

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday December 09, 2013
City Hall, Council Chambers
Meeting No. 22-13

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 November 25, 2013 City Council Workshop Minutes
2. Approval of November 25, 2013 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Approval of a Resolution in Honor of Planning Commissioner Lorraine Fischer

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 Transfers
3. Authorization to Enter Into Contract with Allied Waste for Waste Hauling Services at City Facilities
4. Approval of Additional Office Furniture for Police Department Expansion Project
5. Authorization to Request Funding from Ramsey/Washington Suburban Cable Commission for Council Chambers Improvements
6. Approval of Grant Acceptance and Award of Contract for Historic Context Study
7. Approval of Consulting Contract for MCC Marketing Services
8. Approval to Solicit RFP's for a Planning Consultant to Complete the Maplewood Parks System Master Plan
9. Approval of Resolution for Final Payment and Acceptance of Project, Lark Avenue Stormwater Lift Station, City Project 11-19
10. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 5, TH 36/ English Street Interchange Improvements, City Project 09-08
11. Approval of a Conditional Use Permit Review, St. Paul Hmong Alliance Church, 1770 McMenemy Street

12. Approval of a Conditional Use Permit Review, Buffalo Wild Wings, 3085 White Bear Avenue
13. Approval of a Conditional Use Permit Review, Cornerstone Community Church, 1616 Gervais Avenue
14. Approval of a Conditional Use Permit Review, Kline Auto World, 2610 Maplewood Drive

H. PUBLIC HEARINGS

1. 2014 Tax Levy and Budget
 - a. Resolution Certifying Taxes Payable in 2014
 - b. Resolution Adopting a Budget for 2014
2. Meeting of Economic Development Authority (EDA) – The City Council Serves as the EDA

I. UNFINISHED BUSINESS

1. New Assessment Hearing Set for December 19, 2013, TH 36/ English Street Interchange Improvements, City Project 09-08
2. Approval of the Conversion to Recycling Carts for the City's Residential Recycling Program

J. NEW BUSINESS

1. Approval of Transfer of City-Owned Real Property Between City and EDA, Castle Avenue and Van Dyke Street
 - a. Approval of Transfer
2. Approval of a Conditional Use Permit Revision and Design Plans for Agropur, 2080 Rice Street
3. Approval of a Parking Reduction for Maplebrook Pet Care Center, 2811 White Bear Avenue
4. Approval of an Off-Sale Intoxicating Liquor License for 61 Liquors, 2700 Maplewood Drive

K. AWARD OF BIDS

1. Approval of Bid for Printing Services for the Maplewood Monthly and Additional City Publications

L. VISITOR PRESENTATIONS

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update
2. 2013 Sustainability Report
3. Report on Swearing in Ceremony on January 6, 2014

N. COUNCIL PRESENTATIONS

O. ADJOURNMENT

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

RULES OF CIVILITY FOR OUR COMMUNITY

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

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

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:03 p.m. by Mayor Rossbach.

B. ROLL CALL

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

C. APPROVAL OF AGENDA

Councilmember Juenemann moved to approve the agenda as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Discussion on Possible Discontinuation of D.A.R.E. Program and Alternative Youth Prevention Programming

Police Chief Schnell gave the staff report. City Manager Ahl gave additional information. Michael Rogers, Principle of the Presentation of the Blessed Virgin Mary School addressed the council to give support for the school and parents for the D.A.R.E. Program. Emily Shaffer, freshman at Hill Murray High School addressed the council to give support for the D.A.R.E. Program. Barb Mauer, fifth grade teacher at Presentation of the Blessed Virgin Mary addressed the council to give support for the D.A.R.E. Program.

2. Discussion on Condemnation of Property

City Engineer/Public Works Director Thompson gave the staff report. City Manager Ahl gave additional information and answered questions of the council. City Attorney Kantrud gave additional information.

3. Discussion on Cable Commission Franchise with Kim Facile

Kim Facile, Secretary of the Ramsey Washington Suburban Cable Commission and Director representing the City of Maplewood gave an update on the renewal of the Cable Commission Agreement and answered questions of the council. City Manager Ahl gave additional information.

F. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 6:43 p.m.

DRAFT

MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 p.m., Monday, November 25, 2013
 Council Chambers, City Hall
 Meeting No. 21-13

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:02 p.m. by Mayor Rossbach.

B. PLEDGE OF ALLEGIANCE**C. ROLL CALL**

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

D. APPROVAL OF AGENDA

N1 Active Military Service Members
 N2 Council Communication/Staff Informing Council
 N3 Accolades in St. Paul Pioneer Press

Councilmember Koppen moved to approve the agenda as amended.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

E. APPROVAL OF MINUTES**1. Approval of November 14, 2013 City Council Meeting Minutes**

Councilmember Koppen moved to approve the November 14, 2013 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS**1. Approval of Resolution of Appreciation for Larry Durand - Planning Commission**

Mayor Rossbach read the resolution of appreciation for Planning Commissioner Larry Durand.

Councilmember Cardinal moved to approve the resolution of appreciation for Planning

Commissioner Larry Durand.

Resolution 13-11-1006
Joint Resolution of Appreciation

WHEREAS, Larry Durand has been a member of the Maplewood Planning Commission since May 14, 2012 and has served faithfully in that capacity; and

WHEREAS, Larry has freely given of his time and energy, without compensation, for the betterment of the City of Maplewood; and

WHEREAS, the membership of the planning commission has appreciated the experience, insights and good judgment Larry has provided; and

WHEREAS, Larry has shown sincere dedication to his duties and has consistently contributed his leadership, time and effort for the benefit of the City.

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

Passed by the Maplewood Planning Commission on November 19, 2013

Seconded by Councilmember Koppen Ayes – All

The motion passed.

2. Acceptance of 2013 Innovation in Government Award from Ramsey-Washington Metro Watershed District - Living Streets

City Engineer/Public Works Director Thompson gave the staff report. Paul Ellefson, Board President with the Watershed District; Cliff Aichinger, Administrator with the Watershed District; and Steve Love, Assistant City Engineer were present and gave additional information about Maplewood Living Streets and the Government Award.

G. CONSENT AGENDA

Councilmember Juenemann requested agenda item G8 be highlighted.

Councilmember Koppen moved to approve agenda items G1-G8.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Koppen moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 182,310.52 Checks # 91026 thru # 91077
dated 11/05/13

\$ 265,816.39 Disbursements via debits to checking account
dated 11/04/13 thru 11/08/13

\$ 362,645.59 Checks # 91078 thru # 91276
dated 11/12/13 thru 11/15/13

\$ 392,673.63 Disbursements via debits to checking account
dated 11/12/13 thru 11/15/13

\$ 1,203,446.13 Total Accounts Payable

PAYROLL

\$ 504,706.62 Payroll Checks and Direct Deposits dated 11/08/13

\$ 880.00 Payroll Deduction check # 9989645 thru # 9989646 dated 11/08/13

\$ 505,586.62 Total Payroll

\$ 1,709,032.75 GRAND TOTAL

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Approval of Resolution Accepting Insurance Labor-Management Committee's (LMC) Recommendations for Employee Insurance Benefits for 2014

Councilmember Koppen moved to approve the resolution accepting the Insurance Labor Management Committee's recommendations for employee insurance benefits for 2014.

Resolution 13-11-1007

Be it resolved that the Maplewood City Council hereby affirms the recommendations of Insurance Labor Management Committee regarding 2014 employee insurance benefits for the City of Maplewood.

Approved this 25th day of November 2013.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

3. Approval of Council Request for Ramsey County Support for the City's Three 2014 Bonding Projects

- a. East Metro Regional Public Safety Training Center
- b. Tubman Facility
- c. Fish Creek Acquisition

Councilmember Koppen moved to approve the resolution for council request for Ramsey County Support for the City's three 2014 Bonding Projects.

Resolution 13-11-1008
RESOLUTION APPROVING COUNCIL REQUEST FOR RAMSEY COUNTY
SUPPORT FOR THE CITY'S THREE 2014 BONDING REQUEST

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 East Metro Regional Public Safety Training Center, the Tubman Facility, and the Fish Creek Acquisition all high priority projects; and

WHEREAS, the current funding available for these projects is not sufficient to complete them; 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 these projects; and

WHEREAS, the City would like to have the full support of Ramsey County in these requests since the County and City have historically been partners and the County as a whole shall benefit directly from each of these projects.

NOW, THEREFORE BE IT RESOLVED, that the Maplewood City Council does hereby request a Resolution of Support from the Ramsey County Board of Commissioners for the East Metro Regional Public Safety Training Center, the Tubman Facility, and the Fish Creek Acquisition projects.

Adopted by the Maplewood City Council on this 25th day of November, 2013

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

4. Approval of Vendors for Maplewood Community Center Intoxicating Liquor License and Beverage Provider Services

Councilmember Koppen moved to approve the contracts with Green Mill and RP Catering by Roasted Pear for Auxiliary Cater Intoxicating Liquor License and Beverage Service for the Maplewood Community Center Banquet Event Center for a duration of three years beginning January 1, 2014 and running through December 31, 2016. Furthermore, Council directs the Mayor and City Manager to execute agreements.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

5. Approval of Vendors for Maplewood Community Center Catering Services

Councilmember Koppen moved to approve the contracts with Dan Good Catering, Green Mill Catering, Kane's Catering, and RP Catering by Roasted Pear for food catering service for the Maplewood Community Center Banquet Event Center for a duration of three years beginning January 1, 2014 and running through December 31, 2016. Furthermore, Council directs the Mayor and City Manager to execute contract agreements.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

6. Approval of Resolution for Final Payment and Acceptance of Project, Maplewood Dump Site Improvements, City Project 11-22

Councilmember Koppen moved to approve the resolution approving final payment and acceptance of project for the Maplewood Dump Site Improvements, City Project 11-22.

Resolution 13-11-1009

Approving Final Payment and Acceptance of Project
City Project 11-22

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 11-22, the Maplewood Dump Site Improvements, and has let a construction contract for completion of the work, and

WHEREAS, the City Engineer for the City of Maplewood has determined that the Maplewood Dump Site Improvements, City Project 11-22, is complete and recommends acceptance of the project.

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

1. City Project 11-22 is complete and maintenance of these improvements is accepted by the City; and the final construction cost is \$94,100.50. Final payment to Arnt Construction, Inc., and the release of any retainage or escrow is hereby authorized.

Approved this 25th day of November 2013.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

7. Approval for Fire Department to Purchase a Used Chevrolet Tahoe

Councilmember Koppen moved to approve the purchase of a Chevrolet Tahoe in the amount of \$25,000 from Oakdale Fire Department.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

8. Approval of Agreement for Computer-Aided Dispatch and Mobile Data Among and Between Ramsey County, the City of Maplewood and Other County-Based Governmental Units

Police Chief Schnell gave the staff report.

Councilmember Koppen moved to approve the Agreement for Computer-Aided Dispatch and Mobile Data Among and Between Ramsey County, the City of Maplewood and other County-Based Governmental Units.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

H. PUBLIC HEARING

1. Highway 36/English Street Interchange Improvements, Project 09-08
a. Assessment Hearing, 7:00 p.m.
b. Resolution Adopting Assessment Roll

City Engineer/Public Works Director Thompson gave the staff report and answered questions of the council. The following have objected to the assessment:

1. Roger & Naomi, Inc., 2228 Maplewood Drive
2. BBD Investment, 0 Highway 36 East
3. BBD Investment, 1285 Cope
4. AA Metcalf Moving and Storage, 1255 Viking Drive
5. Maplewood Business Center, 1261 Viking Drive
6. Second Harvest Hartland, 1140 Gervais Avenue
7. Land O'Lakes Property, Inc., 1259 Gervais Avenue
8. Camada Limited Partnership, 2354 English Street North
9. Cramer Maplewood, LLC, 2385 English Street North

Mayor Rossbach opened the public hearing. The following people spoke:

1. Jim Collova, 2354 English Street
2. Bill Soukop 1167 Highway 36 East
3. Jane Gould, 1140 Gervais Avenue
4. Linda Steinbaugh, 1285 Cope
5. Roger K. Logan, 2228 Maplewood Drive

Mayor Rossbach closed the public hearing.

City Engineer/Public Works Director Thompson answered additional questions of the council. City Manager Ahl gave additional information and recommended that the council should not adopt the assessment roll that was published incorrectly and wait for two weeks to bring all the objections back and adopt the new assessment roll.

Councilmember Juenemann moved to acknowledge that the assessment public hearing has

Off-Sale Intoxicating Liquor Licenses

A1 Liquor, 19 Century Avenue North
 Big Discount Liquor, 2515 White Bear Avenue
 Costco Wholesale #1021, 1431 Beam Avenue East
 Cub Discount Liquor, 100 West County Road B
 Heritage Liquor LLC, 1347 Frost Avenue
 Maddie's Liquor, 1690 McKnight Road North
 Maplewood Wine Cellar, 1281 Frost Avenue
 Merwin Liquors, 1700-D Rice Street
 MGM Liquor Warehouse, 2950 White Bear Avenue
 Party Time Liquor, 1835 East Larpenteur Avenue
 Princess Liquor 'n Tobacco, 2728 Stillwater Road
 Sarrack's Int'l. Wine & Spirits, 2305 Stillwater Road
 White Bear Liquor & Wine, 2223 White Bear Avenue

On-Sale 3.2 Beer Licenses

Chipotle Mexican Grill, 3095 White Bear Ave North

On-Sale Club License

Maplewood Moose Lodge #963, 1946 English Street

On-Sale Intoxicating Liquor Licenses

5-8 Tavern & Grill, 2289 Minnehaha Avenue
 Acapulco Restaurant, 3069 White Bear Avenue
 Aramark, 2350 Minnehaha Avenue East
 Bleachers Bar & Grill, 2220 White Bear Avenue
 Buffalo Wild Wings 3085, White Bear Avenue
 Champps of Maplewood, 1734 Adolphus Street
 Chili's Grill & Bar #224, 1800 Beam Avenue
 Chipotle Mexican Grill #224, 2303 White Bear Avenue
 Downtown Lav 52 Km, 3030 Southlawn Dr. N
 Freddy's Tiki Hut, 1820 Rice Street North
 Goodrich Golf Course, 1820 North Van Dyke
 Guldens Roadhouse, 2999 North Highway 61
 Huey's Saloon, 2425 North Highway 61
 Jake's City Grille, 1745 Beam Avenue East
 McCarron's Pub and Grill, 1986 Rice Street N
 Myth, 3090 Southlawn Drive North
 Olive Garden #1200, 1749 Beam Avenue
 Osaka Sushi & Hibachi, 1900 County Road D E
 Outback Steakhouse, 1770 Beam Avenue
 Red Lobster #0283, 2925 White Bear Avenue
 Stargate Dance Club, 1700 Rice Street, Suite J
 T.G.I. Friday's #0472, 3087 White Bear Avenue
 The Dog House Bar & Grill, 2029 Woodlynn Avenue East
 The Ponds at Battle Creek, 601 Century Avenue South

On-Sale Wine/Strong Beer Licenses

Bambu Asian Cuisine, 1715-A Beam Avenue
 Noodles & Company, 2865 White Bear Avenue
 Taste of India, 1745 Cope Avenue East

park availability charges, and

WHEREAS, city staff has reviewed the assessment rates, permit fees, and park availability charges.

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

1. The proposed assessment and improvement rates hereby attached shall become effective beginning January 1, 2014. Furthermore the special assessment rates shall be officially established through a benefit appraisal analysis.
2. The updated public works fees are approved for all related permit applications received on or after January 1, 2014.
3. The park availability charge (which has not changed from 2013) shall be effective beginning January 1, 2014.

The rates attached will be reviewed by staff on an annual basis with recommendations for revision brought to the city council for consideration.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

K. AWARD OF BIDS

None

L. VISITOR PRESENTATION

None

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

City Manager Ahl gave the update on the council calendar.

2. Pension Funding Report

City Manager Ahl gave the staff report on the types of pension funds that city employees have.

N. COUNCIL PRESENTATIONS

1. Active Military Service Members

Councilmember Cardinal discussed cost effective ways to recognize Maplewood residents that are actively serving in the military. Mayor Rossbach stated that Maplewood has tried, whenever possible, to highlight and recognize the members of our community that are serving or have served in the military. Citizen Services/Communications Director Guilfoile noted that staff is

very supportive of this effort and stated that in the December issue of the Maplewood Monthly staff member Sandra Vitt who served in the military and whose husband still serves is highlighted. Guilfoile invited the public to contact the city if they or a family member is or has served so that they too can be recognized in the Maplewood Monthly.

2. Council Communications

Councilmember Cardinal commended staff for doing a good job with communication and keeping the council informed and updated on pertinent issue.

3. Accolades in St. Paul Pioneer Press

Councilmember Juenemann noted that there was a recent briefing in the St. Paul Pioneer Press regarding the Highway 36/English Street Interchange project. She gave credit to City Engineer and Public Works Director Michael Thompson for his leadership ensuring that the project was done efficiently and timely.

O. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 8:30 p.m.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Tom Ekstrand, Senior Planner
Melinda Coleman, Assistant City Manager

DATE: December 4, 2013

SUBJECT: Approval of a Resolution in Honor of Planning Commissioner
Lorraine Fischer

Introduction

Lorraine Fischer has submitted her resignation as a member of the Maplewood Planning Commission. Lorraine is an original member of the Maplewood Planning Commission and has served since 1970.

On November 19, 2013, the planning commission approved this resolution and forwarded it to the city council for their approval, acknowledging Commissioner Fisher's 43 years of service to the city.

Budget Impact

None.

Recommendation

Approve the attached resolution of in honor of Planning Commissioner Fisher.

Attachment

1. Resolution in Honor of Lorraine Fischer
2. November 19, 2013 Planning Commission Minutes

P: Planning Commission\Resolution of Appreciation for Lorraine Fischer
CC Report #2 12 13 te

Resolution in Honor of Lorraine Fischer

Whereas, the Maplewood City Council passed an ordinance establishing the Planning Commission on April 2, 1970;

Whereas, the council then appointed eleven Maplewood citizens to serve on its new commission and Lorraine Fischer was one of those eleven;

Whereas, Lorraine has served continually since the formation of the Planning Commission and has served as its chair since the 1990's;

Whereas, along with her colleagues on the Planning Commission, Lorraine continually advised the City Council on wise development decisions;

Whereas, in addition to her service on the Planning Commission Lorraine has also served on the Maplewood Housing and Redevelopment Authority and as an election judge for numerous years;

Whereas, it is difficult to adequately express sufficient gratitude to Lorraine for her 43 years of caring, intelligent and unending service to the city;

Whereas, the city council and city staff acknowledge her untiring service to the city in guiding its growth and development from a city that was largely rural in 1970 to an almost fully developed community;

NOW, THEREFORE, I Will Rossbach, through my authority as the Mayor of the City of Maplewood, do hereby extend my gratitude and heartfelt appreciation to Lorraine for her 43 years of dedicated and enduring service to the City of Maplewood.

***Passed by the Maplewood
City Council on _____, 2013***

Will Rossbach, Mayor

***Passed by the Maplewood
Planning Commission
On November 19, 2013***

Tushar Desai, Chairperson

Attest:

Karen Guilfoile, City Clerk

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

6. NEW BUSINESS

a. Resolution in Honor of Planning Commissioner Lorraine Fischer

- i. Senior Planner, Tom Ekstrand gave the report and read the resolution of appreciation in honor of Lorraine Fischer.

Commissioner Arbuckle moved to approve the resolution of appreciation in honor of Lorraine Fischer.

Seconded by Commissioner Tripler.

Ayes - All

The motion passed.

This item will go to the city council on December 9, 2013.

DRAFT

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: December 9, 2013
SUBJECT: Approval of Claims

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

ACCOUNTS PAYABLE:

\$ 1,409,491.78	Checks # 91277 thru # 91318 dated 11/19/13
\$ 307,546.29	Disbursements via debits to checking account dated 11/18/13 thru 11/22/13
\$ 675,079.32	Checks # 91319 thru # 91415 dated 11/20/13 thru 12/03/13
\$ 359,266.08	Disbursements via debits to checking account dated 11/25/13 thru 11/29/13
\$ 2,751,383.47	Total Accounts Payable

PAYROLL

\$ 513,321.50	Payroll Checks and Direct Deposits dated 11/22/13
\$ 1,698.50	Payroll Deduction check # 9989668 thru # 9989670 dated 11/22/13
\$ 515,020.00	Total Payroll
\$ 3,266,403.47	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.

Attachments

Check Register
City of Maplewood

11/14/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
91277	11/19/2013	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#13	1,290,244.46
91278	11/19/2013	04944	HILLCREST VENTURES LLC	SUBWAY ORDERS - OCT	1,140.89
91279	11/19/2013	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD MONTHLY - NOV	8,866.63
91280	11/19/2013	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - OCT	28,851.06
	11/19/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - OCT	458.64
	11/19/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - OCT	414.96
91281	11/19/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - OCTOBER 1 - 15	739.40
	11/19/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - SEPTEMBER 16 - 30	603.00
91282	11/19/2013	04252	TOWMASTER TRUCK EQUIP. INC.	ON SPOT CHAINS	2,336.29
91283	11/19/2013	01798	YOCUM OIL CO.	SHOP TOWELS	30.00
91284	11/19/2013	01974	BLUE CROSS REFUNDS	REFUND FOR TRANS MEDIC MW31247A	9.50
91285	11/19/2013	01865	DON BOWMAN	VOLLEYBALL ASSIGNMENTS THRU 11/1	112.50
91286	11/19/2013		KAREN MARIE BOWMAN	VOLLEYBALL ASSIGNMENTS THRU 11/1	562.50
91287	11/19/2013	04862	BRKW APPRAISALS, INC.	PROJ 10-14 APPRAISAL SRVS 9/25-10/25	2,800.00
91288	11/19/2013	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	11,522.70
	11/19/2013	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	1,953.96
	11/19/2013	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	1,860.92
91289	11/19/2013	05297	CARVELLI DRAIN SRVS & PLUMBING	REPAIR WATER HEATER STATION 1	536.53
91290	11/19/2013	05298	CHRISTOPHER & JESSICA CARVELLI	ESCROW RELEASE 2361 CARVER AVE	2,625.27
91291	11/19/2013	01871	KENNETH COOPER	REFS 1ST HALF VOLLEYBALL THRU 11/1	150.00
91292	11/19/2013	05215	CORESTRONG FITNESS LLC	SOCCER CLINIC INSTRUCTION	651.07
91293	11/19/2013	00412	DONALD SALVERDA & ASSOCIATES	BOOKS FOR LEADERSHIP GROUP	105.70
91294	11/19/2013	00472	MICHAEL A ERICSON	CONSULTING FEES 10/21 - 10/31	1,250.00
91295	11/19/2013	00487	FRATTALONE COMPANIES INC.	ESCROW RELEASE 1770 CO RD D E	1,626.23
91296	11/19/2013	05296	GLENRIDGE INC.	SAFELoader TECH FOR SNOW REMOVAL	2,741.72
91297	11/19/2013	05285	CHASSITY HALL	REFS 1ST HALF VOLLEYBALL THRU 11/1	525.00
91298	11/19/2013	03538	PATRICK JAMES HUBBARD	REFS 1ST HALF VOLLEYBALL THRU 11/1	600.00
91299	11/19/2013	00827	L M C I T	CLAIM DEDUCTIBLE C0024804	3,386.51
91300	11/19/2013	04781	DAVE MATTSON	REFS 1ST HALF VOLLEYBALL THRU 11/1	450.00
91301	11/19/2013	05274	NATIONAL GOVERNMENT SRVS, INC.	REFUND FOR TRANS MEDIC	174.25
91302	11/19/2013	02909	NORTH AMERICAN SALT CO	ROAD SALT~	13,390.33
	11/19/2013	02909	NORTH AMERICAN SALT CO	ROAD SALT~	5,242.48
	11/19/2013	02909	NORTH AMERICAN SALT CO	ROAD SALT~	1,548.79
91303	11/19/2013	00001	ONE TIME VENDOR	REFUND J VOSS - TICKET KERI NOBLE	53.57
91304	11/19/2013	01863	ROGER PACKER	REFS 1ST HALF VOLLEYBALL THRU 11/1	675.00
91305	11/19/2013	05056	PATCHIN MESSNER DODD & BRUMM	PROJ 10-14 APPRAISAL SERVICES	4,550.00
91306	11/19/2013	04953	BARTON JAMES PECK	REFS 1ST HALF VOLLEYBALL THRU 11/1	225.00
91307	11/19/2013	05300	COLLEEN RAYE	MCC CONCERT SIRENS OF THE 60S	2,004.00
91308	11/19/2013	04432	EUGENE E. RICHARDSON	REFS 1ST HALF VOLLEYBALL THRU 11/1	345.00
91309	11/19/2013	02663	CARL SAARION	REFS 1ST HALF VOLLEYBALL THRU 11/1	150.00
91310	11/19/2013	01488	CHRISTINE SOUTTER	REIMB FOR MILEAGE JAN - OCT 2013	93.05
91311	11/19/2013	04747	TIM STAFKI	ELECTION JUDGE MILEAGE & PHONE	24.21
91312	11/19/2013	05295	STEPPINGSTONE THEATRE	PROGRAM INSTRUCTION FEE 9/30-11/4	420.00
91313	11/19/2013	05299	SUNRISE DESIGN & CONSTRUCTION	ESCROW REL 2149,51,55 WOODLYNN	2,851.43
	11/19/2013	05299	SUNRISE DESIGN & CONSTRUCTION	ESCROW RELEASE 2145 WOODLYNN	1,013.26
91314	11/19/2013	03598	PAUL THEISEN	REIMB FOR TUITION & BOOKS 8/26-10/19	1,866.26
	11/19/2013	03598	PAUL THEISEN	REIMB FOR MEALS 10/15 - 10/19	13.04
91315	11/19/2013	01699	UNIVERSITY OF MINNESOTA	REGISTRATION FEE STREET SWEEPING	20.00
91316	11/19/2013	05220	WEBER, INC.	FABRICATE & INSTALL NEW RAILS PW	7,076.67
91317	11/19/2013	01872	MARK WEBER	REFS 1ST HALF VOLLEYBALL THRU 11/1	375.00
91318	11/19/2013	05284	BOB WOSICK	REFS 1ST HALF VOLLEYBALL THRU 11/1	225.00
				<hr/>	
				1,409,491.78	

42 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>
11/18/2013	MN State Treasurer	Drivers License/Deputy Registrar	47,356.48
11/18/2013	MN Dept of Natural Resources	DNR electronic licenses	1,105.00
11/19/2013	MN State Treasurer	Drivers License/Deputy Registrar	34,281.29
11/20/2013	MN State Treasurer	Drivers License/Deputy Registrar	42,725.77
11/20/2013	MN Dept of Revenue	Sales Tax	13,214.00
11/21/2013	MN State Treasurer	Drivers License/Deputy Registrar	49,122.20
11/22/2013	MN State Treasurer	Drivers License/Deputy Registrar	16,048.87
11/22/2013	MN Dept of Natural Resources	DNR electronic licenses	446.50
11/22/2013	US Bank VISA One Card*	Purchasing card items	69,545.89
11/22/2013	MN Dept of Revenue	Fuel Tax	342.29
11/22/2013	ICMA (Vantagepointe)	Deferred Compensation	4,137.50
11/22/2013	ING - State Plan	Deferred Compensation	29,220.50
			307,546.29

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
11/01/2013	11/04/2013	TRI-STATE BOBCAT	\$627.09	DAVE ADAMS
11/12/2013	11/13/2013	HEJNY RENTAL INC	\$28.97	DAVE ADAMS
11/13/2013	11/14/2013	HENRIKSEN ACE HARDWARE	\$17.64	DAVE ADAMS
11/13/2013	11/15/2013	MILLS FLEET FARM #2,700	\$14.96	DAVE ADAMS
11/07/2013	11/07/2013	FRANKLINCOVEYPRODUCTS	\$53.50	R CHARLES AHL
11/09/2013	11/11/2013	UNIFORMS UNLIMITED INC.	\$125.60	PAUL BARTZ
11/12/2013	11/13/2013	INT*TRI TAYLOR UNIFORMS I	\$163.95	PAUL BARTZ
11/11/2013	11/13/2013	MARSHALLS #0161	\$9.99	MARKESE BENJAMIN
10/31/2013	11/04/2013	DOLCE HAYES MANSION	\$606.28	BRIAN BIERDEMAN
11/12/2013	11/13/2013	BLUE RIBBON BAIT & TACKLE	\$7.48	OAKLEY BIESANZ
11/12/2013	11/13/2013	USPS 26833800033400730	\$50.00	OAKLEY BIESANZ
11/03/2013	11/04/2013	KNOWLAN'S MARKET #2	\$6.20	RON BOURQUIN
11/07/2013	11/08/2013	TARGET 00011858	\$17.14	NEIL BRENNEMAN
11/07/2013	11/08/2013	NW LASERS AND INSTRUMENT	\$144.98	TROY BRINK
11/07/2013	11/11/2013	THE HOME DEPOT 2801	\$68.46	TROY BRINK
11/07/2013	11/11/2013	NORTHERN TOOL EQUIP-MN	\$70.62	TROY BRINK
11/07/2013	11/11/2013	VIKING INDUSTRIAL CENTER	\$1,040.76	TROY BRINK
11/08/2013	11/11/2013	GRUBERS POWER EQUIPMENT	\$42.62	TROY BRINK
11/11/2013	11/12/2013	NOR*NORTHERN TOOL	\$200.27	TROY BRINK
11/05/2013	11/07/2013	OFFICE DEPOT #1090	\$63.01	SARAH BURLINGAME
11/06/2013	11/07/2013	PANERA BREAD #1305	\$149.29	SARAH BURLINGAME
11/06/2013	11/08/2013	OFFICE DEPOT #1090	\$58.91	SARAH BURLINGAME
11/07/2013	11/08/2013	PANERA BREAD #1305	\$145.54	SARAH BURLINGAME
11/07/2013	11/11/2013	IMPARK 00200149	\$10.00	SARAH BURLINGAME
11/08/2013	11/11/2013	FIRST SHRED	\$39.00	SARAH BURLINGAME
11/14/2013	11/15/2013	CUB FOODS #1599	\$11.98	SARAH BURLINGAME
11/14/2013	11/15/2013	UNIFORMS UNLIMITED INC.	\$27.00	JOHN CARNES
11/06/2013	11/07/2013	VIKING ELECTRIC-CREDIT DE	\$110.59	SCOTT CHRISTENSON
11/06/2013	11/07/2013	VIKING ELECTRIC-CREDIT DE	\$201.87	SCOTT CHRISTENSON
11/07/2013	11/08/2013	VIKING ELECTRIC-CREDIT DE	\$100.93	SCOTT CHRISTENSON
11/08/2013	11/11/2013	MINNESOTA AIR OAKDALE	\$38.95	SCOTT CHRISTENSON
11/09/2013	11/11/2013	G&K SERVICES 182	\$109.94	CHARLES DEEVER
11/10/2013	11/12/2013	NORTHERN TOOL EQUIP-MN	\$19.27	CHARLES DEEVER
11/14/2013	11/15/2013	MENARDS 3022	\$39.53	CHARLES DEEVER
11/05/2013	11/07/2013	STREICHER'S MPLS	\$163.89	RICHARD DOBLAR
11/04/2013	11/05/2013	WW GRAINGER	\$23.39	TOM DOUGLASS
11/06/2013	11/08/2013	NUCO2 01 OF 01	\$94.35	TOM DOUGLASS
11/06/2013	11/08/2013	NUCO2 01 OF 01	\$153.36	TOM DOUGLASS
11/06/2013	11/08/2013	NUCO2 01 OF 01	\$181.85	TOM DOUGLASS
11/06/2013	11/08/2013	NUCO2 01 OF 01	\$254.98	TOM DOUGLASS
11/06/2013	11/08/2013	NUCO2 01 OF 01	\$240.60	TOM DOUGLASS
11/07/2013	11/08/2013	WW GRAINGER	\$4.03	TOM DOUGLASS
11/07/2013	11/11/2013	THE HOME DEPOT 2801	\$19.86	TOM DOUGLASS
11/08/2013	11/11/2013	COMMERCIAL POOL & SPA SUP	\$102.33	TOM DOUGLASS
11/12/2013	11/13/2013	VIKING ELECTRIC - ST PAUL	\$416.56	TOM DOUGLASS
11/13/2013	11/15/2013	THE HOME DEPOT 2801	\$21.34	TOM DOUGLASS
10/31/2013	11/04/2013	MSP AIRPORT PARKING	\$70.00	MICHAEL DUGAS
10/31/2013	11/04/2013	DOLCE HAYES MANSION	\$606.28	MICHAEL DUGAS
11/13/2013	11/14/2013	ST PAUL PUBLIC WORKS PARK	\$0.75	THOMAS EKSTRAND
11/13/2013	11/14/2013	ST PAUL PUBLIC WORKS PARK	\$0.75	THOMAS EKSTRAND
11/13/2013	11/14/2013	ST PAUL PUBLIC WORKS PARK	\$2.20	THOMAS EKSTRAND
11/06/2013	11/07/2013	MENARDS 3059	\$21.39	PAUL E EVERSON
11/12/2013	11/14/2013	CVS PHARMACY #1751 Q03	\$19.47	PAUL E EVERSON
11/01/2013	11/04/2013	CERTIFIED LABORATORIES	\$464.85	LARRY FARR
11/01/2013	11/04/2013	WM EZPAY	\$500.50	LARRY FARR
11/02/2013	11/04/2013	ZEROREZ	\$4,341.13	LARRY FARR
11/04/2013	11/05/2013	MIDWEST LOCK AND SAFE INC	\$185.00	LARRY FARR
11/05/2013	11/06/2013	WM EZPAY	\$1,180.73	LARRY FARR
11/05/2013	11/06/2013	WM EZPAY	\$525.27	LARRY FARR
11/06/2013	11/07/2013	SCHINDLER ELEVATOR CORP	\$634.89	LARRY FARR

11/06/2013	11/07/2013	NARDINI FIRE EQUIPMENT	\$651.63	LARRY FARR
11/06/2013	11/08/2013	HOLIDAY STNSTORE 3830	\$4.17	LARRY FARR
11/07/2013	11/08/2013	SQ *CHRIS MASTELL TRAILER	\$250.00	LARRY FARR
11/09/2013	11/11/2013	G&K SERVICES 182	\$909.35	LARRY FARR
11/09/2013	11/11/2013	G&K SERVICES 182	\$480.26	LARRY FARR
11/11/2013	11/13/2013	COMMERCIAL FURNIT00 OF 00	\$1,188.76	LARRY FARR
11/01/2013	11/04/2013	ACT*10KLAKES	\$210.00	DAVID FISHER
11/07/2013	11/11/2013	UNIFORMS UNLIMITED INC.	\$103.36	MARCUS FORSYTHE
11/04/2013	11/05/2013	HEALTHSOURCE SOLUTIONS	\$170.00	MYCHAL FOWLDS
11/04/2013	11/06/2013	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
11/06/2013	11/07/2013	VZWRLLS*APOCC VISB	\$967.99	MYCHAL FOWLDS
11/13/2013	11/14/2013	TOSHIBA BUSINESS SOLUTION	\$74.79	MYCHAL FOWLDS
11/13/2013	11/14/2013	TOSHIBA BUSINESS SOLUTION	\$135.55	MYCHAL FOWLDS
11/13/2013	11/14/2013	TOSHIBA BUSINESS SOLUTION	\$1,339.85	MYCHAL FOWLDS
11/13/2013	11/14/2013	TOSHIBA BUSINESS SOLUTION	\$1,987.08	MYCHAL FOWLDS
11/14/2013	11/14/2013	IAC*VIMEO PLUS	\$59.95	MYCHAL FOWLDS
11/01/2013	11/04/2013	ZOHO CORPORATION	\$3,795.00	NICK FRANZEN
11/06/2013	11/06/2013	CRUCIAL.COM	\$171.39	NICK FRANZEN
11/06/2013	11/07/2013	IDU*INSIGHT PUBLIC SEC	\$54.72	NICK FRANZEN
11/06/2013	11/07/2013	HP DIRECT-PUBLICSECTOR	\$2,519.08	NICK FRANZEN
11/06/2013	11/07/2013	HP DIRECT-PUBLICSECTOR	\$2,339.62	NICK FRANZEN
11/06/2013	11/08/2013	CRABTREE COMPANIES INC	\$2,228.32	NICK FRANZEN
11/12/2013	11/13/2013	BEST BUY MHT 00000109	\$2,661.99	NICK FRANZEN
11/13/2013	11/14/2013	ADVANCED BUSINESS TECHNO	\$214.00	NICK FRANZEN
11/14/2013	11/14/2013	AMAZON MKTPLACE PMTS	\$7.99	NICK FRANZEN
11/07/2013	11/08/2013	RAINBOW FOODS 00088617	\$15.68	JEAN GLASS
11/13/2013	11/14/2013	THE VERNON COMPANY	\$1,108.34	JEAN GLASS
11/07/2013	11/11/2013	HOMEDEPOT.COM	\$69.92	JAN GREW HAYMAN
11/05/2013	11/06/2013	ACAPULCO MEXICAN RESTAURA	\$174.08	KAREN GUILFOILE
11/07/2013	11/08/2013	VZWRLLS*APOCC VISN	\$107.84	KAREN GUILFOILE
11/04/2013	11/06/2013	MILLS FLEET FARM #2,700	\$78.05	MARK HAAG
11/06/2013	11/07/2013	STATE SUPPLY	\$450.40	MARK HAAG
11/07/2013	11/08/2013	RAINBOW FOODS 00088617	\$37.66	MARK HAAG
11/12/2013	11/14/2013	THE HOME DEPOT 2801	\$62.06	MARK HAAG
11/13/2013	11/15/2013	THE HOME DEPOT 2801	\$16.04	MARK HAAG
11/08/2013	11/11/2013	HENRIKSEN ACE HARDWARE	\$11.98	MILES HAMRE
11/06/2013	11/07/2013	MENARDS 3022	\$25.15	TAMARA HAYS
11/01/2013	11/04/2013	THE HOME DEPOT 2801	\$82.43	GARY HINNENKAMP
11/04/2013	11/05/2013	FASTENAL COMPANY01	\$129.87	GARY HINNENKAMP
11/07/2013	11/08/2013	MENARDS 3022	\$27.33	GARY HINNENKAMP
11/01/2013	11/04/2013	CVS PHARMACY #1751 Q03	\$3.40	RON HORWATH
11/01/2013	11/04/2013	WEDDINGPAGES INC	\$311.16	RON HORWATH
11/12/2013	11/13/2013	RUBBER STAMP CHAMP	\$134.97	RON HORWATH
11/13/2013	11/14/2013	BAKERS-SQUARE-REST #0670	\$123.90	RON HORWATH
11/01/2013	11/04/2013	THE HOME DEPOT 2801	\$6.33	DAVID JAHN
11/04/2013	11/05/2013	STATE SUPPLY	\$133.21	DAVID JAHN
11/05/2013	11/06/2013	SAFELITE AUTOGLASS	\$138.62	KEVIN JOHNSON
11/08/2013	11/11/2013	SUBWAY 03034154	\$7.80	KEVIN JOHNSON
11/01/2013	11/04/2013	RAINBOW FOODS 00088617	\$21.50	TOM KALKA
11/14/2013	11/15/2013	KLBB RADIO	\$300.00	DUWAYNE KONEWKO
11/03/2013	11/04/2013	SHOE DEPT ENCORE 1593	\$42.48	TOMMY KONG
11/03/2013	11/08/2013	SHOE DEPT ENCORE 1593	(\$42.48)	TOMMY KONG
11/11/2013	11/12/2013	SHOE DEPT ENCORE 1593	\$49.98	TOMMY KONG
11/05/2013	11/06/2013	THE UPS STORE 2171	\$18.38	NICHOLAS KREKELER
11/06/2013	11/07/2013	UNIFORMS UNLIMITED INC.	\$43.28	NICHOLAS KREKELER
11/13/2013	11/14/2013	RAINBOW FOODS 00088617	\$30.00	NICHOLAS KREKELER
11/13/2013	11/14/2013	CUB FOODS #1599	\$10.55	NICHOLAS KREKELER
11/01/2013	11/04/2013	NIGHT GALAXY INC	\$148.49	BRETT KROLL
11/13/2013	11/14/2013	UNIFORMS UNLIMITED INC.	\$80.49	BRETT KROLL
11/02/2013	11/04/2013	COMCAST CABLE COMM	\$70.60	DAVID KVAM
11/05/2013	11/06/2013	THOMSON WEST*TCD	\$306.10	DAVID KVAM

