulet, Robert	Maskrey, Thomas
DeZelar, Phil	Huth, Patricia	McCann, John

McCarthy, Peggy  
McCauley, Judy  
Mechelke, Mary Lou  
Meister-Westermann, Jean  
Millette, James  
Moreno, Marlene  
Muenchow, Mike  
Myster, Thomas  
Nelson, Clare  
Nelson, Percy  
Newcomb, Mary  
Nichol, Jane  
Nichols, Miranda  
Nissen, Helen  
Norberg, Ann  
Noyes, Douglas  
O'Brien, D. William (Bill)  
Olson, Anita  
Olson, Lois  
Olson, Norman  
Parent, Dian  
Pedersen, Bernard  
Peper, Marilyn  
Petrie, Linda  
Posch, Roger  
Putz, Shelly

Putz, Steve  
Rawn, Stephanie  
Renslow, Rita  
Rodriguez, Vincent  
Rudeen, Elaine  
Sagert, Chris  
Sandberg, Janet  
Sands, Warren  
Sauer, Elmer  
Sauer, Kathleen  
Sauro, Janet  
Sawyer, Sharon  
Scharnott, Thomas  
Schluender, Cynthia  
Schmidt, William  
Schneider, Mary Ann  
Schramel, Betty  
Schramel, Jim  
Schultz, Louise  
Seitz, James  
Seyfer, Deborah  
Shores, Teresa  
Skaar, Delaney  
Skaar, Steven  
Skaar, Susan  
Spangler, Bob

Staffki, Tim  
Steenberg, Judith  
Steenberg, Richard  
Storm, Mary  
Strack, Joan  
Taylor, Lori  
Thomforde, Faith  
Tourville, Michael  
Trippler, Dale  
Tschida, Micki  
Urbanski, Carolyn  
Urbanski, Holly  
Urbanski, William  
Vanek, Mary  
Vereide, Jim  
Warren, Karen  
Wasmundt, Gayle  
Wolfgram, Dorothy  
Yorkovich, Cindy  
Young, Linda  
Zian, Helen  
Zipko, Leroy

## **Recommendation**

Approval of the list of election judges is requested. Approval of this Resolution does not qualify individuals to serve as election judges. Appointments will be made from this list to fill the needed positions but not everyone on this list may be appointed. Additionally, individuals that have not completed the required election judge training and completed the paperwork required by the city will not be permitted to work unless they have met these requirements.

## MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Karen Guilfoile, Director Citizen Services

DATE: July 2, 2013

RE: Approval to Extend Publishing Agreement with Nystrom Printing for the Maplewood Monthly

**Introduction and Background**

Communicating with the public is essential to the success of local government. Currently there are a variety of tools that staff uses to keep the public informed of what is happening throughout the city.

The Maplewood Monthly, which is published by Nystrom Publishing Company, is one of the most visible means that the city uses to keep the citizens informed. It is published monthly along with the Maplewood Seasons which is included as an insert in the Maplewood Monthly four times a year. Up until this year, the Parks and Recreation Brochure was also included as an insert in the Maplewood Monthly three times a year.

Since we have had some changes in current publication needs, city staff is taking the opportunity to examine possible other changes to the Maplewood Monthly and is requesting that the current Printing and Publishing Agreement with Nystrom Publishing Company be extended until the end of the year.

In the meantime, city staff will move forward with a Request for Proposal for publishing services and will bring the award of bid to the council for approval before the end of the year.

**Recommendation**

Extend the Printing and Publishing Agreement with Nystrom Publishing Company until the end of the year.

## MEMORANDUM

TO: Chuck Ahl, City Manager  
 FROM: Tom Ekstrand, Senior Planner  
**SUBJECT: Approval of a Resolution for a Conditional Use Permit Revision for a Planned Unit Development and Design Review for the Proposed Harmony Learning Center Greenhouse**  
 LOCATION: 1961 County Road C East  
 VOTE REQUIRED: Simple Majority Vote Required to Approve  
 DATE: July 1, 2013

### INTRODUCTION

Independent School District 622 is requesting approval of a conditional use permit revision for their planned unit development (PUD) to construct a greenhouse at the Harmony Learning Center. The applicant is proposing to build a 21-foot by 36-foot greenhouse on the north side of their building adjacent to the existing garden.

The school district has a program for teaching gardening and horticulture skills at Harmony. Their Community Garden Education program serves as an “experimental learning program providing hands on learning to 622’s students: a) immigrant and refugee students b) alternative learning center students.” The greenhouse would be provided in association with Century College to augment the gardening program. Refer to the applicant’s letter and the attached maps.

### Requests

City ordinance requires a conditional use permit for schools. Expansions of facilities with an existing CUP must also obtain a CUP revision from the city council. The applicant is requesting the following:

- Approval of a CUP revision of their PUD to construct the proposed greenhouse.
- Approval of site and building design plans.

### BACKGROUND

November 6, 1985: The city council approved a PUD for the Harmony School site for a proposed 116-unit senior housing development. This approval included a parking variance. This development was not built, but the PUD approval remained. Refer to the attached PUD approval dated 11/6/85 and the site plan for that project.

Since 1985, the school has gone through various changes. Most recently, the addition of a T-Mobile cell phone tower was installed in the parking lot area east of the school. This tower was approved by the city council on December 14, 2009.

## **DISCUSSION**

### **1985 Senior Housing PUD Approval**

Staff recommends that the city council amend the PUD to delete all references to the 1985 approval for senior's housing. This project was never built and the approval is no longer relevant. Staff proposes to combine the CUP granted for the T-Mobile tower into an amended PUD resolution.

This amended resolution would also acknowledge that the school district's educational function is permitted by this approval, since that was never addressed.

### **CUP/PUD Revision**

The zoning ordinance requires that the city council determine that all nine "standards" for CUP approval be met to allow a CUP. In short, these state that the use would:

- Comply with the city's comprehensive plan and zoning code.
- Maintain the existing or planned character of the neighborhood.
- Not depreciate property values.
- Not cause any disturbance or nuisance.
- Not cause excessive traffic.
- Be served by adequate public facilities and police/fire protection.
- Not create excessive additional costs for public services.
- Maximize and preserve the site's natural and scenic features.
- Not cause adverse environmental effects.

The proposed greenhouse would meet those criteria.

### **Wetland Setback Requirement**

There is a Manage B wetland north of the proposed greenhouse and garden area. This wetland is protected from intrusion by a fence, but city code requires a 75-foot, non-encroachment buffer around it. The cat tails surrounding this wetland delineate the edge of the wetland and are 25 to 30 feet south of the fence. The applicant would need to be sure to install the greenhouse at least 75 feet from the cat tails in order to satisfy the 75-foot buffer requirement. Staff feels that this can be accomplished and the city council should require this setback be met as a condition of the CUP.

### **Design Review**

The proposed greenhouse is of a basic greenhouse design. Staff does not have any concern with its appearance since it is located between the school and a wooded wetland. It would be visible from White Bear Avenue, but, there are some trees on this side that would provide a little screening. Staff does not recommend additional trees since they could eventually shade the proposed greenhouse and sun light is needed for growing plants within.

The only other proposed site revision is the extension of the chain link fence to the west to contain the proposed greenhouse. Refer to the site plan. Staff has no concern with that.

### **Assistant Fire Chief and Building Official Comments**

The applicant must meet applicable codes.

### **Engineer's Report**

Jon Jarosch, staff engineer with the city, stated:

Depending upon the level of earthwork necessary to grade the area level and install footings, a grading and erosion control permit may be necessary. The applicant shall submit plans detailing any grading or footing work for review prior to commencing with the greenhouse construction. The applicant shall comply with any requirements generated by the review or grading and erosion control permit.

### **COMMISSION ACTIONS**

June 18, 2013: The planning commission recommended approval of the CUP for this proposal.  
June 25, 2013: The community design review board recommended approval of the plans.

### **RECOMMENDATION**

- A. Adopt the resolution amending the conditional use permit for a planned unit development for the Harmony Learning Center, located at 1695 County Road C East, to allow the construction of a greenhouse. This resolution deletes the 1985 PUD approval for senior housing, which was never built, and incorporates the more recent CUP approval for the T-Mobile cell phone tower (deletions are crossed out and additions are underlined.)

~~Now, therefore, be it resolved by the Maplewood City Council that a conditional use permit be granted for the Harmony School site planned unit development, including the following variances:~~

- ~~1. Allow 79 parking spaces for the 52-unit senior's residence, rather than the 104 required by code.~~
- ~~2. Allow 26 enclosed parking spaces rather than the 52 enclosed spaces required by the code.~~

~~Approval of the conditional use permit and variances is subject to:~~

- ~~1. If council determines that there is insufficient on-site parking for the 52-unit seniors residence, within one year of 95% occupancy, additional parking may be required.~~

- ~~2. Maplewood and North St. Paul shall have continued use of the athletic facilities in the northeast portion of the site until that part of the site develops, provided the use of these facilities do not interfere with the applicant's use of the property.~~
- ~~3. The 52 unit seniors residence shall not be converted shall to non seniors housing without revision of the planned unit development. For purposes of this permit, senior's housing is defined as a residence occupied by persons in their retirement years with a significant number of one person households.~~
- ~~4. The auditorium attached to the 52 unit senior's residence shall only be used by the residents of that building. Public assembly unrelated to senior use would be prohibited without a revision of this permit.~~
- ~~5. The commercial portion of the development shall be limited to the uses allowed in the BC(M), business commercial (modified) zoning district.~~
- ~~6. The eight parking spaces (marked "future") located south of the driveway to the garage for the 64 structure shall be constructed.~~
- ~~7. The proposed 575 square foot units in the 52 unit residence (October 8, 1985 plans) shall be increased in area to at least 580 square feet of habitable floor area.~~
- ~~8. Move the 64 unit residence to the west to comply with the required minimum setback of 50 feet.~~
- ~~9. Adherence to the site plan dated October 8, 1985, except as required in these conditions, unless a change is approved by the community design review board.~~
1. All construction shall follow the site plans approved by the city. The community development staff may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval of the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. This conditional use permit is conditioned upon T-Mobile allowing the co-location of other provider's telecommunications equipment on the proposed tower. T-Mobile shall submit a letter to staff allowing co-location before a building permit can be issued.
5. If any required landscaping for the T-Mobile tower dies, plantings must be replaced pursuant to the city policy and standards.
6. The school district shall provide a site plan with their building permit submittal that verifies

that the proposed greenhouse would be placed no closer than 75 feet to the wetland to the north. For the purposes of defining the edge of the wetland, that shall be considered to be the edge of the cat tails.

