

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:00 P.M. Monday, July 8, 2013  
Council Chambers, City Hall

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

1. Discussion on Reappointment Process for Commissioners
2. Major Project Planning Updates:
  - a) Police Department Expansion
  - b) East Metro Public Safety Facility
3. Fire Station Planning Report:
  - a) Fire Department Staffing Approach
  - b) Fire Station Number 1 on 3M Campus Planning
  - c) Future Station Upgrades
  - d) Funding Proposal

**F. ADJOURNMENT**

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## Agenda Report

**TO:** City Council  
**FROM:** Charles Ahl, City Manager  
 Sarah Burlingame, Administrative Assistant  
**DATE:** July 2, 2013  
**SUBJECT:** Discussion on Reappointment Process for Commissioners

### INTRODUCTION/SUMMARY

Earlier this year, the City Council requested Work Session time to discuss the process that is currently followed on the reappointment of Commissioners. This time will be used to provide direction to the staff regarding future reappointments and the process for the City Council interviewing the candidates for the commissions as well as reviewing the commissioners.

#### Current Process

The current process that the staff follows is:

- All sitting commissioners are notified when their terms are due to expire and asked if they wish to continue serving. If they are interested in continuing to serve, the Commissioner must submit an application and then is scheduled for a re-appointment interview with the Council. The Commissioner continues to serve until interview process is completed.
- At the same time a Commissioner is notified, notice and posting of the open seat is advertised as open for all candidates. This is done even if the Commissioner desires reappointment. The re-appointment interview is scheduled at the same time as any other applicants interested in the open seat.
- City Council interviews all candidates [both re-appointments and new applicants] and rates them on form that does not distinguish between returning Commissioner and new candidates. [Staff has noted that Council and Mayor routinely vote to re-appoint candidates and that the interview is more of a meeting than interview.]

### STAFF RECOMMENDED REVISION

Staff recommends that the City Council revise their process as follows with revisions underlined to allow a re-appointed candidate to meet with the Council prior to posting of the position:

- All sitting commissioners are notified within 4-6 months of their terms expiring ~~when their terms are due to expire~~ and asked if they wish to continue serving. If they are interested in continuing to serve, the Commissioner must submit an application and then is scheduled for a re-appointment interview with the Council. The Commissioner continues to serve until interview process is completed.
- ~~At the same time a Commissioner is notified,~~ If the Commissioner does not wish to seek reappointment, notice and posting of the open seat is advertised as open for all candidates. All interested candidates must then submit an application and will be scheduled for an interview with the Council. The City Council interviews all interested candidates and completes a ranked voting ballot. ~~This is done even if the Commissioner desires reappointment. The re-appointment interview is scheduled at the same time as any other applicants interested in the open seat.~~
- ~~City Council interviews all candidates [both re-appointments and new applicants] and rates them on form that does not distinguish between returning Commissioner and new candidates. [Staff has noted that Council and Mayor routinely vote to re-appoint candidates and that the interview is more of a meeting than interview.]~~

## AGENDA REPORT

**TO:** City Manager, Chuck Ahl  
**FROM:** IT Director, Mychal Fowlds  
Public Works Director, Michael Thompson  
**SUBJECT:** **Major Project Planning Updates – Police Department Expansion & East Metro Public Safety Facility**  
**DATE:** July 2, 2013

### **Introduction**

This item is being presented to keep you up to date on the major building projects that the City is currently involved in. Mychal Fowlds will be presenting on the Police Department Expansion Project and Michael Thompson will provide the update on the East Metro Public Safety Facility.

### **Background**

Beginning in 2011 staff began to explore space needs for Public Safety. On the Police side we began to study what areas were lacking in the existing Police Department and what options were available to meet those needs. Council approved the remodeling of existing buildings and staff, working with SEH, has broken that work into 4 phases. Phases 1, 1A and 2 are currently underway and 3 (the bulk of the actual Police Department Expansion) will be brought before Council in August. To date the phases have been moving forward on schedule and within or below budget.

During this same timeframe the Fire Department began planning their construction of an East Metro Public Safety Facility that would allow additional training opportunities to Firefighters from Maplewood and neighboring agencies. Council has approved this project as well and bids were just opened as of the writing of this report.

Staff will present additional information in the form of a PowerPoint presentation to Council during the meeting. A common concern for both projects is the moving target that is construction costs. Over the past month and with the most recent bid opening we're seeing higher construction costs than what were originally estimated. With this new development staff is working with SEH to ascertain updated estimates where needed and to explore all construction and funding options moving forward.

### **Budget Impact**

There is no budget impact directly associated with this agenda item. Any budget impacts would have been or will be taken to Council in the project authorization items for each project/phase.

### **Recommendation**

As this item is simply informational there are no recommendations being made by staff.

### **Action Required**

None.