11/05/2013	11/07/2013	LAW ENFORCEMENT TARGETS	\$25.65	DAVID KVAM
11/06/2013	11/08/2013	APPLEBEES 825219219658	\$60.00	DAVID KVAM
11/12/2013	11/13/2013	EMERGENCY AUTOMOTIVE	\$340.00	DAVID KVAM
11/13/2013	11/13/2013	COMCAST CABLE COMM	\$44.65	DAVID KVAM
11/12/2013	11/13/2013	SQ *STITCH AND CLEAN	\$5.30	JOHNNIE LU
11/03/2013	11/04/2013	AIRGASS NORTH	\$14.36	STEVE LUKIN
11/06/2013	11/07/2013	EMERGENCY AUTOMOTIVE	\$707.01	STEVE LUKIN
11/11/2013	11/13/2013	ASPEN MILLS INC.	\$96.85	STEVE LUKIN
11/11/2013	11/13/2013	ASPEN MILLS INC.	\$270.65	STEVE LUKIN
11/13/2013	11/14/2013	TARGET 00007518	\$14.99	JASON MARINO
11/04/2013	11/06/2013	CHANNING BETE CO AHA	\$2,591.62	MICHAEL MONDOR
11/05/2013	11/07/2013	BOUND TREE MEDICAL LLC	\$324.12	MICHAEL MONDOR
11/06/2013	11/07/2013	MOTION COMPUTING INC	\$174.22	MICHAEL MONDOR
11/13/2013	11/15/2013	BOUND TREE MEDICAL LLC	\$3.50	MICHAEL MONDOR
11/13/2013	11/15/2013	BOUND TREE MEDICAL LLC	\$1,119.21	MICHAEL MONDOR
11/14/2013	11/15/2013	BEST BUY MHT 00000109	\$32.12	MICHAEL MONDOR
11/06/2013	11/07/2013	U OF M CCE NONCREDIT	\$300.00	BRYAN NAGEL
11/07/2013	11/11/2013	THE HOME DEPOT 2801	\$22.34	JOHN NAUGHTON
11/05/2013	11/06/2013	UNIFORMS UNLIMITED INC.	\$34.63	MICHAEL NYE
11/06/2013	11/07/2013	UNIFORMS UNLIMITED INC.	\$11.22	MICHAEL NYE
11/14/2013	11/15/2013	UNIFORMS UNLIMITED INC.	\$1,019.13	JULIE OLSON
11/07/2013	11/11/2013	RED WING SHOE STORE	\$193.51	ERICK OSWALD
11/04/2013	11/06/2013	OFFICE MAX	\$32.22	MARY KAY PALANK
11/05/2013	11/07/2013	OFFICE DEPOT #1090	\$71.90	MARY KAY PALANK
11/12/2013	11/13/2013	NATL/PADGET 8006825061	\$129.00	MARY KAY PALANK
11/14/2013	11/15/2013	BATTERIES PLUS #31	\$4.27	ROBERT PETERSON
11/14/2013	11/15/2013	MENARDS 3059	\$18.10	ROBERT PETERSON
11/01/2013	11/04/2013	FITZCO, INC.	\$124.07	PHILIP F POWELL
10/30/2013	11/04/2013	H AND L MESABI COMPANY	\$1,848.19	STEVEN PRIEM
10/31/2013	11/04/2013	TRI-STATE BOBCAT INC.	\$1,448.97	STEVEN PRIEM
11/01/2013	11/04/2013	BAUER BUILT TIRE 18	\$725.02	STEVEN PRIEM
11/04/2013	11/05/2013	AN FORD WHITE BEAR LAK	\$319.47	STEVEN PRIEM
11/05/2013	11/06/2013	AMERICAN FASTENER AND SUP	\$137.72	STEVEN PRIEM
11/06/2013	11/07/2013	AN FORD WHITE BEAR LAK	(\$74.98)	STEVEN PRIEM
11/06/2013	11/07/2013	AUTO PLUS LITTLE CANADA	\$49.66	STEVEN PRIEM
11/07/2013	11/08/2013	AUTO PLUS LITTLE CANADA	\$285.25	STEVEN PRIEM
11/07/2013	11/08/2013	BARNETT CHRYJEEP KIA	\$100.61	STEVEN PRIEM
11/07/2013	11/08/2013	AN FORD WHITE BEAR LAK	\$464.75	STEVEN PRIEM
11/07/2013	11/08/2013	ZAHL PMC	\$220.03	STEVEN PRIEM
11/08/2013	11/11/2013	AUTO PLUS LITTLE CANADA	(\$5.50)	STEVEN PRIEM
11/08/2013	11/11/2013	ROSEDALE CHEVROLET	\$236.04	STEVEN PRIEM
11/11/2013	11/12/2013	SOL*SNAP-ON INDUSTRIAL	\$317.25	STEVEN PRIEM
11/12/2013	11/13/2013	EQUIPMENT EXPRESS	\$444.87	STEVEN PRIEM
11/12/2013	11/14/2013	BOYER TRUCKS - PARTS	\$263.79	STEVEN PRIEM
11/08/2013	11/11/2013	OFFICE MAX	\$89.96	KELLY PRINS
11/13/2013	11/14/2013	PMT*SIMPLEXSTORE	\$463.47	KELLY PRINS
10/31/2013	11/04/2013	THE HOME DEPOT 2801	\$87.70	JUSTIN PURVES
11/11/2013	11/13/2013	PIONEER PRESS ADVERTISING	\$500.00	TERRIE RAMEAUX
11/13/2013	11/15/2013	MINNESOTA OCCUPATIONAL HE	\$917.20	TERRIE RAMEAUX
11/06/2013	11/07/2013	DALCO ENTERPRISES, INC	\$686.02	MICHAEL REILLY
11/01/2013	11/04/2013	SCW FITNESS EDUCATION	\$270.00	LORI RESENDIZ
11/14/2013	11/15/2013	OPTICS PLANET INC	\$202.48	BRADLEY REZNY
11/14/2013	11/15/2013	LA POLICE GEAR INC	\$20.06	BRADLEY REZNY
11/04/2013	11/05/2013	TRUCK UTILITIES INC ST PA	\$219.45	ROBERT RUNNING
11/07/2013	11/11/2013	NEEDELS SUPPLY INC.	\$96.30	ROBERT RUNNING
11/08/2013	11/11/2013	MNSCU	\$726.36	ROBERT RUNNING
11/10/2013	11/11/2013	FEDEX 820100072094	\$5.35	ROBERT RUNNING
11/10/2013	11/11/2013	FEDEX 797116176917	\$13.87	ROBERT RUNNING
11/14/2013	11/15/2013	SHARROW LIFTING PRODUCTS	\$75.08	ROBERT RUNNING
11/01/2013	11/04/2013	T-MOBILE.COM*PAYMENT	\$32.60	DEB SCHMIDT
11/04/2013	11/05/2013	CUB FOODS #1599	\$53.04	DEB SCHMIDT

11/05/2013	11/06/2013	PANERA BREAD #1305	\$58.09	DEB SCHMIDT
11/13/2013	11/14/2013	LILLIE SUBURBAN NEWSPAPE	\$192.00	DEB SCHMIDT
11/05/2013	11/06/2013	TRUGREEN # 5799	\$2,013.55	SCOTT SCHULTZ
11/07/2013	11/08/2013	BUBERL BLACK DIRT	\$64.13	SCOTT SCHULTZ
11/09/2013	11/11/2013	G&K SERVICES 182	\$1,861.34	SCOTT SCHULTZ
11/01/2013	11/04/2013	SNAZAROO USA INC	\$90.40	CAITLIN SHERRILL
11/05/2013	11/07/2013	OFFICE MAX	\$25.47	CAITLIN SHERRILL
11/05/2013	11/07/2013	OFFICE MAX	\$32.08	CAITLIN SHERRILL
11/06/2013	11/08/2013	ORIENTAL TRADNG CO	\$77.05	CAITLIN SHERRILL
11/08/2013	11/11/2013	TARGET 00011858	\$123.37	CAITLIN SHERRILL
11/08/2013	11/11/2013	DELTA AIR 0062344265339	\$1,118.30	MICHAEL SHORTREED
11/08/2013	11/11/2013	DELTA AIR 0062344265338	\$1,118.30	MICHAEL SHORTREED
11/08/2013	11/11/2013	HILTON ADVANCE PURCHAS	\$677.07	MICHAEL SHORTREED
11/09/2013	11/11/2013	SPARTAN PROMOTIONAL GRP	\$457.04	MICHAEL SHORTREED
11/12/2013	11/13/2013	USPS 26834500133401316	\$22.50	MICHAEL SHORTREED
11/05/2013	11/06/2013	RAINBOW FOODS 00088617	\$15.38	JOANNE SVENDSEN
10/31/2013	11/04/2013	UNIFORMS UNLIMITED INC.	\$156.99	RONALD SVENDSEN
11/06/2013	11/07/2013	JCPENNEY 2864	\$42.00	RONALD SVENDSEN
11/02/2013	11/04/2013	WAL-MART #3498	\$42.97	WILLIAM SYPNIEWSKI
11/06/2013	11/07/2013	CUB FOODS #1599	\$9.68	PAUL THIENES
11/07/2013	11/08/2013	SUBWAY 00052159	\$16.07	PAUL THIENES
11/06/2013	11/07/2013	U OF M CCE NONCREDIT	\$235.00	MICHAEL THOMPSON
11/05/2013	11/06/2013	NORTH AMER TRAILER SALES	\$312.16	JEFF WILBER
11/07/2013	11/08/2013	FASTENAL COMPANY01	\$187.77	JEFF WILBER
			\$69,545.89	

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>
	11/22/13	CARDINAL, ROBERT	435.16
	11/22/13	CAVE, REBECCA	435.16
	11/22/13	JUENEMANN, KATHLEEN	435.16
	11/22/13	KOPPEN, MARVIN	435.16
	11/22/13	ROSSBACH, WILLIAM	494.44
	11/22/13	VALLE, EDWARD	110.00
	11/22/13	AHL, R. CHARLES	5,459.42
	11/22/13	BURLINGAME, SARAH	2,200.50
	11/22/13	COLEMAN, MELINDA	4,719.94
	11/22/13	KANTRUD, HUGH	184.62
	11/22/13	CHRISTENSON, SCOTT	2,246.67
	11/22/13		3,287.48
	11/22/13	JAHN, DAVID	1,958.18
	11/22/13	METRY, THOMAS	60.00
	11/22/13	RAMEAUX, THERESE	3,414.80
	11/22/13	BAUMAN, GAYLE	4,602.02
	11/22/13	ANDERSON, CAROLE	1,421.39
	11/22/13	DEBILZAN, JUDY	1,385.92
	11/22/13	JACKSON, MARY	2,176.91
	11/22/13	KELSEY, CONNIE	2,653.11
	11/22/13	RUEB, JOSEPH	2,829.00
	11/22/13	SINDT, ANDREA	2,240.23
	11/22/13	ARNOLD, AJLA	1,746.83
	11/22/13	BEGGS, REGAN	1,609.00
	11/22/13	GUILFOILE, KAREN	4,452.98
	11/22/13	SCHMIDT, DEBORAH	3,096.67
	11/22/13	SPANGLER, EDNA	1,167.95
	11/22/13	LARSON, MICHELLE	1,910.59
	11/22/13	MECHELKE, SHERRIE	1,262.51
	11/22/13	MOY, PAMELA	1,557.27
	11/22/13	OSTER, ANDREA	1,953.51
	11/22/13	RICHTER, CHARLENE	1,147.07
	11/22/13	SCHOENECKER, LEIGH	1,768.99
	11/22/13	VITT, SANDRA	1,043.07
	11/22/13	WEAVER, KRISTINE	2,412.20
	11/22/13	CARLE, JEANETTE	198.00
	11/22/13	JAGOE, CAROL	174.00
	11/22/13	THOMALLA, CAROL	156.00
	11/22/13	CORCORAN, THERESA	1,946.59
	11/22/13	KVAM, DAVID	4,304.38
	11/22/13	PALANK, MARY	1,951.20
	11/22/13	POWELL, PHILIP	2,999.29
	11/22/13	SCHNELL, PAUL	4,745.37

11/22/13	SVENDSEN, JOANNE	2,191.77
11/22/13	THOMFORDE, FAITH	1,608.99
11/22/13	ABEL, CLINT	3,372.60
11/22/13	ALDRIDGE, MARK	3,419.89
11/22/13	BAKKE, LONN	3,182.55
11/22/13	BARTZ, PAUL	3,826.29
11/22/13	BELDE, STANLEY	3,476.35
11/22/13	BENJAMIN, MARKESE	3,029.05
11/22/13	BIERDEMAN, BRIAN	4,559.10
11/22/13	BUSACK, DANIEL	4,439.87
11/22/13	CARNES, JOHN	2,376.02
11/22/13	CROTTY, KERRY	3,684.00
11/22/13	DEMULLING, JOSEPH	3,259.49
11/22/13	DOBLAR, RICHARD	4,095.31
11/22/13	DUGAS, MICHAEL	5,105.49
11/22/13	ERICKSON, VIRGINIA	3,253.95
11/22/13	FORSYTHE, MARCUS	2,605.12
11/22/13	FRITZE, DEREK	3,113.40
11/22/13	GABRIEL, ANTHONY	3,942.91
11/22/13	HAWKINSON JR, TIMOTHY	3,232.90
11/22/13	HER, PHENG	3,170.84
11/22/13	HIEBERT, STEVEN	3,641.21
11/22/13	JOHNSON, KEVIN	4,284.04
11/22/13	KALKA, THOMAS	963.29
11/22/13	KONG, TOMMY	2,707.22
11/22/13	KREKELER, NICHOLAS	919.60
11/22/13	KROLL, BRETT	3,372.47
11/22/13	LANGNER, SCOTT	167.59
11/22/13	LANGNER, TODD	3,111.27
11/22/13	LU, JOHNNIE	3,289.31
11/22/13	LYNCH, KATHERINE	2,786.34
11/22/13	MARINO, JASON	3,275.26
11/22/13	MARTIN, JERROLD	3,320.23
11/22/13	MCCARTY, GLEN	3,165.98
11/22/13	METRY, ALESIA	3,513.00
11/22/13	MICHELETTI, BRIAN	1,965.67
11/22/13	NYE, MICHAEL	3,416.66
11/22/13	OLSON, JULIE	3,007.30
11/22/13	PARKER, JAMES	2,811.99
11/22/13	REZNY, BRADLEY	3,860.27
11/22/13	RHUDE, MATTHEW	3,250.57
11/22/13	SHORTREED, MICHAEL	4,183.06
11/22/13	STEINER, JOSEPH	3,020.14
11/22/13	SYPNIEWSKI, WILLIAM	3,576.46
11/22/13	TAUZELL, BRIAN	2,887.16
11/22/13	THEISEN, PAUL	3,111.27
11/22/13	THIENES, PAUL	5,744.88
11/22/13	WENZEL, JAY	3,635.62
11/22/13	XIONG, KAO	3,082.92
11/22/13	ANDERSON, BRIAN	306.00
11/22/13	BAHL, DAVID	778.26
11/22/13	BASSETT, BRENT	306.00

11/22/13	BAUMAN, ANDREW	3,037.29
11/22/13	BOURQUIN, RON	897.60
11/22/13	CAPISTRANT, JACOB	12.24
11/22/13	CAPISTRANT, JOHN	785.40
11/22/13	CONCHA, DANIEL	514.08
11/22/13	COREY, ROBERT	410.04
11/22/13	CRAWFORD - JR, RAYMOND	2,684.04
11/22/13	DABRUZZI, THOMAS	2,798.16
11/22/13	DAWSON, RICHARD	3,070.10
11/22/13	EATON, PAUL	293.76
11/22/13	EVERSON, PAUL	3,913.25
11/22/13	FASULO, WALTER	304.98
11/22/13	HAGEN, MICHAEL	306.00
11/22/13	HALE, JOSEPH	371.28
11/22/13	HALWEG, JODI	3,469.40
11/22/13	HAWTHORNE, ROCHELLE	2,651.61
11/22/13	HUTCHINSON, JAMES	635.46
11/22/13	IMM, TRACY	306.00
11/22/13	KANE, ROBERT	892.50
11/22/13	KARRAS, JAMIE	208.08
11/22/13	KELLOGG, JOHNATHAN	269.28
11/22/13	KERSKA, JOSEPH	746.64
11/22/13	KONDER, RONALD	306.00
11/22/13	KUBAT, ERIC	3,021.44
11/22/13	LINDER, TIMOTHY	4,172.43
11/22/13	LOCHEN, MICHAEL	783.36
11/22/13	MILLER, LADD	763.98
11/22/13	MILLER, NICHOLAS	550.80
11/22/13	MONDOR, MICHAEL	3,500.59
11/22/13	MONSON, PETER	501.84
11/22/13	MORGAN, JEFFERY	13.26
11/22/13	NEILY, STEVEN	354.96
11/22/13	NIELSEN, KENNETH	99.96
11/22/13	NOVAK, JEROME	3,070.10
11/22/13	NOWICKI, PAUL	471.24
11/22/13	OLSON, JAMES	3,752.36
11/22/13	OPHEIM, JOHN	724.71
11/22/13	PACHECO, ALPHONSE	734.40
11/22/13	PARROW, JOSHUA	391.68
11/22/13	PETERSON, MARK	442.68
11/22/13	PETERSON, ROBERT	3,516.99
11/22/13	POWERS, KENNETH	312.12
11/22/13	RAINEY, JAMES	722.16
11/22/13	RANK, NATHAN	795.60
11/22/13	RANK, PAUL	599.76
11/22/13	RICE, CHRISTOPHER	514.08
11/22/13	RIEKEN, NICHOLAS	220.32
11/22/13	RODRIGUEZ, ROBERTO	146.88
11/22/13	SEDLACEK, JEFFREY	3,251.60
11/22/13	STREFF, MICHAEL	4,317.47
11/22/13	SVENDSEN, RONALD	3,481.24
11/22/13	WHITE, JOEL	159.12

11/22/13	GERVAIS-JR, CLARENCE	4,075.48
11/22/13	LUKIN, STEVEN	4,721.04
11/22/13	ZWIEG, SUSAN	1,745.75
11/22/13	CORTESI, LUANNE	1,516.56
11/22/13	KNUTSON, LOIS	2,579.08
11/22/13	BRINK, TROY	2,412.19
11/22/13	BUCKLEY, BRENT	2,213.79
11/22/13	DEBILZAN, THOMAS	2,212.79
11/22/13	EDGE, DOUGLAS	2,175.40
11/22/13	JONES, DONALD	2,197.79
11/22/13	MEISSNER, BRENT	2,130.59
11/22/13	NAGEL, BRYAN	3,630.80
11/22/13	OSWALD, ERICK	2,365.51
11/22/13	RUIZ, RICARDO	1,684.19
11/22/13	RUNNING, ROBERT	2,412.19
11/22/13	TEVLIN, TODD	2,221.79
11/22/13	BURLINGAME, NATHAN	2,254.40
11/22/13	DUCHARME, JOHN	2,804.00
11/22/13	ENGSTROM, ANDREW	2,897.18
11/22/13	JAROSCH, JONATHAN	3,112.33
11/22/13	KREGER, JASON	3,431.27
11/22/13	LINDBLOM, RANDAL	2,883.50
11/22/13	LOVE, STEVEN	3,665.85
11/22/13	THOMPSON, MICHAEL	4,531.66
11/22/13	ZIEMAN, SCOTT	232.00
11/22/13	JANASZAK, MEGHAN	1,663.87
11/22/13	KONEWKO, DUWAYNE	4,512.71
11/22/13	HAMRE, MILES	1,616.80
11/22/13	HAYS, TAMARA	1,652.19
11/22/13	HINNENKAMP, GARY	2,771.10
11/22/13	NAUGHTON, JOHN	2,215.07
11/22/13	NORDQUIST, RICHARD	2,200.09
11/22/13	PURVES, JUSTIN	1,579.39
11/22/13	BIESANZ, OAKLEY	1,701.67
11/22/13	DEAVER, CHARLES	755.84
11/22/13	HAYMAN, JANET	1,383.55
11/22/13	HUTCHINSON, ANN	2,709.28
11/22/13	SOUTTER, CHRISTINE	59.50
11/22/13	WACHAL, KAREN	955.29
11/22/13	GAYNOR, VIRGINIA	3,317.22
11/22/13	KROLL, LISA	1,954.59
11/22/13	YOUNG, TAMELA	2,104.19
11/22/13	EKSTRAND, THOMAS	3,906.16
11/22/13	FINWALL, SHANN	3,306.59
11/22/13	MARTIN, MICHAEL	2,882.59
11/22/13	BRASH, JASON	2,569.79
11/22/13	CARVER, NICHOLAS	3,317.22
11/22/13	FISHER, DAVID	3,884.68
11/22/13	SWAN, DAVID	2,829.79
11/22/13	WELLENS, MOLLY	1,748.74
11/22/13	BERGER, STEPHANIE	216.13
11/22/13	BIHNER, KARLY	143.00

11/22/13	BJORK, BRANDON	167.75
11/22/13	BRENEMAN, NEIL	2,435.05
11/22/13	LOPEZ, ANGELA	143.00
11/22/13	PETERSON, MADELINE	39.00
11/22/13	ROBBINS, AUDRA	3,242.05
11/22/13	ROBBINS, CAMDEN	432.25
11/22/13	SHERWOOD, CHRISTIAN	676.50
11/22/13	TAYLOR, JAMES	3,088.41
11/22/13	VUKICH, CANDACE	206.50
11/22/13	HAAG, MARK	2,572.87
11/22/13	ORE, JORDAN	2,227.96
11/22/13	SCHULTZ, SCOTT	3,418.81
11/22/13	WILBER, JEFFREY	1,652.19
11/22/13	AKEY, SHELLEY	101.50
11/22/13	EVANS, CHRISTINE	1,512.02
11/22/13	GLASS, JEAN	2,173.21
11/22/13	HOFMEISTER, MARY	1,107.88
11/22/13	HOFMEISTER, TIMOTHY	477.24
11/22/13	KELLEY, CAITLIN	861.61
11/22/13	KULHANEK-DIONNE, ANN	594.50
11/22/13	MEYER, SASHA	1,837.34
11/22/13	PELOQUIN, PENNYE	624.61
11/22/13	ST SAUVER, CRAIG	216.75
11/22/13	STAHLMANN, ELLEN	170.00
11/22/13	VUE, LOR PAO	233.94
11/22/13	AICHELE, MEGAN	33.00
11/22/13	ANDERSON, ALYSSA	20.81
11/22/13	ANDERSON, JOSHUA	613.56
11/22/13	BAETZOLD, CLAIRE	36.75
11/22/13	BAUDE, JANE	18.25
11/22/13	BAUDE, SARAH	46.26
11/22/13	BERGLUND, ERIK	18.13
11/22/13	BESTER, MICHAEL	149.50
11/22/13	BUCKLEY, BRITTANY	272.75
11/22/13	BUTLER, ANGELA	108.00
11/22/13	CRANDALL, KRISTA	505.11
11/22/13	DEMPSEY, BETH	138.87
11/22/13	DRECHSEL, HEIDI	13.74
11/22/13	DUNN, RYAN	1,141.79
11/22/13	ERICKSON-CLARK, CAROL	37.12
11/22/13	ERICSON, RACHEL	72.09
11/22/13	FARRELL, DANIEL	36.26
11/22/13	FONTAINE, KIM	733.85
11/22/13	GRUENHAGEN, LINDA	292.10
11/22/13	HAGSTROM, EMILY	114.00
11/22/13	HANSEN, HANNAH	360.50
11/22/13	HASSAN, KIANA	218.75
11/22/13	HEINRICH, SHEILA	492.26
11/22/13	HOLMBERG, LADONNA	364.52
11/22/13	HORWATH, RONALD	2,914.19
11/22/13	JOHNSON, BARBARA	519.30
11/22/13	KOHLER, ROCHELLE	18.50

11/22/13	KOZDROJ, GABRIELLA	100.00
11/22/13	LAMEYER, BRENT	32.63
11/22/13	LAMSON, ELIANA	27.00
11/22/13	MCCOMAS, LEAH	161.25
11/22/13	MUSKAT, JULIE	137.50
11/22/13	NADEAU, KELLY	26.25
11/22/13	NADEAU, TAYLOR	43.80
11/22/13	NITZ, CARA	388.00
11/22/13	OHS, CYNTHIA	92.00
11/22/13	POVLITZKI, MARINA	33.25
11/22/13	PROESCH, ANDY	876.04
11/22/13	RANEY, COURTNEY	826.00
11/22/13	RAU, COLE	36.25
11/22/13	RESENDIZ, LORI	2,425.96
11/22/13	RICHTER, DANIEL	113.40
11/22/13	ROLLERSON, TERRANCE	75.00
11/22/13	SCHERER, KATHLENE	75.00
11/22/13	SCHREIER, ROSEMARIE	368.25
11/22/13	SCHREINER, MARK	73.00
11/22/13	SMITH, ANN	195.22
11/22/13	SMITH, JEROME	156.00
11/22/13	SMITLEY, SHARON	239.59
11/22/13	SYME, LAUREN	51.44
11/22/13	TAYLOR, MYLES	22.05
11/22/13	TREPANIER, TODD	264.50
11/22/13	TUPY, HEIDE	45.80
11/22/13	TUPY, MARCUS	95.00
11/22/13	WARNER, CAROLYN	184.80
11/22/13	WHITE, DANICA	58.80
11/22/13	YUNKER, JOSEPH	138.00
11/22/13	BOSLEY, CAROL	144.00
11/22/13	KOIVISTO, LAURIE	195.50
11/22/13	LANGER, CHELSEA	155.15
11/22/13	RANGEL, SAMANTHA	160.00
11/22/13	WISTL, MOLLY	382.64
11/22/13	CRAWFORD, SHAWN	480.00
11/22/13	CUSICK, JESSICA	161.50
11/22/13	DOUGLASS, TOM	1,852.99
11/22/13	LOONEY, RAYJEANIA	216.00
11/22/13	LOONEY, RAYNIA	124.00
11/22/13	MAIDMENT, COLIN	282.63
11/22/13	MALONEY, SHAUNA	377.50
11/22/13	MCCLENNON, MATTHEW	256.00
11/22/13	NESVACIL, BRENNAN	224.00
11/22/13	PRINS, KELLY	1,816.56
11/22/13	REILLY, MICHAEL	1,981.79
11/22/13	STEFFEN, MICHAEL	102.00
11/22/13	THOMPSON, BENJAMIN	408.00
11/22/13	SWANSON, CHRIS	1,564.19
11/22/13	PRIEM, STEVEN	2,472.90
11/22/13	WOEHRLE, MATTHEW	2,263.29
11/22/13	BERGO, CHAD	2,768.75

	11/22/13	FOWLDS, MYCHAL	3,911.11
	11/22/13	FRANZEN, NICHOLAS	3,252.44
9989657	11/22/13	GREER, MADELINE	117.00
9989658	11/22/13	HACKETT, ASHLEY	130.00
9989659	11/22/13	MCPMAHON, ALLISON	156.00
9989660	11/22/13	SWIECH, TAYLOR	78.00
9989661	11/22/13	WESTEMEIER, EMILY	156.00
9989662	11/22/13	ADAMS, DAVID	2,000.00
9989663	11/22/13	SMITH, CORTNEY	208.25
9989664	11/22/13	AMUNDSON, DANIKA	103.50
9989665	11/22/13	CORCORAN, JOSHUA	170.77
9989666	11/22/13	SCOTT, HALEY	29.40
9989667	11/22/13	WALES, ABIGAIL	224.80
			513,321.50

**Check Register
City of Maplewood**

11/22/2013

Check	Date	Vendor	Description	Amount	
91319	11/20/2013	02464	US BANK	FUNDS FOR ATM	10,000.00
91320	11/26/2013	00111	ANIMAL CONTROL SERVICES	PATROL HOURS 11/3 - 11/17	700.00
91321	11/26/2013	00120	AQUA LOGIC INC	MCC POOL CHEMICALS	1,223.72
91322	11/26/2013	02639	ARNT CONSTRUCTION INC	PROJ 04-21 GLADSTONE AREA PMT#5	46,419.45
91323	11/26/2013	05114	BOLTON & MENK, INC.	CONSULTING SERVICES	11,325.00
91324	11/26/2013	00463	EMERGENCY APPARATUS MAINT	REPAIR LADDER 2	5,833.48
91325	11/26/2013	05028	ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-NOV	397.00
	11/26/2013	05028	ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - NOV	369.00
91326	11/26/2013	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - OCT	764.35
91327	11/26/2013	04206	H A KANTRUD	ATTORNEY SRVS FEES/RENT - DEC	15,433.33
91328	11/26/2013	00985	METROPOLITAN COUNCIL	WASTEWATER - DECEMBER	217,290.63
91329	11/26/2013	04316	CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - OCT	810.00
91330	11/26/2013	02696	MUSKA ELECTRIC CO	REPAIR COURT LIGHTS HGHTS PARK	3,117.16
91331	11/26/2013	01149	NATURAL RESOURCES RESTOR INC	BUCKTHORN CUTTING AT NC	3,206.25
91332	11/26/2013	01941	PATRICK TROPHIES	TROPHIES YOUTH VB TOURNAMENT	1,706.29
91333	11/26/2013	01337	RAMSEY COUNTY-PROP REC & REV	MULCH FOR PARKS DEPT	865.69
	11/26/2013	01337	RAMSEY COUNTY-PROP REC & REV	MULCH FOR PARKS DEPT	96.19
91334	11/26/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - OCTOBER 16 - 31	637.50
91335	11/26/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	3,023.16
	11/26/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,744.69
	11/26/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	223.68
	11/26/2013	01190	XCEL ENERGY	FIRE SIRENS	56.78
91336	11/26/2013	01803	ZARNOTH BRUSH WORKS, INC.	BROOMS FOR STREET SWEEPERS	3,271.44
91337	11/26/2013	05198	ACCELERATED TECHNOLOGIES, LLC	BACK-UP MICROPHONE/TRANSMITTER	478.98
	11/26/2013	05198	ACCELERATED TECHNOLOGIES, LLC	MICROPHONE FOR MCC STUDIO	277.80
91338	11/26/2013	02366	ARMSTRONG CRANE & RIGGING CORP	REMOVAL OF ANTENNA TOWER AT PD	5,600.00
91339	11/26/2013	05234	BOLER EXPRESS CAR WASH	CAR WASHES - OCT	58.59
91340	11/26/2013	02120	CAPRA'S UTILITIES INC	ESCROW RELEASE 2233 SUNRISE DR	512.82
91341	11/26/2013	02114	CARL BOLANDER & SONS CO.	ESCROW RELEASE 1560 MCKNIGHT	5,400.27
91342	11/26/2013	00309	COMMISSIONER OF TRANSPORTATION	PROJ 11-15 MATERIALS TESTING	453.45
91343	11/26/2013	04369	CREATIVE HOME CONSTRUCTION	ESCROW RELEASE 2322 HOYT	3,578.32
91344	11/26/2013	05301	DKJ APPRAISAL LLC	PROJ 09-08 ACQUISITION APPRAISAL	1,600.00
91345	11/26/2013	02921	MICHAEL J DUGAS	REIMB FOR MEAL/BAG FEE/RENT CAR	232.30
91346	11/26/2013	04371	ELECTRO WATCHMAN INC.	REPAIR HC DOOR OPENER STATION 2	229.13
91347	11/26/2013	00003	ESCROW REFUND	ESCROW REL SHEEHY 1770 CO RD D	5,439.73
91348	11/26/2013	00003	ESCROW REFUND	ESCROW REL PARAGON 2163 MAPLE LN	527.37
91349	11/26/2013	00003	ESCROW REFUND	ESCROW REL RECO BEAM AVE MEDICAL	472.78
91350	11/26/2013	00003	ESCROW REFUND	ESCROW REL S METRO HUMAN SRVS	268.13
91351	11/26/2013	00003	ESCROW REFUND	ESCROW REL A YOUNG 1781 KENNARD	105.02
91352	11/26/2013	04525	EVERYDAY ETIQUETTE	ETIQUETTE INSTRUCTION 10/29-11/19	170.60
91353	11/26/2013	05232	FENDLER PATTERSON CONSTRUCTION	ESCROW RELEASE 2580 WHITE BEAR	3,087.64
91354	11/26/2013	04967	MARCUS FORSYTHE	REIMB FOR MEALS 11/5 - 11/6	15.10
91355	11/26/2013	02134	CAROLE GERNES	REIMB FOR MILEAGE JAN2012-OCT2013	305.57
91356	11/26/2013	03168	IMPERIAL DEVELOPERS INC	ESCROW RELEASE 1845 CO RD D	10,798.49
91357	11/26/2013	02995	INTEGRATED LOSS CONTROL INC	SAFETY TRAINING	289.00
91358	11/26/2013	05192	CAITLIN KELLEY	REIMB FOR MILEAGE JUNE-SEPT	104.56
91359	11/26/2013	03266	KISSELL CONSTRUCTION INC	ESCROW RELEASE 910 CO RD C E	527.18
91360	11/26/2013	04667	CAROL KNAUSS	ELECTION JUDGE	138.75
91361	11/26/2013	00809	TOMMY KONG	REIMB FOR MEAL 10/28	6.96
91362	11/26/2013	01897	KRAUS-ANDERSON CONSTRUCTION CO	ESCROW RELEASE 2050 WHITE BEAR	5,439.73
91363	11/26/2013	04098	NICHOLAS KREKELER	REIMB FOOD FOR CITIZENS ACADEMY	12.08
91364	11/26/2013	02877	LAMETTRY PROPERTIES	ESCROW RELEASE 2951 MAPLEWOOD DR	5,062.74
91365	11/26/2013	00857	LEAGUE OF MINNESOTA CITIES	REGISTRATION FEE SLAWIK	40.00
91365	11/26/2013	00857	LEAGUE OF MINNESOTA CITIES	REGISTRATION FEE JUENEMANN	40.00
91366	11/26/2013	04790	MAYER ARTS, INC.	DANCE CLASS INSTRUCTION SEPT-DEC	3,148.00
91367	11/26/2013	02617	ALESIA METRY	SECURITY OFFICER MCC OCT 12	245.00
91368	11/26/2013	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - OCTOBER	3,041.02
	11/26/2013	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - NOV	1,068.75

91369	11/26/2013	00001	ONE TIME VENDOR	REFUND R EVANS - TRANS MEDIC	2,232.80
91370	11/26/2013	00001	ONE TIME VENDOR	REFUND L PAVEL - HOLIDAY FUN HOUR	7.00
91371	11/26/2013	00001	ONE TIME VENDOR	REFUND C VOS HOLIDAY FUN HOUR	7.00
91372	11/26/2013	00001	ONE TIME VENDOR	REFUND K SAVAGE CLASS CANCELLED	5.00
91373	11/26/2013	04473	PCL CONSTRUCTION SERVICES INC	ESCROW RELEASE 2301 MCKNIGHT RD	502.10
91374	11/26/2013	05103	PERFORMANCE PLUS LLC	SCBA - TESTING	3,780.00
91375	11/26/2013	01270	PITNEY BOWES INC	SERVICE AGRMT 12/13 - 11/14 METER	3,178.00
	11/26/2013	01270	PITNEY BOWES INC	SERVICE AGRMT 12/13 - 11/14 SCALE	306.00
91376	11/26/2013	05290	RED POWER DIESEL SERVICE	TOGGLE SWITCH FOR CAB LIFT	30.13
91377	11/26/2013	01387	DR. JAMES ROSSINI	ADMIN FEE FOR STRESS TEST - NOV	100.00
91378	11/26/2013	03879	SANSIO	EMS FEES - NOV	738.67
91379	11/26/2013	04734	ELMER SAUER	ELECTION JUDGE	159.56
91380	11/26/2013	01836	ST PAUL, CITY OF	ASPHALT - OCT	1,171.80
91381	11/26/2013	04983	STONE CONSTRUCTION INC.	ESCROW RELEASE 940 FROST	12,244.79
91382	11/26/2013	02069	ULTIMATE DRAIN SERVICES INC	TELEVISION SRVS FOUR SEASONS PARK	400.00
91383	11/26/2013	03305	WELSH CONSTRUCTION, LLC	ESCROW RELEASE 1725 LEGACY PKWY E	5,063.97
91384	12/03/2013	02780	THE ACTIVE NETWORK INC	ONSITE TRAINING	3,323.51
	12/03/2013	02780	THE ACTIVE NETWORK INC	CREDIT CARD PROCESSING HARDWARE	1,651.76
91385	12/03/2013	02149	HEIDI CAREY	MARKETING & ADVERTISING - NOV	4,000.00
91386	12/03/2013	00451	EGAN COMPANIES INC	HEATING REPAIR STATION 2	3,700.00
91387	12/03/2013	01085	MN LIFE INSURANCE	MONTHLY PREMIUM - DECEMBER	3,037.55
91388	12/03/2013	01337	RAMSEY COUNTY-PROP REC & REV	PLANTS FOR LIONS PARK	1,112.57
	12/03/2013	01337	RAMSEY COUNTY-PROP REC & REV	NATIVE PLANTINGS - MAPLE HILLS DR	228.71
91389	12/03/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES-	19,974.94
	12/03/2013	01574	T A SCHIFSKY & SONS, INC	ASPHALT FOR PARKS TRAIL PAVING	3,135.10
	12/03/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES-	1,520.98
	12/03/2013	01574	T A SCHIFSKY & SONS, INC	TACK OIL FOR PARKS TRAIL PAVING	84.43
91390	12/03/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	21,906.99
	12/03/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	10,097.70
91391	12/03/2013	01830	ALPHA VIDEO & AUDIO INC	EQUIP MONITOR COUNCIL CHAMBERS	179.57
91392	12/03/2013	03890	APPLE GLASS	WINDSHIELD FOR UNIT #612	360.24
91393	12/03/2013	04047	ASHLAND PRODUCTIONS	SUPPORT MCC CONCERTS 10/12-15	531.00
91394	12/03/2013	04471	B & B AVM INC.	SOUND EQUIP/TECH MCC DEC 14TH	500.00
91395	12/03/2013	03131	CIRCUITWORKS	BATTERY REPLACEMENT EXISTING UPS	2,671.87
91396	12/03/2013	00382	DAVIS LOCK & SAFE	PW EXTERIOR DOOR KEYS	288.56
91397	12/03/2013	02750	RICHARD DAWSON	REIMB FOR WORKOUT SHOES 11/20	39.99
91398	12/03/2013	00003	ESCROW REFUND	ESCROW REL RICE LAKE CONST	4,073.40
91399	12/03/2013	03988	JODI HALWEG	REIMB FOR WORKOUT CLOTHS 11/07	39.00
91400	12/03/2013	00644	HEALTHPARTNERS	MONTHLY PREMIUM - DECEMBER	11,690.87
91401	12/03/2013	00830	L T G POWER EQUIPMENT	TOW BEHIND 29HP B&S	7,255.97
91402	12/03/2013	05302	TODD LANGNER	REIMB FOR VEHICLE RENTAL BCA INV	162.81
91403	12/03/2013	03818	MEDICA	MONTHLY PREMIUM - DECEMBER	145,113.51
91404	12/03/2013	05303	MENARDS	TREATED WOOD FOR HOCKEY RINK	6,768.87
91405	12/03/2013	00001	ONE TIME VENDOR	REFUND E J HANSLIN MEMBERSHIP	494.90
91406	12/03/2013	00001	ONE TIME VENDOR	REFUND CARTER CUSTOM CONST BL	37.00
91407	12/03/2013	00001	ONE TIME VENDOR	REFUND M SWANSON BCBS BENEFIT	20.00
91408	12/03/2013	00396	MN DEPT OF PUBLIC SAFETY	TRAINING (FRITZE)	75.00
91409	12/03/2013	05300	COLLEEN RAYE	TICKET SPLIT FOR 11/23 PERFORMANCE	552.00
91410	12/03/2013	02001	CITY OF ROSEVILLE	PHONE SERVICE - NOVEMBER	1,436.20
91411	12/03/2013	04738	CYNTHIA SCHLUENDER	REIMB FOR ELECTION MILEAGE	4.63
91412	12/03/2013	00006	SILVER SNEAKERS	REFUND S MESSENGER BCBS BENEFIT	60.00
91413	12/03/2013	01836	ST PAUL, CITY OF	STREET LIGHT REPAIR	142.22
91414	12/03/2013	00150	TALLEN & BAERTSCHI	SUBSCRIPTION - MN POLICE BRIEFS	140.00
91415	12/03/2013	03378	MATT WOEHRLE	TOOL ALLOWANCE PER UNION CONTRACT	450.00

675,079.32

97 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>
11/25/2013	MN State Treasurer	Drivers License/Deputy Registrar	19,427.50
11/25/2013	Pitney Bowes	Postage	2,985.00
11/25/2013	U.S. Treasurer	Federal Payroll Tax	98,789.34
11/25/2013	P.E.R.A.	P.E.R.A.	89,511.04
11/26/2013	MN State Treasurer	Drivers License/Deputy Registrar	53,024.62
11/26/2013	MidAmerica - ING	HRA Flex plan	12,740.75
11/26/2013	Labor Unions	Union Dues	3,658.04
11/26/2013	MN State Treasurer	State Payroll Tax	20,515.02
11/27/2013	MN State Treasurer	Drivers License/Deputy Registrar	30,182.12
11/29/2013	MN State Treasurer	Drivers License/Deputy Registrar	28,432.65
			359,266.08

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Gayle Bauman, Finance Director

DATE: December 2, 2013

SUBJECT: Approval of Transfers

Background

Unassessed Improvements/Costs: Transfers are made annually from the Sanitary Sewer Fund, Environmental Utility Fund, Water Availability Charge Fund-St. Paul Water District, and Recycling/Trash Fund to the Debt Service Funds for the costs of unassessed sanitary sewer, storm water, water improvements, and cart costs. When the tax levy for 2013 was adopted, a reduction was made in the debt service tax levy for the anticipated transfers scheduled for 2013. The transfers needed are as follows:

Amount	From		To	
	Fund		Fund	Series
\$45,760	407	WAC–St. Paul Water District	362	2010A Bonds
27,130	601	Sanitary Sewer	357	2007B Bonds
107,440	601	Sanitary Sewer	358	2008A Bonds
130,140	601	Sanitary Sewer	363	2010B Bonds
49,890	604	Environmental Utility	356	2007A Bonds
63,110	604	Environmental Utility	357	2007B Bonds
48,510	604	Environmental Utility	358	2008A Bonds
92,020	604	Environmental Utility	362	2010A Bonds
146,160	604	Environmental Utility	364	2011A Bonds
77,960	605	Recycling/Trash	365	2012A Bonds

Budget Impact

There is no financial impact to the city as the proposal is to transfer money between funds.