7. This approval acknowledges that the school district's educational activities are permitted by this permit. Any new construction or exterior improvements are subject to compliance with the design-review requirements in the city code, and perhaps, may require amendment of this conditional use permit.

B. Approve the design plans date-stamped May 21, 2013 for the greenhouse at Harmony Learning Center, 1695 County Road C East, subject to the following conditions:

1. The applicant shall comply with all requirements of the building official and assistant fire chief.
2. The applicant shall submit plans detailing any grading or footing work for review prior to commencing with the greenhouse construction to the city engineer. The applicant shall comply with any requirements generated by the review or grading and erosion control permit.
3. The applicant shall provide a site plan with their building permit submittal that verifies that the proposed greenhouse would be placed no closer than 75 feet to the wetland to the north. For the purposes of defining the edge of the wetland, that shall be considered to be the edge of the cat tails.

## REFERENCE INFORMATION

### SITE DESCRIPTION

Site size: 8.52 acres  
Existing land use: Harmony Learning Center

### SURROUNDING LAND USES

North: Kohlman Creek County Open Space  
East: Single Family Home  
South: Single Family Homes, vacant lots and commercial buildings  
West: White Bear Avenue, commercial buildings and a church

### PLANNING

Land Use Plan designation: G (government)  
Zoning: PUD

### CODE REQUIREMENTS

Section 44-1092(3) of the city ordinances requires a CUP for schools.

### Findings for CUP Approval

Section 44-1097(a) requires that the city council base approval of a CUP on nine findings. Refer to the findings for approval in the resolution.

### APPLICATION DATE

The application for this request was considered complete on May 21, 2013. State law requires that the city decide on these applications within 60 days. The deadline for city council action on this proposal is July 20, 2013.

p:\sec2S\Harmony School CUP Revision for Greenhouse CC Report 7 13 te  
Attachments:

1. CUP Revision Resolution
2. Location/Zoning Map
3. Land Use Plan Map
4. Site Plan date-stamped May 21, 2013
5. Applicant's Narrative dated April 30, 2013
6. Greenhouse plans date-stamped May 21, 2013
7. November 6, 1985 Senior's Housing Development Proposal at Harmony School

**CONDITIONAL USE PERMIT REVISION RESOLUTION**

WHEREAS, Independent School District 622, applied for a conditional use permit to amend the planned unit development for the Harmony Learning Center, to install a 21-foot by 36-foot greenhouse.

WHEREAS, this permit applies to 1961 County Road C East. The legal description is:

That part of the Southwest ¼ of Section 2, Township 29, Range 22, Ramsey County. More particularly described as: Beginning at the intersection of White Bear Avenue and the South link of Said Southwest 1/4; thence northerly on said center line 420.55 feet; thence east parallel with said South line 311 feet; thence northerly parallel with said center line 140 feet; thence north 107.07 feet, thence east 391.55 feet to a point 658.95 feet north of said South line; thence to said South line at a point 200 feet west of said ¼ corner; then West to the point of beginning.

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

1. On June 18, 2013, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave persons at the hearing a chance to speak and present written statements. The commission also considered reports and recommendations of the city staff. The planning commission recommended that this CUP amendment be \_\_\_\_\_.
2. On \_\_\_\_\_, 2013, the city council discussed the proposed conditional use permit amendment. They considered reports and recommendations from the planning commission and city staff.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the city's comprehensive plan and code of ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.

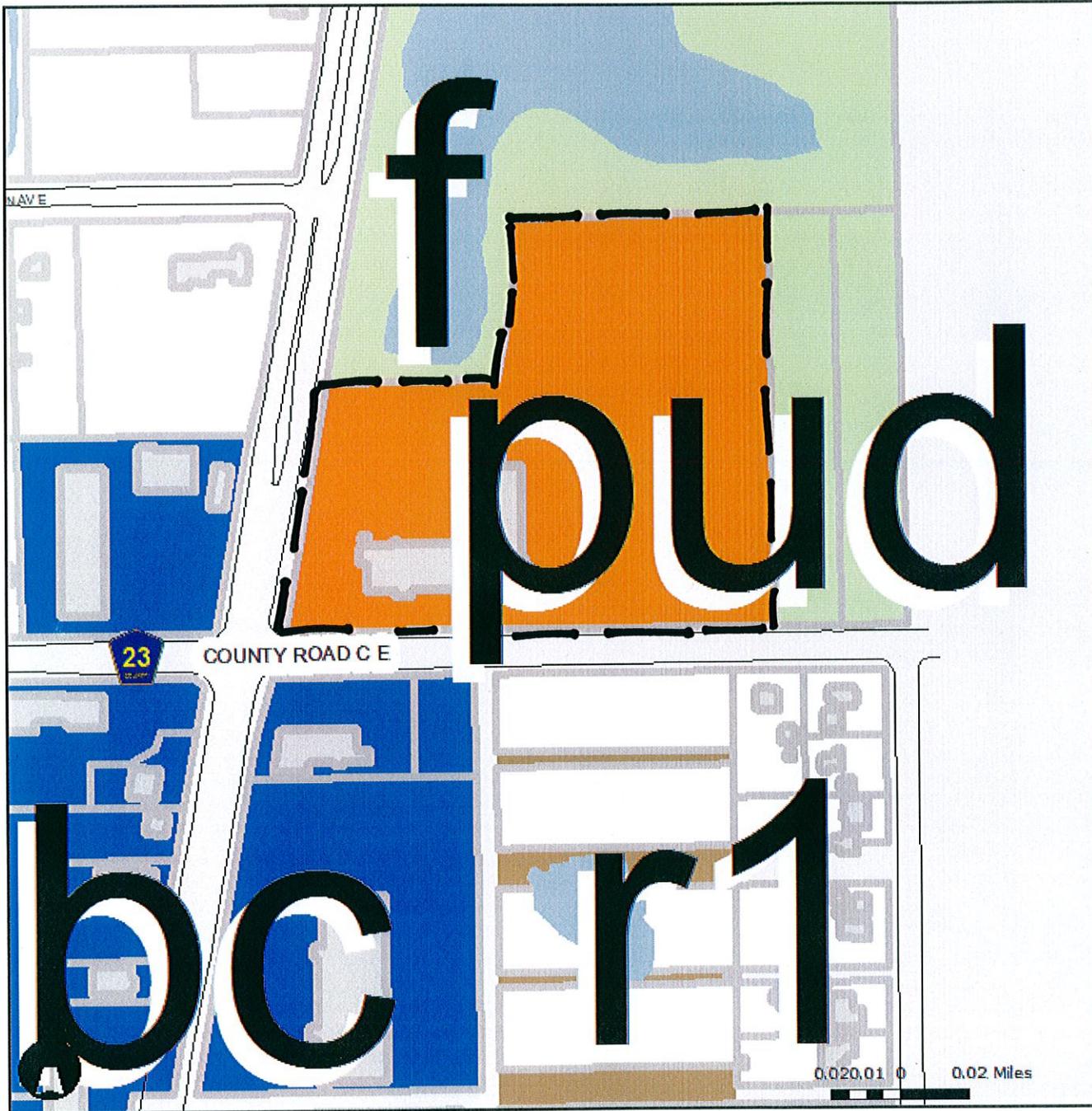
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plans approved by the city. The community development staff may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval of the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. This conditional use permit is conditioned upon T-Mobile allowing the co-location of other provider's telecommunications equipment on the proposed tower. T-Mobile shall submit a letter to staff allowing co-location before a building permit can be issued.
5. If any required landscaping for the T-Mobile tower dies, plantings must be replaced pursuant to the city policy and standards.
6. The school district shall provide a site plan with their building permit submittal that verifies that the proposed greenhouse would be placed no closer than 75 feet to the wetland to the north. For the purposes of defining the edge of the wetland, that shall be considered to be the edge of the cat tails.
7. This approval acknowledges that the school district's educational activities are permitted by this permit. Any new construction or exterior improvements are subject to compliance with the design-review requirements in the city code, and perhaps, may require amendment of this conditional use permit.

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

# Location / Zoning Map



### Copyright

MaplewoodBaseMap

Chad Bergo

Zoning 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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RECEIVED  
MAY 21 2013  
By \_\_\_\_\_

Revision #: 2 Date: 4/30/2013	Scale:  1" = 50'	Landscape Plan: 1 <b>Harmony School Garden and Greenhouse</b>	Landscape Design by: Horticulture / Century College
----------------------------------	--------------------------------------------------------------------------------------------------------	------------------------------------------------------------------	-----------------------------------------------------



622 Education Center  
2520 East 12th Avenue  
North St. Paul, MN 55109

To:  
Tom Ekstrand  
City of Maplewood

From:  
Chuck Ericksen  
ISD 622 Community Education Director

April 30, 2013



Dear Tom,

This letter is to address the Harmony Learning Center Community Garden Education program located at 1961 County Rd C, Maplewood. Harmony Community Garden is now in its second year as an experiential learning program providing hands on learning to 622's students: a) immigrant and refugee students attending the Harmony Adult Basic Education/English Language Learning/GED programs and b) our Alternative Learning Center students at the Harmony School (622's high school students requiring alternative programming). The garden is 120' x 60' and is north and east of the school on District 622 school property classified as Public School land to be used for educational purposes. The garden provides wonderful opportunities for teaching and learning; learning opportunities that simply can't be replicated within the walls of a classroom.