## AGENDA REPORT

**TO:** City Council  
**FROM:** Charles Ahl, City Manager  
Steve Lukin, Fire Chief  
**SUBJECT: Fire Station Planning Report:**  
a) Fire Department Staffing Approach  
b) Fire Station Number 1 on 3M Campus Planning  
c) Future Station Upgrades  
d) Funding Proposal  
**DATE:** July 3, 2013

### INTRODUCTION

At the March 2012 City Council – Staff Retreat and as re-affirmed at the March 2013 Retreat, the City Council established goals for the Management Team to implement in 2012 – 2014. As part of the report to the City Manager from facilitator Barb Strandell, the following goal was established as a top priority for staff:

**Complete the plan for rebuilding and relocating fire stations from five to three, including securing the 3M site.**

The 3M Companies are finalizing details to donate land to the City of Maplewood to be used for a new fire station. An evaluation of the property and site issues has been completed and will be presented by the Architect for the project, Larry Koch, from SEH, Inc. The City Council authorized Mr. Koch to prepare a preliminary layout for the site on June 11, 2012. A discussion of financing options will also be part of this presentation.

### Background for Discussion

#### a.) Fire Department Staffing Approach

Fire Chief Lukin will update the Council on the staffing approach and how that approach combined with issues at the Londin Lane, Century Avenue and McMenemy Road stations led to the decision to eliminate those three stations and construct a new station in southern Maplewood, thus reducing from five stations to three stations; besides the new station on the 3M Campus, the department will continue to staff the stations at Hazelwood – County Road C; as well as the Gladstone station. Chief Lukin will update the report given to the City Council on February 11, 2013 and discuss staffing plans related to these three stations.

**Staff note:** There have been comments that the City's Fire Department should continue to maintain the five stations. Considering that approach would be difficult, due the Chief Lukin reporting difficulty in staffing of five stations due to limited availability of casual/part-time fire-fighters and needs for station upgrades. To provide reasonable service with reliable 24/7 staffing and necessary upgrades at the 3 existing stations would be expensive. A rough estimate of costs would be approximately \$0.8 million to \$1.5 million in upgrades to bring each of the three stations up to appropriate building codes [total cost \$3.0 million], plus annual costs of \$750,000 in additional personnel above current levels to meet staffing needs on a 24-7 basis. In comparison, the current approach cost is \$4.5 million, thus the current approach has a 2-3 year payback.

b.) Fire Station Number 1 on 3M Campus

The parcel of land that 3M is donating to the City is adjacent to McKnight Road approximately halfway between Conway Avenue and Minnehaha Avenue. The site appears 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. In January 2013, the Council authorized engineers and architects to analyze the site for construction of a new station. The site evaluation included site planning, utility location, access issues to McKnight Road, availability of spaces within the future building, along with the orientation of those spaces, plus, architectural considerations that are consistent with the parameters of 3M on their campus. Architect Larry Koch of SEH will present concepts for the new station.

c.) Future Station Upgrades

Fire Chief Lukin will note that upgrades are necessary to the Hazelwood – County Road C and Gladstone stations over the next 4-5 years, as the staff provides the Council with information on facility costs and financial needs in the next 5 year period. Following are future station costs that will begin to be reviewed after the 3M Station is completed:

- Hazelwood Station – estimated upgrades at \$2,250,000 in 2015
- Gladstone Station – estimated upgrades at \$1,000,000 in 2017

d.) Funding Proposal

City Manager Chuck Ahl will provide the current funding plan for the entire fire station upgrading plan over the next 5 years. The total cost of the plan is \$7,500,000. An explanation and discussion on the funding approach will be part of this presentation. Following are the estimated costs and proposed funding sources:

**COSTS**

Year	Project	Cost Estimate
2014	3M Fire Station	\$4,250,000
2015	Hazelwood Fire Station	\$2,250,000
2017	Gladstone Fire Station	\$1,000,000
	TOTAL	\$7,500,000

<b>FINANCING PLAN</b>
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<b>Year</b>	<b>Project</b>	<b>Amount</b>
2013	3M TIF R & D Facility	\$1,250,000
2013	3M R & D Facility - Additional Fees	\$400,000
2013	Sale of Londin Lane Station	\$2,000,000
2013	CIP Bond for 3M Station	\$1,000,000
2014-2015	Fire Truck Levy Fees [2-yr moratorium]	\$100,000
2014-2015	2-yr Lease for Parkside Fire Station	\$175,000
2015	Sale of Parkside Station	\$700,000
2015	Sale of Century Avenue Station	\$1,500,000
2016	CIP Bond for Hazelwood Station	\$250,000
2017	Proceeds from Sales of Equipment	\$125,000
	<b>TOTAL</b>	<b>\$7,500,000</b>

**Financial Planning Discussion**

The construction of a fire station on the 3M Campus is estimated in the \$4.5 million range. The long range financing is being established as listed above but for permanent 15-year or 20-year period. Some shorter term bonding for the various sources may be needed and will be part of the Capital Improvement Plan hearing on July 22, 2013.

**Discussion on Plan**

The above plan provides for immediately beginning the final design for construction of the fire station at the 3M property. This is a top City Council goal and also a top priority of Fire Chief Lukin. The staff is confident the funding options listed above will provide for the funding without a substantial impact to the levy. The current schedule calls for an opening of the 3M Station during Fall of 2014. Approval to continue implementing this plan will be recommended during tonight's meeting, as well as at the July 22<sup>nd</sup> Public Hearing on the Capital Improvement Plan and CIP Bond Hearing.

**RECOMMENDED ACTION**

It is recommended that the City Council receive a presentation on the preliminary planning for the new 3M Fire station and to discuss the option of funding for a new fire station on 3M property.

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