Recommendation

It is recommended that the Council authorize the transfers listed above and direct the Finance Director to make the entries necessary to complete the transactions.

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Mychal Fowlds, IT Director
DATE: December 2, 2013
SUBJECT: Authorization to Enter Into Contract with Allied Waste for Waste Hauling Services at City Facilities

Introduction

The City has waste hauling needs at its main campus along with some of our larger parks. The contract we are currently in is expiring and therefore we are looking to enter into a new agreement for the same services.

Background

The City is currently receiving waste hauling services for all buildings at our main campus: 1902, City Hall and the Community Center. Under this same contract we fulfill our waste hauling needs at Goodrich, Wakefield and Harvest parks. The City has been in a 5-year contract with Waste Management and that contract is expiring at the end of December. Over the last 4 months staff has obtained new proposals from Waste Management and Allied Waste/Republic Services. This analysis was conducted by personnel from the City's environmental division, facility management division, and a representative from the solid waste industry. The conclusion was that the City's trash service is currently right sized but that there are internal procedural and external equipment changes that could be made to make the City's waste disposal process safer for employees.

Budget Impact

The item listed above has been planned for and will be funded from the General Fund and MCC Fund. Monthly expenses are estimated at approximately \$2,400 per month (a reduction of nearly \$900 per month).

Recommendation

It is recommended that authorization be given to enter into a one-year contract with Allied Waste/Republic Services for waste hauling services at City facilities.

Attachments

1. Waste Management Proposal
2. Allied Waste/Republic Services Proposal



To: City of Maplewood **From:** Pam Ebeling (262)532-6282

Fax: **Pages:**

Phone: 651-249-2300 **Date:** 10/28/133

Re: Waste Hauling **CC:**

Urgent For Review Please Comment Please Reply Please Recycle

Pam Ebeling
 Waste Management
 (262)532-6282
 pebeling@wm.com
 W132 N10487 Grant Drive
 Germantown, WI 53022

Dear Larry
 I thank you for this opportunity to provide a bid to meet your service needs. I have reviewed your accounts in hopes that we can remain competitive with the current markets. We have always strived to meet our customer's service expectations. I wish to submit the following pricing for your consideration contained on the attached spreadsheet.

These are base rates to which I've added usual fuel & environment fees. At this time, it is impossible to quote a price on fuel & environmental for the next five years since these do fluctuate monthly based on the price of diesel. What I have provided is a guess based on today's rates of 20.42% for fuel and 10% for environmental. Please keep in mind that with the cost of fuel rising and falling, these rates can go up and down monthly effecting the amount of the invoice.

Thank you again for this opportunity and I look forward to working with you in the future.

Sincerely,
 Pamela A Ebeling
 Sales Coordinator

Base Year: 01/01/2014 - 12/31/2014

Description	Material	Size	Qty	Freq.	Unit Price	Fuel Surcharge	Enviro fee	State Tax	County Tax	Monthly Price	Annual Price
A. Public Works	Refuse	6-Yd	1	2X/Week	\$ 214.74	\$ 43.72	\$ 25.85	\$ 48.33	\$ 150.68	\$ 483.32	\$ 5,799.84
B. Maplewood City Hall	Refuse	6-Yd	1	2X/Week	\$ 214.74	\$ 43.72	\$ 25.85	\$ 48.33	\$ 150.68	\$ 483.32	\$ 5,799.84
C. Maplewood Comm Center	Refuse	4-Yd	3	2X/Week	\$ 445.81	\$ 90.77	\$ 53.66	\$ 100.34	\$ 312.83	\$1,003.41	\$12,040.92
D. Goodrich Park	Refuse	8-Yd	1	1X/Week	\$ 160.70	\$ 32.72	\$ 19.34	\$ 36.19	\$ 112.83	\$ 361.78	\$ 4,341.36
E. Wakefield Park	Refuse	8-Yd	1	1X/Week	\$ 160.70	\$ 32.72	\$ 19.34	\$ 36.19	\$ 112.83	\$ 361.78	\$ 4,341.36
H. Harvest Park	Refuse	8-Yd	2	1X/Week	\$ 244.24	\$ 49.73	\$ 29.40	\$ 54.97	\$ 171.39	\$ 549.73	\$ 6,596.76
I. Hazelwood Park (July 4th)*	Refuse	20-yd	1	1X/Week	\$ 313.00	\$ 65.45	\$ 37.85	\$ 53.21	\$ 165.89	\$ 635.40	\$ 635.40
										\$ 3,878.74	\$ 39,555.48

Option Year One: 1/1/2015 - 12/31/2015 Annual PI 3%

Description	Material	Size	Qty	Freq.	Unit Price	Fuel Surcharge	Enviro fee	State Tax	County Tax	Monthly Price	Annual Price
A. Public Works	Refuse	6-Yd	1	2X/Week	\$ 221.18	\$ 45.30	\$ 26.62	\$ 49.78	\$ 155.20	\$ 498.08	\$ 5,976.99
B. Maplewood City Hall	Refuse	6-Yd	1	2X/Week	\$ 221.18	\$ 45.30	\$ 26.62	\$ 49.78	\$ 155.20	\$ 498.08	\$ 5,976.99
C. Maplewood Comm Center	Refuse	4-Yd	3	2X/Week	\$ 459.18	\$ 99.49	\$ 55.27	\$ 103.35	\$ 322.21	\$1,039.50	\$12,474.05
D. Goodrich Park	Refuse	8-Yd	1	1X/Week	\$ 165.52	\$ 33.70	\$ 19.92	\$ 37.25	\$ 116.14	\$ 372.53	\$ 4,470.37
E. Wakefield Park	Refuse	8-Yd	1	1X/Week	\$ 165.52	\$ 33.70	\$ 19.92	\$ 37.25	\$ 116.14	\$ 372.53	\$ 4,470.37
H. Harvest Park	Refuse	8-Yd	2	1X/Week	\$ 251.57	\$ 51.22	\$ 30.28	\$ 56.62	\$ 176.53	\$ 566.22	\$ 6,794.61
I. Hazelwood Park (July 4th)*	Refuse	20-yd	1	1X/Week	\$ 322.39	\$ 65.45	\$ 37.85	\$ 54.81	\$ 170.87	\$ 651.36	\$ 651.36
										\$ 3,998.31	\$ 40,814.73

Option Year Two: 1/1/2016 - 12/31/2016 Annual PI 3%

Description	Material	Size	Qty	Freq.	Unit Price	Fuel Surcharge	Enviro fee	State Tax	County Tax	Monthly Price	Annual Price
A. Public Works	Refuse	6-Yd	1	2X/Week	\$ 227.82	\$ 46.38	\$ 27.42	\$ 51.28	\$ 159.86	\$ 512.76	\$ 6,153.06
B. Maplewood City Hall	Refuse	6-Yd	1	2X/Week	\$ 227.82	\$ 46.38	\$ 27.42	\$ 51.28	\$ 159.86	\$ 512.76	\$ 6,153.06
C. Maplewood Comm Center	Refuse	4-Yd	3	2X/Week	\$ 472.96	\$ 96.29	\$ 56.93	\$ 106.45	\$ 331.88	\$1,064.51	\$12,774.06
D. Goodrich Park	Refuse	8-Yd	1	1X/Week	\$ 170.49	\$ 34.71	\$ 20.52	\$ 38.37	\$ 119.63	\$ 383.72	\$ 4,604.59
E. Wakefield Park	Refuse	8-Yd	1	1X/Week	\$ 170.49	\$ 34.71	\$ 20.52	\$ 38.37	\$ 119.63	\$ 383.72	\$ 4,604.59
H. Harvest Park	Refuse	8-Yd	2	1X/Week	\$ 259.12	\$ 52.76	\$ 31.19	\$ 58.32	\$ 181.32	\$ 582.71	\$ 6,992.49
I. Hazelwood Park (July 4th)*	Refuse	20-yd	1	1X/Week	\$ 332.06	\$ 65.45	\$ 37.85	\$ 57.49	\$ 176.00	\$ 668.84	\$ 668.85
										\$ 4,109.00	\$ 41,950.70

Option Year Three: 1/1/2017 – 12/31/2017 Annual PI 3%

Description	Material	Size	Qty	Freq.	Unit Price	Fuel Surcharge	Enviro fee	State Tax	County Tax	Monthly Price	Annual Price
A. Public Works	Refuse	6-Yd	1	2X/Week	\$ 234.65	\$ 47.72	\$ 28.24	\$ 52.81	\$ 164.65	\$ 528.07	\$ 6,336.90
B. Maplewood City Hall	Refuse	6-Yd	1	2X/Week	\$ 234.65	\$ 47.72	\$ 28.24	\$ 52.81	\$ 164.65	\$ 528.07	\$ 6,336.90
C. Maplewood Comm Center	Refuse	4-Yd	3	2X/Week	\$ 487.15	\$ 99.18	\$ 58.63	\$ 109.64	\$ 341.83	\$1,096.43	\$ 13,157.15
D. Goodrich Park	Refuse	8-Yd	1	1X/Week	\$ 175.60	\$ 35.75	\$ 21.14	\$ 39.52	\$ 123.22	\$ 395.23	\$ 4,742.82
E. Wakefield Park	Refuse	8-Yd	1	1X/Week	\$ 175.60	\$ 35.75	\$ 21.14	\$ 39.52	\$ 123.22	\$ 395.23	\$ 4,742.82
H. Harvest Park	Refuse	8-Yd	2	1X/Week	\$ 266.89	\$ 54.34	\$ 32.12	\$ 60.07	\$ 187.28	\$ 600.70	\$ 7,208.44
I. Hazelwood Park (July 4th)*	Refuse	20-yd	1	1X/Week	\$ 342.58	\$ 65.45	\$ 37.85	\$ 59.21	\$ 181.28	\$ 686.37	\$ 866.37
										\$ 4,230.12	\$ 43,211.38

Option Year Four: 1/1/2018 – 12/31/2018 Annual PI 3%

Description	Material	Size	Qty	Freq.	Unit Price	Fuel Surcharge	Enviro fee	State Tax	County Tax	Monthly Price	Annual Price
A. Public Works	Refuse	6-Yd	1	2X/Week	\$ 241.69	\$ 49.21	\$ 29.09	\$ 54.40	\$ 169.59	\$ 543.98	\$ 6,527.75
B. Maplewood City Hall	Refuse	6-Yd	1	2X/Week	\$ 241.69	\$ 49.21	\$ 29.09	\$ 54.40	\$ 169.59	\$ 543.98	\$ 6,527.75
C. Maplewood Comm Center	Refuse	4-Yd	3	2X/Week	\$ 501.76	\$ 102.16	\$ 60.39	\$ 112.93	\$ 352.08	\$1,129.32	\$ 13,551.89
D. Goodrich Park	Refuse	8-Yd	1	1X/Week	\$ 180.87	\$ 36.83	\$ 21.77	\$ 40.71	\$ 126.92	\$ 407.10	\$ 4,885.18
E. Wakefield Park	Refuse	8-Yd	1	1X/Week	\$ 180.87	\$ 36.83	\$ 21.77	\$ 40.71	\$ 126.92	\$ 407.10	\$ 4,885.18
H. Harvest Park	Refuse	8-Yd	2	1X/Week	\$ 274.90	\$ 55.97	\$ 33.09	\$ 61.87	\$ 192.90	\$ 618.73	\$ 7,424.72
I. Hazelwood Park (July 4th)*	Refuse	20-yd	1	1X/Week	\$ 352.86	\$ 65.45	\$ 37.85	\$ 60.99	\$ 186.72	\$ 703.86	\$ 8,663.37
										\$ 4,354.07	\$ 44,506.33

* Hazelwood Park doesn't include delivery fee o \$60.00 and removal fee \$75.00 this is a base rate

Allied Waste Services of the Twin Cities

“Proudly keeping the Twin Cities clean since 1948”



In the Twin Cities metropolitan area alone, we operate a hauling service comprised of over 300 waste collection vehicles that continue around the clock, 7 days a week. Our service guarantee, combined with our service standards, allows for you, a priority customer, to receive the very best in service.

Please review the following proposal for your current waste needs:

4/8/13

City of Maplewood Facilities

City Facilities	Qty	Size	Frequency	Monthly Rate	FRF (Fuel) 19.26 %	ERF (Env) 10%	CEC 53%	SWMT 17%	Monthly Total
City Hall	1	6	2	\$161.03	\$31.01	\$16.10	\$110.32	\$35.39	\$353.85
Public Works	1	6	2	\$161.03	\$31.01	\$16.10	\$110.32	\$35.39	\$353.85
Maplewood Community Center	3	4	2	\$347.60	\$66.95	\$34.76	\$238.13	\$76.38	\$763.82
Wakefield Park All Year	1	8	1	\$106.00	\$20.42	\$10.60	\$72.62	\$23.29	\$232.93
Harvest Park (April-October)	2	8	1	\$190.70	\$36.73	\$19.07	\$130.64	\$41.90	\$419.05
Hazelwood Park (July 1st)	1	20	one time	\$225.00	\$43.34	\$22.50	\$154.14	\$49.44	\$494.42
Goodrich Park (April-October)	1	8	1	\$106.00	\$20.42	\$10.60	\$72.62	\$23.29	\$232.93
** Fuel is a variable fee.									

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Mychal Fowlds, IT Director
DATE: December 2, 2013
SUBJECT: Approval of Additional Office Furniture for Police Department Expansion Project

Introduction

The City Council has approved Police Department Expansion Phase 3. The majority of the construction was put out for bid and awarded to the low bidder, Jorgenson Inc. Certain items were not part of the bid package. As these items arise staff will present them to the City Council for approval.

Background

Phase 3 of the Police Department Expansion Project involves the remodeling of the majority of the existing Police Department. Existing work spaces will be remodeled and new work spaces will be created. In doing so staff has needs for the item shown below. This item is considered to be outside the scope of the construction bid but is certainly part of the Police Department Expansion Project.

Commercial Furniture Services (CFS) – Office furniture purchases and installation for Section 1 (predominantly offices on the South side of the building) of Phase 3 utilizing US Communities pricing not to exceed \$36,000.

Budget Impact

The item listed above has been planned for and will be funded from the Police Department Expansion Project fund.

Recommendation

It is recommended that approval be given to proceed with the Police Department Expansion Project item listed above.

Attachments

1. CFS Invoice



A Herman Miller Dealer

Larry Farr / c: 651.755.3098

City of Maplewood

1830 County Road B East

Maplewood MN 55109

P: 651.249.2342 F: 651.249.2319

larry.farr@ci.maplewood.mn.us

CFS Representative

Jim Good

P: 952.915.6364

jim.good@cfsmn.com

F: 952.922.4025

11/27/2013

CITY OF MAPLEWOOD // POLICE - PHASE 3 - SECTION 1 (T2)

AREA 324					
Qty	Mfg	Item #	Description	Unit	Extended
1	HMI	DT1DS.3672LG	+Oval Table,Squared Edge,Lam,3-Column Base,Spanner 36D 72W	\$596.74	\$596.74
			J5 +frosted inner tone light		
			MT +medium tone		
			57 +glides		
6	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	\$350.72	\$2,104.32
			MC1 Black		
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			Z2 Silver		
			~ No Heavy Duty Upgrade		
			~ Std Black Base		
			C5 Std Carpet Casters		
			E3 Seat Depth Adjustment Upgrade		
			~ No Selection		
			LB1 Adjustable Lumbar Support		
			~ Std Packaging		
			Priced per us communities contract for SITONIT seating products		
				SubTotal :	\$2,701.06

AREA 325					
Qty	Mfg	Item #	Description	Unit	Extended
4	CFS	755848	Flat Bracket	\$10.00	\$40.00
1	HMI	A2310.2448L	+Work Surf,Sq-Edge Rect Lam 24D 48W	\$97.15	\$97.15
			HT +inner tone		
			MT +medium tone		
1	HMI	A2310.2496L	+Work Surf,Sq-Edge Rect Lam 24D 96W	\$196.04	\$196.04
			HT +inner tone		
			MT +medium tone		
1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W	\$218.37	\$218.37
			HT +inner tone		
			MT +medium tone		

1	HMI	A2394.24	+H-Leg for 24D Wk Surf	\$82.65	\$82.65
			MT +medium tone		
2	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H	\$166.75	\$333.50
			KA +keyed alike		
			MT +medium tone		
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
1	HMI	A3410.1648	+Tackboard,B-Style 16H 48W	\$73.37	\$73.37
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
2	HMI	AO213.72	+Wall Strip 72H	\$18.85	\$37.70
			MT +medium tone		
1	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish	\$80.47	\$80.47
			~ No Daisy Chain Selection		
			~ No Chicago Cord		
1	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam	\$44.00	\$44.00
			HT +inner tone		
1	HMI	Y5010.	+Drw,Pencil 21W 16D	\$18.48	\$18.48
			MT +medium tone		
1	HMI	Y91176.T2	@Flo Dual-Screen Monitor Arm Assembly - through-surface mount, up to 2 3/4" thick	\$313.30	\$313.30
			0I @silver		
1	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$168.97
1	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F	\$187.12	\$187.12
			SR *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer		
			SS *smooth paint on smooth steel		
			MT *medium tone		
			2A *for Action Office Series 1 and 2 squared-edge work surface		
			KA *keyed alike		
			3M *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer		
1	HMI	LW200.361	*Lat File,W-Pull Freestd 2 Dwr Raised Hgt 36W	\$262.69	\$262.69
			SS *smooth paint on smooth steel		
			MT *medium tone		
			KA *keyed alike		
			NO *no counterweight (must gang or anchor)		
			2R *side-to-side filing rail		
2	SIT	5224	Freelance, Side Chair with Casters, Arms	\$210.43	\$420.86
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			~ No Seat Foam Upgrade		
			~ No Ballastic Nylon Option		

FB Black Frame
 ~ No Ganging Bracket Upgrade
 C13 Std Carpet Casters
 Priced per us communities contract for SITONIT seating products

1	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	\$350.72	\$350.72
		MC1	Black		
		FABRIC	Fabric Grade Selections		
		26-GRD3	Fabric Grade 3		
		MILESTONE	Milestone Standard Color Selection		
		058	Milestone Bison		
		~	No Selection		
		Z2	Silver		
		~	No Heavy Duty Upgrade		
		~	Std Black Base		
		C5	Std Carpet Casters		
		E3	Seat Depth Adjustment Upgrade		
		~	No Selection		
		LB1	Adjustable Lumbar Support		
		~	Std Packaging		

SubTotal : \$2,925.39

AREA 326

<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>	<i>Unit</i>	<i>Extended</i>
2	CFS	755848	Flat Bracket	\$10.00	\$20.00
1	HMI	A2310.2448L	+Work Surf,Sq-Edge Rect Lam 24D 48W	\$97.15	\$97.15
		HT	+inner tone		
		MT	+medium tone		
1	HMI	A2310.2496L	+Work Surf,Sq-Edge Rect Lam 24D 96W	\$196.04	\$196.04
		HT	+inner tone		
		MT	+medium tone		
1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W	\$218.37	\$218.37
		HT	+inner tone		
		MT	+medium tone		
1	HMI	A2394.24	+H-Leg for 24D Wk Surf	\$82.65	\$82.65
		MT	+medium tone		
4	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H	\$166.75	\$667.00
		KA	+keyed alike		
		MT	+medium tone		
		5D	+kira 2-Pr Cat 3		
		15	+kira 2 ash		
2	HMI	A3410.1648	+Tackboard,B-Style 16H 48W	\$73.37	\$146.74
		5D	+kira 2-Pr Cat 3		
		15	+kira 2 ash		
1	HMI	AO213.60	+Wall Strip 60H	\$17.40	\$17.40
		MT	+medium tone		

3	HMI	AO213.72	+Wall Strip 72H	\$18.85	\$56.55
			MT +medium tone		
2	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish	\$80.47	\$160.94
			~ No Daisy Chain Selection		
			~ No Chicago Cord		
1	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam	\$44.00	\$44.00
			HT +inner tone		
1	HMI	Y5010.	+Drw,Pencil 21W 16D	\$18.48	\$18.48
			MT +medium tone		
1	HMI	Y91171.CM	*Flo Sngle-Screen Monitor Arm Support,Surf Clamp	\$146.09	\$146.09
			OI *silver		
1	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$168.97
1	HMI	FV696.62	+Stiffener, 62 1/8W	\$19.72	\$19.72
1	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F	\$226.80	\$226.80
			SR *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer		
			SS *smooth paint on smooth steel		
			MT *medium tone		
			2A *for Action Office Series 1 and 2 squared-edge work surface		
			KA *keyed alike		
			3M *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer		
2	SIT	5224	Freelance, Side Chair with Casters, Arms	\$210.43	\$420.86
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			~ No Seat Foam Upgrade		
			~ No Ballastic Nylon Option		
			FB Black Frame		
			~ No Ganging Bracket Upgrade		
			C13 Std Carpet Casters		
			Priced per us communities contract for SITONIT seating products		
1	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	\$350.72	\$350.72
			MC1 Black		
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			Z2 Silver		
			~ No Heavy Duty Upgrade		
			~ Std Black Base		
			C5 Std Carpet Casters		
			E3 Seat Depth Adjustment Upgrade		

~ No Selection
 LB1 Adjustable Lumbar Support
 ~ Std Packaging
 Priced per us communities contract for SITONIT seating products

SubTotal : \$3,058.48

AREA 327

Qty	Mfg	Item #	Description	Unit	Extended
2	CFS	755848	Flat Bracket	\$10.00	\$20.00
1	HMI	A2310.2448L	+Work Surf,Sq-Edge Rect Lam 24D 48W HT +inner tone MT +medium tone	\$97.15	\$97.15
1	HMI	A2310.2496L	+Work Surf,Sq-Edge Rect Lam 24D 96W HT +inner tone MT +medium tone	\$196.04	\$196.04
1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W HT +inner tone MT +medium tone	\$218.37	\$218.37
1	HMI	A2394.24	+H-Leg for 24D Wk Surf MT +medium tone	\$82.65	\$82.65
3	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H KA +keyed alike MT +medium tone 5D +kira 2-Pr Cat 3 15 +kira 2 ash	\$166.75	\$500.25
2	HMI	A3410.1648	+Tackboard,B-Style 16H 48W 5D +kira 2-Pr Cat 3 15 +kira 2 ash	\$73.37	\$146.74
1	HMI	AO213.60	+Wall Strip 60H MT +medium tone	\$17.40	\$17.40
3	HMI	AO213.72	+Wall Strip 72H MT +medium tone	\$18.85	\$56.55
2	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish ~ No Daisy Chain Selection ~ No Chicago Cord	\$80.47	\$160.94
1	HMI	Y5010.	+Drw,Pencil 21W 16D MT +medium tone	\$18.48	\$18.48
1	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam HT +inner tone	\$44.00	\$44.00
1	HMI	Y91176.T2	@Flo Dual-Screen Monitor Arm Assembly - through-surface mount, up to 2 3/4" thick OI @silver	\$313.30	\$313.30
1	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$168.97

1	HMI	FV696.62	+Stiffener, 62 1/8W		\$19.72	\$19.72
1	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F		\$226.80	\$226.80
			SR	*3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer		
			SS	*smooth paint on smooth steel		
			MT	*medium tone		
			2A	*for Action Office Series 1 and 2 squared-edge work surface		
			KA	*keyed alike		
			3M	*drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer		
2	SIT	5224	Freelance, Side Chair with Casters, Arms		\$210.43	\$420.86
			FABRIC	Fabric Grade Selections		
			26-GRD3	Fabric Grade 3		
			MILESTONE	Milestone Standard Color Selection		
			058	Milestone Bison		
			~	No Selection		
			~	No Seat Foam Upgrade		
			~	No Ballastic Nylon Option		
			FB	Black Frame		
			~	No Ganging Bracket Upgrade		
			C13	Std Carpet Casters		
				Priced per us communities contract for SITONIT seating products		
1	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93		\$350.72	\$350.72
			Multi-Adjustable Arms			
			MC1	Black		
			FABRIC	Fabric Grade Selections		
			26-GRD3	Fabric Grade 3		
			MILESTONE	Milestone Standard Color Selection		
			058	Milestone Bison		
			~	No Selection		
			Z2	Silver		
			~	No Heavy Duty Upgrade		
			~	Std Black Base		
			C5	Std Carpet Casters		
			E3	Seat Depth Adjustment Upgrade		
			~	No Selection		
			LB1	Adjustable Lumbar Support		
			~	Std Packaging		
				Priced per us communities contract for SITONIT seating products		
					SubTotal :	\$3,058.94

AREA 328						
<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>		<i>Unit</i>	<i>Extended</i>
1	HMI	DT1CS.42LX	+Round Table,Squared Edge,Lam,4-Column Base 42" dia		\$383.15	\$383.15
			J5	+frosted inner tone light		
			MT	+medium tone		
			57	+glides		
4	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93		\$350.72	\$1,402.88
			Multi-Adjustable Arms			
			MC1	Black		
			FABRIC	Fabric Grade Selections		

26-GRD3 Fabric Grade 3
 MILESTONE Milestone Standard Color Selection
 058 Milestone Bison
 ~ No Selection
 Z2 Silver
 ~ No Heavy Duty Upgrade
 ~ Std Black Base
 C5 Std Carpet Casters
 E3 Seat Depth Adjustment Upgrade
 ~ No Selection
 LB1 Adjustable Lumbar Support
 ~ Std Packaging
 Priced per us communities contract for SITONIT seating products

SubTotal : \$1,786.03

AREA 330

<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>	<i>Unit</i>	<i>Extended</i>
2	HMI	A2310.2454L	+Work Surf,Sq-Edge Rect Lam 24D 54W HT +inner tone MT +medium tone	\$113.97	\$227.94
1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W HT +inner tone MT +medium tone	\$218.37	\$218.37
4	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H KA +keyed alike MT +medium tone 5D +kira 2-Pr Cat 3 15 +kira 2 ash	\$166.75	\$667.00
2	HMI	A3410.1648	+Tackboard,B-Style 16H 48W 5D +kira 2-Pr Cat 3 15 +kira 2 ash	\$73.37	\$146.74
4	HMI	AO213.72	+Wall Strip 72H MT +medium tone	\$18.85	\$75.40
2	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish ~ No Daisy Chain Selection ~ No Chicago Cord	\$80.47	\$160.94
1	HMI	Y5010.	+Drw,Pencil 21W 16D MT +medium tone	\$18.48	\$18.48
2	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam HT +inner tone	\$44.00	\$88.00
2	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$337.94
1	HMI	Y91171.T2	+Flo Sngle-Screen Monitor Arm Support,Thro-Surf Mnt, up to 2 3/4 thick OI +silver	\$146.09	\$146.09
1	HMI	Y92001.07	+Wishbone Post 7 7/8H	\$30.80	\$30.80

			OI +silver		
1	HMI	Y92050.	@Cast Grommet	\$44.00	\$44.00
			OI @silver		
2	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F	\$226.80	\$453.60
			SR *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer		
			SS *smooth paint on smooth steel		
			MT *medium tone		
			2A *for Action Office Series 1 and 2 squared-edge work surface		
			KA *keyed alike		
			3M *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer		
2	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93	\$350.72	\$701.44
			Multi-Adjustable Arms		
			MC1 Black		
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			Z2 Silver		
			~ No Heavy Duty Upgrade		
			~ Std Black Base		
			C5 Std Carpet Casters		
			E3 Seat Depth Adjustment Upgrade		
			~ No Selection		
			LB1 Adjustable Lumbar Support		
			~ Std Packaging		
			Priced per us communities contract for SITONIT seating products		
				SubTotal :	\$3,316.74

AREA 331					
<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>	<i>Unit</i>	<i>Extended</i>
2	HMI	A2310.2454L	+Work Surf,Sq-Edge Rect Lam 24D 54W	\$113.97	\$227.94
			HT +inner tone		
			MT +medium tone		
1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W	\$218.37	\$218.37
			HT +inner tone		
			MT +medium tone		
4	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H	\$166.75	\$667.00
			KA +keyed alike		
			MT +medium tone		
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
2	HMI	A3410.1648	+Tackboard,B-Style 16H 48W	\$73.37	\$146.74
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
4	HMI	AO213.72	+Wall Strip 72H	\$18.85	\$75.40
			MT +medium tone		

2	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish	\$80.47	\$160.94
			~ No Daisy Chain Selection		
			~ No Chicago Cord		
1	HMI	Y5010.	+Drw,Pencil 21W 16D	\$18.48	\$18.48
			MT +medium tone		
2	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam	\$44.00	\$88.00
			HT +inner tone		
2	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$337.94
1	HMI	Y91171.T2	+Flo Sngle-Screen Monitor Arm Support,Thro-Surf Mnt, up to 2 3/4 thick	\$146.09	\$146.09
			OI +silver		
1	HMI	Y92001.07	+Wishbone Post 7 7/8H	\$30.80	\$30.80
			OI +silver		
1	HMI	Y92050.	@Cast Grommet	\$44.00	\$44.00
			OI @silver		
2	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F	\$226.80	\$453.60
			SR *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer		
			SS *smooth paint on smooth steel		
			MT *medium tone		
			2A *for Action Office Series 1 and 2 squared-edge work surface		
			KA *keyed alike		
			3M *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer		
2	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	\$350.72	\$701.44
			MC1 Black		
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			Z2 Silver		
			~ No Heavy Duty Upgrade		
			~ Std Black Base		
			C5 Std Carpet Casters		
			E3 Seat Depth Adjustment Upgrade		
			~ No Selection		
			LB1 Adjustable Lumbar Support		
			~ Std Packaging		
			Priced per us communities contract for SITONIT seating products		

SubTotal : \$3,316.74

AREA 332

<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>	<i>Unit</i>	<i>Extended</i>
2	HMI	A2310.2454L	+Work Surf,Sq-Edge Rect Lam 24D 54W	\$113.97	\$227.94
			HT +inner tone		
			MT +medium tone		

1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W	\$218.37	\$218.37
			HT +inner tone		
			MT +medium tone		
4	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H	\$166.75	\$667.00
			KA +keyed alike		
			MT +medium tone		
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
2	HMI	A3410.1648	+Tackboard,B-Style 16H 48W	\$73.37	\$146.74
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
4	HMI	AO213.72	+Wall Strip 72H	\$18.85	\$75.40
			MT +medium tone		
2	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish	\$80.47	\$160.94
			~ No Daisy Chain Selection		
			~ No Chicago Cord		
2	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam	\$44.00	\$88.00
			HT +inner tone		
1	HMI	Y5010.	+Drw,Pencil 21W 16D	\$18.48	\$18.48
			MT +medium tone		
2	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$337.94
1	HMI	Y91171.T2	+Flo Sngle-Screen Monitor Arm Support,Thro-Surf Mnt, up to 2 3/4 thick	\$146.09	\$146.09
			0I +silver		
1	HMI	Y92001.07	+Wishbone Post 7 7/8H	\$30.80	\$30.80
			0I +silver		
1	HMI	Y92050.	@Cast Grommet	\$44.00	\$44.00
			0I @silver		
2	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F	\$226.80	\$453.60
			SR *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer		
			SS *smooth paint on smooth steel		
			MT *medium tone		
			2A *for Action Office Series 1 and 2 squared-edge work surface		
			KA *keyed alike		
			3M *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer		
2	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms	\$350.72	\$701.44
			MC1 Black		
			FABRIC Fabric Grade Selections		
			26-GRD3 Fabric Grade 3		
			MILESTONE Milestone Standard Color Selection		
			058 Milestone Bison		
			~ No Selection		
			Z2 Silver		

- ~ No Heavy Duty Upgrade
 - ~ Std Black Base
 - C5 Std Carpet Casters
 - E3 Seat Depth Adjustment Upgrade
 - ~ No Selection
 - LB1 Adjustable Lumbar Support
 - ~ Std Packaging
- Priced per us communities contract for SITONIT seating products

SubTotal : \$3,316.74

AREA 334

<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>	<i>Unit</i>	<i>Extended</i>
2	CFS	755848	Flat Bracket	\$10.00	\$20.00
1	HMI	A2310.2448L	+Work Surf,Sq-Edge Rect Lam 24D 48W	\$97.15	\$97.15
			HT +inner tone		
			MT +medium tone		
1	HMI	A2310.2496L	+Work Surf,Sq-Edge Rect Lam 24D 96W	\$196.04	\$196.04
			HT +inner tone		
			MT +medium tone		
1	HMI	A2350.3072L	+Penin,Sq-Edge Round-End Lam 30D 72W	\$218.37	\$218.37
			HT +inner tone		
			MT +medium tone		
1	HMI	A2394.24	+H-Leg for 24D Wk Surf	\$82.65	\$82.65
			MT +medium tone		
4	HMI	A3352.1348	+Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H	\$166.75	\$667.00
			KA +keyed alike		
			MT +medium tone		
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
2	HMI	A3410.1648	+Tackboard,B-Style 16H 48W	\$73.37	\$146.74
			5D +kira 2-Pr Cat 3		
			15 +kira 2 ash		
1	HMI	AO213.60	+Wall Strip 60H	\$17.40	\$17.40
			MT +medium tone		
3	HMI	AO213.72	+Wall Strip 72H	\$18.85	\$56.55
			MT +medium tone		
2	LUX	UC-25-36-BK	36.5" T8 Lamp - Black Finish	\$80.47	\$160.94
			~ No Daisy Chain Selection		
			~ No Chicago Cord		
1	HMI	Y2091.L	+Crn Wedge,Sq-Edge Lam	\$44.00	\$44.00
			HT +inner tone		
1	HMI	Y5010.	+Drw,Pencil 21W 16D	\$18.48	\$18.48
			MT +medium tone		

1	HMI	Y7727.1A	+LT Series Keyboard Solutions,Fully Adj,HDPE Tray w/adj Mouse Tray 19In Trk	\$168.97	\$168.97
1	HMI	Y91176.T2	@Flo Dual-Screen Monitor Arm Assembly - through-surface mount, up to 2 3/4" thick OI @silver	\$313.30	\$313.30
1	HMI	FV696.62	+Stiffener, 62 1/8W	\$19.72	\$19.72
1	HMI	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F SR *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer SS *smooth paint on smooth steel MT *medium tone 2A *for Action Office Series 1 and 2 squared-edge work surface KA *keyed alike 3M *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer	\$226.80	\$226.80
2	SIT	5224	Freelance, Side Chair with Casters, Arms FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection ~ No Seat Foam Upgrade ~ No Ballastic Nylon Option FB Black Frame ~ No Ganging Bracket Upgrade C13 Std Carpet Casters Priced per us communities contract for SITONIT seating products	\$210.43	\$420.86
1	SIT	5623YB1.A93	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms MC1 Black FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection Z2 Silver ~ No Heavy Duty Upgrade ~ Std Black Base C5 Std Carpet Casters E3 Seat Depth Adjustment Upgrade ~ No Selection LB1 Adjustable Lumbar Support ~ Std Packaging Priced per us communities contract for SITONIT seating products	\$350.72	\$350.72

SubTotal : \$3,225.69

ESTIMATED LABOR / DELIVERY

<i>Qty</i>	<i>Mfg</i>	<i>Item #</i>	<i>Description</i>	<i>Unit</i>	<i>Extended</i>
1	CFS	LABREG-N	Estimated Labor	\$5,200.00	\$5,200.00
1	CFS	VEH	Estimated Vehicle Charges	\$296.00	\$296.00

1	LUX	FREIGHT	FREIGHT ON TASKLIGHTS	\$60.00	\$60.00
1	CFS	HDWE	Consumable Supplies/Anchors	\$250.00	\$250.00
			Consumable Supplies/Anchors		
1	CFS	LABDES	Estimated Design Labor/CAD Services	\$250.00	\$250.00
1	CFS	LABREG	Estimated Project Management/Coordination	\$275.00	\$275.00
1	CFS	DISP	Disposal of packaging material	\$200.00	\$200.00
				SubTotal :	\$6,531.00

SALES TAX NOT INCLUDED - TBD					
Qty	Mfg	Item #	Description	Unit	Extended
1		SALESTX	Sales Tax Not Included - To Be Determined (If Applicable)	\$0.00	\$0.00
				SubTotal :	\$0.00

Grand Total : \$33,236.81

Commercial Furniture Services, Inc. - Terms and Conditions

Each quotation, proposal or purchase order is subject to these Terms and Conditions of Sale, except as agreed upon by Commercial Furniture Services, Inc. (CFS) in writing.

1. QUOTATIONS AND ORDERS

- a. **DOCUMENTS:** Documentation, bids, designs, renderings, images, photos and floor plans provided by CFS remain the property of CFS until the time of sale to the Buyer. The Buyer or his authorized agent(s) must provide CFS accurate and detailed prints and elevations of the project's base building. Changes required to remedy situations due to inaccurate base building floor plans and elevations can result in additional charges to the Buyer.
- b. **TERMS:** Prices quoted by CFS are firm for 30 days from the date of our quotation as per the terms established by a written Purchase Agreement between CFS and the Buyer. Clerical errors are subject to correction.
- c. **ACCEPTANCE:** All orders require a (i) hard copy or electronic Purchase Order from the Buyer or, (ii) an approved quotation with an authorized signature and date of acceptance.
- d. **DIFFERENT OR ADDITIONAL TERMS:** CFS will consider any different, additional or modified terms proposed by the Buyer in his Purchase Order or, any other response to CFS' offer as a counter offer. All Terms and Conditions must be agreed upon and signed off by CFS and the Buyer in written form before the order will be approved and processed.
- e. **CUSTOMER REQUIRED DATE:** A mutually agreed upon delivery date between the Buyer and CFS is required for each order and will be used as the customer's required date.
- f. **DEPOSITS:** A minimum deposit of **50%** will be required for all orders.