We now have an opportunity within the existing garden to establish a greenhouse, thanks to Century College and the Century College Foundation. This new greenhouse would allow a whole new range of experiences, deepening our high school and GED students' understandings of science, as well as providing our English Language Learners with interactive opportunities to learn English and to speak and listen in an authentic, immersion environment. Some of our immigrant gardeners have even been making community presentations on their cultural cooking and gardening techniques, and we hope to do more of that in the future. We have found this type of hands-on, garden-based learning to be particularly effective with at-risk students requiring hands-on, real-world learning opportunities, and highly effective with new immigrants who are excellent gardener/farmers and who more confidently practice their English speaking skills in a familiar outdoor setting. High school students and new immigrant students are eager to converse with one another, with other gardeners and with the larger community, sharing their knowledge of farming and gardening, as well as learning new techniques and skills. It also provides both groups with a sense of belonging, a sense of local stewardship and a sense service, helping them, we believe, integrate more gracefully and successfully into our communities. The greenhouse will also allow us to establish a certificate-earning training program in Greenhouse Management. This provides our students with experience and credentials useful in seeking work in the field of horticulture. Some of the outdoor classes we intend to teach will be taught by skilled immigrant gardeners who are students at Harmony. Again, this is an excellent way to practice speaking English on topics they know well and have passion for.



*District 622 Community Education provides lifelong learning experiences for people of all ages, abilities, and cultures through community-based programs and services.*

We do imagine using the greenhouse to grow seedlings for other area community gardens and also to help our gardeners fundraise for the purpose of supporting urban gardening education, science education and intercultural community building and sharing. Any and all funds generated through the garden and/or greenhouse will go into a dedicated Harmony Garden account at ISD622 established for the above stated educational purpose.

We believe this gardening and greenhouse purpose is completely aligned with the original purpose for this property. It is an educational endeavor that just happens to take place outside the walls of the school. We hope you agree and consider the Conditional Use Permit unnecessary.

Thanks for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Chuck Ericksen". The signature is written in black ink and is positioned above the printed name.

Chuck Ericksen



School District 622

# Community Education

622 Education Center  
2520 East 12th Avenue  
North St. Paul, MN 55109

In addressing the criteria for the Conditional Use Permit the following information is provided.

- Included in the materials submitted is a site map showing the location of the greenhouse within the community garden at Harmony Learning Center.
- The design of the greenhouse (see attached drawings) will be maintained, constructed and operated in conformity with the City's comprehensive plan and Code of Ordinances.
- The greenhouse would not change the existing character of the school, as this garden/greenhouse is an extension of Harmony Learning Center.
- The greenhouse would not depreciate property values and will be well maintained by District 622 Grounds Crew, 622 Community Education Program and the Harmony Community Garden members.
- The establishment of the greenhouse would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing, or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage water run-off, vibration, general unsightliness, electrical interference or other nuisances.
- Existing public facilities will be adequate during the months the greenhouse will be in operation – March through June. No additional drainage structures, water and sewer systems are required. A fully independent heating system utilizing a small propane heater will be installed for electrical services if needed. We are planning to install solar panels in the future, and no conventional electrical services will be required to operate the greenhouse. Water is currently supplied from the school. With the guidance of the Century College Landscape Department and the Ramsey County Watershed District we have designed a water drainage collection system in the garden to channel water to a small holding pond when it rains. This project is currently under construction and will be complete in 2014. The water from the holding pond will be available to water the gardens to help reduce cost.
- Our goal is to be a sustainable educational project that gives back to the community by engaging community organizations and residents.



*District 622 Community Education provides lifelong learning experiences for people of all ages, abilities, and cultures through community-based programs and services.*

- Our goal is to improve the environmental conditions of the land being used by using certified organic methods for growing vegetables and flowers, solar energy, composting and water management practices.

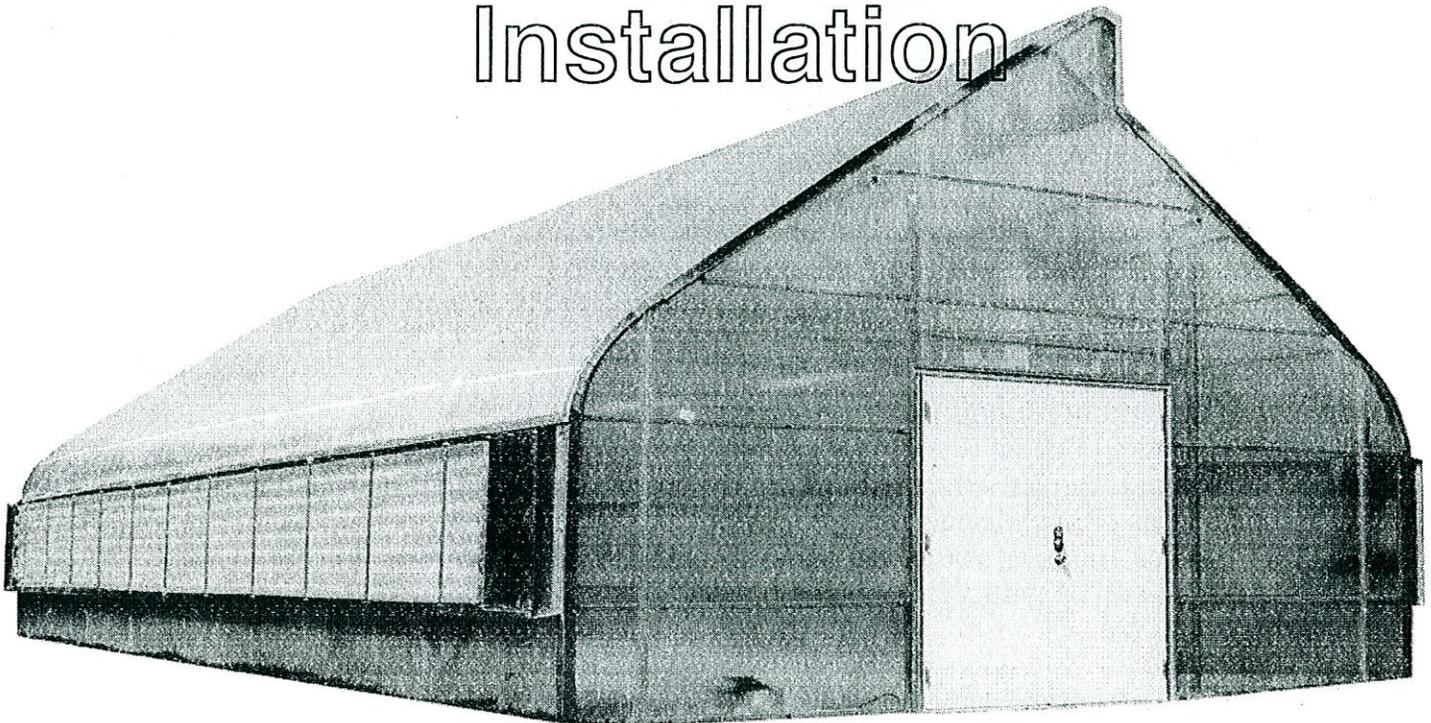
Sincerely,

A handwritten signature in cursive script that reads "Chuck Ericksen". The signature is fluid and includes a long horizontal flourish at the end.

Chuck Ericksen  
ISD 622 Community Education Director

# **XA-210** commercial greenhouse INSTALLATION INSTRUCTIONS

NOT FOR CONSTRUCTION:  
Refer to manual provided with  
materials for use during  
Installation

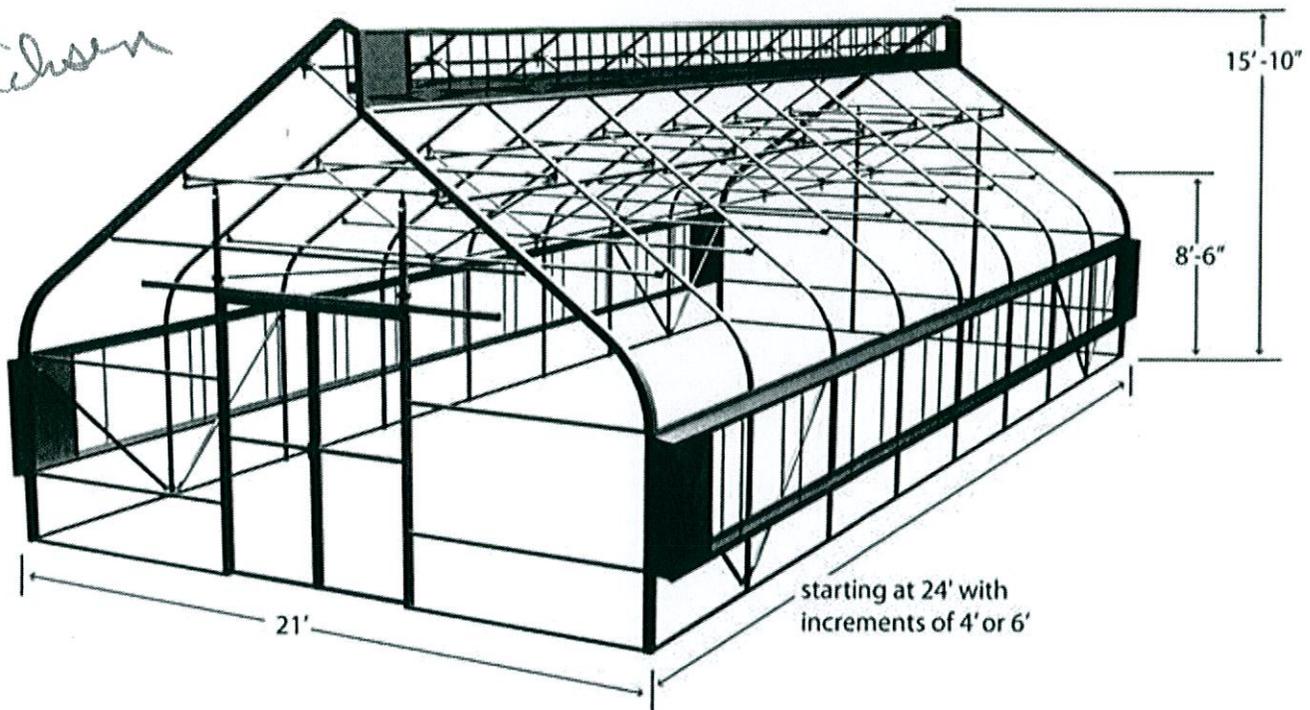


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Castle Rock, MN 55010  
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800-852-3443  
(651) 463-7009  
fax (651) 463-2479



Chuck 651-748-7632  
Eichsen



The Harmony structure will be similar to the image above, but without side and ridge vents.

21' x 36' long with polycarbonate south wall and roof, combination polycarbonate and insulated panels on endwalls, insulated panels on north wall and roof.

3' passage door at each end.

24 - 36" deep perimeter insulation (2") below ground.

The XA-210 frame is constructed from industry-leading 2" O.D., 14-gauge galvanized steel tube.

( 3 ) Ridge purlins run the full length of the structure.

( 8 ) Diagonal wind braces (two per corner) for additional strength.

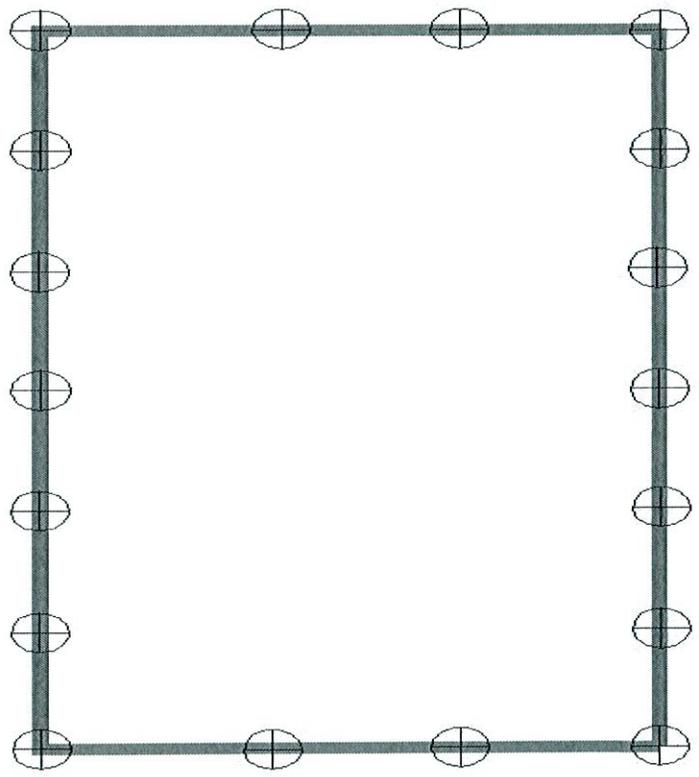
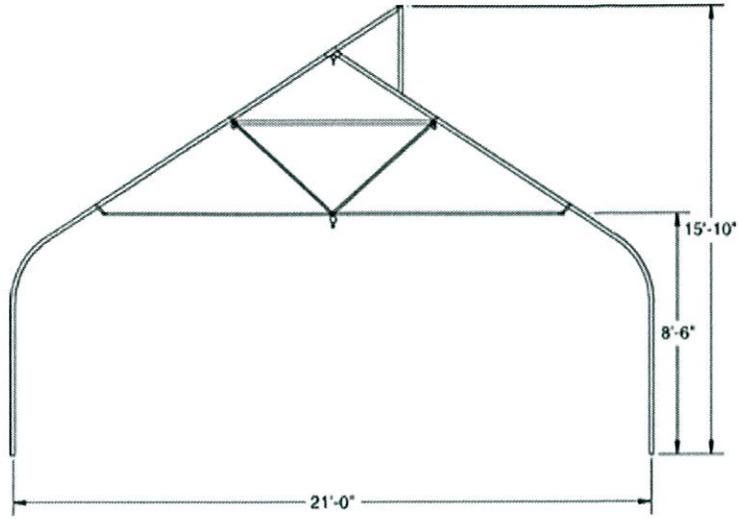
Standard End Frame Assembly includes: (2) 2" O.D. end wall vertical posts and mounting hardware

Side Rails are 1" x 1-1/2", "C" shaped girts constructed from 16-gauge galvanized roll-form

End Rails are 1" x 1-1/2", "C" shaped rails constructed from 16-gauge galvanized roll-form and are used to stabilize End and Door Frame Assemblies

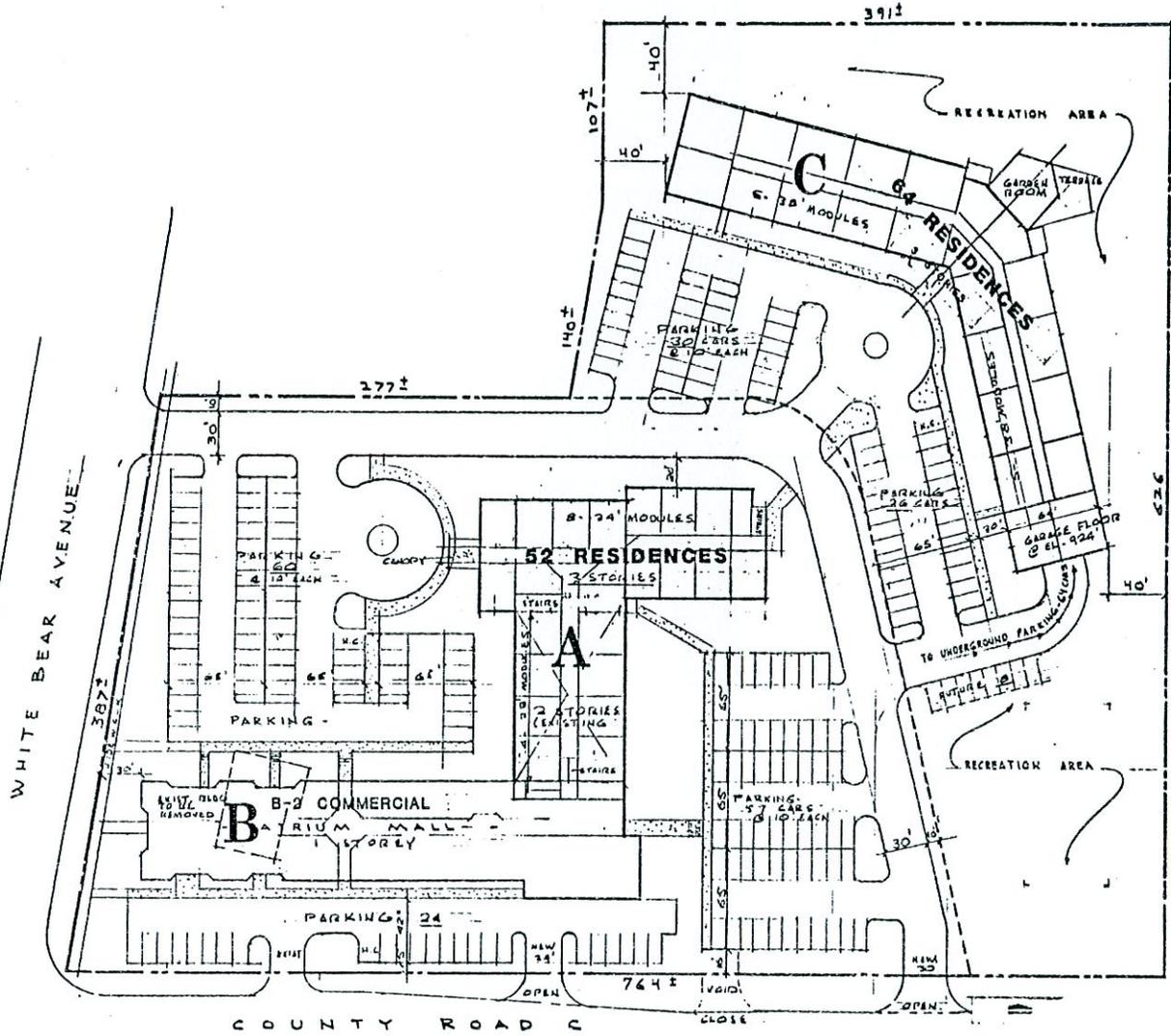
Roof rails used to support polycarbonate sheets are 1" x 1-1/2", "C" shaped girts constructed from from 16-gauge galvanized roll-form





Revision #: 2	Scale:	Landscape Plan: 1	Landscape Design by:
Date: 4/20/2013	1/4" = 1'	Harmony Greenhouse	Century College Horticulture Department

RECEIVED  
MAY 21 2013  
By \_\_\_\_\_



SITE PLAN  
HARMONY SENIOR RESIDENCES

1985  
Proposal



**DRAFT**  
**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION**  
**1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA**  
**TUESDAY, JUNE 18, 2013**

**5. PUBLIC HEARING**

**a. Conditional Use Permit Revision for a planned unit development for the proposed Harmony Learning Center Greenhouse, 1961 County Road C East.**

- i. Senior Planner, Tom Ekstrand gave the presentation and answered questions of the commission.
- ii. Community Education Director for ISD 622, 2520 – East 12<sup>th</sup> Avenue, North St. Paul, Chuck Ericksen, addressed and answered questions of the commission.
- iii. Brian Schlottman, Century College, addressed and answered questions of the commission.