2. INVOICING

- a. **TIMING:** Product orders will be invoiced after the delivery of the order to the project jobsite or, two weeks after the order has been held in an offsite location due to a delay in the project. Services will be invoiced after the services have been substantially rendered. Progress invoices for services may be billed to the Buyer if the project takes more than two weeks time to complete.
- b. **PAYMENT TERMS:** Payment Terms are Net 30 days from the date of the invoice. The Buyer agrees not to withhold payment on any invoice because of partial delivery or open punch list items.
- c. **FREIGHT:** Unless otherwise noted, any applicable freight charges and surcharges are not included in CFS' price quotations and will be invoiced as a separate line item.
- d. **TAXES:** Unless otherwise noted, any applicable sales, use, excise or any other taxes are not included in CFS' price quotations and, they will be invoiced to the Buyer as a separate line item. The Buyer agrees to pay any and all applicable taxes. If the Buyer has a Tax Exempt status, a Certificate of Tax Exemption must be provided to CFS prior to the order placement. The Buyer is responsible for any self-assessment and remittance of any and all applicable taxes due jurisdictions outside of Minnesota.

3. OTHER CHARGES

- a. **CHANGES/CANCELLATIONS:** The buyer will pay all additional charges from the manufacturer(s) for order changes and/or cancellations which the manufacturers agree to and accept. Any and all changes to orders placed by CFS on the Buyer's behalf must be communicated in written form by an authorized representative of the Buyer. **ALL PRODUCT IS CUSTOM MANUFACTURED TO THE BUYER'S SPECIFICATIONS AND CANNOT BE RETURNED.**
- b. **ADDITIONAL HANDLING CHARGES:** Additional handling charges will be billed to the Buyer in the following cases: if the jobsite is not available on the mutually agreed upon customer required date; if there are delays because of site conditions which do not allow CFS clear and easy access for the project installation; if the activities of other trades hinder or delay the schedule of CFS' scheduled work; if there are delays in product shipments not purchased from CFS; if the agreed upon work schedule and project phasing is altered and requires more trips and shift differential pay or, there are conditions that are outside of the requirements for performance that are defined in CFS' proposal / quotation. Charges incurred by CFS to meet the altered project requirements will include all labor, transportation, storage, third party, building prep and materials, elevator / lift charges, supplies and materials, etc. - billed at the applicable rate.
- c. **STORAGE:** If the project jobsite is not ready to receive the Buyer's material ordered from CFS, CFS will arrange to store the material on the jobsite, on trailers, at CFS' facility or, in another facility. All additional handling, transportation and storage charges will be billed to the Buyer. The Buyer will provide insurance coverage for the product which requires storage.
- d. **LEGAL FEES:** Should either party incur any expense in enforcing any terms, covenants, conditions, representations, or warranties of the Agreement, the party in default will pay all expenses including reasonable attorney's fees.

4. DELIVERY & INSTALLATION

- a. **CFS' RESPONSIBILITIES:** CFS will receive, inspect, stage, deliver and install the Buyer's products. All new furniture will be cleaned and put into good working order. Cartoning and packing materials will be removed; the Buyer will be responsible for all charges - labor, transportation and fees - for recycling or disposing of the waste from their project. All used furniture is sold "As-Is, Where-Is". It will be cleaned, repaired or refurbished only with an additional written service agreement signed by the Buyer and acknowledged by CFS. Where circumstances allow and permit, CFS may elect to receive the Buyer's products at the project jobsite.
- b. **FREIGHT CLAIMS:** Claims for product damaged in transit will be processed by CFS and damaged product will be repaired or replaced to the reasonable satisfaction of the customer. For Buyer's product required to be held off site by CFS due to project delays, an agreement must be reached and signed off on - in written form - regarding receiving, inspection, freight claims and hidden damages, processes and, handling charges.
- c. **DROP SHIPMENTS:** In the case of Drop Shipments when the Buyer's products are delivered directly to the Buyer without any installation services performed by CFS - the Buyer will receive, inspect and install the goods purchased from CFS. The Buyer will be responsible for all inspections and freight claims in the event of damage to the product they have purchased from CFS. Any claims must be filed within 15 days from receipt of product.
- d. **NORMAL BUSINESS HOURS:** Unless otherwise agreed upon by CFS and the Buyer- delivery, installation and other CFS services will be done during Normal Business Hours 7:00 - 4:30, Monday- Friday, excluding Holidays.
- e. **CONDITION OF JOBSITE:** The project jobsite will be clean and clear of all obstructions, materials, equipment and debris. The Buyer will provide adequate facilities and space for CFS to unload, stage, move, handle and store the products required for the installation of the Buyer's goods.
- f. **JOBSITE SERVICES:** The Buyer will provide electrical, heating, lighting and elevator / lift / hoist services to CFS at the project jobsite without any charge to CFS. Additional handling charges will result from any delays which CFS experiences in sharing docks or elevators / lifts / hoists with other building trades or tenants.
- g. **DELIVERY & INSTALLATION:** CFS is a non-union company. If applicable, trade regulations at the time of installation require employing other tradesman to complete the installation - union or non-union - any additional costs will be paid by the Buyer.

- h. **ELECTRICAL, DATA AND PHONE:** As per Minnesota Statute, a Licensed Electrician must hardwire all furniture components to the house base power, make panel to panel connections and perform any other electrical work as denoted by Minnesota statutes and codes. The Buyer and his contractor must provide an electrician, at their cost, to perform this work as well as all Data and Phone work required for their project. CFS does not provide these services unless the Buyer requests that CFS contract with a licensed electrician, low-voltage or communications vendor, whose charges would then be quoted to, and passed on to, the buyer.
- i. **MOVING/RELOCATION SERVICES:** Buyer's responsibilities: The Buyer will have all furniture, equipment and contents prepped, labeled and packed as per CFS' Moving Instructions. The Buyer will be packed and ready for their move at the agreed upon time. Representatives will be available to answer any questions regarding the move on both ends of the move. Additional charges may result if the Buyer does not prepare for their relocation as per CFS' instructions, if they are not ready at the agreed upon time, or if they are not present to answer relevant questions during their move. All electronic equipment including computers, printers, copiers, phones, servers, etc., must be prepped and disconnected by the Buyer or his authorized equipment representatives. CFS will not be responsible for damages to any equipment that is not properly prepped or disconnected. CFS also does not re-install any of the above items, nor will they take any responsibility to do so. CFS will not be responsible for moving laptop computers, tablets or any other personal electronic devices.
- j. **RISK OF LOSS:** The responsibility for the security and safeguarding of the delivered furniture shall pass to the Buyer at the time of delivery to the project jobsite or designated storage facility. Upon delivery to the project jobsite or storage facility, the Buyer assumes all Risks of Loss of the goods and the Buyer shall not be released from any obligations under this agreement because of any loss, damage or disrepair suffered by the goods following delivery to the project jobsite or storage facility.
- k. **INSURANCE:** CFS will carry General Liability, Workman's Compensation, Property Damage and, Automobile Insurance. The Buyer will be responsible to carry, at their expense, Liability and Property insurance covering the jobsite and its contents including all risks of physical loss and damage.

5. ADDITIONAL TERMS

- a. **WARRANTIES:** Disclaimer of Liability - CFS will assist the Buyer in the resolution of problems on claims concerning damaged and/or defective materials or workmanship made within the Guarantee or Warranty Period as stated by the particular manufacturer, supplier or fabricator and will arrange for the repair or replacement of any damaged or defective items following delivery or installation. CFS disclaims any warranties, express or implied, including warranties of merchant-ability and fitness for a particular purpose. CFS will have no responsibility whatsoever to the Buyer or to any other person for injury to person or damage or loss of property or value caused by any product purchased hereunder. ALL WARRANTIES LIE WITH THE MANUFACTURER OF EACH PRODUCT - NOT CFS.
- b. **INTERPRETATION OF TERMS AND CONDITIONS:** This writing is intended by all parties as the final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their dealings between the parties, if any. No failure by any party to insist upon strict compliance by the other party with any of the terms, provisions, or condition of the Agreement, in any instance, shall be construed as a waiver or relinquishment by either party or by the other party's right to insist upon strict compliance therewith in the future. Whenever a term defined by the Uniform Commercial Code as adopted in Minnesota is used in this agreement and not otherwise defined, the definition contained in the Code is to control.
- c. **CTS BEYOND REASONABLE CONTROL:** CFS will not be liable for any delay or failure to deliver any or all of the product or services in case of delay or failure is caused by Buyer's actions, labor disputes, strikes, wars, riots, civil commotion, fire, flood, earthquake, hurricane, accident, storm or other destruction whole or in part of the product or the manufacturing plant, lack or inability to obtain raw materials, labor, fuel, or any other cause, contingency, or circumstances which prevent or hinder the manufacturer or delivery of the product or services beyond the reasonable control of CFS.
- d. **WAIVER:** Neither party waives any of its rights or consents to any default under this agreement unless such party does so in writing.
- e. **ASSIGNMENT AND DELEGATION:** No right or interest in this agreement shall be assigned by either Buyer or CFS without the written permission of the other party, and no delegation of any obligation owed, or of the performance of any obligation either by Buyer or CFS shall be made without the written permission of the other party. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this section.
- f. **INSTALLATION, SERVICE, AND/OR CONTRACTS:** Additional terms and conditions may apply to CFS' design, installation, rental and/or service contracts. Such contracts are incorporated herein by reference and shall take precedence on any conflict of terms.
- g. **SECURITY INTEREST:** Buyer hereby grants CFS a purchase-money security interest in all goods identified in any invoice hereafter issued under this agreement in connection with the purchase of such goods to secure payment of the amount of such invoice and accrued finance charges thereon, and the Buyer hereby irrevocably authorizes CFS to file from time to time financing statements describing as collateral any goods so identified in any such invoice. Such goods will not be affixed to any real property in any manner which would change its nature from that of personal property to a fixture. Failure to pay any amount owed with respect to this agreement or any invoice issued under this agreement when due, or the occurrence of voluntarily or involuntarily proceeding under bankruptcy or insolvency laws which affects this agreement, shall constitute a default following which CFS may pursue any legal or equitable remedy available to CFS. Buyer will notify CFS immediately of any changes of name, location, or, if applicable, state of incorporation, organization or other registration.
- h. **APPLICABLE LAW:** This agreement and all rights and obligations of the parties shall be governed by the laws of the State of Minnesota.

Company Name: _____

Title: _____

Authorized Signature: _____

Date: _____

Print Name: _____

Please return by mail, fax or email to:

Commercial Furniture Services

Attn: Jim Good

4301 Highway 7

St Louis Park MN 55416

Fax: 952.922.4025

jim.good@cfsmn.com

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Mychal Fowlds, IT Director

DATE: December 2, 2013

SUBJECT: Authorization to Request Funding from Ramsey/Washington Suburban Cable Commission for Council Chambers Improvements

Introduction

The City utilizes the Council Chambers for numerous commission and board meetings. Those meetings are also to be broadcast live and recorded for playback. A large amount of our current equipment is nearing its end of life. This proposal would replace the majority of our core systems while adding additional functionality to the space.

Background

The current cameras and related equipment were installed in 2005/2006 in the amount of roughly \$45,000 via an equipment replacement grant by the Cable Commission. While that equipment has worked well we are beginning to see intermittent issues. In 2010 we upgraded our audio equipment in the amount of roughly \$26,000 also funded via an equipment grant. While most of this equipment is still functioning as expected there are some needed improvements as well. What follows is a summary of improvements that are included in this request for funding.

- Cameras & Corresponding Equipment – This includes the replacement of all of our cameras with new HD cameras and very similar controls to what we currently have. This also includes a new switcher for controlling what gets broadcast when. Our current switcher was purchased in 2006.
- Cablecast Recording & Playback – Once we move to HD we will need to replace the equipment used to capture and replay our meetings. This includes a system similar to our existing system but would be able to handle HD while also giving us some new features for our Bulletin Board.
- Press-to-Speak Audio Upgrade – This will replace our current microphone stands with stands that will allow you to “raise your hand”. You’ll still be able to turn your microphones on and off but you will now be able to request to speak through your microphone as well. This will replace our current microphone stands and our homemade request to speak system.
- Wireless Microphones – This request includes the replacement of both of our wireless microphones.
- Media Switch at Dais – This provides the ability to connect and broadcast your laptop or iPad from any section of the dais. Currently we’re able to do this from only the presentation area by the document camera. This would allow anyone seated at any area of the dais to give their presentation from where they are sitting.
- Chamber Displays – Lastly, this request includes 2 additional flat panel TV’s for viewing material within the chambers.

If funded, the items listed in this project would not only upgrade and replace our core equipment used for capturing our meetings, they would also provide us with new tools to help improve the meeting itself.

Budget Impact

Assuming that the request is granted by the Ramsey/Washington Suburban Cable Commission there would be no long term budget impact to the City. If funds are allocated we will follow the City's purchasing procedures and bring the purchase back to the City Council for approval.

Recommendation

It is recommended that authorization be given to request funding from Ramsey/Washington Suburban Cable Commission for Council Chambers improvements.

Attachments

1. Alpha Video proposal



7711 Computer Ave, Edina MN 55435
 Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
11/12/13	AAAQ26349	MAP004

We are an equal opportunity employer

Prepared For:	Sales Representative:
Mychal Fowlds City of Maplewood 1830 East County Road B Maplewood, MN 55109 USA Phone: (651)249-2923 Fax: Terms: NET 30 Ship via: Best Way	Bob Follestad Sales Executive 952-841-3302 bob.follestad@alphavideo.com

ID #	Item	Description	Qty	Unit Price	Ext. Price
Budgetary Council Chamber Upgrade					
Cameras & Accessories					
1	BRCH700	Sony HD 3-CCD Robotic Camera	4	\$7,254.00	\$29,016.00
2	HFBKHD1	Sony HD-SDI Output Board	4	\$1,613.00	\$6,452.00
3	535-2000-223	Vaddio Model 700 Wall Mount Bracket	4	\$169.00	\$676.00
SubTotal					\$36,144.00
Production Switcher & Accessories					
4	GR1000	Broadcast Pix Granite 1000 1ME Switcher w/ Panel	1	\$28,239.00	\$28,239.00
5	140	Broadcast Pix Chromakeys	1	\$894.00	\$894.00
6	800	Broadcast Pix Sony Camera Control	1	\$850.00	\$850.00
7	818	Broadcast Pix USB To 422 Box for 4 Cameras	1	\$1,120.00	\$1,120.00
8	601	Broadcast Pix 1-Day Onsite Manufacturer Training	1	\$1,950.00	\$1,950.00
9	400FP-3	Samsung 40" Commercial LCD Montior	1	\$885.00	\$885.00
10	MTAU	Chief Medium Adjustable Tilt Wall Mount	1	\$85.00	\$85.00
11	U2312HM	Dell Ultrasharp 23" Monitor	1	\$238.00	\$238.00
SubTotal					\$34,261.00
Cablecast Recording \ Playback \ Management					
Tightrope HD Playout System Estimate					
12	CBL-SXHDLE--BND	Tightrope Cablecast Video Server with 1 decoder, 1 encoder and 4TB of storage One channel decode, one channel encode, multi-format server with 4TB of storage in a 2 rack unit chassis. SDI / HD-SDI (no analog video or Audio). Includes Cablecast and Carousel Framework. This product is part of a bundle, which includes: 6 hours of end user training (SVC-PH-TRAIN) and 3 hours of installation assistance (SVC-PHINST)	1	\$14,125.00	\$14,125.00



7711 Computer Ave, Edina MN 55435

Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
11/12/13	AAAQ26349	MAP004

We are an equal opportunity employer

ID #	Item	Description	Qty	Unit Price	Ext. Price
13	CBL-CG320	Tightrope Bulletin Board Player 2 rack unit Carousel player for Cablecast SX servers with SDI, composite output and genlock input. Hardware accelerated graphics ability. Includes Composite/SVIDEO/Component/HDMI input adaptor. Composite and SD/HD SDI outputs included, with genlock	1	\$3,710.00	\$3,710.00
SubTotal					\$17,835.00
Router and Conversion Equipment					
14	04-926503-00	Kramer Sierra Video 1616HD-3G 16x16 HDSDI Router	1	\$2,980.00	\$2,980.00
15	HD10CEA	AJA HD/SD SDI to Analog Audio and Video Converter	1	\$575.00	\$575.00
16	HD10AVA	AJA Analog Audio and Video to SD/HD SDI Converter	1	\$575.00	\$575.00
17	RMB	AJA Rack Mount Bracket	2	\$6.00	\$12.00
SubTotal					\$4,142.00
18		Audio Systems \ Press to Speak			
19	486140	Beyer NCS 50/32(E) Central Control Unit for up to 32 Mic Units	1	\$2,566.00	\$2,566.00
20	459313	Beyer MCS 523 Chairman's Mic Unit	1	\$404.00	\$404.00
21	459305	Beyer MCS 521 Delegate's Mic Unit	10	\$373.00	\$3,730.00
22	549398	Beyer MCS 50 Syste Connecting Cable	100	\$8.00	\$800.00
23	450308	Beyer NCS Cabling Connection Adapter	7	\$85.00	\$595.00
24	T9FB737793	Global Industrial D-Sub Conntector DB15 Pin Jack w Hood	12	\$5.00	\$60.00
25	T9FB738603	Global Industrial D-Sub Conntector DB15 Pin Plug w Hood	12	\$5.00	\$60.00
SubTotal					\$8,215.00
Wireless Microphone Systems					
26	705101	Beyer NE-912 Two Channel Diversity Receiver 626-698MHz	1	\$991.00	\$991.00
27	705284	Beyer S-910-M Handheld TX, Black Metal Housing 626-698 MHz	1	\$244.00	\$244.00
28	490512	Beyer DM-969-S Changeable Capsule - Dynamic Super Cardioid	1	\$184.00	\$184.00
29	705748	Beyer TS-910-M Pocket TX, Black Metal Housing 626-698 MHz	1	\$251.00	\$251.00
30	471895	Beyer MCE-10.18 Condensor Lavalier Microphone	1	\$276.00	\$276.00
31	459976	Beyer AT-70 A/B UHF Antenna Kit	1	\$246.00	\$246.00
32	473618	Beyer AVK-800/10 Low Attenuation Antenna Cabling	1	\$108.00	\$108.00
SubTotal					\$2,300.00
Media Switch for each location at The Dais					
33	VP-81SID	Kramer 8x1 Digital Step-In Switcher	2	\$1,515.00	\$3,030.00
34	39900	C2G 2 Port Auto Switch	1	\$83.00	\$83.00
35	HUB-2SA	United Security N/O or N/C Button Switch	2	\$25.00	\$50.00
SubTotal					\$3,163.00



7711 Computer Ave, Edina MN 55435

Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

Quotation

Date	Quote #	Cust #
11/12/13	AAAQ26349	MAP004

We are an equal opportunity employer

ID #	Item	Description	Qty	Unit Price	Ext. Price
Council Chamber Displays					
36	ME55C	Samsung Commercial 55" LED Displays	2	\$1,965.00	\$3,930.00
37	CMA330	Chief Fixed Ceiling Plate	2	\$45.00	\$90.00
38	CMS0406	Chief Adjustable Pipe 48" ~ 72"	2	\$106.00	\$212.00
39	CMA152	Chief Cable Management Coupler	2	\$28.00	\$56.00
40	PCSU	Chief Ceiling Mount	1	\$225.00	\$225.00
SubTotal					\$4,513.00
FM Antenna					
41	AFHD4	Pixel Technologies AM/FM Antenna Kit	1	\$147.00	\$147.00
SubTotal					\$147.00
Installation					
42	INTEGRATION LABOR	Alpha Video Integration Labor	1	\$18,242.86	\$18,242.86
43	MATERIALS	Alpha Video Integration Materials	1	\$3,689.40	\$3,689.40
SubTotal					\$21,932.26
Freight Additional					

Shipping charges are not included and will be billed at actual cost.
Sales tax is not included and will be billed at actual.

Sub Total	\$132,652.26
Sales Tax	\$9,119.84
Shipping	\$0.00
Total	\$141,772.10

Accepted by: _____ Date: _____ PO: _____

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change.
MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: DuWayne Konewko, Parks and Recreation Director
Ginny Gaynor, Natural Resources Coordinator

DATE: December 2, 2013

SUBJECT: Approval of Grant Acceptance and Award of Contract for Historic Context Study

Introduction

Maplewood has submitted and received a grant to conduct an historic context study. At the December 9, 2013 meeting, City Council will consider acceptance of the grant and awarding of the contract.

Background

Maplewood is in the early stages of historic preservation planning. The planning process is guided by: 1) Maplewood's 2030 Comprehensive Plan-Chapter 9, 2) Heritage Preservation Ordinance, 3) requirements for Certified Local Governments (Maplewood achieved this designation in 2012), and 4) state and federal preservation standards.

Earlier this year, the Heritage Preservation Commission (HPC) approved pursuing a grant to conduct an historic context study. This type of study organizes history based on cultural themes and their geographical and chronological limits. For example, one historic context for the state of Minnesota is "Early Agriculture and River Settlement (1840-1870). The context study is a framework for evaluating the relative significance of cultural resources. Rather than concentrating on individual properties, it focuses on broad themes that the city can use to organize and evaluate resources. The contexts established create a foundation for future preservation planning and projects.

Maplewood has received a \$9500 grant to conduct the historic context study. The funds for this grant are provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society. This project will establish historic contexts for the city and identify property types associated with each context. The final report will be written in a manner which is engaging and of interest to the public.

Staff requested proposals from four historical consultants and received bids from two consulting firms – Thomas R. Zahn and Associates and Summit Envirosolutions, Inc. Both firms are well-qualified, their proposals were for the full \$9500 grant, and their proposals met the city's requirements. Staff recommends awarding the project to Thomas R. Zahn and Associates. They have conducted more historic context studies for full cities than Summit Envirosolutions, Inc. In addition, the sample study submitted by Thomas Zahn and Associates was written and formatted for use by the general public and is cited as an excellent model for a context study by the State Historic Preservation Office.

Budget Impact

The \$9500 grant will cover all consultant fees on the project. No other budget impacts are anticipated. No matching funds are required.

Recommendation

It is recommended that the Council accepts the \$9500 Cultural and Historic grant to conduct a historic context study.

It is recommended that the council authorize staff to enter into a contract for services with Thomas Zahn and Associates in the amount of \$9500 to conduct an historic context study.

Attachments

1. Proposal from Thomas R. Zahn & Associates



THOMAS R. ZAHN & ASSOCIATES LLC



807 Holly Avenue • Saint Paul, Minnesota 55104 • 651-221-9765

PROPOSAL

FOR
CONSULTANT SERVICES
CREATION OF A HISTORIC CONTEXT STUDY
FOR THE CITY OF MAPLEWOOD, MINNESOTA

PROJECT PROPOSAL

The office of THOMAS R. ZAHN & ASSOCIATES LLC proposes to provide the requested services and products under contract to the CITY OF MAPLEWOOD in the period from December 2013 through August 2014. The requested services and products will be completed in conformance with:

- the study as outlined in the *Request for Proposal, City of Maplewood, Historic Context Study*; and
- the Secretary of the Interior's Standards for Preservation Planning as outlined in the Federal Register of 9-29-83, pages 44716-44740.

The fee for the context study will be **\$ 9,500.**

Thomas R. Zahn

Submitted To:
Virginia Gaynor, Natural Resources Coordinator
City of Maplewood, 1902 County Road B East
Maplewood, Minnesota 55109
November 26, 2013

INTRODUCTION

This past summer the ASSOCIATES completed a National Register nomination evaluation for the Oak Grove/ Bloomington Cemetery in Bloomington Minnesota. Subsequently, the State Historic Preservation Office (SHPO) has determined those historic grounds eligible for the Register, triggering the final nomination process for this second-tier suburb's significant burial grounds. Increasingly, suburban communities like Bloomington and Maplewood are exploring ways to discover, record and value their historical contributions to the region.

With the creation of a set of specific historic contexts, Maplewood takes the important step of linking preservation to planning, ensuring a vibrant future for the community by building on the resources of its past. Historic contexts will allow the city to evaluate the community's late 19th century rail-related resources through its mid-20th century growth assets, incorporating them in the comprehensive planning process, while securing the character and spirit inherent in Maplewood's history.

In general, historic contexts are considered most valuable as a "framework" for evaluating the relative significance of cultural resources such as varied sites, structures, districts, and other elements. They serve as an organizational tool for defining a community's history, a past which is often otherwise lengthy, complex, and unwieldy. They serve as measurable tools to the National Park Service for evaluating potential National Register landmarks and districts. They also provide the foundation for a vibrant city-wide historic preservation plan.

Rather than concentrating on individual properties or even neighborhoods, historic contexts focus on broad, overarching themes that provide the city with the means to organize and evaluate its resources and lend perspective on the past. By developing these preservation themes, the city can most effectively evaluate current resources, designate new ones, and plan for preservation in future generations. The contexts will allow for a more equitable designation of properties, as each site can then be viewed in terms of what is best for the city as a whole, rather than as a single instance in isolation. These contexts also assist commissioners in making difficult decisions about the preservation of buildings, sites, and structures that best represent Maplewood's history, and to target future preservation efforts in the areas where they are most effective.

Identified and defined contexts can also be used as a rallying point for educational and community participation initiatives and are integral to future planning for land use, economic development, parks and recreation, transportation, public infrastructure and housing. As more data is organized, the contexts will evolve and change, recommendations will be updated and the contexts will become more useful as long-range planning tools. The expanded contexts, in addition to being a framework for evaluation resources, will be useful in public education programs for neighborhood organizations, government bodies, and local schools. Rather than serving as a static end point that "mothballs" historic resources, this study is designed to be an exciting jumping-off point for the future of preservation in Maplewood.

The ASSOCIATES propose to use their considerable experience in both community planning and historic resource management to help Maplewood and its HPC develop the contextual component for the city's preservation plan. Our past work on historic contexts for other communities has been well-received with the State Historic Preservation Office (SHPO) staffer, Michael Koop, even calling our Chaska work "a model for other context studies."

Related THOMAS R ZAHN & ASSOCIATES' project experience includes Historic Context studies for:

- City of Waseca (contextual development for entire incorporated city)
- City of Mankato (contextual development for entire incorporated city)
- City of Chaska and Chaska Township (contextual evaluation for entire incorporated city and township)
- City of Faribault (contextual evaluation and refinement for entire incorporated city)
- City of Lake City (contextual development for entire incorporated city)
- City of Minneapolis (contextual development for entire incorporated city)

WORK PLAN

As defined above, the main objective for the ASSOCIATES in defining historic contexts for the City of Maplewood is to provide a framework for the community's history that can assist in making future planning decisions, including though not limited to, National Register nominations, building surveys, and a comprehensive preservation plan.

CONTEXTUAL RESEARCH DESIGN DEVELOPMENT

The study process will begin by meeting with interested parties, including the Heritage Preservation Commission (HPC) and City representatives, to identify prominent local resources, sites, and priorities. The ASSOCIATES will then meet with the State Historic Preservation Office regarding federal guidelines and state contexts.

The ASSOCIATES will review previous historic records including, but not limited to, local and regional histories, mapping, insurance maps, and photographic documentation found at the Maplewood Area Historical Society (MAHS), the Maplewood Public Library, the Ramsey County Historical Society, the City files, and the Minnesota Historical Society. During this phase of the study, the ASSOCIATES will review of the statewide contexts to determine significant interface between local and statewide contexts. The ASSOCIATES will also review all previous Maplewood preservation planning projects including any archeological studies completed within the incorporated city.

In addition to these standard reviews, the ASSOCIATES will evaluation and compare Maplewood's railroad resources and history to our extensive work in rail-related projects. This includes, but is not limited to our work with railroad resources in Saint Paul's Lowertown district, the Northern Pacific Railway Depot in Staples, and the Shoreham Roundhouse and yards in Northeast Minneapolis. More recently (January 2013) the ASSOCIATES completed the National Register nomination for the Duluth and Iron Range Railroad Company Passenger Station in Tower, Minnesota. The context studies for Lake City, Chaska and Mankato all address railroad resources in those communities. The *City of Waseca Historic Context Study* (2010) includes an entire context (**Context 2—The Railroad**) with sub-contexts titled: the Winona & St. Peter Line and the Minneapolis & St. Louis Line; Railroad-Related Buildings and Resources; Property Types; and Railroad Context Recommendations.

CONTEXTUAL DEVELOPMENT AND ANALYSIS

Armed with an initial analysis of broad development patterns, the consultants will collect background information on those patterns. From this research, the consultants will initiate a tour of the city, with a focus on the neighborhood and business growth patterns. The tour will help to refine our analysis of Maplewood's built environment and historic resources. Synthesizing the research and the visual survey analysis, the consultants will develop overviews, chronologies of significant events, important broad patterns, identify entrepreneurs/builders/architects, related property types, bibliographies, and recommendations for the 5-8 contexts that particularly represent Maplewood's development and history, as well as the City's role within the state's history. That contextual outline will be distributed for review and comment by the HPC and the City's staff.

CONTEXTUAL AND PLANNING PROCESS REFINEMENT

After reviewing the comments to the draft outline, the consultants will then write a draft report including historic contexts, their parameters and definitions, and recommendations for structuring subsequent phases of the preservation planning process and involving the public and private sectors in that process. In addition, the "Residential" context chapter will include an architectural style guide with Maplewood style examples pictured and listed by address (as was done in the Lake City, Chaska, Mankato, and Waseca context studies). With the completion of the draft report, the consultants will distribute copies of the draft to the major participants in the Maplewood preservation effort for their review.

With comments on the draft from the City, the HPC and the SHPO, the consultants will complete the refinement, layout and production of the City of Maplewood Context Study. **DELIVERABLES:** A minimum of ten (10) copies of the final project report; one (1) digital copy of every photograph taken or utilized for the project, with date and location denoted; and a digital copy of the final report in PDF format. The ASSOCIATES will also prepare a computer-aided presentation for the final community meeting.

Throughout the study process the ASSOCIATES will provide monthly progress reports and meet with the HPC, the MAHC, and City staff for systematic review and evaluation.

PROJECT BUDGET

Project Administration

Administration:	8 hrs. @ \$75/hr. =	\$ 600.00	
HPC/City meetings:	8 hrs. @ \$75/hr. =	600.00	
	6 hrs. @ \$50/hr. =	<u>300.00</u>	
			\$ 1,500.00

Project Design & Research

Project design:	4 hrs. @ \$75/hr. =	\$ 300.00	
Photography:	8 hrs. @ \$75/hr. =	600.00	
Research/review:	4 hrs. @ \$75/hr. =	300.00	
	40 hrs. @ \$50/hr. =	2000.00	
	20 hrs. @ \$20/hr. =	<u>400.00</u>	
			\$ 3,600.00

Plan Development

Draft report:	16 hrs. @ \$75/hr. =	\$ 1200.00	
	40 hrs. @ \$50/hr. =	2000.00	
	8 hrs. @ \$20/hr. =	160.00	
Refine report:	6 hrs. @ \$75/hr. =	450.00	
	2 hrs. @ \$20/hr. =	<u>40.00</u>	
			\$ 3,850.00

Additional Costs

Misc. office and supply:		\$ 150.00	
Report printing costs:		345.00	
Mileage:	approx. 100 miles X \$.55 =	<u>55.00</u>	
			\$ 550.00

TOTAL BUDGET:

\$ 9,500.00

Principal will complete all components listed at \$75/hr.

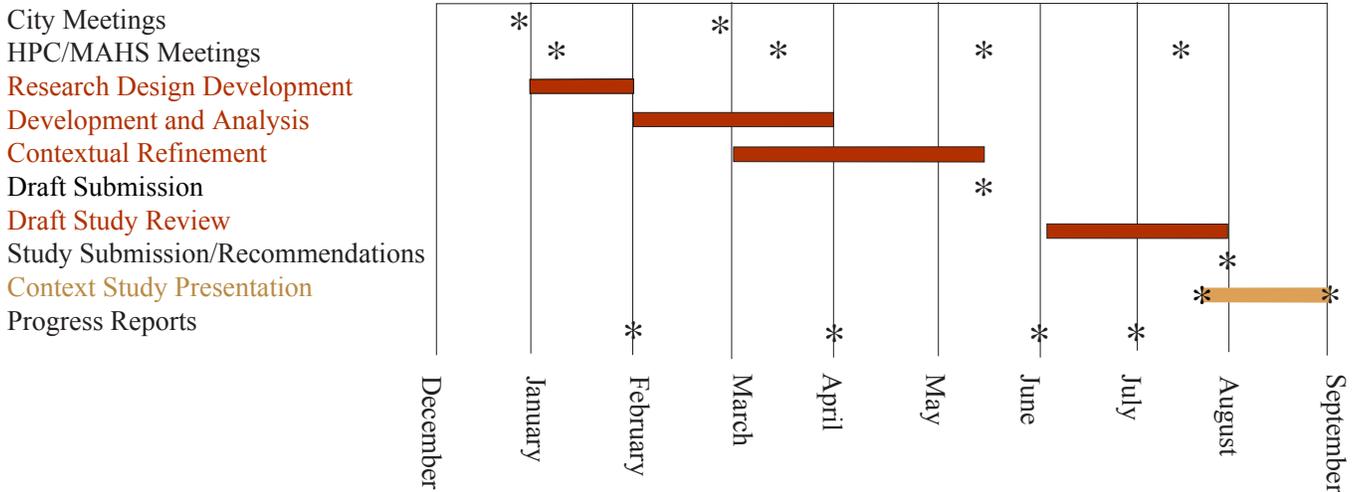
Principal Associate will complete components listed at \$50/hr.

Researcher Associate will complete components listed at \$20/hr.

PROPOSED PAYMENT SCHEDULE

Service /Product	Amount
Completion of initial site visit and resource analysis	\$ 1,500.00
Completion of draft context report	3,000.00
Completion of final context report	4,000.00
Completion of final presentation	<u>975.00</u>
TOTAL:	\$ 9,500.00

PROPOSED PROJECT TIMELINE



REFERENCES

Paul Vogel

City of Mankato, Director of Community Development
 507-387-8613
 pvogel@city.mankato.mn.us

Kimberly Johnson

City of Waseca, Planning Director, AICP
 508 South State Street
 507-835-9741
 kimj@ci.waseca.mn.us

Kevin Ringwald, AICP

City of Chaska, Director of Planning and Development, AICP
 952-448-9200
kringwald@chaskamn.com

BID PRINCIPAL

Name: Thomas R. Zahn
 Social Security #: 317-44-4959
 Address: 807 Holly Avenue
 Saint Paul, Minnesota 55104

Firm Name: Thomas R. Zahn & Associates LLC
 Number of years in business: Twenty-seven
 Insurer: State Farm Insurance (up to \$1,000,000)

Signature of Bidder:
 Title: Thomas R. Zahn, President
 Telephone Number: 651-221-9765
 E-mail: preservation@tzahn.com

THOMAS R. ZAHN**PRINCIPAL**

Principal, THOMAS R. ZAHN & ASSOCIATES, LLC
 Master of Architecture/Urban Planning—University of Minnesota
 Architectural Studies—Washington University, Saint Louis
 Bachelor of Arts, Political Science—University of Notre Dame

As the Preservation Planner for the City of Saint Paul from 1982-1986, Mr. Zahn provided staffing services for the preservation program of over 50 locally designated historic sites and three historic districts comprised of more than 800 structures. His services included:

- developing the local nomination form and design guidelines for the Lowertown Historic District,
- supervising the publication of the Saint Paul and Ramsey County Historic Sites Survey,
- conceiving and designing the Saint Paul Heritage Preservation Commission Report, and
- documenting existing conditions (age of structure, address, preservation classification, and photographic documentation) of Summit Avenue in preparation for the creation of the West Summit Avenue District.

In July of 1986 Mr. Zahn formed THOMAS R. ZAHN & ASSOCIATES, a consultant firm dedicated to addressing the design and planning needs of the preservation community. Upon the formation of the ASSOCIATES, the National Trust for Historic Preservation hired Mr. Zahn to provide consulting services on the preservation and reuse of Johnston Hall in Faribault, Minnesota. He participated in the Preservation Advisory Services Team (PAST) consultation and prepared the Johnston Hall Report for publication by the National Trust and the City of Faribault.

From 1990 to 1991 THOMAS R. ZAHN & ASSOCIATES was under contract with the City of Minneapolis to develop the City's Preservation Plan. This preservation planning process included the development of historic contexts for Minneapolis, facilitating a number of Heritage Preservation Commission workshops, and coordinating the City's preservation efforts with the Minneapolis Neighborhood Revitalization Program.

In 1991 Mr. Zahn was selected by the Wisconsin Trust for Historic Preservation to coordinate the Trust's public education project. Working with Landscape Research, Mr. Zahn completed the Wisconsin Historic Resource Handbook, prepared the Historic Wisconsin Preservation Workshop, and developed the scripts for two slide shows representing the goals and objectives of the preservation movement in Wisconsin. Mr. Zahn was then selected by the Wisconsin Trust to present day-long workshops throughout the State promoting preservation resource management and local preservation initiatives. Mr. Zahn then completed a series of preservation brochures for distribution throughout Wisconsin. The series included primers on: Historic Resource Management, The Dos and Don'ts of Rehabilitation, Saving Threatened Buildings Through Reuse, Saving Wisconsin's Rural Landscape, The Economics of Historic Preservation, and Historic Signage in Identifying Wisconsin's Heritage.

In 1993, under contract with the City of Faribault, Mr. Zahn completed the City's Downtown Design Guidelines and facilitated a workshop on their application for Faribault business owners. Since that time his office has completed design guidelines for the cities of Little Falls, Shakopee, Lake City, Chatfield, Northfield, New Ulm, St. Cloud, Breckenridge/Wahpeton ND, Litchfield, Carver, Lanesboro (2013) and the Village of Afton (2013).

In 2003, the ASSOCIATES were selected by the City of Lake City to complete the contextual development phase of their preservation plan. That effort has been recognized as one of the finest contextual studies for a community in Minnesota. Since that time the ASSOCIATES completed contextual studies for the cities of Chaska, Mankato, and Waseca, Minnesota.

Mr. Zahn serves on the Board of Advisors to the National Alliance of Preservation Commissions and served as an editor of the Alliance Review, the Preservation Commission national newsletter. He served as President of the Preservation Alliance of Minnesota and has participated in presentations on preservation program management at the National Trust Preservation Conferences in Baltimore, Seattle, Cincinnati, Charleston, and Miami. Zahn has served as speaker on the reuse study process at the National Trust Regional Conference in Saint Paul, the Minnesota Preservation Conference in Saint Peter and at the American Planning Association Conference in Duluth. More recently in Alexandria, he made a presentation on the development and use of design guidelines at the American Planning Association Conference.

BETHANY GLADHILL**PRINCIPAL ASSOCIATE**

Master of Arts in Historic Preservation—Goucher College, Baltimore
 Winner of McCullough prize for Best Thesis
 Founding editor of Goucher Historic Preservation Journal
 Bachelor of Arts, magna cum laude—Tufts University, Boston

Ms. Gladhill has served as the Research and Writing Associate in a number of varied roles on recent THOMAS R. ZAHN & ASSOCIATES projects. She has completed background research for the Lake City ordinance revisions, which included locating other City ordinances that specifically addressed the historic preservation issues of their business districts; she also researched and wrote the summary history for the City of Chatfield Downtown Preservation Design Manual.