Commissioner Trippler moved to approve the resolution amending the conditional use permit for a planned unit development for the Harmony Learning Center, located at 1695 County Road C East, to allow the construction of a greenhouse. This resolution deletes the 1985 PUD approval for senior housing, which was never built, and incorporates the more recent CUP approval for the T-Mobile cell phone tower (deletions are crossed out and additions are underlined.)

~~Now, therefore, be it resolved by the Maplewood City Council that a conditional use permit be granted for the Harmony School site planned unit development, including the following variances:~~

- ~~1. Allow 79 parking spaces for the 52-unit senior's residence, rather than the 104 required by code.~~
- ~~2. Allow 26 enclosed parking spaces rather than the 52 enclosed spaces required by the code.~~

~~Approval of the conditional use permit and variances is subject to:~~

- ~~1. If council determines that there is insufficient on-site parking for the 52-unit seniors residence, within one year of 95% occupancy, additional parking may be required.~~
- ~~2. Maplewood and North St. Paul shall have continued use of the athletic facilities in the northeast portion of the site until that part of the site develops, provided the use of these facilities do not interfere with the applicant's use of the property.~~
- ~~3. The 52-unit seniors residence shall not be converted shall to non-seniors housing without revision of the planned unit development. For purposes of this permit, senior's housing is defined as a residence occupied by persons in their retirement years with a significant number of one person households.~~
- ~~4. The auditorium attached to the 52-unit senior's residence shall only be used by the residents of that building. Public assembly unrelated to senior use would be prohibited without a revision of this permit.~~
- ~~5. The commercial portion of the development shall be limited to the uses allowed in the BC(M), business-commercial (modified) zoning district.~~

- ~~6. The eight parking spaces (marked "future") located south of the driveway to the garage for the 64 structure shall be constructed.~~
- ~~7. The proposed 575 square foot units in the 52 unit residence (October 8, 1985 plans) shall be increased in area to at least 580 square feet of habitable floor area.~~
- ~~8. Move the 64 unit residence to the west to comply with the required minimum setback of 50 feet.~~
- ~~9. Adherence to the site plan dated October 8, 1985, except as required in these conditions, unless a change is approved by the community design review board.~~
1. All construction shall follow the site plans approved by the city. The community development staff may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval of the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. This conditional use permit is conditioned upon T-Mobile allowing the co-location of other provider's telecommunications equipment on the proposed tower. T-Mobile shall submit a letter to staff allowing co-location before a building permit can be issued.
5. If any required landscaping for the T-Mobile tower dies, plantings must be replaced pursuant to the city policy and standards.
6. The school district shall provide a site plan with their building permit submittal that verifies that the proposed greenhouse would be placed no closer than 75 feet to the wetland to the north. For the purposes of defining the edge of the wetland, that shall be considered to be the edge of the cat tails.
7. This approval acknowledges that the school district's educational activities are permitted by this permit. Any new construction or exterior improvements are subject to compliance with the design-review requirements in the city code, and perhaps, may required amendment of this conditional use permit.

Seconded by Commissioner Arbuckle.

Ayes - All

The motion passed.

This item goes to the city council on July 8, 2013.

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, JUNE 25, 2013**

- a. Design Review for a Proposed Greenhouse – Harmony Learning Center, 1961 County Road C East**
- i. Planner, Michael Martin gave the report and answered questions of the board.
  - ii. ISD 622, Chuck Ericksen, and Brian Schlottman, Century College addressed and answered questions of the board.

Boardmember Shankar moved to approve the design plans date-stamped May 21, 2013, for the greenhouse at Harmony Learning Center, 1695 County Road C East, subject to the following conditions:

- 1. The applicant shall comply with all requirements of the building official and assistant fire chief.
- 2. The applicant shall submit plans detailing any grading or footing work for review prior to commencing with the greenhouse construction to the city engineer. The applicant shall comply with any requirements generated by the review or grading and erosion control permit.
- 3. The applicant shall provide a site plan with the building permit submittal that verifies that the proposed greenhouse would be placed no closer than 75 feet to the wetland to the north. For the purposes of defining the edge of the wetland, that shall be considered to be the edge of the cat tails.

Seconded by Boardmember Kempe.

Ayes – All

The motion passed.

## MEMORANDUM

TO: Chuck Ahl, City Manager  
FROM: Tom Ekstrand, Senior Planner  
SUBJECT: **Approval of Plans for a Building Addition and a Parking Waiver for Maplewood Town Center**  
LOCATION: 1885 County Road D East  
DATE: July 1, 2013

### INTRODUCTION

Pope Architects, representing H. J. Development, LLP, is requesting approval of plans to Build a 7,900-square-foot addition onto the east side of Maplewood Town Center. This expansion would also require a parking waiver from the city council of 87 spaces. The code requires 607 parking spaces for Town Center and there would be 520 spaces after the proposed addition.

### Requests

- Approval of building and site plans
- Approval of a parking waiver for 87 parking spaces fewer than code requires.

### BACKGROUND

August 27, 1986: The community design review board (CDRB) approved the plans for Maplewood Town Center. Since then the Center has gone through many changes. Significant changes have been the relocation of Best Buy to their present location on the west side of the site, the recent remodel of the building to include the addition of DSW Shoe Store and the conversion of the Pannekoeken Huis Restaurant into a Pizza Ranch.

August 22, 2005: The city council approved the new Best Buy building on the westerly end of the Maplewood Town Center property. Part of this approval included a 36-stall parking reduction. The approved site plan also accepted the parking stall spaces at nine-foot-wide which was their striped width for the shopping center at that time.

February 28, 2012: The community design review board approved the building expansion at Maplewood Town Center allowing the DSW Shoe Store addition.

### DISCUSSION

#### Building Design Changes

The proposed building renovations would be attractive and would match the design, materials and colors of the shopping center.

## **Access around the Building**

The proposed addition would extend to within five feet of the easterly property line closing access around the building on the east side. Butch Gervais, the assistant fire chief, has reviewed this proposal and has stated that “they will need to make sure they meet all fire code requirements when they do construction.” Mr. Gervais feels that with code compliance, the fact that the building has an automatic fire suppression system and that there is access from the nearby neighboring parking lot to the next door, he is comfortable with this proposal.

## **Parking Waiver**

The applicant is requesting approval of a parking waiver to provide 87 fewer parking spaces than the required 607. This amounts to a 14 percent reduction. The applicant states in their letter that, over time, the site has gone through several building to parking ratios due to the demo of various building sections and the additions of new construction. They state that they once were 113 spaces short and functioned fine with that reduction.

Staff is comfortable with the proposed parking reduction. Code requires one parking stall for each 200 square feet of floor area. With the proposed shortage of 87 spaces, this equates to one parking space for 213 square feet of floor area which is very close to code requirements.

## **Site Considerations**

The addition would cause the removal of six locust trees and two light poles. Tree replacement would not be feasible next to the proposed building addition. There is only five feet in which to plant. Code, however, requires the replacement of trees on a one-to-one basis. Replacement trees must be at least two inches in caliper. The applicant should replace any trees that they remove somewhere on the property.

Wall mounted lights are proposed on the new east wall. These could serve as decorative building lighting, but site-security lighting is not needed since there is virtually no site remaining east of the proposed addition that needs lighting.

There is a new trash enclosure shown on the plans behind the proposed addition. The applicant did not provide a design for this. The review board should require that the applicant provide a design plan for staff approval.

## **Engineering Report**

Jon Jarosch, staff engineer, reviewed the applicant’s plans and forwarded recommendations relative to the drainage, utility and paving plans. Refer to Mr. Jarosch’s report dated June 12, 2013.

## **Fire Marshal**

As stated above, Butch Gervais, Assistant Fire Chief, can accept the building addition as proposed with no east-side access to the back of the building since the building is fully sprinklered.

## **Police**

Chief Kvam reviewed the plans and felt there were no public safety concerns.

## **Building Official**

Dave Fisher, Building Official, stated that the applicant must comply with all applicable codes.

## **COMMISSION ACTIONS**

June 25, 2013: The community design review board recommended approval of the design plans and parking waiver.

## **RECOMMENDATION**

Approve the plans date-stamped June 4, 2013, for the proposed addition to the east side of the Maplewood Town Center shopping center, located at 1885 County Road D East. This approval includes a parking waiver to allow 87 fewer parking spaces than the city code requires.

Approval of the parking waiver is because: the proposed parking reduction only amounts to 14 percent, which is a minor reduction, and because the Maplewood Town Center shopping center has functioned with a reduced amount of parking in the past and has never experienced a difficulty in providing adequate parking for patrons.

Approval of the proposed addition is subject to the applicant complying with the following conditions:

1. Repeating this review in two years if the city has not issued a building permit for this project.
2. Comply with the requirements of the city's engineering department and building official and assistant fire chief as stated in this report.
3. Before getting a building permit, the applicant shall provide a design plan for the proposed trash enclosure. The design of this enclosure shall match the materials and color of the building.
4. The community design review board shall approve major changes to these plans. Minor changes may be approved by staff.
5. Replace any trees that are removed on a one-to-one basis. Replacement trees must be at least two inches in caliper. The applicant should replace any trees that they remove somewhere on the property and submit a replacement plan to staff prior to obtaining a building permit.
6. Provide a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.