Ms. Gladhill has played a key role in the firm's last four National Register nominations. She researched and prepared the Determination of Eligibility and subsequent National Register nomination for the former the Minneapolis Fire Department Repair Shops. Her preparation included preparing a chronology of events surrounding the formation and growth of fire/public safety in the City of Minneapolis. The State Historic Preservation Commission voted to approve the nomination and forward it to the National Park Service in 2004, and the owners of the property have used this designation to secure federal tax credits. Gladhill also helped complete nomination projects for the Minnesota Building, located in downtown Saint Paul, which was put on the National Register of Historic Places in 2009, Christiania Lutheran Free Church (2010), and just completed work on that Minnesota Milk Company Building which received Minnesota State Review Board approval NOVEMBER 2013 and will be sent to the National Park Service in December for final listing on the Register.

In her work with THOMAS R. ZAHN & ASSOCIATES, Gladhill has specialized in the creation of comprehensive, distinctive Historic Context studies. In 2003, the ASSOCIATES completed such a study for the City of Lake City. This process included meeting with stakeholders, reviewing existing resources and researching new materials, surveying the City's structures, and determining and writing the final contexts. That report has since been used repeatedly by the State Historic Preservation Office as a model for other context studies. More recently, the firm conducted a similar Historic Context Study for the City of Chaska, which has been an instrumental part of the community's preservation efforts. Since that time working with the Associates she has helped develop the context studies for the cities of Mankato and Waseca, Minnesota. Other representational work with the ASSOCIATES includes co-developing an Interpretive Plan for Fort Snelling's Upper Post, researching and assisting with the Wahpeton/Breckenridge Design Guidelines, and researching and writing a site report for a residence in Mankato.

Gladhill's primary focus is the integration of historic preservation into community planning and development. To this end, she has also coordinated the adaptive use of a Minneapolis warehouse into a non-profit theatre venue, participated in the planning of a Northeast Minneapolis arts district, and worked as the Executive Coordinator for the Neighborhood Revitalization Project in the old "Little Italy" district of northeast Minneapolis, including developing that neighborhood's NRP Action Plan. She also volunteers extensively with the Ramsey Hill Association on their semi-annual house tour, and with a historic park group in Saint Paul.

PEG REILLY**RESEARCH, EDITING ASSOCIATE**

Social Work Studies—College of St. Catherine, Saint Paul
 History Studies—University of Minnesota, Minneapolis campus

Ms. Reilly has served as a RESEARCH ASSOCIATE with the ASSOCIATES in the development and writing of the National Register Nomination for the Minnesota Milk Company plant in Saint Paul. She also worked as PROJECT ASSOCIATE in the research, writing and editing of the Bloomington Cemetery Historic Evaluation for eligibility to National Register of Historic Places, 2013. Ms. Reilly is currently assisting in the evaluation study for the proposed expansion of the National Register-listed Lanesboro Historic District.

Ms. Reilly also has extensive experience in corporate community relations; event management; leadership in both non-profit and corporate settings; and community service work as a volunteer serving on numerous non-profit boards and task forces in the Twin Cities area.



THOMAS R. ZAHN & ASSOCIATES SELECTED PROJECTS



HISTORIC CONTEXT STUDIES IN MINNESOTA

- City of Chaska (contextual development for entire incorporated city and township)
- City of Faribault (contextual evaluation and refinement for entire incorporated city)
- City of Lake City (contextual development for entire incorporated city)
- City of Mankato (contextual development for entire incorporated city)
- City of Minneapolis (contextual development for entire incorporated city)
- City of Waseca (contextual development for entire incorporated city)

HISTORIC RESOURCE SURVEYS

- City of Waseca survey of two residential districts and the downtown, 2010
- City of Mankato survey of selected sites for local designation, 2010
- City of Litchfield survey of the downtown National Register district, 2006
- City of Lanesboro (coordinated survey of the entire incorporated city), 1990
- Historic State Owned Buildings Survey & American Youth Hostel Reuse (survey of the State of Minnesota for underutilized National Register, or Register eligible, buildings of reuse for American youth hostels), 1988
- Minnesota Black History (Minneapolis, Saint Paul, and Duluth survey for sites that related to Black history), 1989
- Project Manager, *Twin Cities SOS! (Save Outdoor Sculpture!) Survey* sponsored by the National Museum of American Art, Smithsonian Institution, and the National Institute for the Conservation of Cultural Property. Local coordinating agencies: The Minneapolis Arts Commission and Public Art Saint Paul, 1992-1996
- Project Manager, *Minnesota SOS! Survey*, 1992-1996

NATIONAL REGISTER NOMINATIONS

Duluth, Minnesota

- Saint Mark's African Methodist Episcopal Church, 530 N 5th Avenue E, Duluth

Faribault, Minnesota

- Adam Weyer Wagon Shop, 32 2nd Street NE, Faribault
- Batchelder's Block, 120 Central Avenue North, Faribault
- Cormack McCall House, 817 Ravine Street, Faribault
- Dobbin House/Saint James School, 14th Street NE, Faribault
- Dow Hall and Blind Department Building, State School for the Blind, 6th Avenue SW, Faribault
- Episcopal Rectory, 112 6th Street NW, Faribault
- Frank Berry House, 319 3rd Street NW, Faribault
- Gordon E. Cole House, 111 2nd Street NW, Faribault
- John Cottrell House, 127 1st Street NW, Faribault
- John G. Pfeiffer House, 931 3rd Avenue NW, Faribault
- Jonathan L. Noyes House, 105 1st Avenue NW, Faribault
- Louis Carufel House, 425 3rd Street SW, Faribault
- M.P. Holman House, 107 3rd Avenue NW, Faribault
- Roby W. Allen Oral Home School, 525 5th Street NE, Faribault
- Thomas McCall House, 102 4th Avenue SW, Faribault
- Thomas McMahan House, 603 Division Street East, Faribault
- Timothy McCarthy Building, 24 3rd Street NW, Faribault
- Vincent Lieb House, 201 4th Avenue SW, Faribault

Farmington

- Christiania Lutheran Free Church, 26690 Highview Avenue

Minneapolis, Minnesota

- Charles C. & Kate Koon Bovey House, 400 Clifton Avenue South, Minneapolis
- Crane Island Historic District, Lake Minnetonka, Hennepin County

- Lena O. Smith, 3905 5th Avenue South, Minneapolis
- Minneapolis Fire Barns, 24-28 University Avenue, Minneapolis
- Nicollet Island Historic District, Mississippi River, Minneapolis
- Ogden/Continental Hotel, , 66-68 South 12th Street, Minneapolis

Saint Paul, Minnesota

- Edward Sr. & Markell Brooks House (Eastcliff), 176 North Mississippi River Boulevard, Saint Paul
- Fitzpatrick Building, 465-467 North Wabasha Street, Saint Paul
- Harriet Island Pavilion, 75 Water Street, Saint Paul
- Holman Field Administration Building, 644 Bayfield Street, Saint Paul
- Minnesota Building, 46 East Fourth Street, Saint Paul
- Minnesota Milk Company Building, 370 West University Avenue , Saint Paul
- Pilgrim Baptist Church, 732 West Central Avenue, Saint Paul
- S. Edward Hall House, 996 Iglehart Avenue, Saint Paul
- Saint Agatha's Conservatory of Music and Arts, 26 East Exchange Street, Saint Paul

Tower, Minnesota

- Duluth and Iron Range Railroad Company Passenger Station, Tower

DETERMINATIONS OF ELIGIBILITY TO THE NATIONAL REGISTER

- Eastcliff, The residence of the President of the University of Minnesota. 176 North Mississippi River Boulevard, Saint Paul
- Foster House, 430 7th Street NW, Faribault
- Minneapolis Fire Department Repair Shops, 24-28 University Avenue Northeast, Minneapolis
- Our Lady of Perpetual Help Church, 419-429 21st Avenue South, Minneapolis
- Paradise Resort, South Chisago Lake, Chisago
- Scott Hall, University of Minnesota, Minneapolis
- Six Barns, University of Minnesota, Saint Paul

LOCAL HERITAGE PRESERVATION NOMINATIONS

Lanesboro, Minnesota

- Cady Hayes House, 500 Calhoun Avenue South
- Victorian House, 709 Parkway Avenue South
- Scandinavian Inn, 701 Kenilworth Avenue South
- Galligan House, 706 Parkway Avenue Southwest
- Isaac Vickerman House, 600 Calhoun Avenue South
- Habberstad House, 706 Fillmore Avenue South
- A.J. Lund House, 203 Sheridan Street East
- Anna Vickerman House, 507 Fillmore Avenue South
- Scanlan House, 708 Parkway Avenue South

Mankato, Minnesota

- Adolph O. Eberhart House, 228 East Pleasant Street
- Blue Earth County Courthouse, 204 South 5th Street
- First Presbyterian Church, 220 East Hickory Street
- Heilscher Physicians Building, 325 North Riverfront Drive
- Huttli Tailor Shop, 329 North Riverfront Drive
- Kenny House, 332 Center Street
- Lorin Cray House, 603 South 2nd Street
- Lovelace House, 333 Center Street
- Mankato Union Depot, 112 Riverfront Drive
- Old Main (Mankato State) 301 South 5th Street
- R.D. Hubbard House, 606 Broad Street
- Stahl House, 301 North Riverfront Drive

Saint Paul, Minnesota

- German People's Church, 125 East Congress Street
- Engine House #21, 643 South Ohio Street
- Klotz House, 543 Sherburne Avenue
- Saint Paul Casket Company, 1222 University Avenue
- Charles Thompson Memorial Hall, 1824 Marshall Avenue
- Messerli House, 1216 East Seventh Street
- Salvation Army Women's Home and Hospital, 1471 Como Avenue
- Omaha Iron and Brass Foundry, 626 Armstrong Avenue
- Smith Building, 225-229 1/2 West Seventh Street
- Charles Joy House, 882 Point Douglas Road

DESIGN GUIDELINES

- City of Afton Village Guidelines, 2013
- City of Carver Commercial Design Guidelines, 2009
- City of Carver Residential Design Guidelines, current
- City of Faribault Downtown Design Guidelines, 1993
- City of Little Falls Downtown Design Guidelines, 1998
- City of Lake City Downtown Design Manual, 1999
- City of Shakopee Downtown Design Guidelines, 1999
- City of Chatfield Downtown Preservation Design Manual, 2002
- City of St. Cloud Downtown Preservation Design Manual, 2003
- City of Northfield Downtown Preservation Design Guidelines, 2004
- City of New Ulm Downtown Preservation Design Guidelines, 2005
- City of St. Cloud Residential Historic District Preservation Design Manual, 2005
- City of Little Falls Downtown Design Guidelines (update), 2006
- Cities of Wahpeton ND and Breckenridge MN Downtown Design Guidelines, 2008
- City of Waseca Commercial Design Guidelines, current

FORT SNELLING UPPER AND LOWER POST PROJECTS

- *Fort Snelling State Park Upper Post Reuse Study*
- *Cavalry Barracks, Building 17 & 18 Study*
- *Fort Snelling State Park Upper Post Development and Interpretive Plan*
- *Fort Snelling State Park Upper Post Development Plan, 2008*
- *Historic Fort Snelling Lower Post Reuse Study*

PRESENTATIONS AND WORKSHOPS

- Historic Resource Management presentations:
National Trust Preservation Conference: Baltimore, Seattle, Cincinnati, Charleston, and Miami.
National Trust Regional Conference: Saint Paul
- Summit Avenue Walking Tours, Open U. Inc.
- Wisconsin Trust for Historic Preservation:
Day long Preservation Workshop—designer and presenter: River Falls, Marshfield, Janesville, Milwaukee, Green Bay, Dodgeville.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: DuWayne Konewko, Parks & Recreation Director
DATE: December 1, 2013
SUBJECT: Approval of Consulting Contract for MCC Marketing Services

Introduction

In an effort to expand the Maplewood Community Center's (MCC) membership base and increase banquet room rentals, staff is proposing to enter into a contract with Christie Bernardy (Consultant) to assist us with the development of a marketing plan for the MCC.

Background

The Consultant shall provide a business plan to the MCC that includes the following elements:

1. A marketing plan that shall include, but not be limited to:
 - A plan/schedule to solicit corporate memberships
 - A plan/schedule to solicit corporate meetings and banquets
 - A plan/schedule to solicit corporate sponsors
 - A plan/schedule to increase the MCC membership base.
2. A marketing plan that maximizes social media venues
3. A work plan to assist with promoting special events

The Consultant shall also provide the MCC with the following monthly deliverables:

- Monthly membership e-newsletter to existing members (new)
- Monthly school flyers
- Monthly membership specials
- Specialty class brochures
- Personal training brochures
- Monthly swimming lesson brochures
- Monthly membership print newsletters
- Implement monthly outcomes from corporate business plan
- Monthly updates to social media outlets
- Others as approved by the Parks and Recreation Director

Ms. Christie Bernardy will be compensated at a monthly flat fee of \$1,000 per month (\$12,000 annually) for ten hours of work each week. Additionally, the Consultant shall be available to perform "Additional Work" at an hourly rate of \$25.00 per hour. Such "Additional Work" must be authorized in writing, in advance, by the Parks and Recreation Director.

Mr. Chuck Bethel, City Attorney, has approved the attached City of Maplewood Independent Contractor Consulting Contract.

Budget Impact

The 2014 MCC budget has monies allocated for these marketing services.

Recommendation

Staff is recommending that the council approve the Consulting Contract for MCC Marketing Services with Christie Bernardy that begins on January 1, 2014 and runs through December 2014 and authorizes the City Manager and Parks and Recreation Director to sign the same.

Attachments

1. Independent Contractor Consulting Contract

CITY OF MAPLEWOOD INDEPENDENT CONTRACTOR
CONSULTING CONTRACT

This agreement is entered into on December 19, 2013 by and between the City of the Maplewood (hereinafter "City" or "Employer" and/or "we" or "us" or "our") and **Christie Bernardy** (hereinafter "Consultant" and/or "you" or "your"). This agreement sets forth all terms and conditions concerning the hiring of Christie Bernardy as an independent contractor Consultant.

A. TERM OF APPOINTMENT

This contract shall begin on January 1, 2014 and continue on a weekly basis at the discretion of the City and Consultant, terminating on December 31, 2014, unless terminated earlier by the City of Maplewood or by the Consultant pursuant to this Agreement. Either party may terminate this Agreement for any reason upon 30 days written notice to the other party. The contract will terminate automatically on the termination date unless the appointment is extended in writing prior to the termination date. If the contract is extended, it will terminate automatically upon the new expiration date, unless terminated earlier pursuant to this Agreement.

B. DUTIES AND RESPONSIBILITIES

Consultant shall consult with the Parks and Recreation Director in the performance of all her duties with regard to marketing and the deliverables as set forth herein for the City of Maplewood. The Consultant's duties and responsibilities shall be conducted in accordance with this Agreement and in accordance with all applicable laws and the City's policies, procedures, and rules as established by management. The Consultant agrees that she will be performing all the duties set forth in this job description as an independent contractor and assumes all responsibility for payment of any and all employment taxes arising out of the City's payments to Consultant hereunder. Consultant shall furnish her own equipment and home office and determine her own schedule with regards to completing the deliverables. Consultant hereby indemnifies the City of Maplewood for any employment taxes arising out of the City's payments to Consultant hereunder.

C. DELIVERABLES AND COMPENSATION

Deliverables

Consultant shall deliver the following work (hereafter “Work” or “Deliverables”) in a timely efficient and professional manner:

CONSULTANT SHALL PROVIDE A BUSINESS PLAN TO THE CITY THAT SHALL INCLUDE:

1. A Marketing Plan that shall include, but not be limited to:
 - a. A plan/schedule to solicit corporate memberships; and
 - b. A plan/schedule to solicit corporate meetings and banquets; and
 - c. A plan/schedule to solicit corporate sponsorships; and
 - d. A plan/schedule to increase the membership base.
2. A plan/schedule to further define social media.
3. A plan/schedule to promote and assist with special events.

The City reserves the right to decrease these stated deliverables upon 30 day written notice to Consultant, and any such reduction shall result in a pro rata reduction in compensation to Consultant upon implementation of such reduction.

Compensation

The City will pay Consultant an annual flat fee of Twelve Thousand Dollars (\$12,000.00) for the above deliverables on a pro-rata basis of One Thousand Dollars (\$1,000.00) per month for ten hours of work each week of every month. Such payments shall be paid on the first day of each month following completion of the pro rata deliverables for the previous month. Such payment is contingent upon maintaining completion of the deliverables on a pro-rata basis each month. If Consultant fails to meet these deliverable requirements (except for the advertising minimum) in any given month, then the payment for the next month shall be reduced by pro-rata amount for the deliverables not completed.

Additional Work

Additionally, Consultant shall be available to perform “Additional Work” at an hourly rate of \$25.00 per hour. Such “Additional Work” must be authorized in

writing, in advance, by the Parks and Recreation Director.

As an independent contractor, the Consultant will not receive overtime compensation or compensatory time off or additional compensation beyond the pay established pursuant to this Agreement.

D. WORK FOR HIRE

Consultant agrees that with regard to all Work completed pursuant to this Agreement, i.e. marketing services, etc.:

1. To deliver to us no later than the end of each month, the pro rata Work to be performed that month, or to meet whatever other deadline has been determined for other specific Work, (i.e. Additional Work) in a manner and form satisfactory to us.
2. Upon acceptance of the Work, we agree to pay you One Thousand Dollars per month and/or other payments of Twenty Five Dollars per hour for Additional Work for all rights in the Work. You will not receive any further payment from us.
3. You expressly acknowledge that the material contributed by you hereunder, and your services hereunder, are being specially ordered and commissioned by us for use in connection with marketing, advertising and publishing for the City of Maplewood. The Work contributed by you hereunder shall be considered a "work made for hire" as defined by the copyright laws of the United States. We shall be the sole and exclusive owner and copyright proprietor of all rights and title in and to the results and proceeds of your services hereunder in whatever stage of completion. If for any reason the results and proceeds of your services hereunder are determined at any time not to be a "work made for hire", you hereby irrevocably transfer and assign to us all right, title and interest therein, including all copyrights, as well as all renewals and extensions thereto.
4. You agree that we may make any changes or additions to the Work prepared by you, which we, in our sole discretion, may consider necessary, and may engage others to do any or all of the foregoing, with or without attribution to you. You further agree to waive any so-called moral rights in the Work.
5. You represent that, except with respect to material furnished to you by us, you are the sole author of the Work and all of your services are original and not copied in whole or in part from any other work; that your Work is not libelous or obscene, or knowingly violates the right of privacy or publicity, or any other rights of any person, firm or entity.

E. BREACH

If either party fails at any time to meet any deadlines required herein, or otherwise fails to meet the professional standards required, or otherwise by their actions or inactions provides just cause to terminate this Agreement, then the non-breaching party shall provide the breaching party with written notice of such breach and the breaching party shall have thirty (30) days from receipt of such notice to cure said breach to the satisfaction of the non-breaching party. Any failure to cure said breach upon expiration of the 30 day cure period shall be grounds for immediate termination of the Agreement upon written notice of termination for failure to cure. Notice, if to the City shall be delivered to:

City of Maplewood

Attention: Parks and Rec. Director

1830 County Road B East

Maplewood, MN 55109

Fax (651) 249-2059

And if to Consultant shall be delivered to:

Christie Bernardy

3821 Abercrombie Lane

Stillwater, MN 55082

All written notices to be delivered by mail, shall be delivered by Certified U.S. Mail, Return receipt requested, and shall be deemed delivered three (3) business days after the date the notice was sent. Email and facsimiles shall be deemed delivered the next business day after they are sent.

F. FORCE MAJEURE

Neither party shall be liable for any failure or delay in performance under this Agreement to the extent such delay or failure is proximately caused by conditions beyond its control, including, but not limited to, war, strikes, floods, tornados or other natural disasters or Acts of God or any other cause beyond the reasonable control of the affected party.

G. GENERAL PROVISIONS

This contract constitutes the entire agreement between the parties and supersedes any other agreement either oral or written. The terms of this agreement may be modified only by subsequent written agreement signed by both parties. In the event that any part of this agreement is declared or rendered invalid by court decision or statute, the remaining provisions of the agreement shall remain in full force and effect. Minnesota law shall govern the interpretation and construction of this agreement.

CONSULTANT SIGNATURE:

_____ DATE: _____
Christie Bernardy

SIGNATURES FOR THE CITY OF MAPLEWOOD:

_____ DATE: _____
City Manager

_____ DATE: _____
City Clerk

_____ DATE: _____
Parks and Recreation Director

[This employment contract is not effective until the Consultant has completed all required paperwork necessary to become a City Contract Consultant.]

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: DuWayne Konewko, Parks and Recreation Director
Jim Taylor, Parks Manager

DATE: December 4, 2013

SUBJECT: Approval to Solicit RFP's for a Planning Consultant to Complete the Maplewood Parks System Master Plan.

Introduction

Staff is requesting approval to Solicit RFP's from planning consultants to complete the Maplewood Parks System Master Plan.

In February of 2013, the Council authorized the beginning of an update of the Maplewood Parks and Recreation Master Plan that is based on the Comprehensive Plan. The first phase of this planning update is a thorough engagement of the residents, businesses and parks and recreation users to elicit their comments on issues, needs, updates, trends and improvements that could influence the Parks System Master Plan update. This portion will be completed on Wednesday December 11, 2013 and recommendations from this phase will be brought to City Council in January.

In addition to the above process, Council has authorized a statistically valid city wide survey to be completed in February 2014. The purpose of the survey is to gauge support and begin to establish priorities for future improvements to community parks, recreation, facilities, programs and services. The survey will also speak to future funding needs and identify options to pay for these improvements. The survey will be designed to obtain statically valid results from households throughout the City of Maplewood.

All the data and recommendations collected in these two areas will be turned over to the planning consultants to accomplish the Parks System Plan. We plan to begin soliciting RFP's in January 2014. A selection committee will be assembled by Staff in February and early March. The selection committee will interview the potential consulting firms and make a recommendation to Council following those interviews.

Background

Staff will solicit RFP's for Consulting Services to complete the Maplewood Parks System Master Plan. The goals of this Master Plan will be:

1. Establish a clear vision for the Maplewood parks, recreation, open space, historic preservation, public art, trail and bikeway systems to meet current and future needs of all Maplewood residents including those with disabilities.

2. Establish a detailed implementation program achieving the plan's vision including, developing individual park concept Master Plans, recommending construction phases, estimating the annual costs, as well as outline potential funding sources
3. Establish documented capital funding priorities for improvements and acquisitions to the Parks and Recreation System
4. Establish documented programming priorities for the Parks and Recreation System
5. Evaluate existing Parks and Recreation System features, amenities and services related to peer communities and accepted national standards, to identify problems and potentials
6. Identify the Parks and Recreation System needs, desires, and interests of the community today and in the future, based on anticipated demographics, economic and sociologic changes, and trends
7. Establish documented policies and priorities for preserving and restoring existing natural features and amenities for the benefit of the community as a whole

Staff will be using a best value approach. The consultant will be chosen using the following criteria:

- A. Demonstrated Related Experience (25% of Rating)
- B. Proposed Project Approach (25% of Rating)
- C. Consultant's Fees and Costs (50% of Rating)

Budget Impact

Prospective consultants will be told they should strive to provide the highest level of service at a reasonable cost. Monies for this project have been budgeted in the Parks Development Fund in 2014.

Recommendation

Staff recommends approval to solicit proposals for a Planning Consultant for the Maplewood Parks System Master Plan.

MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, Director of Public Works/City Engineer
Steven Love, Assistant City Engineer

DATE: November 18, 2013

SUBJECT: Approval of Resolution for Final Payment and Acceptance of Project, Lark Avenue Stormwater Lift Station, City Project 11-19

Introduction

The council will consider approving the attached resolution approving final payment to the contractor and acceptance of the project.

Background

On November 15, 2012, the council awarded Dave Perkins Contracting, Inc. a construction contract for lift station improvements in the amount of \$98,645.00. There were no change orders on this project.

The contractor, Dave Perkins Contracting, Inc., has completed the project improvements for the Lark Avenue Stormwater Lift Station; City Project 11-19. The final construction cost is \$94,375.00 which is \$4,270.00 below the approved contract amount. Dave Perkins Contracting, Inc. provided the Consent of Surety to Final Payment, Contractor's Withholding Affidavits (IC 134s), and Affidavits of Release of Liens.

Budget Impact

The current approved total budget for the July 2011 Storm Response, City Project 11-19 is \$429,564 (not including costs associated with the Lark Avenue legal settlement agreement). The current total of expenses incurred to date is \$318,103 for all July 2011 storm response projects. The current expenses incurred to date fall within the allocated budget.

Recommendation

Staff recommends that the council approve the attached resolution Approving Final Payment and Acceptance of Project for the Lark Avenue Stormwater Lift Station, City Project 11-19.

Attachments

1. Resolution Approving Final Payment and Acceptance of Project
2. Engineer's Recommendation for Final Acceptance
3. Final Payment Application

**RESOLUTION
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT
CITY PROJECT 11-19**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 11-19, the Lark Avenue Stormwater Lift Station, and has let a construction contract for completion of the work, and

WHEREAS, the City Engineer for the City of Maplewood has determined that the Lark Avenue Stormwater Lift Station, City Project 11-19, is complete and recommends acceptance of the project.

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

1. City Project 11-19 is complete and maintenance of these improvements is accepted by the City; and the final construction cost is \$94,375.00. Final payment to Dave Perkins Contracting, Inc., and the release of any retainage or escrow is hereby authorized.

Approved this 9th day of December 2013.



November 19, 2013

RE: City of Maplewood
Lark Avenue Stormwater Lift Station
City Project No. 11-19
SEH No. MAPLE 121965

Mr. Steven W. Love, PE, PLS
Assistant City Engineer
City of Maplewood
1902 County Road B East
Maplewood, MN 55109

Dear Mr. Love:

Please find enclosed Application for Payment No. 3 for the Lark Avenue Stormwater Lift Station project. The quantities completed to date have been reviewed and we hereby recommend approval for payment to Dave Perkins Contracting, Inc. in the amount of \$94,375.00. Payment Application 3 represents the final payment for this project in the amount of \$4,718.75 (the amount previously held for retainage).

The work completed to date conforms to the approved plans and specifications. Site restoration including sod placement was completed in the fall of 2013 and the restoration was in acceptable condition after the 30-day warranty period.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Dave Perkins Contracting, Inc., retaining the original for City records.

Please don't hesitate to contact me with any questions or comments.

Sincerely,

A handwritten signature in black ink, appearing to read "RBL", written over a horizontal line.

Ronald B Leaf, PE | Principal
Project Manager

Enclosures

r:\admin\standard\letters\afp_cty civil jobs.doc



Application for Payment
(Unit Price Contract)
No. 3

Eng. Project No.: MAPLE 121965

Location: City of Maplewood, MN

Contractor <u>Dave Perkins Contracting Inc.</u>	Contract Date <u>November 15, 2012</u>
<u>7060 143rd Ave. NW, Ste 100</u>	
<u>Ramsey MN 55303-6014</u>	Contract Amount \$ <u>98,645.00</u>

Contract for Lark Avenue Stormwater Lift Station

Application Date <u>9/10/13</u>	For Period Ending <u>10/22/13</u>
---------------------------------	-----------------------------------

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	MOBILIZATION	LS	1	1	\$8,000.00	\$8,000.00
2	TRAFFIC CONTROL	LS	1	1	\$1,200.00	\$1,200.00
3	EROSION CONTROL	LS	1	1	\$3,000.00	\$3,000.00
4	PAVEMENT REMOVAL	SQ YD	53	4	\$15.00	\$60.00
5	CONCRETE CURB AND GUTTER REMOVAL	LIN FT	40	56.0	\$15.00	\$840.00
6	STORM SEWER MAINTENANCE MANHOLE REMOVAL	EACH	1	1	\$1,200.00	\$1,200.00
7	STORM SEWER PIPE REMOVAL	LIN FT	20	20	\$20.00	\$400.00
8	CLEARING AND GRUBBING	LS	1		\$500.00	
9	PAVEMENT RESTORATION	SQ YD	53	4	\$35.00	\$140.00
10	ACCESS DRIVE	SQ YD	33	53	\$35.00	\$1,855.00
11	KNOCKDOWN CONCRETE CURB AND GUTTER: B618	LIN FT	40	56	\$45.00	\$2,520.00
12	EARTHEN BERM	CY	78		\$5.00	
13	TURF ESTABLISHMENT: SOD	SQ YD	400	95	\$8.00	\$760.00
14	SHRUB REPLACEMENT	EACH	3		\$50.00	
15	LIFT STATION & ALL REMAINING ITEMS	LS	1	1	\$68,400.00	\$68,400.00
16	STORM MAINTENANCE MANHOLE	LS	1	1	\$6,000.00	\$6,000.00
17	ALLOWANCE FOR MISC. LIFT STATION APPURTENANCES	LS	1	0	\$30,919.00	
TOTAL BASE BID AMOUNT						\$94,375.00

Application for Payment (continued)

Total Contract Amount	\$ 98,645.00	Total Amount Earned	\$ 94,375.00
Contract Change Order No.	_____	Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No.	_____	Percent Complete	_____
Contract Change Order No.	_____	Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: 83,790.00	AFP No. 6: _____	GROSS AMOUNT DUE	\$ 94,375.00
AFP No. 2: 5,866.25	AFP No. 7: _____	LESS 0 % RETAINAGE	\$ _____
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ 94,375.00
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ 89,656.25
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ 4,718.75

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, Lark Avenue Stormwater Lift Station, City of Maplewood, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date October 22, 2013

COUNTY OF Anoka)
STATE OF Minnesota) SS

By Dave Perkins
Dave Perkins Contracting Inc. (Contractor)
Dave Perkins President (Name and Title)

Before me on this 22 day of October, 2013, personally appeared Dave Perkins known to be, who being duly sworn did depose and say that he is the President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires



Heidi C Sullivan
(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

By [Signature]
Date 29-Oct-2013

City of Maplewood

By _____
Date _____

MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, Director of Public Works/City Engineer

DATE: December 4, 2013

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 5, TH 36/English Street Interchange Improvements, City Project 09-08

Introduction

Staff did not receive the adjusted work order items in time to fully take action on this item at the December 9, 2013 city council meeting.

Budget Impact

None.

Recommendation

No action is required at this time. This item will be brought back for approval at the December 19, 2013 city council meeting.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Michael Martin, AICP, Planner
Melinda Coleman, Assistant City Manager

DATE: December 3, 2013

SUBJECT: Approval of a Conditional Use Permit Review, St. Paul Hmong Alliance Church, 1770 McMenemy Street

Introduction

The conditional use permit (CUP) for the St. Paul Hmong Alliance Church is due for its annual review.

Background

On November 24, 1986, the city council granted a conditional use permit for a church at this location.

On May 12, 1997, the city council approved a CUP revision and the design plans for this site. These requests were for the church to expand their building by adding space for Sunday school and a solarium to the front of the church.

On July 8, 2002, the city council approved a CUP revision and design plans for this site. These requests were for the church to expand their parking lot to the south and to add a playground to their property.

On December 12, 2011, the city council approved a CUP revision and design plans for this site. These requests were for the church to add onto the building, enlarge the parking lot and to provide a driveway connection to DeSoto Street.

On December 10, 2012, the city council reviewed this permit.

Discussion

Construction of this project is underway but not yet complete. Staff has fielded a few questions and complaints from adjacent neighbors and has addressed issues with the applicant as needed. The applicant has been proactive regarding any staff inquiries. As construction is not completed, staff recommends reviewing this permit again in one year.

Budget Impact

None.

Recommendation

Extend the approval of the conditional use permit for the St. Paul Hmong Alliance Church and review again in one year.

Attachments

1. Location Map
2. Site Plan
3. Building Elevations
4. December 12, 2011 City Council Minutes



St. Paul Hmong Alliance Church CUP Revision and Design Review

Location Map and Aerial Photo



ST PAUL HMONG ALLIANCE CHURCH ADDITION
 1770 McMENEMY STREET
 MAPLEWOOD, MN 55117

RELEASE / REVISION:

SITE PLAN

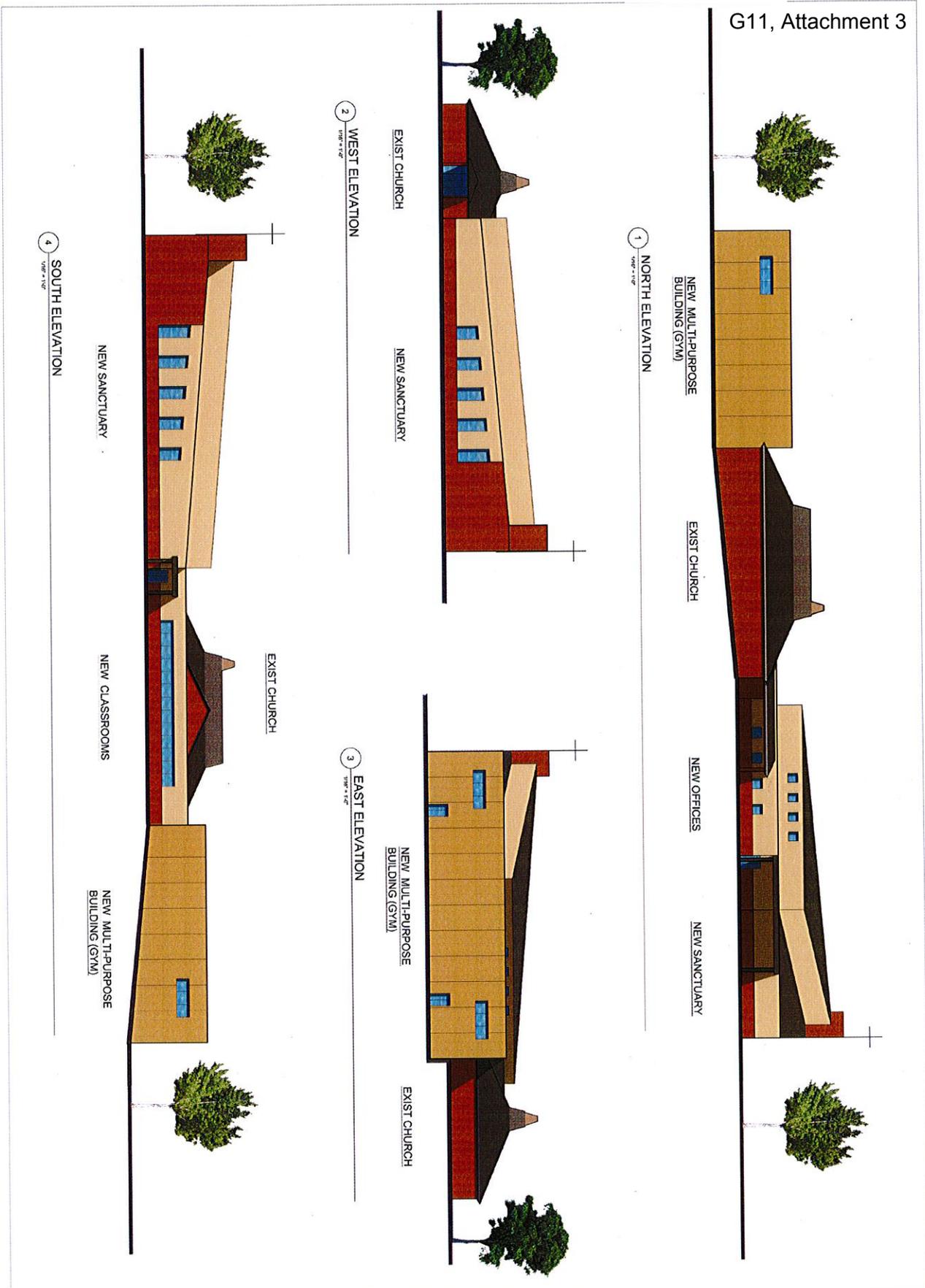
SHEET TITLE:

PROJECT NUMBER: A132671
 ISSUE DATE: 6/3/2011
 DRAWN BY: P. F. NICK
 CHECKED BY: P. F. NICK
 SHEET NUMBER:

CUP.1



VEDI ASSOCIATES, INC.
 1718 WASHINGTON AVENUE, SUITE 200
 MINNEAPOLIS, MN 55402
 TEL: 612.333.4670 FAX: 612.333.8733
 WWW.VEDIASSOCIATES.COM
 All rights reserved. No part of this document may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, without prior written authorization by VEDI ASSOCIATES, INC.



VEBI ASSOCIATES, INC.
 1122 WASHINGTON AVENUE
 SUITE 100
 MINNEAPOLIS, MN 55415
 PH 612.339.4800 | FAX 612.339.5579
 WWW.VEBI.COM
 All rights reserved. All use of the documents
 without prior written authorization by VEBI
 Associates, Inc.

**ST PAUL HMONG ALLIANCE
 CHURCH ADDITION**
 1770 McMENEY STREET
 MAPLEWOOD, MN 55117

RELEASE / REVISION:

BUILDING
 ELEVATIONS

DATE: 11/11/2011
 TIME: 10:58 AM
 SHEET: 2 OF 2
CUP.2

MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 p.m., Monday, December 12, 2011
 Council Chambers, City Hall
 Meeting No. 24-11

J. NEW BUSINESS

1. Conditional Use Permit Revision and Design Review, St. Paul Hmong Alliance Church, 1770 McMenemy Street (Simple Majority Vote Required)

City Planner Ekstrand present the staff report and answered questions of the council. Staff Engineer Kummer answered questions of the council. Planning Commissioner Al Bierbaum addressed the council and gave the Planning Commission report and answered questions of the council. Puneex Vedi from Vedi Associates addressed and answered questions of the council. Jason Lamers from the Community Design Review Board addressed the council and gave the report from the Community Design Review Board.

Councilmember Llanas moved to approve the Resolution for the Conditional Use Permit Revision and Design Review, St. Paul Hmong Alliance Church, 1770 McMenemy Street with Amendments made by Mayor Rossbach.

RESOLUTION 11-12-668
 Conditional Use Permit Revision Conditions and Resolution
 as made by the City Council on 12 12 11
 for the St. Paul Hmong Alliance Church Church Expansion Proposal

- A. Adopt the resolution revising the conditional use permit for the church at 1770 McMenemy Street. This permit is based on the standards for approval required by the code and subject to the following conditions:
1. All construction shall follow the site plan approved by the city date-stamped October 26, 2011, subject to any conditions required by the Community Design Review Board upon their review of plan revisions to be submitted by the applicant. Staff may approve minor changes. This approval includes the parking lot expansion, the new driveway to DeSoto Street and the proposed building additions.
 2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
 3. The applicant shall regularly maintain the grounds and pick up all debris as well as maintain the decorative wood screening fences.
 4. The city council shall review this permit in one year.
 5. The city council may require the church to limit seating capacity in the main sanctuary if a parking shortage develops.
 6. The city council may require the church to make changes to the site, if the council deems it necessary or prudent, during future reviews of the conditional use permit.
 7. The church shall provide a six-foot-tall, solid decorative wood fence, or an equivalent buffer that complies with the city code requirements, to screen the parking lots on the south, west and east sides of the site. Staff will consider a reduction in the number of

trees in lieu of the screening fence. The screening plans shall take into account the grade of the site and that of the adjacent properties.

8. The gate at the proposed DeSoto Street entrance must be closed at all times, except for Sundays and during holiday services. The applicant shall provide an annual schedule at the first of each year to the property owners along DeSoto Street indicating the days and times the DeSoto Street driveway will be un gated and open for church use. This schedule must indicate dates, other than Sundays, that the applicant would plan to open the gate for access.
- B. Approve the plans date-stamped October 26, 2011, along with any subsequent conditions by the community design review board upon their review of the required plan revisions by the applicant, for the parking lot expansion, new driveway and building additions at the St. Paul Hmong Alliance Church, 1770 McMenemy Street. The property owner shall meet the following conditions:
1. Repeat this review in two years if the city has not issued a permit for this expansion.
 2. Before getting a grading and building permit, the applicant shall provide the community design review board with:
 - a. A revised site and landscape plan that shows the following:
 - (1) The applicant shall submit a revised landscape plan that lists the plantings proposed in the basins. The plan should specify the number, species, and size of plantings.
 - (2) The applicant must submit a revised landscape plan showing the size of the replacement trees. This plan must comply with the requirements of the tree ordinance.
 - (3) Landscaped islands within the parking lot planted with trees.
 - (4) Building elevations which identify the proposed building materials at a sufficient scale to depict architectural details such as seems in building materials.
 - (5) Location of the underground irrigation system as required by code.
 - (6) A plan for the installation of a six-foot-tall, solid wood screening fence on the south, west and east sides of the site, or an equivalent buffer that would meet code requirements, where the parking lot abuts residential properties. Staff will consider a reduction in the number of trees in lieu of the screening fence. The screening plans shall take into account the grade of the site and that of adjacent properties.
 - (7) Verification that all setback requirements would be met, specifically, providing a 100-foot building setback from the north property line.
 - b. Provide a grading, drainage, utility and erosion control plan to the city engineer for approval. The erosion control plan shall meet ordinance requirements and all the plans shall meet the requirements of the city engineer.
 - c. A trash container enclosure plan. The trash enclosure must be compatible with the building and include a 100 percent opaque gate.
 3. Resod the lawn that is disturbed by construction activities.

4. Construct the required trash container enclosure.
5. Install a stop sign and speed bumps on the new driveway to DeSoto Street.
6. Before obtaining permits for grading and construction, the applicant shall provide staff with a check or an irrevocable letter of credit in the amount of 125 percent of completing landscaping and site improvements.
7. All work shall follow the approved plans. Staff may approve minor changes.
8. Comply with all requirements of the city's engineering report dated November 11, 2011 by Steve Kummer, staff engineer.
9. Comply with all requirements of the assistant fire chief and building official.

The Maplewood City Council approved this resolution on December 12, 2011.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Michael Martin, AICP, Planner
Melinda Coleman, Assistant City Manager

DATE: December 3, 2013

SUBJECT: Approval of a Conditional Use Permit Review, Buffalo Wild Wings, 3085 White Bear Avenue

Introduction

The conditional use permit (CUP) for Buffalo Wild Wings at the Chesapeake Retail Center is due for its annual review. The CUP was required to process a planned unit development (PUD) for the redevelopment of the Maplewood Movie theater site into a retail center with four freestanding buildings including TGI Fridays, Buffalo Wild Wings, Jared Jewelers, and a multi-tenant retail center.

Background

May 24, 2004, the city council approved a preliminary plat, planned unit development, and design review for Chesapeake Retail Center.

August 9, 2004, the city approved the building elevation changes for Buffalo Wild Wings and building plans, sign plans, and landscape plans for the multi-tenant building to be located in the center (this was not part of the original PUD).

August 23, 2004, the city council approved the final plat for Chesapeake Retail Center.

December 10, 2012, the city council approved building plans and revisions to the development's PUD for site and design changes for Buffalo Wild Wings.

April 29, 2013, the city approved minor design revisions to the previously approved plans for Buffalo Wild Wings.

Discussion

Construction on this project is complete. Staff is not aware of any issues or concerns regarding this project and all conditions of approval are currently being met. Staff recommends reviewing this permit again only if a problem arises or if changes are proposed.

Budget Impact

None.

Recommendation

Approve the conditional use permit for a planned unit development for Buffalo Wild Wings at Chesapeake Retail Center, 3085 White Bear Avenue, and review this permit again only if a problem arises or if changes are proposed.

Attachments

1. Location Map
2. Site Plan
3. Building Elevations
4. December 10, 2012 City Council Minutes



Chad Bergo

Buffalo Wild Wings - 3085 White Bear Avenue
Location Map and Aerial Photo

FOR REFERENCE ONLY

ENL. TRASH ENCLOSURE

SECTION & TRASH ENCLOSURE

ELEVATIONS

STEEL POST DETAIL

ACCESSIBLE PARKING SIGN

ARCHITECTURAL SITE PLAN

DRAWING LEGEND

FOR REFERENCE ONLY

WINDS ARCHITECTURE, INC.
 11827 Alder, York Road
 Eden Prairie, MN 55344
 P: 952-941-6550
 F: 952-941-2255
 info@windsarch.com
 www.windsarch.com

RECYCLING WOOD SIGNS
 WINDS WOOD SIGNS, INC.
 10000 Valley Lake Road
 Minneapolis, MN 55448
 P: 952-833-9818
 F: 952-833-9870

REVISIONS

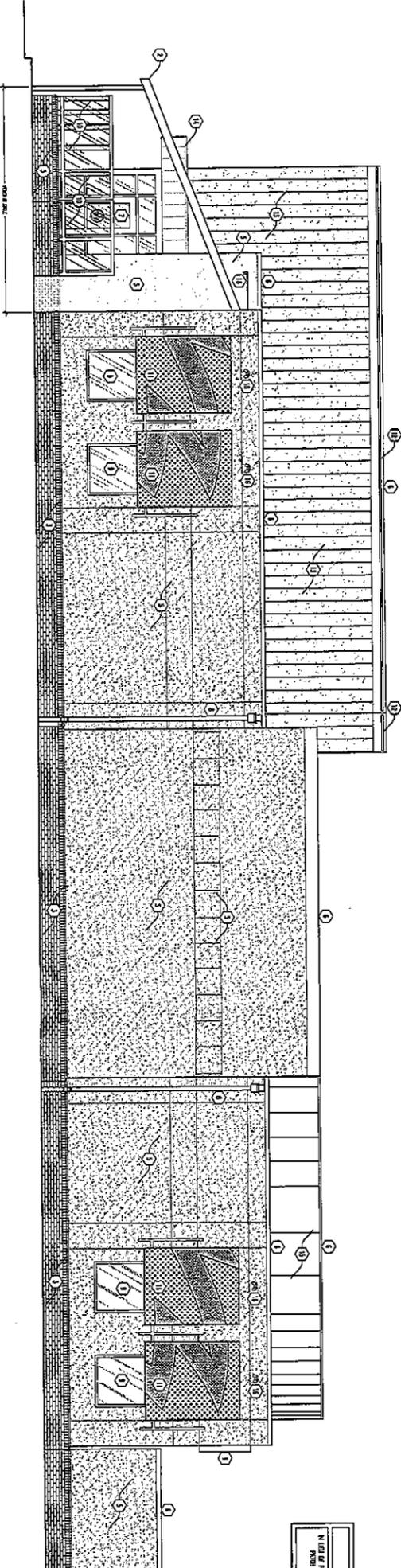
NO.	DATE	DESCRIPTION
1	10-24-10	ISSUE FOR PERMITS
2	10-11-10	REVISIONS TO PERMITS
3	10-27-10	REVISIONS TO PERMITS

PROJECT LOCATION:
 MAPLEWOOD, MN

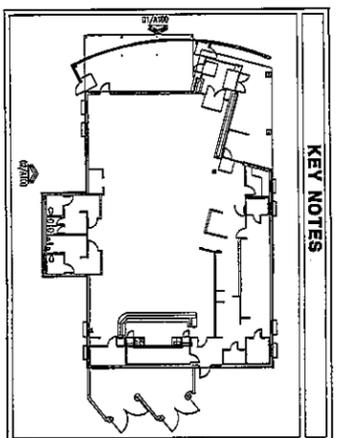
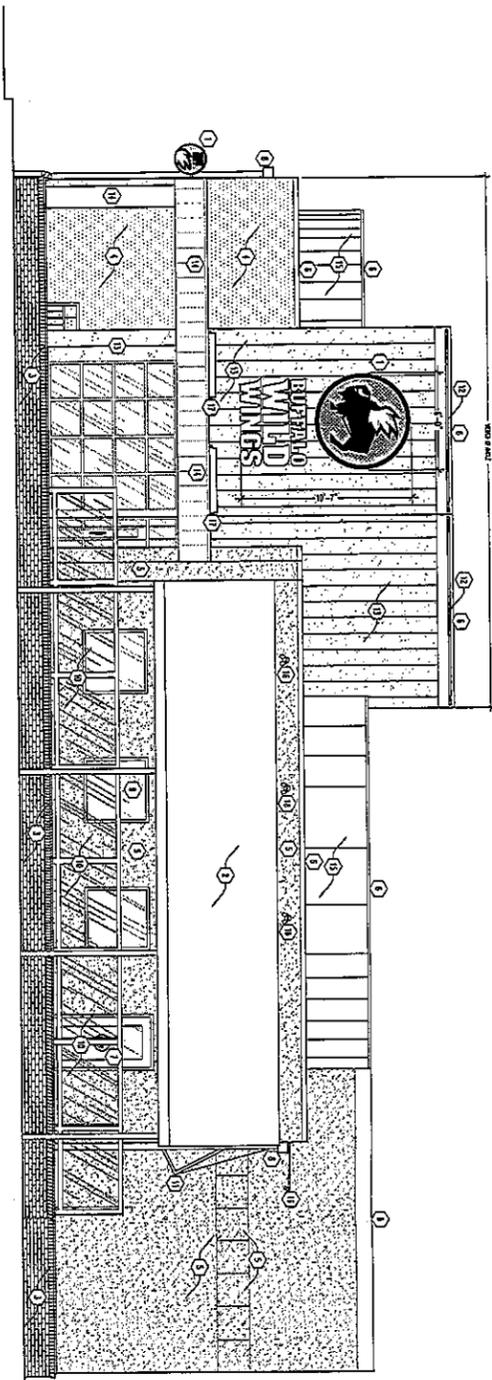
SHEET NUMBER / TITLE:
 A10
 ARCHITECTURAL SITE PLAN

ORIGINAL PRINT SIZE - 30 X 42

02 SIDE ELEVATION
SCALE: 1/4" = 1'-0"



01 FRONT ELEVATION
SCALE: 1/4" = 1'-0"



KEY NOTES

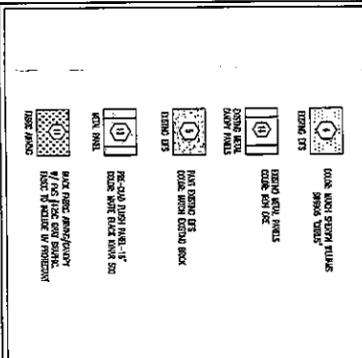
GENERAL NOTES

1. CONSULT WITH ARCHITECT, ENGINEER AND UTILITY PROVIDERS FOR ALL UTILITIES IN THE EXISTING FOOTING.
2. ALL EXISTING UTILITIES TO REMAIN SHALL BE PROTECTED BY APPROVED METHODS.
3. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
4. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
5. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
6. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
7. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
8. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
9. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
10. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.

KEY NOTES

1. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
2. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
3. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
4. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
5. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
6. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
7. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
8. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
9. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.
10. ALL EXISTING UTILITIES TO BE REMOVED SHALL BE REMOVED BY APPROVED METHODS.

EXTERIOR FINISHES



ALTERNATE BID

IN THE EVENT OF AN ALTERNATE BID, THE CONTRACTOR SHALL SUBMIT A PROPOSAL TO THE ARCHITECT FOR REVIEW AND APPROVAL. THE ARCHITECT SHALL HAVE THE FINAL SAY ON ANY ALTERNATE BID.

Zachry Construction Co., Inc.
 11000 13th Avenue S.W.
 Burien, WA 98148
 Phone: (206) 835-1100
 Fax: (206) 835-1101
 www.zachry.com

BUFFALO WILD WINGS
 CORPORATE - STAND ALONE
 BWW MAPLEWOOD REMODEL
 3085 WHITE BEAR AVE N
 MAPLEWOOD, MN 55109



DRAWING ISSUE		
NO.	DESCRIPTION	DATE
85%	CLIENT CHECK SET	03-27-13
	PLANNING DEPT. SUBMITTAL	03-29-13

EXTERIOR ELEVATIONS
 SCALE: 1/4" = 1'-0"
 Drawn By: JPS Checked: TMM
 DATE: 3.29.2013

A100
 SHEET NUMBER
 PROJECT NUMBER: 11-0106

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, December 10, 2012
Council Chambers, City

J. NEW BUSINESS

- 1. Conditional Use Permit Revision for a Planned Unit Development for Buffalo Wild Wings to Expand at 3085 White Bear Avenue**
 - a. Planning Commission Report**
 - b. Community Design Review Board Report**
 - c. PUD Consideration**
 - d. Design Review Consideration**

Senior City Planner Ekstrand gave the staff report.

Mayor Rossbach moved to approve the resolution for an amendment to the conditional use permit for a planned unit development for the development of four restaurant/retail buildings at 3085 White Bear Avenue (Chesapeake Retail Center).

RESOLUTION 12-12-834
CONDITIONAL USE PERMIT

WHEREAS, Buffalo Wild Wings applied for a conditional use permit revision for a planned unit development to construct a building and patio expansion at the shopping center known as Chesapeake Retail Center.

WHEREAS, this permit applies to the property at 3085 White Bear Avenue. The legal description is:

Lot 1, Block 1, Maplewood Mall Addition.

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

1. On November 20, 2012, the planning commission held a public hearing. City staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended approval of the conditional use permit request.
2. On December 10, 2012, the city council considered this request. The council also considered reports and recommendations from the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.

4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.

Approval is subject to the following conditions:

- a. Have the city engineer approve final construction and engineering plans. These plans shall comply with all requirements as specified in the city engineering department's April 26, 2004, engineering plan review as well as the following:
 - 1) A westward extension of the retaining wall south of Building D (Jared Jewelers). The retaining wall height must be sufficient to create a prevailing ground slope away from Building D, thereby deflecting a potential flow from a pipeline leak.
- b. Prior to issuance of a grading or building permit, the developer must complete the following:
 - 1) Obtain a demolition permit for the removal of the existing Maplewood Movie I Theater building.
 - 2) Submit a revised site plan showing Building C (TGI Fridays) and Building D (Jared Jewelers) shifted approximately ten feet to the south in order to accommodate a future driveway located to the north of Building C which may be installed onto White Bear Avenue.
 - 3) Pending continued cooperation with the adjacent property owner, submit a revised site plan showing the location of a driveway and pedestrian cross-access on the south side of the property, to accommodate entrance and egress to and from the southerly property (3065 White Bear Avenue).
 - 4) Submit a revised site plan showing the extension of the sidewalk in front of Building A (future retail/restaurant) onto the County Road D trail.
 - 5) Submit a revised site plan showing a pedestrian access extending from the White Bear Avenue sidewalk.

- 6) Obtain the required Ramsey/Washington Metro Watershed District permits.
- 7) Submit payment for all required Park Access Charges (PAC fees) as specified in the Park Director's April 14, 2004, correspondence to Chesapeake Companies.
- 8) Submit an easement agreement that governs and provides for legal cross easements for parking, access, and utilities between all lots within the project.
- 9) Submit an easement agreement for the installation and maintenance of a freestanding sign on Lot 1 to benefit Lot 2.
- 10) Submit an owners association agreement specifying responsibilities for insurance, taxes and maintenance of all commonly owned property and facilities (including snow plowing).

c. All 8-foot-wide parking spaces must be signed as either "employee" or "compact" car parking only.

d. Pending the community design review board recommendation and city council approval, each building is allowed one freestanding sign, 25 feet in height and 100 square feet in area, except for the multi-tenant building which would be allowed a freestanding sign up to 150 square feet in area. All freestanding signs must maintain a 10-foot setback to a right-of-way. Each building is allowed three wall signs to be attached to separate elevations, except for the multi-tenant building which could have two wall signs for each tenant. Wall sign size is limited to 20 percent of the gross wall area on which the sign is attached.

e. All construction shall follow the plans date stamped March 30, 2004, with revisions as noted in this approval. All construction shall also follow the plans for the remodeled Buffalo Wild Wings, date stamped November 2, 2012. The city council may approve major changes to the plans. The Director of Community Development may approve minor changes to the plans, including a change to the site plan for the proposed future driveway access onto White Bear Avenue, pending Ramsey County engineer and city engineer approval. f. The proposed construction must be substantially started within one year of city council approval or the permit shall end. The city council may extend this deadline for one year.

f. The city council shall review this permit in one year.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Michael Martin, AICP, Planner
Melinda Coleman, Assistant City Manager

DATE: December 3, 2013

SUBJECT: Approval of a Conditional Use Permit Review, Cornerstone Community Church, 1616 Gervais Avenue

Introduction

The conditional use permit (CUP) for Cornerstone Community Church is due for its annual review. The CUP was required to locate a church at the Maplewood 2 Business Center, 1616 Gervais Avenue. All churches are required to obtain a CUP.

Background

On August 20, 1981, the city council approved a CUP for the Maplewood 2 Business Center.

On February 14, 2005, the city council revised the CUP while dealing with a noise complaint generated by a tenant of the Maplewood 2 Business Center (the Pioneer Press). Refer to the attached February 14, 2005 CUP conditions.

On November 27, 2006, the city council approved another CUP revision for the business center. This revision was due to prolonged efforts by the city to mediate noise-nuisance problems caused by the Pioneer Press. The result was an agreement signed by the property owner, the Pioneer Press, the city and the affected neighbor. This agreed upon settlement to control or manage the late-night noise nuisance (attached) was adopted as part of the February 14, 2005 CUP conditions.

November 26, 2012, the city council approved a CUP to allow a church.

Discussion

No exterior building construction was required as part of this approval. The church is in place and operating. Staff is not aware of any neighborhood concerns and all conditions of approval are being met. Staff recommends reviewing this permit again only if a problem arises or if changes are proposed.

Budget Impact

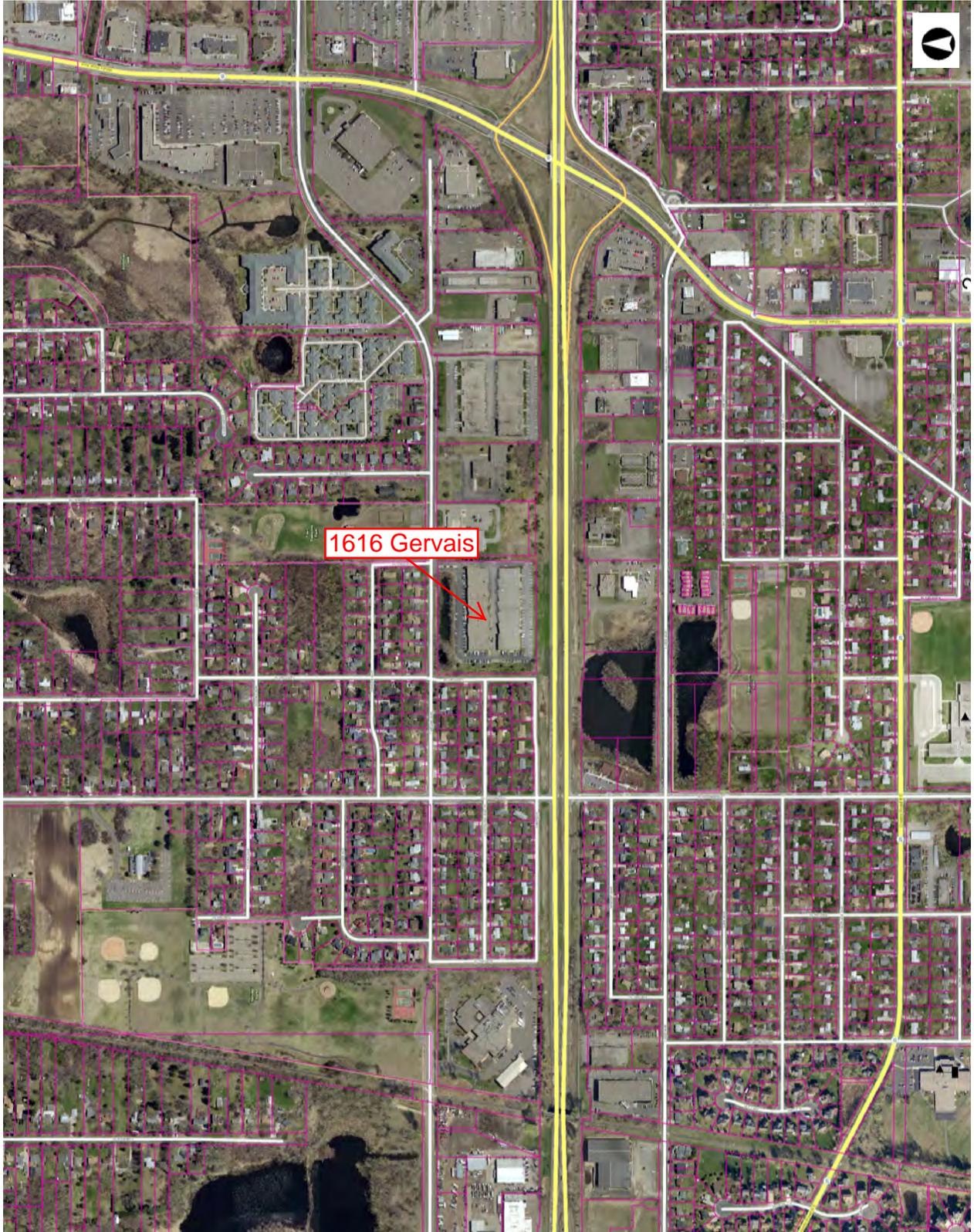
None.

Recommendation

Approve the conditional use permit for Cornerstone Community Church, 1616 Gervais Avenue, and review this permit again only if a problem arises or if changes are proposed.

Attachments

1. Location Map
2. November 26, 2012 City Council Minutes



Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Streets (8K-16K)
- Interstate
- US Highway, MN Highway
- Ramp
- County Road
- Municipal Street
- Service Road
- Private Road
- Restricted Access Route
- A99

Notes

Enter Map Description

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION



1,651.7
NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

MINUTES
MAPLEWOOD CITY COUNCIL
7:00p.m., Monday, November 26, 2012
Council Chambers, City Hall
Meeting No. 21-12

J. NEW BUSINESS

2. Conditional Use Permit for the Cornerstone Community Church to be Located at 1616 Gervais Avenue.

Senior City Planner Ekstrand gave the staff report.

The following people spoke:

1. Cindy Hall, Maplewood Resident
2. John Feikema, Chair of the Leadership Committee for Cornerstone Community Church

Councilmember Koppen moved to adopt the resolution approving a conditional use permit for Cornerstone Community Church, located at 1616 Gervais Avenue.

RESOLUTION 12-11-823
CONDITIONAL USE PERMIT

WHEREAS, the Cornerstone Community Center applied for a conditional use permit to operate a church.

WHEREAS, Section 44-1092(3) of the city ordinances requires a conditional use permit for churches and institutions of any educational, philanthropic and charitable nature. WHEREAS, this permit applies to the property located at 1616 Gervais Avenue. The legal description is:

EG Rogers' Garden Lots, subject to state highway and easements, the part north of TH 36 of Lots 11 and 12 in Section 10, Township 29, Range 22 (Pin 10-29-22-42-0001)

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

1. On November 20, 2012, 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 everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On November 26, 2012, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.

Approval is subject to the following conditions:

1. No exterior site or building exterior changes, except signage, shall take place unless approved by the city. Signs shall follow the comprehensive sign plan in place for this business center as well as the city's sign ordinance. Signs shall not be installed unless the applicant first obtains sign permits.
2. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. All terms of the noise settlement agreement for the Maplewood 2 Business Center, as adopted by the city council in their CUP approval on November 27, 2006, shall be complied with. Any determination as to whether noise generated by the applicant is "extraordinary, loud or disturbing" shall be made by city staff, or ultimately, by the city council.
5. The city shall monitor any noise complaints and report to the city council about compliance annually .

6. All of the applicant's parking shall be confined to the site and not allowed on city streets.

7. All conditions of the conditional use permit for this property shall continue to apply.

8. The applicant shall comply with all requirements of the building official, assistant fire chief and health officer.

The Maplewood City Council approved this resolution on November 26, 2012.

Seconded by Councilmember Cardinal

Ayes -All

The motion passed.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Michael Martin, AICP, Planner
Melinda Coleman, Assistant City Manager

DATE: December 3, 2013

SUBJECT: Approval of a Conditional Use Permit Review, Kline Auto World, 2610 Maplewood Drive

Introduction

The conditional use permit (CUP) for Kline Auto World is due for its annual review. The CUP was required to sell used cars at the former Mitsubishi dealership building located at 2610 Maplewood Drive. The city ordinance requires a CUP to sell only used cars.

Background

August 27, 1984, the city council approved the use and plans for a new car dealership.

September 27, 1993, the city council approved a CUP to expand an automobile maintenance garage within 350 feet of a residential lot line.

April 23, 2012, the city council approved a CUP to allow the sale of used cars.

Discussion

No building construction was required as part of this approval. During staff's inspection of the site some trash and debris were found on the north side of the site. Also, two "temporary" signs, which had footings placed in the ground, were identified by staff. Staff informed the property owner to clean up the site and remove the "temporary" signs. Staff also sent the property owner information on the city's temporary sign requirements. All other conditions of approval were being met. Staff recommends reviewing this permit again in one year to ensure continued compliance.

Budget Impact

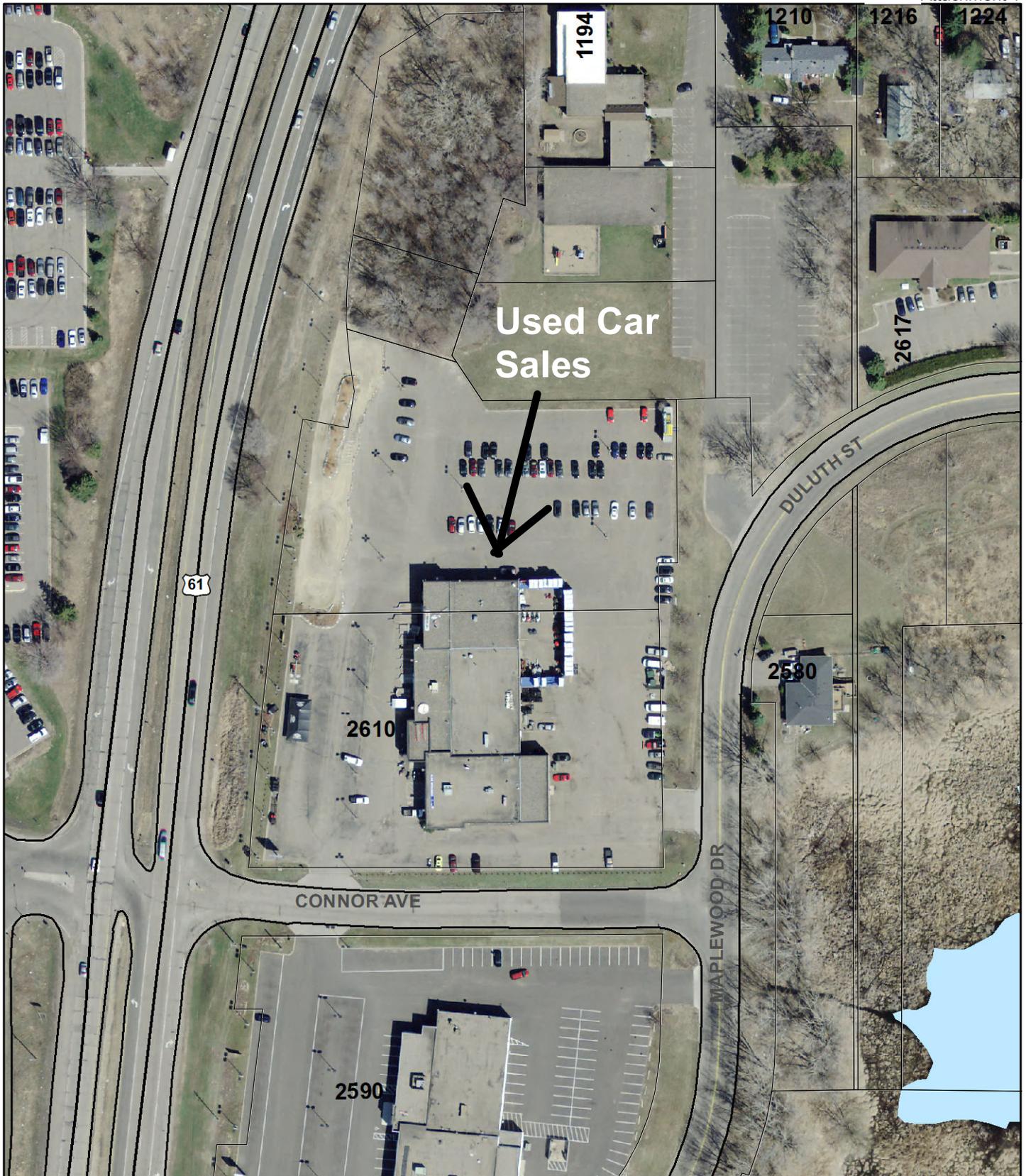
None.

Recommendation

Approve the conditional use permit for a planned unit development for Kline Auto World, 2610 Maplewood Drive, and review this permit again in one year to ensure continued compliance.

Attachments

1. Location Map
2. Site Plan
3. April 23, 2012 City Council Minutes



2610 Maplewood Drive Use Car Sales Lot

Location Map and Aerial Photo

Kline Mitsubishi
2810 Highway 61
Maplewood, MN

BAKER ASSOCIATES, INC.
ARCHITECTS

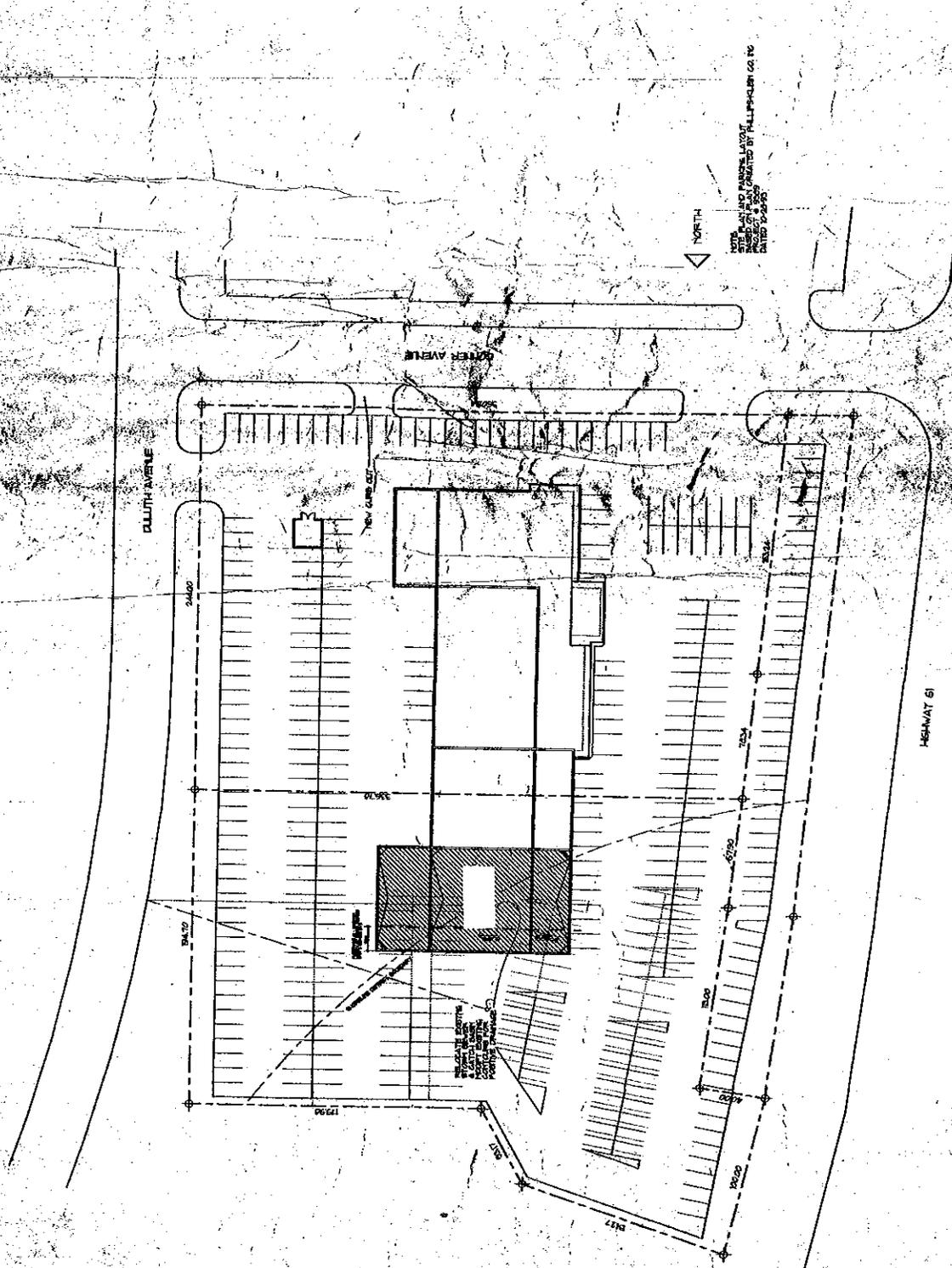


614 Highland Ave
Suite 200
Maplewood, MN 55127
Tel: 612.251.2001
Fax: 612.251.2005

I hereby certify that this plan, specification,
or report was prepared by me or under my direct
supervision and that I am a duly Licensed Architect
under the laws of the State of Minnesota.

DATE: _____ BY: _____

SCALE: AS SHOWN



MINUTES
MAPLEWOOD CITY COUNCIL
7:00p.m., Monday, April 23, 2012
Council Chambers, City Hall
Meeting No. 08-12

J. NEW BUSINESS

1. Consideration of Conditional Use Permit Request for Used Car Sales- Kline Auto World, 2610 Maplewood Drive

City Planner Martin presented the staff report and answered questions of the council.

Jan Shulte, representing Kline Auto addressed and answered questions of the council.
Jean Andersen, North St. Paul Resident addressed and answered questions of the council.

Councilmember Llanas moved to approve the Resolution for the Conditional Use Permit to allow the sale of used cars at 2610 Maplewood Drive.

RESOLUTION 12-4-721
CONDITIONAL USE PERMIT

WHEREAS, Mr. Rick Kline, representing Kline Auto World, applied for a conditional use permit to sell used cars.

WHEREAS, Section 44-512(5) of the city ordinances requires a conditional use permit for the sale and leasing of used motor vehicles.

WHEREAS, this permit applies to the property located at 2610 Maplewood Drive. The legal description is:

Speiser's Arbolada, subject to road and easements and vacated road accruing and except Northeasterly 3 feet; Lot 12, also part of Lots 5 and 10 lying northerly of a line 240 feet northerly of and par with the South line of Block 1 and all of Lot 4 and Lot 11, Block 1;
and

Speiser's Arbolada, subject to road and easements and vacated road accruing; part of Lots 5 and 10 lying southerly of a line 240 feet northerly of and par with the South line of Block 1 and all of Lots 6 through 9, Block 1.

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

1. On March 20, 2012, 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 everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of city staff. The planning commission recommended that the city council approve this permit.

2. On April 23, 2012, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.

Approval is subject to the following conditions:

1. The city council shall review this permit in one year.
2. All activity shall be confined to the site. There shall be no loading or unloading of vehicles on the street rights-of-way.
3. The applicant shall comply with and observe the city's noise ordinance as it relates to PA systems or any other business activity.
4. Comply with all city ordinance requirements for signage and parking.

The Maplewood City Council approved this resolution on April 23, 2012.

Seconded by Councilmember Koppen

Ayes - Mayor Rossbach, Council Member
Cardinal, Koppen and Llanas
Nays- Councilmember Juenemann

The motion passed.

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Gayle Bauman, Finance Director

DATE: December 2, 2013

SUBJECT: Public Hearing on 2014 Tax Levy and Budget

- a. Resolution Certifying Taxes Payable in 2014
- b. Resolution Adopting a Budget for 2014

Introduction

Staff is requesting City Council approval of two related matters concerning the levy certification of the final taxes payable in 2014 as well as adoption of the proposed 2014 Budget for the City of Maplewood. A public hearing on the proposed taxes and budget for 2014 has been scheduled for December 9th at 7:00 p.m. State law requires that the final property tax levy and budget be adopted at this hearing. The tax levy needs to be adopted before the budget is adopted.

Background

At the September 9th council meeting, a total proposed tax levy of \$18,898,970 was approved which is 2.0% (\$370,570) more than the 2013 levy. At the workshop earlier that evening, staff provided council with options regarding a levy increase which included the possible funding of a south police substation, accelerating the Lakewood/Sterling area streets project, economic development, Community Center upgrades and park improvements. Council expressed interest in the south police substation, accelerating the street project and parks funding.

The following information was discussed with Council at the October 28th workshop regarding the legislative session, the General Fund fund balance and these capital project options.

Legislative Actions and Debt Service

This past session, changes were made to the Local Government Aid (LGA) program which allocated LGA funding to the City of Maplewood for the first time since 2002. The City is currently set to receive \$530,709 in 2014. At the same time, the legislature also imposed levy limits with the intent to offset any levy increases with the additional LGA. In a report presented to the Council at the June 10th workshop, the analysis of City debt indicated that a majority of the new revenue from LGA should be used to hold down the levy increase by applying the new LGA funds to debt service for at least the next 5 years. Based on recent history, staff would not advocate utilizing the new LGA for operations. Changes have been made in how we operate since the State cut our MVHC funds in 2008-2011, where we lost almost \$1.95 million dollars, and the City would have a difficult time finding more cuts in operations if the State were ever to unallocate LGA funding. Applying these LGA funds to debt service does hold down our levy increase without jeopardizing our operations budget.

General Fund Update

Based on an analysis of financial information for the first 9 months of the year, it appears the City may have approximately \$380,000 more than needed at year end to meet its 40% fund balance requirement. This is mainly due to vacancies in positions, not having any unforeseen occurrences that call for capital outlay and departments holding the line on spending. The final amount of this overage is dependent on what happens during the remainder of the year. The funds will be available for use only if we do not need them to cover expenses through the rest of the year and they are not expected to occur again next year. Because of this, they should not be used for continuing operations as this would not be consistent with our goal of financial sustainability. This \$380,000 could be used to offset the 2.0% tax levy increase currently under consideration by Council.

Budget Options and Levy Increase

Fire Station #1 – One issue the City has been struggling with is the funding of the new Fire Station at the 3M site. With the building permit fees that are expected to be collected on the new 3M R&D facility, it appears that the City could reduce or redirect a portion of its General Fund tax levy for one year. Based on current estimates, this would mean that about \$500,000 of revenue could be redirected to the Fire Station fund. This has already been factored into our re-estimate for 2013 and the 2014 budget for the General Fund and would not require using any of the \$380,000.

Police Sub-Station at Fire Station #1 – This was discussed at the September 9th workshop where Chief Schnell is open to considering assigning staff and resources to enhance police service in the southern leg of Maplewood. Updated cost estimates show that a one-time expense of \$100,000 is needed to add these facilities with the potential need for an additional squad car in 2015. Staff is proposing to utilize \$100,000 of the \$380,000 from the General Fund to cover the facility costs and plans on factoring the squad purchase into the 2015 budget.

Lakewood/Sterling Area Streets Project – There was a request from residents at a previous council meeting to move this project up from 2016 to 2015. Since that request, no formal petition has been received from residents in that area. Staff is recommending leaving the project in 2016 as noted in the most recent CIP Plan. If the Council does opt to move the project forward, staff would not recommend backfilling the project (no other projects could be moved up to fill the gap in 2016). The CIP Plan was put together with an emphasis on managing our debt. Any additional debt will put a further strain on this effort. If the project were to be moved up, the City could look at capitalizing the interest in a bond issue or borrowing the money internally from another city fund until the bonds are issued. None of the \$380,000 is being proposed for this project.

Economic Development – The EDA began levying for taxes in 2012. If additional funds are needed in this area, the levy for the EDA should be raised. Staff would not recommend transferring any of the City levy over to the EDA levy.

Parks – The Parks System Task Force is currently working on a Park System Plan. In conjunction with this, staff has been gathering information on costs related to parks and has recently presented information to the Task Force. More information will be brought forward to the Council as the Task Force moves further into its process. Staff does not recommend transferring any of the \$380,000 to parks at this time. It makes more sense to wait until the plan is completed to determine how much, if any, additional funding is needed and figure out a source of revenue at that time.

Fund Deficits – A high priority for the City is to reduce the deficits in the Community Center Operations Fund and the Ambulance Service Fund. These deficits are brought up during every

audit and every bond rating call. We need to show continual progress on reducing and eventually eliminating these deficits. Staff’s recommendation would be to apply the balance of the overage in the General Fund to these two funds. This does help keep down the tax levy because both of these funds currently receive general tax levy dollars and one of the options to eliminate the deficits would be to raise the levy amounts. This also is one of the many factors that helps the City maintain its high bond rating.