## REFERENCE INFORMATION

### SITE DESCRIPTION

Site size: 8.76 acres

Existing Use: Maplewood Town Center Shopping Center with Best Buy and the Pizza Ranch

### SURROUNDING LAND USES

North: I-694

South: County Road D, Circuit City, Toys R Us and the Myth Night Club

East: Aamco Transmission Shop

West: Slumberland

### PLANNING

Land Use Plan: BC, business commercial

Zoning: BC

### APPLICATION DATE

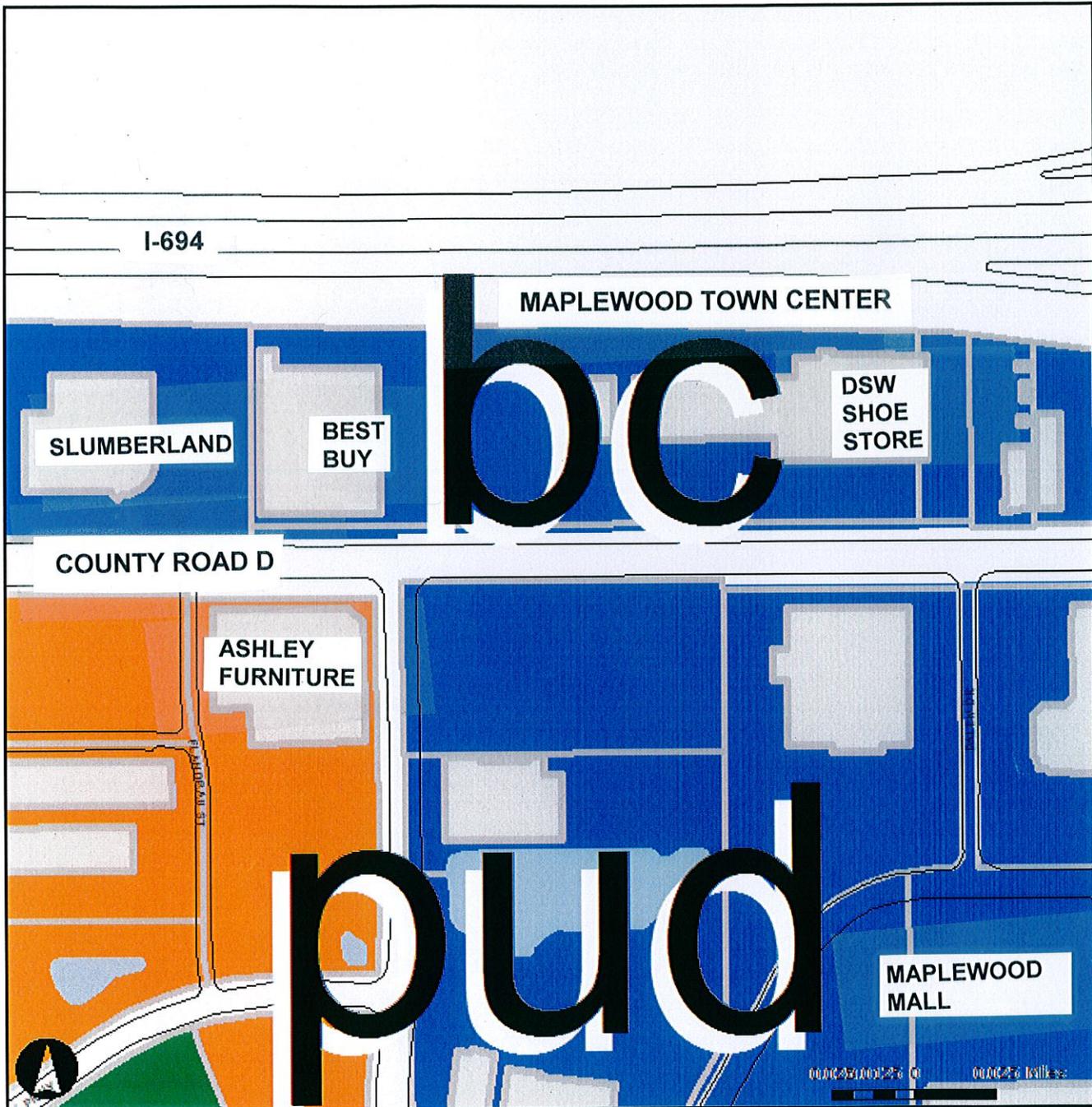
We received the complete application on June 4, 2013. State law requires that the city take action within 60 days. A decision on this request is required by August 3, 2013.

p:\sec35-30\Town Center Remodel CC Report 7 13 te

#### Attachments

1. Location/Zoning Map
2. Existing Site Plan
3. Proposed Site Plan
4. Applicant's Narrative
5. Engineering Report from Jon Jarosch dated June 12, 2013
6. Plans date stamped June 4, 2013 (separate attachment)

# Location / Zoning Map

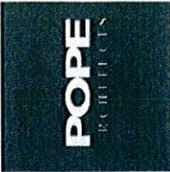


**Copyright**

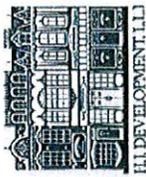
**MaplewoodBaseMap**

Chad Bergo

Zoning 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.



POPE ASSOCIATES IN  
135 ENERGY PARK DRIV  
ST. PAUL, MN 55108  
TEL: (612) 222-1234  
FAX: (612) 222-1234



H.I. DEVELOPMENT, L.L.C.  
MAPLEWOOD  
TOWN CENTER  
MAPLEWOOD, MN  
BUILDING SHELL  
ADDITION

EXISTING  
OVERALL  
ARCHITECTURAL  
SITE PLAN

DATE OF REVISION:  
ISSUE CITY SUBMITTAL 04-2007

PROJECT NO. 04-2007  
DATE 04/2007  
PROJECT NAME 34222B-1300R  
DRAWN BY DTP  
CHECKED BY  
SCALE 1"=80'-0"

A1.1  
SHEET

**PARKING COUNT HISTORY**

OVERALL SHOPPING CENTER TOTALS

2007 PARKING STATUS (MAPLEWOOD TOWN CENTER)

REQUIRED PARKING STALLS = 603

PROVIDED PARKING STALLS = 544

PARKING STALL SHORTAGE = 113

2012 PARKING STATUS (OSM MODEL)

REQUIRED PARKING STALLS = 587

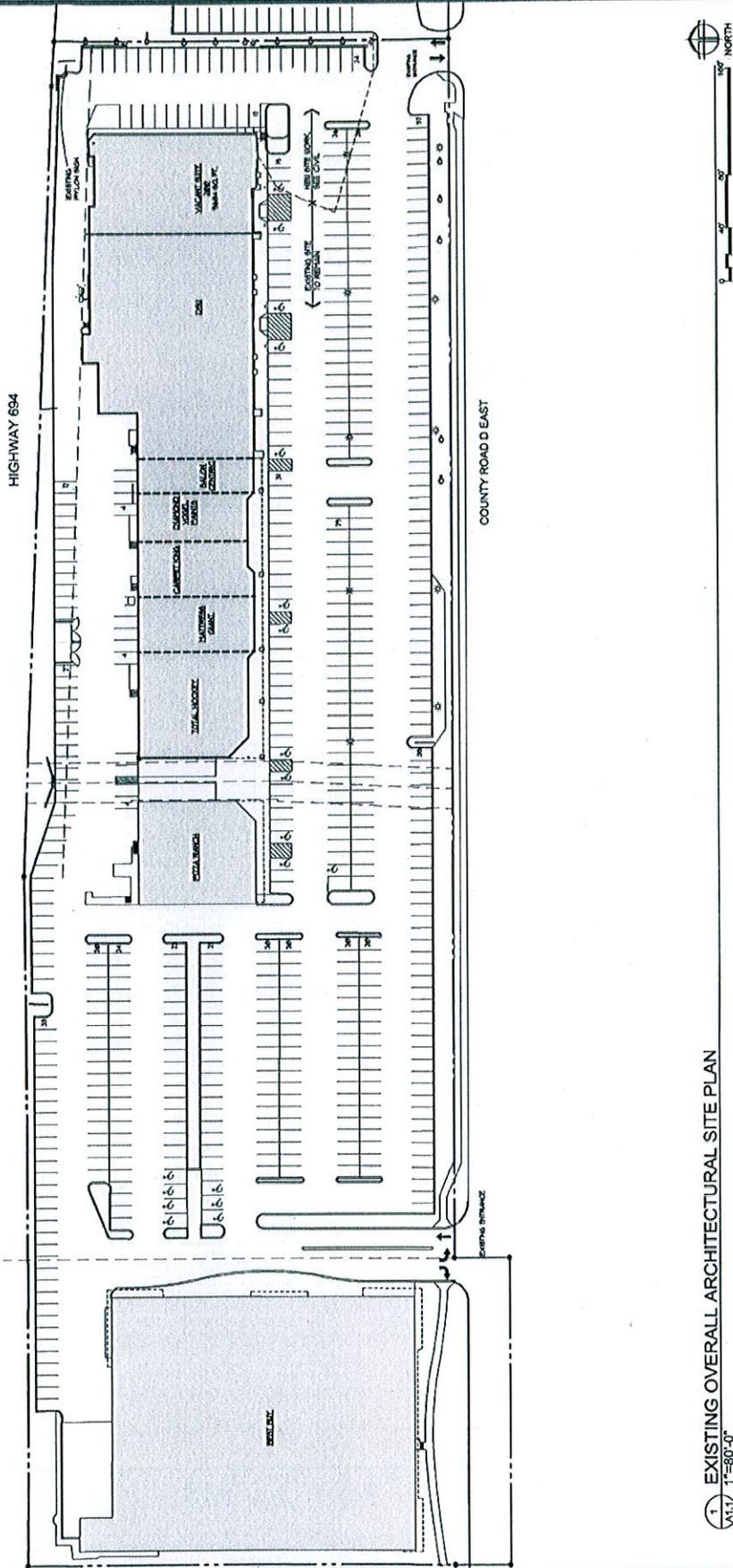
PROVIDED PARKING STALLS = 544

PARKING STALL SHORTAGE = 23

**EXISTING SITE DATA**

ZONING DISTRICT BC (BUSINESS COMMERCIAL)