Levy Impact

The annual impact of the city levy increase to Maplewood homes is as follows based on information received from Ramsey County on November 12, 2013. The scenario is based on the assumption that a home’s value is decreasing by 2.3%, which is the median amount.

Set levy at \$18,528,400 (no change from 2013):

Property Value for 2013 Taxes	Property Value for 2014 Taxes	2013 City Tax	2014 City Tax	\$ Increase (Decrease)	% Increase (Decrease)
\$100,000	\$97,700	\$ 372	\$ 354	(\$18)	-4.8%
\$150,000	\$146,500	\$ 648	\$ 620	(\$28)	-4.3%
\$160,700	\$157,000	\$ 707	\$ 678	(\$29)	-4.1%
\$275,000	\$268,700	\$1,339	\$1,288	(\$51)	-3.8%
\$350,000	\$341,900	\$1,753	\$1,687	(\$66)	-3.8%

The State Auditor recommends that cities maintain unreserved fund balances in their general fund of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. The 2014 budget projects a fund balance of 40% of fund operating revenues and 4.7 months of operating expenditures. The 0.0% levy increase puts us within the range recommended by the State Auditor.

An adequate fund balance is needed to maintain our bond rating and provide a sufficient balance for our cash flow needs.

Information from Ramsey County shows that other city proposed tax levy changes are as follows:

Gem Lake	56.72%	Vadnais Heights	2.98%
Roseville	4.39%	St. Anthony	2.59%
Town of White Bear	3.71%	North St. Paul	1.84%
Shoreview	3.28%	Lauderdale	1.00%
Arden Hills	3.06%	St. Paul	0.00%
Little Canada	3.00%	Falcon Heights	-0.01%
Mounds View	3.00%	White Bear Lake	-0.01%
North Oaks	3.00%	New Brighton	-7.01%

UPDATE ON STATE PERFORMANCE MEASURES

The City opted to participate in the State Performance Measurement Program this year. A survey was created which contained 9 performance measures developed by the Council on Local Results and Innovation. The survey was made available to our residents during the month of November. We received about 56 responses and the results will be published either in our City Newsletter or on our website. A snapshot of the responses is as follows:

<u>Question</u>	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Don't Know</u>
Appearance of City	9%	57%	30%	2%	2%
Feeling of Safety	24%	65%	7%	4%	0%
Quality of Fire/EMS	29%	29%	9%	9%	24%
Condition of Streets	11%	43%	31%	13%	2%
Quality of Snowplowing	41%	28%	19%	9%	4%
Quality of Sewer	33%	37%	7%	2%	20%
Quality of Water	43%	44%	6%	0%	7%
Quality of Rec Programs/Parks	35%	48%	9%	2%	6%
Overall City Services	11%	62%	17%	9%	0%

SALES TAX EXEMPTION

The 2013 Minnesota Legislature enacted a new sales tax exemption for local governments including cities, towns and counties under MN Statutes, section 297A.70, subdivision 2. This exemption allows cities and counties to purchase taxable tangible personal property and services without paying the state 6.875% sales tax, with certain exceptions. Examples of items that will not be eligible for the exemption include:

- Inputs used to provide goods or services through the Community Center Operations Fund, the Trash/Recycling Fund and the Street Light Utility Fund;
- Purchases made by contractors and subcontractors on behalf of the city for construction projects;
- Motor vehicles.

Our estimate for savings to our General Fund is \$75,000 - \$90,000, which is reflected in our reduced tax levy for the General Fund for 2014 (\$170,070). Our estimate for city-wide savings is \$155,000. The savings related to Special Revenue and Capital Projects Funds will be used to fund programs and projects within the City. The savings related to Sewer and Environmental Utility Funds will be used in the overall calculation of future user charges.

Budget Impact

This will set the 2014 tax levy payable and the 2014 Budget for the City of Maplewood as required by state law. The final resolutions were prepared without the 2% preliminary levy increase that was approved at the September 9, 2013 meeting. This 2% is approximately equal to the amount of money that is projected to be available in the General Fund at the end of 2013, and thus, staff is recommending that Council not proceed with the levy increase. A 0% levy increase is consistent with legislative intent.

Recommendation

Staff recommends approval of the following two resolutions:

- a. Resolution Certifying Taxes Payable in 2014
- b. Resolution Adopting a Budget for 2014

Attachments

1. Resolution Certifying Taxes Payable in 2014
2. Breakdown by Debt Service Fund
3. Resolution Adopting a Budget for 2014
4. 2014 Proposed Budget (under separate cover)

**RESOLUTION
CERTIFYING TAXES PAYABLE IN 2014**

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

1. The following amounts of taxes be levied for 2013, payable in 2014, upon the net tax capacity in said City of Maplewood, for the following purposes:

General Fund	\$12,330,530
Ambulance Service	450,000
Community Center	525,000
Recreation Programs	175,000
Capital Improvement Projects	180,000
Fire Truck Replacement	50,000
Park Development	30,000
Redevelopment	40,000
Debt Service	<u>4,042,840</u>
TOTAL LEVY	<u>\$17,823,370</u>

2. In addition, there is a \$615,760 market value based referendum levy for 2013 payable in 2014 to finance the debt service on the 2002 Open Space Refunding Bonds and the 2004 Fire Safety Refunding Bonds. **This results in a total certified City levy of \$18,439,130.** There is also a proposal for an EDA levy of \$89,270. This would bring the total levy up to \$18,528,400 (no change from 2013).
3. The net tax capacity based levy of \$4,042,840 for Debt Service and the market value based referendum levy of \$615,760 total \$4,658,600. This is a net decrease of \$1,911,378.91 in the scheduled levy of \$6,569,978.91. The breakdown by Debt Service Fund is attached.

City of MAPLEWOOD	Debt Service Fund breakdown				
BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	PAYABLE 2014 DEBT LEVY	ADDITIONS OR REDUCTIONS BY RESOLUTION	CERTIFIED DEBT LEVY
GO O SPACE REFUND 2002D	3,425,000	1-Nov-02	398,580.00	-53,880.00	344,700.00
GO REF 2004A	2,940,000	1-Apr-04	316,411.09	-29,111.09	287,300.00
GO IMP 2004B	13,010,000	1-Aug-04	289,650.88	299,449.12	589,100.00
GO TAX ABMT 2004C	5,025,000	1-Aug-04	122,941.00	342,059.00	465,000.00
GO IMP 2004D	700,000	1-Aug-04	0.00	57,400.00	57,400.00
GO IMP 2005A	2,115,000	1-Aug-05	56,370.00	-56,370.00	0.00
GO IMP 2006A	6,085,000	1-Apr-06	368,292.44	48,707.56	417,000.00
GO IMP 2007A	10,060,000	1-Jul-07	323,570.44	-121,770.44	201,800.00
GO IMP 2007B	5,090,000	15-Oct-07	332,026.47	-73,626.47	258,400.00
GO IMP 2008A	9,970,000	1-Jul-08	627,234.00	-459,534.00	167,700.00
GO IMP REFUNDING 2008B	1,070,000	1-Jul-08	148,215.38	-148,215.38	0.00
GO IMP REFUNDING 2009A	4,680,000	1-Apr-09	431,366.36	-11,766.36	419,600.00
GO IMP REFUNDING 2009B	2,690,000	1-Dec-09	335,910.78	-50,910.78	285,000.00
GO 2010A	11,790,000	10-May-10	648,240.12	-323,540.12	324,700.00
GO TIF Refunding 2010B	4,050,000	8-Jul-10	801,990.00	-740,990.00	61,000.00
GO IMP 2011A	10,000,000	1-Jun-11	443,492.11	-160,392.11	283,100.00
GO 2012A	5,780,000	1-Jul-12	536,211.29	-447,411.29	88,800.00
GO REFUNDING 2013A	6,180,000	1-Jun-13	389,476.55	18,523.45	408,000.00
			<u>\$6,569,978.91</u>	<u>-\$1,911,378.91</u>	<u>\$4,658,600.00</u>

I hereby certify that the above schedule of bond levies to be spread on the payable 2014 tax rolls agrees with the City records and is true and correct. Copies of any resolutions which increase or reduce these levies are attached.

Signed:

Date:

**RESOLUTION
ADOPTING A BUDGET FOR 2014**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MINNESOTA that a budget for 2014 is hereby adopted as outlined in the following summary:

	OPERATING BUDGET	CAPITAL IMPROVEMENTS BUDGET	DEBT SERVICE BUDGET	TOTAL
Revenues	\$34,759,760	\$6,850,710	\$8,366,560	\$49,977,030
Net other increases (decreases)	(1,637,780)	1,354,570	1,283,210	\$1,000,000
Expenditures	(33,201,500)	(9,484,510)	(12,516,800)	(\$55,202,800)
Net change in fund balance	(\$79,520)	(\$1,279,230)	(\$2,867,030)	(\$4,225,780)

BE IT FURTHER RESOLVED that the department appropriations totaling \$33,201,500 as listed in the budget booklet are hereby approved for the 2014 Operating Budget.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2014 Capital Improvements Budget:

CAPITAL IMPROVEMENT PROJECTS	\$140,000
FIRE TRUCK REPLACEMENT FUND	3,900
LEGACY VILLAGE PARK DEVELOPMENT DISTRICT	40
LEGACY VILLAGE TAX ABATEMENT DISTRICT	3,990
PARK DEVELOPMENT	318,200
POND CLEAN OUT/DREDGING	100,000
PUBLIC SAFETY EXPANSION	6,272,920
PUBLIC SAFETY TRAINING FACILITY	2,318,790
REDEVELOPMENT	100,790
RIGHT-OF-WAY	70
TAX INCREMENT ECON DEV DISTRICT #1-11	2,340
TAX INCREMENT HOUSING DISTRICT #1-1	4,510
TAX INCREMENT HOUSING DISTRICT #1-2	5,770
TAX INCREMENT HOUSING DISTRICT #1-3	2,060
TAX INCREMENT HOUSING DISTRICT #1-4	620
TAX INCREMENT HOUSING DISTRICT #1-5	620
TAX INCREMENT HOUSING DISTRICT #1-6	650
TAX INCREMENT HOUSING DISTRICT #1-7	22,850
TAX INCREMENT HOUSING DISTRICT #1-8	61,000
TAX INCREMENT HOUSING DISTRICT #1-10	116,540
WATER AVAILABILITY CHARGE – N. ST. PAUL	1,550
WATER AVAILABILITY CHARGE – ST. PAUL	7,300
TOTAL CAPITAL IMPROVEMENTS BUDGET APPROPRIATIONS	\$9,484,510

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 2014 Debt Service Budget:

\$9,674,670	Principal
2,789,310	Interest
9,030	Paying Agent Fees
14,350	Fees for Service
29,440	Investment Management Fees
\$12,516,800	TOTAL DEBT SERVICE BUDGET APPROPRIATIONS

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Manager or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, City Engineer/Public Works Director

DATE: December 4, 2013

SUBJECT: New Assessment Hearing Set for December 19, 2013, Highway 36/English Street Interchange Improvements, Project 09-08

Introduction

This is an informational update that a New Assessment Hearing for this project will be held on December 19, 2013 at 7pm.

Background

On November 25, 2013 the council held an Assessment Hearing. The correct assessment roll was accepted by council at the October 28, 2013 which called for an Assessment Hearing to be held. However, at the November 25 Assessment Hearing it was discovered the assessment roll in the agenda packet for consideration was incorrect and a possible error in mailed assessment statements could have occurred. Thus no action was taken by council on the assessment roll.

As a precaution it was decided to hold a New Assessment Hearing on December 19, 2013 and consider adoption of the roll at that time. All property owners have been mailed a new notice of the exact amount of their assessment, as well as notice that they must submit a written objection either at, or prior to, the hearing if they disagree with the assessment amount. The hearing date has also been published in the local newspaper as required.

Property owner objections received for the November 25, 2013 Assessment Hearing will continue to remain valid for the New Assessment Hearing on December 19, 2013. Owners were mailed a letter to that effect so they understand they do not have to re-object.

Recommendation

No action is required; rather this is an update that a New Assessment Hearing will be held on December 19, 2013 at 7pm.

Attachments

1. None

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Shann Finwall, AICP, Environmental Planner

DATE: December 4, 2013

SUBJECT: Approval of the Conversion to Recycling Carts for the City's Residential Recycling Program

Introduction

On September 9, 2013, the City Council approved a contract with Tennis Sanitation, LLC, for City-wide residential recycling. The Contract extends recycling collection with Tennis for two more years (2014 and 2015), with two one-year extensions possible. The contract specifies that recyclables will continue to be collected curbside in the City's existing recycling bins, with language that will allow the City to convert to recycling carts (either contractor or City-supplied carts) at any time during the term of the contract.

Background

In October, after the approval of the recycling contract, the City was awarded a \$100,000 grant for the purchase of recycling carts through the Ramsey County Public Entity Reduction and Recycling Program. The program provides funding for innovative programs that increase source reduction and residential recycling efforts. The grant agreement is based on the City's grant submittal which requested the funding in order to offset the cost of recycling carts and decrease the fee charged to residents. All grant-funded work must be complete within two years of the grant award.

On December 3, 2013, Tennis submitted new recycling contract proposals for the City Council's review (Attachment 1). These new proposals include a six to seven year contract with City-purchased and contractor-supplied recycling carts.

This memorandum analyzes the pros and cons and cost comparisons of each recycling cart roll out scenario.

Discussion

Recycling Cart Options

City-Purchased Recycling Cart Proposal

Staff negotiated pricing with two cart manufacturers through the HGAC BuyBoard Cooperative Purchasing. The negotiations reflected that Otto Environmental Services could supply the City with the best pricing for recycling carts; with Tennis distributing and managing the carts for the term of the contract. The estimate is based on the purchase of 12,775 carts (595 – 95 gallon, 9,452 – 65 gallon, 2,728 – 32 gallon). Cost for carts is \$466,092.80 (including freight and Radio Frequency Identification (RFID) tag installation, not including taxes). Cost of distribution is

\$53,016.25 (\$4.15 per cart). Total cost of carts and distribution is estimated to cost \$553,000 (including taxes). The \$100,000 Ramsey County grant award will reduce the City's initial cart cost to \$453,000.

The 2014-2015 recycling contract negotiated with Tennis and approved by the City Council on September 9 specifies the following for City-purchased recycling carts:

- Two year contract (2014-2015)
- Rate: \$1.75 per household per month
- RFID chips installed in carts
- No price adjustors – fuel or CPI increases
- Revenue share – 70 percent of tonnage received in carts over tonnage received in bins in 2012. Revenue share for 2014 estimated at \$31,372.
- Cost to roll out carts is \$4.15 per cart (\$53,016)
- City owns carts

The proposal submitted by Tennis on December 3, 2013, includes pricing for an extended contract with the use of City-purchased carts as follows:

- Four to five year extension (2016 to 2019 or 2020)
- Rate: \$2.00 per household per month
- No price adjustors – fuel or CPI increases
- Revenue share – 70 percent of tonnage received in carts over tonnage received in bins in 2012. Revenue share for 2014 estimated at \$31,372.
- No cost to roll out carts
- City owns carts

Cost Analysis of City-Purchased Carts

The \$100,000 Ramsey County grant will offset the cost of the carts to \$453,000 (including carts, freight, assembly and delivery, and taxes). City-purchased carts would be financed with the use of utility bonds amortized over a seven year period. Based on the new pricing proposed and using the number of carts to be purchased (12,775), the City is able to make the following analysis:

- Average cost per household per month during seven year contract with City-purchased carts:
 - \$2.54 per household per month (cost does not factor in revenue share over seven years)

Tennis Sanitation Recycling Cart Proposals

The 2014-2015 recycling contract negotiated with Tennis and approved by the City Council on September 9 specifies the following for contractor-supplied recycling carts:

- Four year contract (2014-2017)
- Rates:
 - \$2.50 per household per month for the first two years (2014-2015)
 - \$2.75 for the last two years (2015-2017)
- No RFID chips installed in carts

- No price adjustors – fuel or CPI increases
- No revenue share
- Cost to roll out carts - \$2.65 per cart (\$32,277)
- City leases carts, which are returned to Tennis after term of contract

On December 3, 2013, Tennis submitted two new proposals for contractor-supplied recycling carts as follows:

1. Six Year Contract (2014-2019)

- Rates:
 - \$2.25 per household per month for the first two years (2014-2015)
 - \$2.50 for the last four years (2016-2019)
- No RFID chips installed in carts
- No price adjustors – fuel or CPI increases
- No revenue share
- Cost to roll out contractor-supplied carts is \$2.65 per cart (\$32,277)
- City leases carts which are returned to Tennis after term of contract

2. Seven year contract (2014-2020)

- Rates:
 - \$2.25 per household per month for the first two years (2014-2015)
 - \$2.50 for the last five years (2017-2020)
- RFID chips installed in carts
- Tennis will install RFID readers in their trucks
- No price adjustors – fuel or CPI increases
- No revenue share
- Cost to roll out contractor-supplied carts is \$4.15 per cart (\$53,016)
- City leases carts which are returned to Tennis after term of contract

Cost Analysis of Contractor-Supplied Carts

Based on calculation of the number of carts and amortizing the cost to roll out contractor-supplied carts over either a six or seven year period, the City is able to make the following analysis:

Four Year Contract

- Average cost per household per month for during four year contract with contractor-supplied recycling carts (no RFID chips or reader):
 - \$2.71 per household per month (this figure is based on an assumption that the \$2.75 per household per month would remain in effect until 2019)

Six Year Contract

- Average cost per household per month during six year contract with contractor-supplied recycling carts (no RFID chips or reader):
 - \$2.46 per household per month

Seven Year Contract

- Average cost per household per month during seven year contract with contractor-supplied recycling carts (RFID chips and readers):
 - \$2.48 per household per month

Use of RFID Technology

Tennis does not use RFID technology in its recycling or trash service currently. With a seven year contract for contractor-supplied or City-purchased carts, Tennis indicates that they are willing to purchase RFID scanners for their trucks and work with the City on implementing the RFID system. An RFID system used in a recycling program can serve as a tool for evaluation, education, and program improvement purposes.

Trash Contract

The trash hauling contract with Allied Waste/Republic Services will expire on December 2017, with two one year extensions possible (out to 2019). While this should not be the only determining factor in deciding the length of a recycling contract, it is something that should be considered. Having a trash and recycling contract end on the same date would allow the City to coordinate future request for proposals to ensure the best pricing and solid waste management. It would not require that the City contract with one hauler for both services, as there are benefits to having separate contractors for both service if the City has difficulty with one of the contractors, but it would allow better coordination of the two contracts.

Benefits of Recycling Cart Roll Out Scenarios

City Purchased Recycling Carts

1. Cost Savings
 - a. The hauler's cost to finance carts is higher than the City's borrowing rate.
 - b. The City will pay for the carts over 7 years and the carts will last 10 to 20 years.
 - c. The hauler fully depreciates the carts during the contract term (6 to 7 years in the case of Tennis' contract).
 - d. Maplewood has a Memorandum of Understanding with Otto that will allow us to purchase carts at the 2012 rate. The MOU expires at the end of 2014. The City will never be able to match this price again.
 - e. Maplewood will receive \$100,000 from Ramsey County to purchase the carts.
 - f. Maplewood will receive approximately \$31,372 in revenue share per year (based on cart pilot project and Foth estimates).
2. Control of Hauler Performance –
 - a. The City is able to terminate a contractor for poor performance without the threat of the contractor removing their carts.
 - b. City-owned carts make it easy to quickly contract with a new hauler.
3. Choice of Cart Appearance and Quality -
 - a. The City, not the hauler, determines what cart is purchased, the color, the markings, and the quality.

4. Control of Subsequent Bids –
 - a. If the current hauler owns the carts they have a significant cost advantage in new bids compared to other bidders who would have to buy all new carts.
 - b. It will be difficult to replace the current hauler in a new bid, regardless of the City's dissatisfaction with their service.
5. City Branding –
 - a. Having the City's name/logo imprinted on the cart helps promote the City's sustainability goals.
6. Lowest Total Cost of Ownership for Future Contracts -
 - a. When required to include carts in its collection bid price, the only incentive to the hauler is to find the cheapest cart available, regardless of cart quality or long term durability.
 - b. The less the hauler pays for the carts, the lower their collection bid price will be or the higher their profit.
7. Innovative Approach to Recycling -
 - a. There are 16 cities in Ramsey County. Nine of those cities collect recycling in a single-sort method. Of those nine cities, Maplewood is the only City that collects single-sort recycling in a bin.
 - b. Ramsey County has awarded the City of Maplewood \$100,000 for the purchase of recycling carts because it is an innovative approach to a City's recycling program.
 - c. The City of Maplewood is in the best position to purchase recycling carts, as we have already gone through the process with the purchase of trash carts.
 - d. Maplewood will again be seen as a leader in this new and innovative approach to the management of solid waste.
8. Interchangeable Parts -
 - a. Otto recycling cart parts will be interchangeable with the City's trash carts, making maintenance of the carts easier.
9. Environmental Aspect of Owning Carts -
 - a. The carts will be manufactured with 50 percent post consumer waste product.
 - b. The City's ownership of the carts will ensure that the carts will continue to be used in the City's recycling program throughout the life of the cart.
10. No Long Term Contracts –
 - a. Contractors are able to offer shorter term contracts if they don't have to cover the cost of rolling out carts.

Contractor-Supplied Recycling Carts

1. Financial Stability -
 - a. City doesn't have to bond for carts. This is consistent with the City Council's goal of having financial stability.
2. Less Administration -
 - a. The City does not have to administer and coordinate the purchase of carts.

3. Liability -
 - a. If something happens to the carts the Contractor will pay the cost to repair or replace.
4. RFID Technology -
 - a. Tennis is willing to implement RFID technology with a seven-year contract.
5. Long Term Cart Replacement –
 - a. If the City owns carts, we will need to ensure long term replacement. With contractor-supplied carts, the City can ensure carts are included with each new contract.

Resident Feedback

The City published a recycling article in the July edition of the City Newsletter. The article gave the results of the recycling cart pilot project and recommended that residents contact the City to offer comment and feedback on the conversion of the City's recycling program to recycling carts. Since that time the City has received 43 e-mails and telephone calls from residents (Attachment 2). A majority of the residents commenting are supportive of the conversion to recycling carts, even if it means a slight increase in recycling rates.

Environmental and Natural Resources Commission Review

Staff updated the Environmental and Natural Resources (ENR) Commission on the recycling contract and cart scenarios during their November 18, 2013, meeting. The last time the Commission reviewed the issue was in January during Tennis' annual review. The update included Tennis' original cart roll out proposal and the City-supplied recycling cart proposal. The Commission has not had an opportunity to review the December 3 proposal by Tennis.

The ENR Commission recommended that the City convert its recycling program to City-purchased recycling carts. The Commission indicated that the financial aspect of City-purchased carts makes the most sense economically. They also stated several environmental reasons for City-purchased carts including: 1) The City will be able to collect more recyclables with the increased recycling storage space in the carts; 2) The City can choose its own cart, which will be manufactured with 50 percent post consumer waste product; 3) The City's ownership of the carts will ensure that the carts will continue to be used in the City's recycling program throughout the life the cart.

Budget Impact

The conversion of the City's recycling program to the collection of recyclables in recycling carts will require an increase in the 2013 recycling rates. Exact amount is dependent on which cart roll out scenario is chosen.

Recommendation

Consider the conversion of the City's recycling program to the collection of recyclables in recycling carts as follows:

1. City purchased carts with the Ramsey County Public Entities grant funding \$100,000 to offset the cost of the carts. Under this scenario the recycling contract either continues for two years at a cost of \$1.75 per household per month; or is extended to 2020 with the cost of the last five years of the contract at \$2.00 per household per month. The contract would include revenue share (70 percent cost share for recycling tonnage over that collected with bins in 2012) and RFID technology. The City owns the carts and Tennis or future contractors would store, maintain, and manage the cart inventory. Average cost per household per month under a seven year contract is estimated at \$2.54 (cost does not factor in revenue share).
2. Contractor-supplied carts with Tennis Sanitation, LLC, rolling out carts to the City's residential properties.
 - a. Six Year Contract. Under this scenario a new contract would be approved for six years at a cost of \$2.25 per household per month for the first two years (2014-2015) and \$2.50 for the last four years (2016-2019). The contract would not include revenue share or RFID technology. The City leases the carts and they are returned to Tennis after the term of the contract. Average cost per household per month under a six year contract is estimated at \$2.46.
 - b. Seven Year Contract. Under this scenario a new contract would be approved for seven years at a cost of \$2.25 per household per month for the first two years (2014-2015) and \$2.50 for the last five years (2016-2020). The contract would not include revenue share. The contract would include RFID technology. The City leases the carts and they are returned to Tennis after the term of the contract. Average cost per household per month for a seven year contract is estimated at \$2.48.

Attachments

1. Tennis Sanitation, LLC, December 3, 2013, Recycling Contract Proposal
2. Resident Comments on the City's Recycling Program

Tennis Sanitation, L.L.C.

651-459-1887

Proposal for Recycling Services
(Contract Extension-With Cart Options)
12/3/13

Presented to:

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

Presented by:

Tennis Sanitation



Tennis Sanitation, L.L.C.

December 3, 2013

Shann Finwall
City of Maplewood, City Hall
1830 County Road B East
Maplewood, MN 55109

Dear Shann and Members of the City Council,

Tennis Sanitation, LLC appreciates the opportunity to submit a Proposal for the recycling collection services contract extension. With over 20 years of experience in recycling, we are confident that our company can maintain the quality service you have come to expect over the years.

As one of the only independent haulers processing our own recyclable materials we are excited to offer a proposal that fulfills all your current expectations while delivering good service to the citizens of Maplewood.

We hope the City of Maplewood accepts the option to extend the contract as detailed in this proposal

We look forward to hearing from you. Please contact me if you have any questions at 651-459-1887.

Best regards,

Willie Tennis
Owner

Tennis Sanitation is requesting an extension of the recycling hauling contract that is currently in effect until December 31st, 2015.

Tennis Sanitation is requesting the following options for the extension:

Term of the Extension:

Tennis Sanitation is requested that the extension be for a period of four (4) or five (5) years from the date of: January 1, 2016. Year five (5) is determined by the use of RFID chip. See option 1 for details.

Services:

Tennis Sanitation agrees to comply with all existing terms and conditions of the contract with the addition of adding a single-sort recycling cart for each resident.

Rates:

Tennis Sanitation will provide curbside weekly collection of single-sort recycling for the rates specified below:

2014-2015

Monthly rate will remain the same at \$1.75 per unit per month (without Tennis purchased carts)

2016-2019 or 2020

Monthly rate will be \$2.00 per unit per month (without Tennis purchased carts)

These rates will remain the same for the term of the extension. There will be no fuel adjustments assessed or yearly request for price adjustment during the term of this extension.

Revenue Sharing:

With the two (2) options Tennis is proposing, revenue sharing will not be given.

Total of Carts to be Purchased by Either Party

Tennis will use the breakdown provided by the City of Maplewood

595 – 95 gallon (these will only need to be purchased if RFID chip is required)

9452 – 65 gallon

2728 – 35 gallon

Cart for single-sort recycling (financing options):

Option 1: Carts financed by Tennis Sanitation

Tennis Sanitation will finance single-sort recycling carts for the City of Maplewood for a rate of \$0.50 per cart per month (\$2.25 including monthly rate of \$1.75 for 2014-2015 and \$2.50 including monthly rate of \$2.00 for 2016-2019 or 2020) for the four (4) or five (5) year extension of this agreement. **These rates will remain the same** for the term of the extension. There will be no fuel adjustments assessed or yearly request for price adjustment during the term of this extension.

**Tennis Sanitation would be willing to assembly, delivery, maintenance and management of the recycling carts for a one-time fee of \$2.65 per cart without RFID (Radio Frequency Identification) chip or for \$4.15 per cart Tennis is willing to equip the carts with the RFID (Radio Frequency Identification) chip if five (5) year extension is given.

**This also includes removal of the existing recycling bins to be recycled at a facility acceptable to the City of Maplewood.

**Earliest roll out of carts is expected to be February 1st, 2014 if decision is made December 9th, 2013.

Option 2: Carts financed by the City of Maplewood

The City of Maplewood would finance the single-sort carts for the City contract.

**Tennis Sanitation would be willing to assembly, delivery, maintenance and management of the recycling carts for a one-time fee of \$2.65 per cart without RFID (Radio Frequency Identification) chip or \$4.15 per cart with the RFID (Radio Frequency Identification) chip.

Upon the expiration term of this contract extension, the City of Maplewood will assume title / ownership of all the single-sort recycling carts.

Existing Terms and Conditions:

Tennis Sanitation agrees to comply with all existing terms and conditions of the contract.

Proposal Summary - Tennis Sanitation feels confident that we can fulfill the City of Maplewood's expectations over the requested contract extension. Our drivers have provided good service, our staff has been courteous in answering customers requests, our recycling facility has kept up with the challenging recycling markets and our team has maintained good information and reporting to the City.

Thank you for considering our proposal extension

Sincerely,

Greg and Willie Tennis

Maplewood Recycling Cart Comments Received from Maplewood Residents
July through November 2013

Supportive of Recycling Carts

Telephone Calls Received

1. Sharon Boekhoff, 3069 Susan Court North. Even a \$1 increase per month would be worth it. If it is a windy day there is junk in the street. I live in a townhome. The cart would take up the same footprint as a bin. Space wise it wouldn't be a big issue. We've talked about it and the pilot project is a no brainer.
2. Janice Johnson, 3089 Chisholm Court North. Had another bin delivered so she could separate recyclables back in the dual sort days. She still sorts to keep the bins more orderly. If the bins are full the bins are heavy to carry. As she gets older that will be a problem. She is good about washing out the bin, but sometimes there is still scent in there and it attracts critters. I don't like to put the bin out the night before if it is raining. That makes the bin and materials heavier which is harder on the driver. When it is windy things blow down the street. Her brother lives in Minnesota City and they have carts for recycling. It would be much better if the city purchased the carts. We are long overdue. More people will recycle.
3. Chris Hetland, 2587 Flandrau Street. Carts would be good for residents. Residents would find that they would recycle more rather than throw stuff away because there isn't enough room in the bin. It will reduce litter with the use of the carts. Very beneficial to city residents. Even with a slight increase in recycling rates if it is a few more dollars. Living in a different city prior to Maplewood they had carts, and now they are back to bins. He thought most cities have graduated to carts. Also, glad the City streamlined garbage.
4. Dave Arnold, 570 Marnie Street. Has three red bins. If there is any type of wind everything gets blown away. I am willing to pay extra for the carts. When will we see the new carts. City purchase carts seems to make the most sense. Pleased to pay the \$.75 per month.
5. Kathy Melander, 458 South Sterling Street. Husband was volunteer fire fighter. Would love to have the covered carts. She spends every single Friday picking up all of the recyclables that blew away from neighbor's bins. She has adopted a park – Vista Hills. If people had more capacity and if it was covered it would not be flying all over. Her children live in Cottage Grove and they have carts and love it. Our neighborhood would be very supportive. Supportive of increase in rates to cover cost of carts. It is nice to have one truck now with the new trash system. We are saving money.
6. Matt Ledvina, 1173 Lakewood Drive South. Cars would be more sanitary and allow more capacity for recyclables. When your bin is overflowing – some people trash the materials. Neighborhood

cleanliness. Even with slight increase in rates. With our substantial decrease in trash service, willing to pay slight extra for a higher level of recycling. Storage issues could be a problem.

7. Jack Flarherty, 735 Mary Street North. Wouldn't mind Maplewood purchasing recycling carts or any carts for that matter. It would reduce litter. We are stuck with these stupid little bins. I don't recycle that much because the material blows away. You can only fit some recyclables in the bins. I do support the carts, but think the City should eat the 75 cents.
8. Dean Simonet. Lived in North St. Paul and appreciated when they switched to the carts because it is easier to wheel to the curb and things don't blow away. With the city owning carts it would be a better deal. Nobody likes an increase in their bill.
9. Sue Ogren and Naomi Anderson. Supportive of carts. They are easier to move.
10. Charles Deitz, 1775 Clarence Street. Carts can become a problem delivering the mail. Automated arms have a problem. Use of carts is a good idea. A good wind picks up and it causes litter. I would not have anything more than I currently do. I like the idea of one trash company going up and down the street. So does his cat – who hates trash trucks. It worked better.
11. Janice Hoppe, 1675 County Road C. Janice purchased her own wheeled cart. She had called Tennis prior to the purchase and they said they would pick up recyclables in that cart. Her cart prevents the recyclables from blowing away on windy days, keeps items dry. The City should switch to carts.

Voicemails Received

12. Jill Clark, Minnehaha. All for carts. Now that we don't sort there is not enough room in the bins. The material blows out and gets wet.
13. Pat Martnuchi (sp?), 1570 Sterling Street. Had carts in North St. Paul and loved them. Hopeful Maplewood supplies its resident's carts.
14. Danielle Laraser (sp?). The recycling bins stink. The city needs to get carts. My bin is cracked and broken. I have so much recycling I have to place some in bags at the curb. It is hard for seniors to get the bins to the curb. Carts would be easier to roll to the curb. More people would recycle if we had carts.
15. Marlene Mayor. In support of carts. Need to get rid of the bins. You have my vote.
16. Kathy Engel, 444 Marnie. It is about time the city switches to recycling carts. We have so much recycling there is not enough room in the bins. It is a real hassle.

E-mails Received

17. Jared Savela, 1116 County Road C East. I just read in the Maplewood monthly about a recycling cart pilot program that has been going on for the past year. I am thrilled to find out that this may become a city wide program. Almost every week, our recycling tote gets full a few days before the

recycling is taken away. Once it gets full, we just throw away any additional recyclable products because it is too much of a hassle to try to stack it nearly or find other boxes/bags to put it in. When the tote is very full, it is more difficult to bring it down to the street for collection. I strongly support the use of recycling carts in Maplewood.

18. Dale and Alice Jo Carlson, 1513 Gervais Avenue. We would love to have recycling carts instead of bins. We have two bins and they are overflowing every week. If it's windy, there are recycled materials all over the neighborhood. If there was a 37% increase in the test area, think of what that would mean city-wide. Please expand the program to include the whole city!
19. Veronica Vail. I'd just like to share that I think implementing the recycling carts would be an excellent change. I've only lived in Maplewood for 2 years now but previously I lived in Vadnais Heights and they switched to the carts several years ago. When I lived out there we would completely fill our recycling cart and our trash bin would be only half full. So many people waste items that could be recycled due to the lack of space in the smaller recycling bins (me included). Our recycling bin is usually overflowing. Having the carts would in my opinion be a great success for Maplewood.
20. John P. Krebsbach, 1917 Furness Street. I read the article, "Recycling Cart Pilot Project a Success!" in the current issue of Maplewood Monthly. I strongly encourage the City to convert to the 65 gallon recycling carts for all residents. We recently moved from Saint Paul Park where we used Tennis Sanitation's 65 gallon carts for a number of years. It is a much more convenient and effective way to recycle! Thank you for your consideration.
21. Dave Klepperich, 756 Belmont Lane East. I was just flipping through the Maplewood Monthly newsletter for August and saw the story on the recycle cart study on page 3. We just moved into the City of Maplewood from Little Canada about 18 months ago. We had recycling carts in the area where we used to live. While I wholeheartedly support recycling in any form, I can tell you the cart is one of the things I miss the most – for exactly all of the reasons cited in the article. We had a 32-gallon cart for recyclables, but it was generally more than we needed for a three-person family...plus the footprint in the garage was almost exactly the same as the bin that had preceded it. If you should ever need additional volunteers to test carts, our family has our collective hand eagerly raised. Thank you for the study and publishing the results! We look forward to the possibility of recycling carts in the (hopefully near) future!
22. Claudia and Dick Baldwin, 929 Connor Avenue East. Just to let you know, my husband and I would greatly appreciate having recycling carts. We always have far more recycling than garbage and usually have to make two or even three trips to the curb with our recycling bins on recycling day. We would very much support switching to carts!!
23. Annette Huot-Link. I am writing to add my opinion of the cart vs. bin discussion for Maplewood. I would love to see Maplewood switch over to carts. The bins are messy, hard to carry, and never fit all the recycling we have. Every household should have as much recycling as trash because so much is now recyclable. That means we need bigger recycling units to hold all our recyclables. My only

question is why is the 65 gallon cart the only size being considered? I would prefer the smaller, 35 gallon, cart. This allows for more room for recycling and the other benefits of a cart over a bin, but does not take up so much space in our garage. Thanks for your work with this project and change for the better!!

24. Matthew Marek. I read about the recycling carts in the Maplewood monthly newsletter and think they are a great idea. We have two recycling bins, and will often fill up both. A cart is a great idea. Plus, how can you argue with the increased recycling rates!?
25. Debbie Kruse, 2680 New Century Place East. I received my Maplewood Monthly today and read the story about the recycling cart pilot project. I remember seeing the 65 gallon carts in some of the Maplewood neighborhoods. I live on New Century Pl E in the southern end of Maplewood, near Woodbury. I would like to see the recycling carts in our area. On more than one occasion I have seen the recycling bins tip in the wind, and everything is all over our street. I needed to chase some of our trash, just last week. We have 2 bins some weeks because of size and we do have a lot of recyclables.

I do hope to see the 65 gallon recycling carts available to families that need them, throughout the city of Maplewood.

26. Jennifer & Tim Buechele, 2428 Oakridge Lane East. As residents of Maplewood for the last 4 years, I would like to voice our support and excitement for the proposal to change to recycling carts in Maplewood. Since my husband and I have moved in our biggest issue with the recycling program in Maplewood was the fact that we had to use the small bins rather than larger carts. We frequently do not have enough room in our bin to include all the recycling that we have for one week. Changing to bins would make it much more convenient and easier to store our recycling as well as provide much more room.

I hope that residents of Maplewood could at least have the option of having a cart over the current bins, if the decision is not made to move to the carts completely.

27. Diane Swenson. We have used these in Arizona and really liked them. There is no rain on your recycling and the wind doesn't blow paper all over the neighborhood. Love them.
28. Hannah Peterson. I saw the article in the Maplewood Monthly newsletter about the recent recycling cart pilot. I think it is a great idea and my family is all for switching to carts.
29. Michelle and Scott Creer, 2563 Haller Lane East. We are extremely excited to hear that the Recycling Cart Pilot Project was a success for the households participating. We hope that this program can be implemented throughout the city of Maplewood.

We are avid recyclers, and our 18-gallon bin is always overflowing. We continually struggle to find space for all of our recyclables and to prevent them from blowing into the yard.

We think this cart would be very beneficial for all residents in many ways:

- a. It would increase participation in recycling. As the pilot project results showed, this cart increases resident's participation in recycling by 37 percent.
- b. It will keep our streets looking nice on recycling day, because it will keep the recyclables out of sight and contained within a closed cart. Currently, our streets look cluttered with all of the boxes, bins, and paper bags on the side of the curb.
- c. It will prevent litter from being deposited in our yards and neighborhoods on stormy/windy days.

We truly hope City Council will push for the use of these carts throughout Maplewood. We fully support this initiative. Thank you.

30. Mike and Stacie Hafner. My wife and I are looking forward to the possibility that Maplewood will be changing direction with the recycle containers. We put our red crate out every Tuesday and anticipate a rolling cart will be easier to handle.

This is certainly premature, but if the city takes the next step, do you think there will be any chance of multiple sizes, similar to our trash container?

31. Kurt Thompson, 1821 Manton Street. Hello! I'm writing to respond to the recent write up in the Maplewood city news letter concerning the recycling cart pilot project. I'd like to add my two cents if I may. My family was not part of the project but would whole heartily like to see it implemented in the city of Maplewood! As of now our family puts out at least 3-4 recycling containers each week and they are usually very full if not overflowing. I believe if we would have one of those rolling 65 gallon carts it would be a lot easier and more beneficial to our needs. I have noticed that in our neighborhood we have an average of 2 containers per household. I just thought I would give you my take on this situation. Thanks for the great work you and the city does for its citizens!
32. Cindy LaVan (and husband), 2321 Dahl Ave. Was just reading the Maplewood Monthly today and saw the information regarding recycling carts vs. bins for Maplewood residents. As a resident, I wholeheartedly support the plan. We recycle a lot, and have to haul out at least two bins every week. We would LOVE to have a roll-to-the curb cart, and also feel it would be better for the drivers, workers, who have to physically throw everything into the trucks now.