SITE AREA 8.76 ACRES

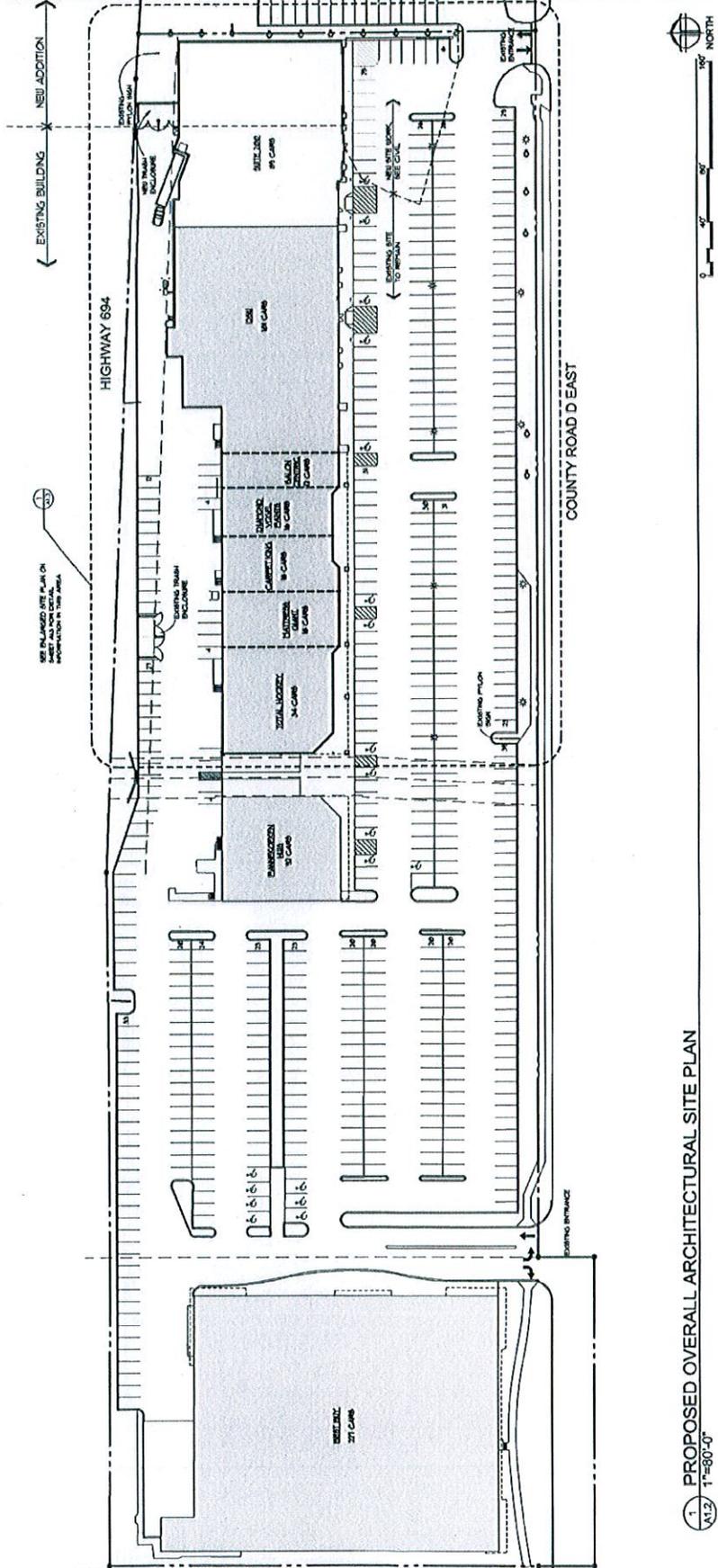


EXISTING OVERALL ARCHITECTURAL SITE PLAN  
1"=80'-0"

EXISTING SITE PLAN

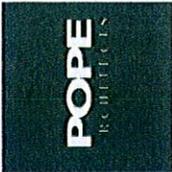
**PROPOSED SITE DATA - OVERALL SHOPPING CENTER**

TENANT	AREA	PARKING REQUIRED
BEST BUY	45,404 SF	227 STALLS
PIZZA RANCH	6,903 SF	92 STALLS
TOTAL HOOKEY	6,781 SF	34 STALLS
MATTRESS GIANT	3,518 SF	18 STALLS
CARPET KING	3,640 SF	18 STALLS
DIAMOND NOVEL PAINTS	3,165 SF	16 STALLS
SALON CENTRIC	2,487 SF	12 STALLS
DSW	20,135 SF	101 STALLS
SUITE 200	17,660 SF	89 STALLS
<b>TOTAL SHOPPING CENTER</b>	<b>109,672SF</b>	<b>607 STALLS</b>
<b>PARKING PROVIDED</b>		<b>520 STALLS</b>

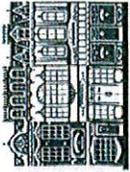


1 PROPOSED OVERALL ARCHITECTURAL SITE PLAN  
A1.2 1"=80'-0"

**PROPOSED SITE PLAN**



POPE ASSOCIATES IN  
555 ENERGY PARK DR  
ST. PAUL, MN 55068-5111  
TEL: (651) 643-3322  
FAX: (651) 642-4410



H.J. DEVELOPMENT, L.L.C.  
MAPLEWOOD  
TOWN CENTER  
MAPLEWOOD, MN  
BUILDING SHELL  
ADDITION

PROPOSED  
OVERALL  
ARCHITECTURAL  
SITE PLAN

Notes for Reviewer:  
ISSUE CITY SUBMITTAL 06/03/2006

1. I certify that this plan was prepared by a duly licensed professional engineer or architect in the State of Minnesota.  
I, \_\_\_\_\_  
Professional No. 345200-1006  
Date: 06/03/2006  
Scale: 1"=80'-0"  
Sheet: A1.2  
Project: \_\_\_\_\_  
Street: \_\_\_\_\_

A1.2



## H.J. DEVELOPMENT INC.

COMMERCIAL REAL ESTATE • MANAGEMENT AND DEVELOPMENT

### Maplewood Town Center- Phase 2 Remodeling Project

1845 County Road D Maplewood, MN

#### Written Narrative Describing our Proposal

##### HISTORY

Maplewood Town Center was purchased by H.J. Development in 2007. Shortly before that time, the previous Shopping Center owner completed a relocation of the Best Buy Tenant. Best Buy had originally resided in a 40,000 square feet Tenant space on the east side of the shopping center. The previous owner constructed a new free standing Best Buy building prototype on the west side of the Center. A portion of the existing multi-tenant building was demolished in order to accommodate the new free standing Best Buy Building. The original 40,000 sf. Best Buy Tenant space to the East was left vacant when Best Buy moved into their new building.

This original Best Buy tenant space was modified for Best Buy over the years. Before Best Buy first moved into their original space in the Shopping Center, this tenant space was only 25,000 square feet. An 8,000 square foot addition was added across the front of the building to accommodate their needs. This expansion relocated the front wall of the Best Buy Tenant space 42 feet into the existing front parking area, which reduced the amount of parking stalls. Later, a second expansion of this tenant space added another 7,000 square feet of space in 1998. This east side expansion extended the side of the building a total of 42 feet into the side parking area, thus reducing the overall parking even further. These two additions created an overall tenant space of 40,000 square feet. At this point there were 616 parking stalls required for the shopping center and 503 stalls were provided, leaving a shortfall of 113 stalls.

While H.J. Development waited to attract a tenant for the old Best Buy Space they began giving the other side of the shopping center a much needed exterior face lift. In 2008, Phase 1 Exterior Remodeling took place to the west half of this building which resulted in the partnership investing over \$1,000,000.

In 2012, the 10,000 square feet in front of the old Best Buy location was removed. This gave the center better parking. DSW, a national tenant, signed a long term lease. The Pannekoeken space was completely remodeled and was re-tenanted to Pizza Ranch. After all of these changes the partnership had invested an additional \$2,600,000 on Phase 2. There were also additional amounts invested by the new tenants.

## PROPOSAL

H.J. Development is in negotiations with a new retail tenant for the east end of the existing building. We have signed a confidentiality agreement, so the tenant name cannot be released at this time. This tenant is a national tenant and will sign a 10-year corporate lease. The lease is based on making modifications to the existing building and parking area.

H.J. Development is proposing to remove the east wall of the shopping center along with the eastern portion of the north wall in order to accommodate the addition of approximately 7,900 square feet to the east end of the shopping center. This would give the new tenant approximately 17,660 square feet of space. The parking of this phase would have 520 stalls provided. This is 17 stalls more than when the project was purchased in 2007. The leases for Best Buy and DSW, our two largest tenants, require written consent for this expansion, which we have received and attached.

Along with this narrative, 11x17 size drawings are included to help describe the proposed construction changes to both the building and parking areas. Site plans, exterior elevations, and parking lot lighting are included. The exterior remodeling portion of this project will match the 2008 Phase 1 Exterior Remodeling elements that have already been established for the Shopping Center.

The partnership has waited many years for the right tenant mix for this project. We now have the final tenant and are now requesting approval from the City of Maplewood for the final phase. We look forward to being in Maplewood for many years.

Sincerely,

Gary C. Janisch  
Maplewood 2007, LLC  
H.J. Development, Inc.

Engineering Plan Review

**PROJECT:** Maplewood Town Center – Building Addition  
**PROJECT NO:** 13-05  
**COMMENTS BY:** Jon Jarosch, P.E. – Staff Engineer

**DATE:** 6-12-2013

**PLAN SET:** Architectural Site Plans – Dated 6-3-2013  
Preliminary Grading and Utility Plans – Dated 5-29-2013

**REPORTS:** Storm Water Management Report – Dated 6-3-2013

The Applicant is proposing an addition to the old best buy building at the east end of the Maplewood Town Center strip mall. The addition is proposed to add 7,900 square feet to the building while displacing a portion of the existing parking lot. The project is projected to disturb 22,982 square-feet, which will require the applicant to meet the City's storm water quality requirements. It appears that the storm-water management plan meets the City's requirements as it pertains to infiltration and rate control.

The applicant is requesting design review. This review does not constitute a final review of the plans, as the applicant will need to submit construction documents for final review, along with ratified agreements, prior to issuing building and grading permits.

The scope of this review includes aspects of site design including, but not limited to, geometrics, paving, grading, utilities, and temporary sediment and erosion control. The scope of the review also includes storm water management. The comments contained herein are to be addressed by the applicant. The applicant must fully comply with storm water regulations associated with this site and perform the analyses necessary to assure full compliance.

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

Drainage and Stormwater Management

- 1) The applicant is proposing underground infiltration. A test of the drawdown capacity of the in-situ soils in the vicinity of the infiltration area, with City or Ramsey-Washington Metro Watershed District (RWMWD) observation is required on site. This test is required to verify the infiltration capacity of the soils as it relates to the assumptions made in the storm water calculations.
- 2) Emergency overland overflows shall be identified for the proposed catch basin near the front of the building addition.

- 3) Provide manhole and catch basin construction details.
- 4) Provide 100-year HWL on plans for infiltration system.
- 5) Provide dimensions of storm infiltration system relative to the building foundation. Infiltration system shall not encroach to within 10 feet of the building.
- 6) Downspout locations shall be identified on the plans. Runoff from the roof areas contributing to the downspouts shall be accounted for in the hydraulic calculations.
- 7) Storm water calculations shall be provided detailing pre and post runoff rates for the remainder of the areas proposed for disturbance as part of this project.
- 8) Existing drainage patterns shall be maintained between this and neighboring properties.

#### Grading and Erosion Control

- 9) All slopes shall be 3H:1V or flatter.
- 10) The proposed infiltration area shall be protected from sedimentation throughout construction.
- 11) Inlet protection devices shall be installed on all existing onsite storm sewer. Additionally, storm sewer inlets along County Road D shall be protected throughout construction. These inlet protection devices shall be noted on the plans.
- 12) County Road D shall be swept as needed to keep the road clear of sediment and construction debris.
- 13) All pedestrian facilities shall be ADA compliant. An accessible route shall be provided from the parking lot to the building entrance.
- 14) Erosion control shall be installed around the perimeter of the disturbed area immediately after the area is disturbed.

#### Sanitary Sewer and Water Service

- 15) It is unclear if any modifications to the existing sanitary sewer service are proposed. The applicant shall provide details for any proposed modifications to the sanitary sewer service.
- 16) The applicant shall provide fixture unit design computations for the sanitary sewer service to ensure its adequacy for the buildings intended use.

- 17) The proposed water service modifications are subject to the review and conditions of Saint Paul Regional Water Services (SPRWS). The applicant shall submit plans and specifications to SPRWS for review and meet all requirements they may have prior to the issuance of a grading permit by the City.

Other

- 18) The proposed site modifications will eliminate the existing parking lot and access drive around the east side of the building. It appears that delivery vehicles will need to drive in reverse from the west end of the strip mall to access the loading dock on the proposed building addition. The applicant shall ensure the site is navigable by providing turning movement verifications for vehicles likely to access this site.
- 19) The applicant shall submit all necessary permit fees and letter of credit/escrow prior to the issuance of any permits.
- 20) The applicant shall submit a copy of the MPCA's construction storm water permit (SWPPP) to the city before the city will issue a grading permit for this project.
- 21) The Owner shall satisfy all requirements of all permitting and reviewing agencies including MnDOT, MPCA, SPRWS and RWMWD.
- 22) The Owner shall sign a maintenance agreement, prepared by the City, for all storm water treatment devices (sumps, basins, infiltration systems, etc.).

- END COMMENTS -

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, JUNE 25, 2013**

**a. Design Review for a Proposed Building Expansion and Parking Waiver Request**

- i. Planner, Michael Martin gave the report and answered questions of the board.
- ii. Pope Architects, Daniel Pollastrini addressed and answered questions of the board.

Boardmember Shankar moved to approve the plans date-stamped June 4, 2013, for the proposed addition to the east side of the Maplewood Town Center shopping center, located at 1845 County Road D East. This approval includes a parking waiver to allow 87 fewer parking spaces than the city code requires. Approval of the parking waiver is because: the proposed parking reduction only amounts to 14 percent, which is a minor reduction, and because the Maplewood Town Center shopping center has functioned with a reduced amount of parking in the past and has never experienced a difficulty in providing adequate parking for patrons.

Approval of the proposed addition is subject to the applicant complying with the following conditions:

1. Repeating this review in two years if the city has not issued a building permit for this project.
2. Comply with the requirements of the city's engineering department and building official and assistant fire chief as stated in this report.
3. Before getting a building permit, the applicant shall provide a design plan for the proposed trash enclosure. The design of this enclosure shall match the materials and color of the building.
4. The community design review board shall approve major changes to these plans. Minor changes may be approved by staff.
5. Replace any trees that are removed on a one-to-one basis. Replacement trees must be at least two inches in caliper. The applicant should replace any trees that they remove somewhere on the property and submit a replacement plan to staff prior to obtaining a building permit.
6. Provide a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.

Seconded by Boardmember Kempe.

Ayes – All

The motion passed.

**AGENDA REPORT**

**TO:** City Council  
**FROM:** Charles Ahl, City Manager  
Steve Lukin, Fire Chief  
**SUBJECT:** **Authorization to Begin Design Services for Fire Station Number 1 on  
3M Campus**  
**DATE:** **July 3, 2013**

**INTRODUCTION**

The 3M Companies have indicated that they will donate a parcel of land to the City of Maplewood to be used for a new fire station. An evaluation of the property and site issues has determined that the site is appropriate for a station and will meet the long-term needs of the Fire Department from a facility and staffing approach. Approval to spend funds to begin final design service is recommended to remain on schedule for an October 2014 station opening.

**Background for Discussion**

The parcel of land that 3M is planning on donating to the City is adjacent to McKnight Road approximately halfway between Conway Avenue and Minnehaha Avenue. The site is reasonably sized for a fire station and appropriately located to be consistent with the long range plans for providing fire service throughout Maplewood's southern leg.

We have earlier selected the team from Kimley-Horn, Inc. to implement this project for the City. Kimley-Horn has selected the architects from SEH, Inc., who have also worked on fire issues on the East Metro – Marshlands Fire Training Facility. This team has completed the site analysis and preliminary design for this property. The next step in the process is to prepare final design and construction related documents for the facility. The estimated cost for design development and final construction documents is \$241,800. Given that construction costs are estimated in excess of \$3.0 million, that provides an approximately 8% cost for design, which is industry appropriate. The City Council will be considering the entire project budget and planning at their meeting on July 22<sup>nd</sup>. We would like to begin this preliminary design immediately to maintain the schedule. Estimated cost for the month of July 2013 is \$50,000, which is this request. Funding for this phase would come from funding to be provided from 2013 Fees associated with the 3M Research and Development Project.

**RECOMMENDED ACTION**

It is recommended that the City Council authorize the City Manager to enter into an agreement with Kimley – Horn, Inc. for engineering and architectural services up to \$50,000 for final design services for a new fire station on 3M property with funding from the General Fund.

## Agenda Report

**TO:** City Council  
**FROM:** Charles Ahl, City Manager  
**DATE:** July 2, 2013  
**SUBJECT:** Council Meeting Calendar Report

### INTRODUCTION/SUMMARY

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official announcement of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars. No action is required.

### Upcoming Hearings

1. Capital Improvement Plan Hearing on July 22 to consider issuing Capital Improvement Plan Bond for 3M Fire Station Project
2. 3M TIF Public Hearing on July 22 to consider Research and Development Project

### Upcoming Work Session Schedule

1. Fish Creek Area Improvement Funding Plan – July 22
2. Recycling Contract and Cart Purchase Discussion – July 22
3. Budget Overview and Goals Discussion – July 22
4. Department Budget Presentations – July 22: Finance
5. Department Budget Presentations – Aug 5:
  - a. Police; Fire/Ambulance Fund; Public Works; Citizen Services; Exec/Legislative
6. Department Budget Presentations – Aug 12: Parks/Rec/MCC; Comm Dev; IT
7. Final Budget Discussion / Review of Options – Aug 12
8. Commissioner Reappointments – August 26 [11 candidates to interview]
9. Discussion on Small Kennel License – August 26
10. No Work Session – September 2 due to Labor Day
11. New Commissioner Interviews - September

### RECOMMENDATION

No action required.