Our only question is, will carts mean fewer jobs since the truck will now probably be able to lift everything as the garbage trucks currently do?

Thank you for considering our opinion and for any answer to our question you can provide

33. Claire Terrones. I just wanted to voice my thoughts on how great it would be to have cart recycling! I live on McKnight Rd and so often the cars go by fast and blow the recycling right out of my bin with a gust of wind. We got sick of picking our recycling up out of the yard, so we purchased a rolling

trash bin from the store... so wonderful! I can wheel everything down in one trip and we recycle so much more (with the red bins once it was full, I often just started throwing stuff in the trash).

Hope the city moves forward with recycling carts for all.

34. John Linc Stine, 1398 Myrtle St N. I am writing to express my support for expanding the use of recycling carts. My household weekly waste volume is consistently 25-50% less than my weekly recycling volume and I am on the smallest waste receptacle available. I agree with comments expressing the benefits of recycling cart use that I read in the August 2013 City of Maplewood newsletter article about the pilot program. You have my support and I would willingly pay for this service, which I believe would increase recycling citywide, reduce nuisance concerns, and improve my handling of recyclables.
35. Pat Tressman, 2427 Barclay Street. I am wondering where the City is in its consideration to supply recycling carts to all residents of Maplewood. I am located in the area that was not part of the pilot project. However, I know several of my friends who live on the west side of highway 61 and rave about the ease of wheeling their recycling carts to the curb. Since I am still carrying my bins back and forth from the garage to the curb, I can see how a cart makes recycling more convenient. There's a cost associated with carts, I am sure, which must be considered. But can you give me any indication if there's a plan to go forward on this? Or is it still under study? What is the status?
36. Tom Kinning. We think a cart recycling program would be a great idea. As it is now we put out multiple totes and bins including paper grocery bags filled with newspapers. Most weeks the recycling bins are to the point of overflowing. When the weather happens to rain or is windy it can be a deterrent to put out our recyclables. A cart would eliminate the fear of our recyclables flying all over the neighborhood.
37. Andy Nordquist, 2474 Timber Court East saw the little write up on the recycling cart pilot project and the request for comments. I'd like to share mine. We move to Maplewood from South St Paul just about 3 years ago. In SSP, we had large recycling carts (I think maybe the 90 gallon) that were collected every two weeks. I was shocked when we came to Maplewood to see small bins, collected weekly. For me there are a couple issues that the bins create:
- a) Open to elements. If windy, you can bet there are milk cartons/pop cans/etc blowing out of the bins and into the neighbors yard/down the street. It looks bad, is bad and if for no other reason, I would hope this could be the stimulus for the use of carts.
 - b) Size. I can hardly fit a week's worth of recycling for a family of 5 into the bin. We try to recycle as much as possible and some days I end up choosing to not recycle because of lack of space.
 - c) Weekly recycling. We moved into the city at a time where there was the trash debate and the desire to limit the number of big trucks on the streets and that whole debate. I am uneducated on the topic and it is only a guess, but I would have to think that an every-other week recycling

schedule would help reduce wear on the streets, gas usage, noise pollution. As someone who was opposed to the idea of the city taking over my choice of garbage haulers, I accepted the idea since it is the better plan for our environment. I would have to assume the city would make the same type of choice for the recycling program.

Having a cart at my previous home, I've never thought about the negatives on the program. I'm assuming things like storage of the carts (they take up more space), cost of providing carts are factors. But for me, to drive down the street and see two carts sitting next to each other, waiting to be collected, rather than one trash cart and an overflowing bin of paper, milk containers and cans, half of which is out in the street, would be a much better view.

38. Pat Tressman, 2427 Barclay Street. I am wondering where the City is in its consideration to supply recycling carts to all residents of Maplewood. I am located in the area that was not part of the pilot project. However, I know several of my friends who live on the west side of highway 61 and rave about the ease of wheeling their recycling carts to the curb. Since I am still carrying my bins back and forth from the garage to the curb, I can see how a cart makes recycling more convenient. There's a cost associated with carts, I am sure, which must be considered. But can you give me any indication if there's a plan to go forward on this? Or is it still under study? What is the status?
39. Richard Erwin, 2075 Edgerton Street. We have outgrown our red tote for recycling some time ago and have been putting any overflow recycle in the trash bin. It does not make any sense to me to have to do this and we could virtually eliminate the trash cart altogether if we had a recycle cart large enough to suit our needs. What plans have been implemented to supply residents with the proper recycling containers so that we don't have to continue putting recyclables in the trash?
40. John O'Phelan, Stillwater Road East. I wanted to share my support with the City of Maplewood in regards to implementing large wheeled recycling containers. Throughout the metro area it seems as if everyone but Maplewood and Saint Paul are left without a better system that allows us the opportunity to recycle more and make it easier. In other words, the decision to hesitate on this issue should not even be considered.

If the city council is considering the cost effectiveness, my argument would be that either way it will need to happen at one point and the longer we wait the more expensive the cost will be. Besides that, with Maplewood's own study proving the effectiveness of more recycling and less landfill should be obvious enough that we need to move ahead with the new plan.

As a resident of Maplewood I have watched many of my neighbors carry out 2-3 of your containers on garbage day. Personally our family fills our own large wheeled container. At this point it has lost its wheels and I have it duct taped together. We are waiting for a positive vote from city council so we don't need to invest in a container that we may not need within just a few months.

Thank you so much for working on this project. If you would like more Maplewood support and/or a petition that the residents could sign and/or an online survey I would be willing to help.

Not Supportive of Recycling Carts

Telephone Calls Received

1. Charles Rohrbach, 2048 Duluth Street. Not in favor because of the number of carts sitting around. Right now the garbage cart is in garage. I don't recycle enough to fill a cart. A cart for me would be useless. We don't fill the bin. A lot of the people don't fill the bin. It is convenient now not to sort. I currently place my bin under the picnic table. Some people don't recycle at all. Keep Tennis for two years with the bins. Tennis is doing a good job. You should do a study to see how many people really need a cart. There could be some push back from residents. In the winter time when people have to pull out the carts in the snow it will be difficult.
2. Claudette Leonard, 2627 Duluth Street. We only have a 30 gallon trash cart. There are only two of us. We have small garages. We don't have any room to store a trash container. We take responsibility so nothing blows around. Do they have bins with covers? When they put 65 gallon how. Size of the cart. Where do you expect people to put this? Twin home. Do not want the city supplied carts because they would buy them.

Voicemail Received

3. Suzanne Stolte (sp?), 2528 Schaller Drive. Adamantly opposed to carts. All of my neighbor's trash carts are stored outside of their garage. With an additional cart there will be more carts left outside. The codes aren't enforced now. There are just two of us at my house. We don't recycle that much. If we do get carts I will start storing my cart outside also and I will start hiding recyclables in my trash cart.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Michael Martin, AICP, Planner
Melinda Coleman, Assistant City Manger

DATE: December 3, 2013

SUBJECT: Approval of Transfer of City-Owned Real Property Between City and EDA, Castle Avenue and Van Dyke Street

a. Approval of Transfer

Introduction

The city has received a purchase offer for property it has been marketing for sale. The property is located on the southeast corner of Castle Avenue and Van Dyke Street. Refer to the attached maps. This property has 135.38 feet of frontage and 296.68 feet of lot depth for an area of .92 acres. It is currently zoned R1 (single dwelling residential) and guided LDR (low density residential) in the comprehensive plan.

Discussion

Excess Land

The city acquired this parcel through a private transaction in 1974 for right-of-way or utility purposes. A portion of this parcel was utilized to build the roundabout at the Castle Avenue and Van Dyke Street intersection. The rest of this parcel is not needed for any additional right-of-way purposes. The city has run an ownership and encumbrance report and there are no restrictions against the property which would limit any potential sale. Since this parcel does not have any deed restrictions and is not needed by the city for any additional public functions, staff is recommending the city deem the parcel in excess and move forward with selling the property.

Transfer of Land

The intention is to use the proceeds from any sale of this property for future economic development pursuits. So to move forward the City of Maplewood must transfer ownership of this land to the city's economic development authority (EDA) who would officially sell the land to an outside group.

The city hired Mike Brass, a real estate agent with Colliers International, to represent the city and market this parcel. The city has received a purchase agreement for this property from a development group that would intend to develop this site with a commercial use. The property is zoned and guided by the city's comprehensive plan for single family residential use. Any purchase of the property for a commercial use would be contingent on the buyer submitting land use applications to zone and guide the land appropriately.

Commission Review

Housing and Economic Development Commission

The city's housing and economic development commission reviewed this proposal at its meeting on September 11, 2013 and recommended the city council and EDA move forward with the approval of the purchase agreement.

Planning Commission

The city's planning commission reviewed this proposal at its meeting on September 17, 2013 and determined this property was in excess and currently in compliance with the city's comprehensive plan. The planning commission recommended the city council and EDA move forward with the purchase agreement which is contingent on the buyer applying for and seeking approval of any land use amendments.

Budget Impact

The execution of land transfer will have no impact on any budgets itself. If this property is sold, all proceeds would be deposited in the EDA's redevelopment fund.

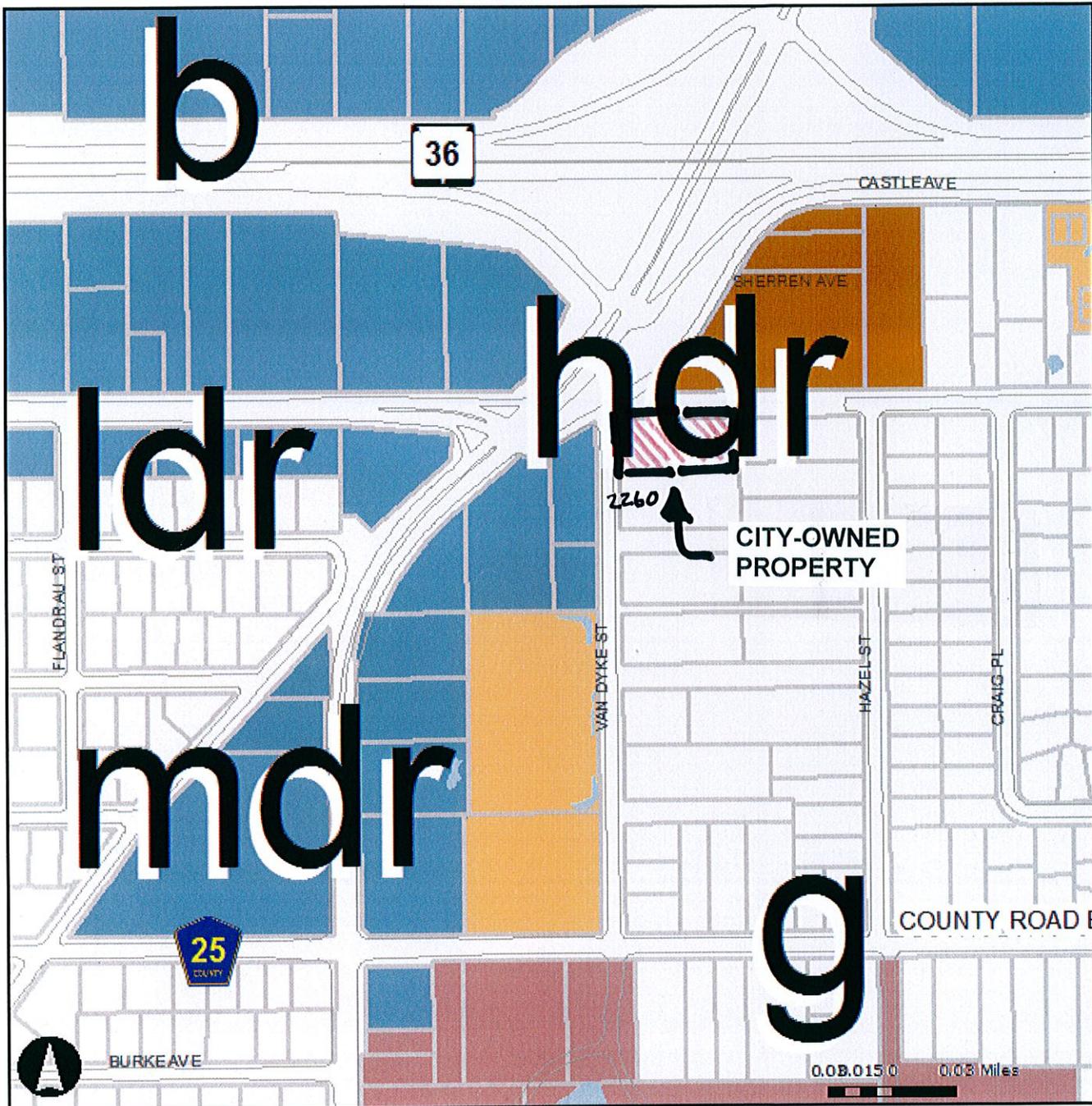
Recommendation

Approve the transfer of real property located on the southeast corner of Castle Avenue and Van Dyke Street from the city of Maplewood to the Maplewood Area Economic Development Authority for the property. This approval authorizes the city manager and city attorney to legally transfer ownership of the property.

Attachment

1. Land Use Plan Map
2. Zoning Map
3. Aerial Photo
4. Survey Drawing
5. September 11, 2013, HEDC Minutes
6. September 17, 2013, Planning Commission Minutes

City Owned Property on Van Dyke Street Land Use Plan



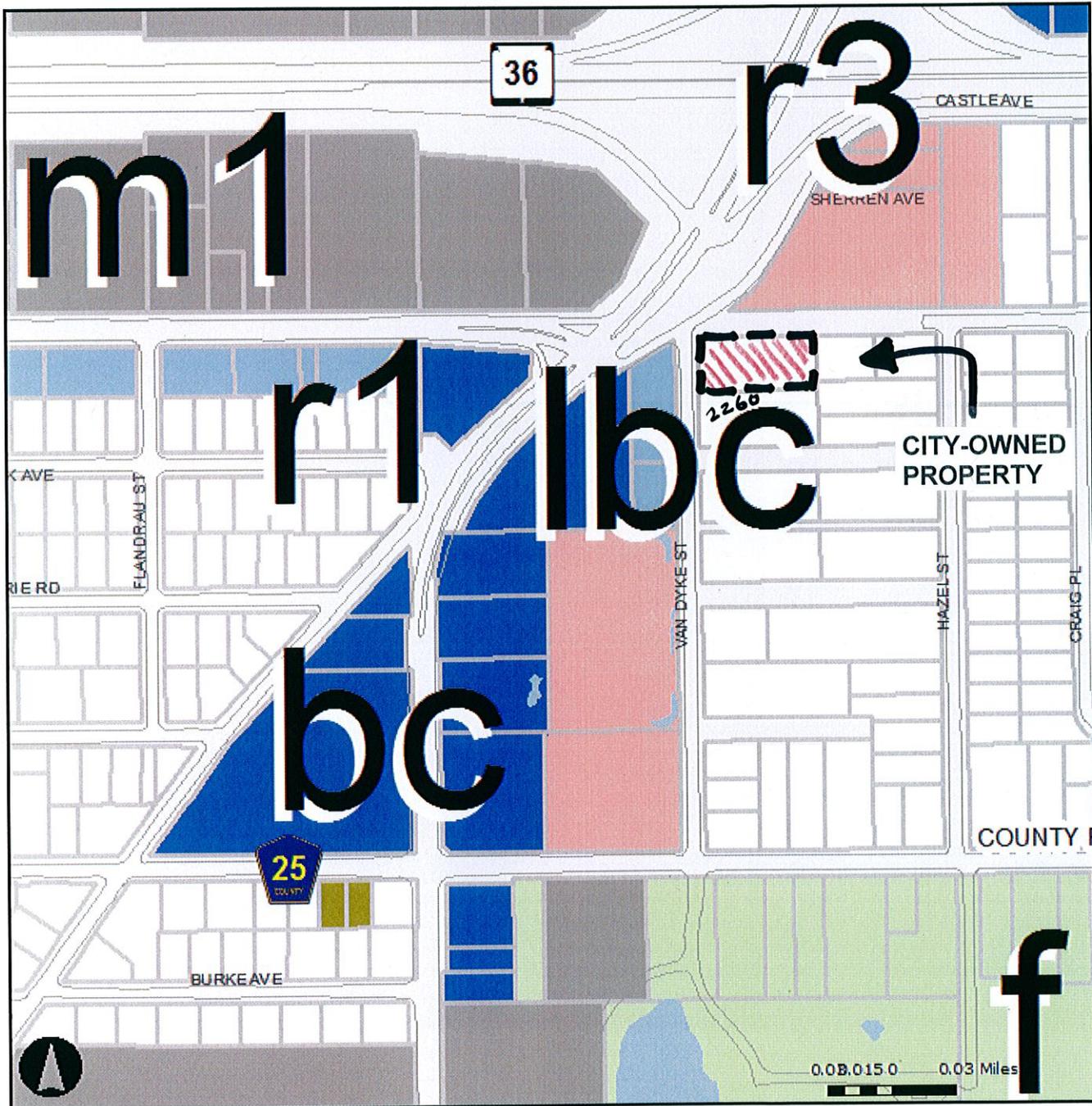
Copyright

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.

City Owned Property on Van Dyke Street--Zoning Map

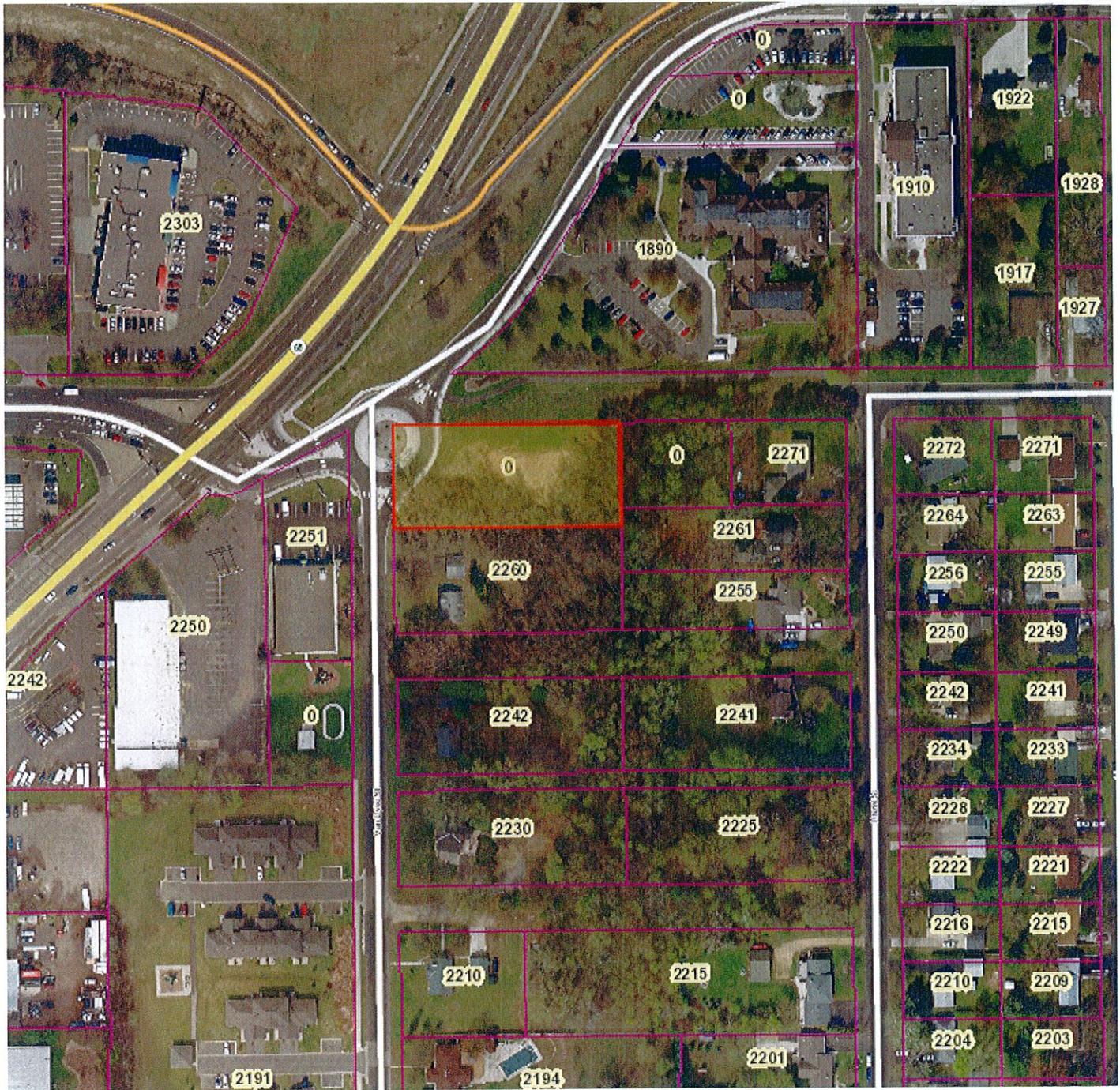


Copyright

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.



374.7 0 187.37 374.7 Feet

1: 2,248

NAD_1983_HARN_Adj_MN_Ramsey_Feet

© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Enter Map Description



**MINUTES OF THE HOUSING AND ECONOMIC DEVELOPMENT COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
7:00 P.M., WEDNESDAY, SEPTEMBER 11, 2013**

5. NEW BUSINESS

b. Approval of Selling Excess City-Owned Real Property Policy

- i. Planner, Mike Martin gave the report and answered questions of the commission.
- ii. Assistant City Manager, Community Development Director, Melinda Coleman addressed and answered questions of the commission.

Commissioner Wessel moved to approve the selling of excess city-owned real property policy in the staff report. This policy has Maplewood's criteria and project review policies, procedures and criteria for any city-owned real property that would be sold in the city of Maplewood.

Seconded by Commissioner Unger.

Ayes – All

The motion passed.

c. Approval of Sale of City-Owned Real Property, Castle Avenue and Van Dyke Street

- i. Planner, Mike Martin gave the presentation and answered questions of the commission.

Commissioner Klonecz moved to approve the recommendation to the city council in determining the property the city owns on the southeast corner of Castle Avenue and Van Dyke Street is in excess and not needed for any public use and should be marketed for sale.

Seconded by Commissioner Wessel.

Ayes – All

The motion passed.

Commissioner Wessel moved to recommend to the city council authority from the city's housing and economic development commission to move forward with a purchase agreement to sell the property located on the southeast corner of Castle Avenue and Van Dyke Street.

Seconded by Commissioner Lewis.

Ayes – All

The motion passed.

**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, SEPTEMBER 17, 2013**

6. NEW BUSINESS

a. Approval of Selling Excess City-Owned Real Property Policy

- i. Planner, Mike Martin gave the staff report and answered questions of the commission.

Commissioner Tripler moved to approve the selling city-owned real property policy in the staff report. This policy has Maplewood's criteria and project review policies, procedures and criteria for any city-owned real property that would be sold in the city of Maplewood.

Seconded by Commissioner Arbuckle.

Ayes - All

The motion passed.

b. Approval of Sale of City-Owned Real Property, Castle Avenue and Van Dyke Street

- i. Planner, Mike Martin gave the staff report and answered questions of the commission.

Commissioner Tripler moved to approve recommendation to the city council in determining the property the city owns on the southeast corner of Castle Avenue and Van Dyke Street is in excess and not needed for any public use and should be marketed for sale.

Commissioner Tripler moved to approve recommendation to the city council and the city's economic development authority to move forward with a purchase agreement to sell the property located on the southeast corner of Castle Avenue and Van Dyke Street.

Seconded by Commissioner Ige.

Ayes - All

The motion passed.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Tom Ekstrand, Senior Planner
Melinda Coleman, Assistant City Manager

DATE: December 2, 2013

SUBJECT: Approval of a Conditional Use Permit Revision and Design Plans for Agropur, 2080 Rice Street

Introduction

Dick Behling, of Agropur (formerly Schroeder Milk), located at 2080 Rice Street, is requesting approval to build a 3,540-square-foot building addition onto the back of the facility. The proposed addition would be a tank-room addition needed to replace milk product tanks for their milk processing operation. Refer to the attachments.

Mr. Behling is requesting approval of a conditional use permit (CUP) revision and approval of design plans for the proposed addition. City ordinance requires a CUP for “processing and distribution stations for beverages.”

Background

June 27, 1994: The city council granted a CUP for Schroeder Milk to expand the facility.

June 28, 1999: The city council approved a CUP revision for a three-phase facility expansion project. The council also approved design plans and tax increment financing. The CUP revision was subject to:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. If the city council determines there is not enough on-site parking, the council, may require that the property owner provide additional parking.

April 28, 2003: The city council approved the vacation of an unneeded water main easement within the applicant's property.

Discussion

Building Design and Parking

Staff does not see any problem with the proposed addition. It will match the exterior of the existing building and will not be visible from the street. The site is large and there is sufficient parking on the site for the applicant's needs, therefore, parking is not an issue. Also, there are no new employees to be hired because of the proposed addition.

Landscaping

There will be no affect on landscaping since the proposed addition does not involve any alteration to the existing planted areas. Also, the proposed addition will not be visible from the street or any neighboring views to warrant additional landscaping.

Engineer's Report

Jon Jarosch, staff engineer, has the following comments:

- The plans look fine from our end.
- A grading/erosion control permit will be required.
- There may be SAC, sewer availability charges, associated with the proposed addition. The engineering staff will determine this.

Assistant Fire Chief and Building Official Comments

The applicant must meet all applicable building codes and provide fire protection according to all applicable codes as well.

Police Comments

Chief Paul Schnell commented that there were no obvious police issues with this proposed project.

CUP Findings for Approval

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

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

- Not cause adverse environmental effects.

The proposed tank room addition would meet the above criteria and would not create any negative issues or concerns.

Commission Actions

November 19, 2013: The planning commission recommended approval of the proposed CUP revision.

November 26, 2013: The community design review board recommended approval of the design plans.

Budget Impact

None.

Recommendation

- A. Adoption of the resolution amending the conditional use permit for Agropur (formerly the Schroeder Milk site), located at 2080 Rice Street for their proposed 3,540-square-foot building addition. Approval is based on the findings required by city ordinance and subject to the following conditions (additions are underlined):
1. All construction shall follow the site plan approved by the city date-stamped October 31, 2013. The director of community development may approve minor changes.
 2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
 3. The city council shall review this permit in one year.
 4. If the city council determines there is not enough on-site parking, the council, may require that the property owner provide additional parking.
- B. Approve the plans date-stamped October 31, 2013 for the proposed tank room addition to Agropur, located at 2080 Rice Street. Approval is subject to the following conditions:
1. The materials and color of the proposed tank room addition shall match the exterior materials and color of the contiguous part of the existing building.
 2. The applicant shall comply with all requirements of the assistant fire chief and building official.
 3. The applicant shall comply with all requirements of the city's engineering department.

Reference Information

Site Description

Site size: 18.83 acres
Existing land use: Agropur, Inc.

Surrounding Land Uses

North: Victory Auto Service and Glass, Cub Foods
East: Undeveloped
South: Maplewood Collision Center
West: Rice Street Business Center, Dulux Paints

Planning

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

Code Requirements

Section 44-512(2) requires a CUP for processing and distribution stations for beverages.

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 October 31, 2013. State law requires that the city decide on these applications within 60 days. The deadline for city council action on this proposal is December 30, 2013.

Attachments

1. Conditional Use Permit Revision Resolution
2. Location/Zoning Map
3. Land Use Plan Map
4. Neighborhood Map
5. Site Plan
6. Building Elevations
7. Applicant's Written Narrative date-stamped October 31, 2013
8. Photograph of the Building Exterior
9. Plans date-stamped October 31, 2013 (separate attachments)
10. Planning Commission Draft Minutes dated November 19, 2013

p:\sec18\Agropur CUP and Design Review CC Report 12 13 te

**CONDITIONAL USE PERMIT
REVISION RESOLUTION**

WHEREAS, Agropur, Inc. has applied for a conditional use permit revision to their to construct a 3,540-square-foot tank room addition at their facility.

WHEREAS, Section 44-512(2) of the city ordinances requires a conditional use permit for processing and distributing stations for beverages.

WHEREAS, this permit applies to the property located at 2080 Rice Street. The property identification numbers for these properties are:

182922220016 and 182922220017

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

1. On November 19, 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 everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On December 9, 2013, the city council considered reports and recommendations of the city staff and planning commission.

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

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

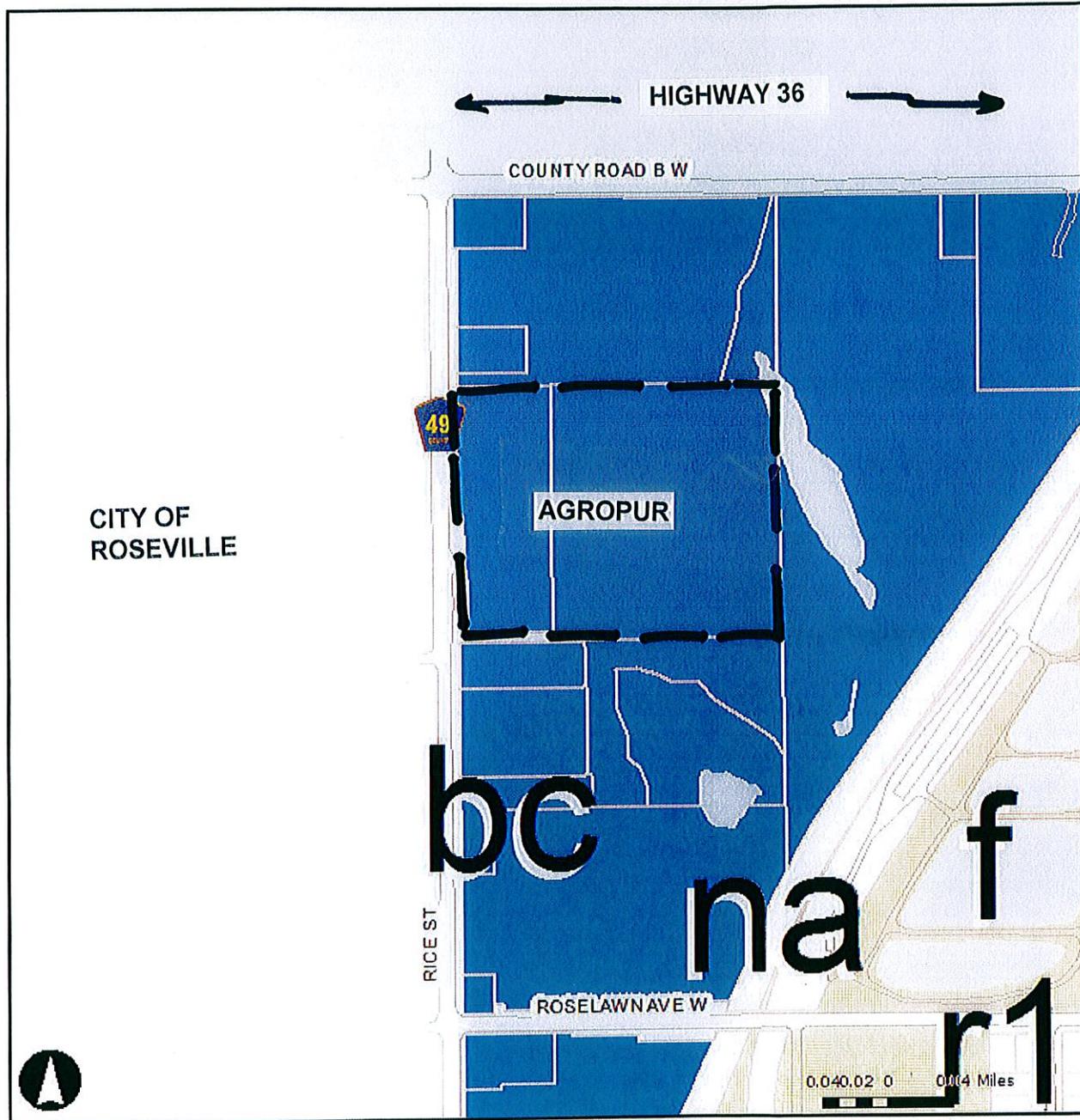
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the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

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped October 31, 2013. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. If the city council determines there is not enough on-site parking, the council, may require that the property owner provide additional parking.

The Maplewood City Council _____ this resolution on _____, 2013.

Location/Zoning Map



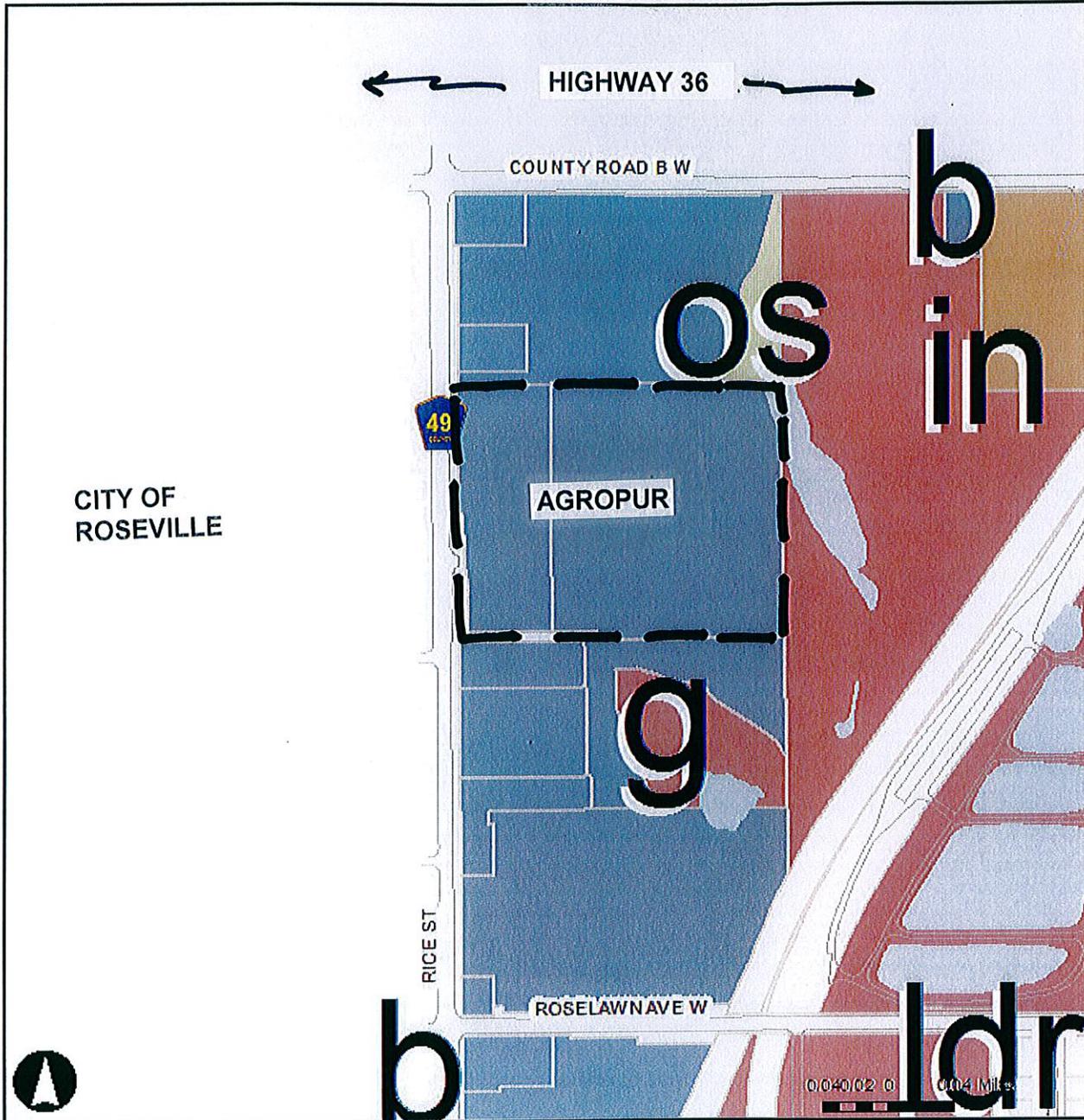
Copyright

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



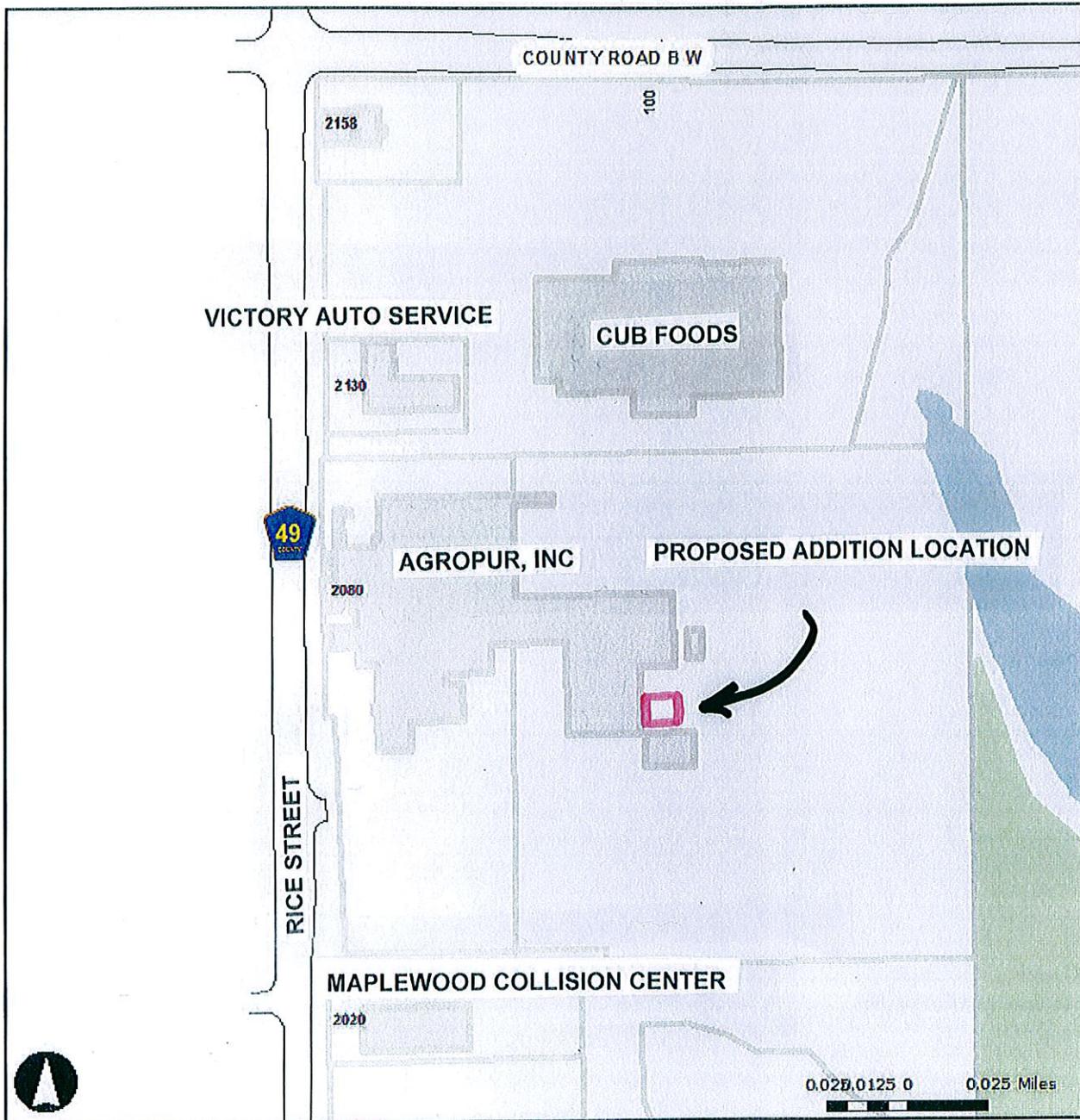
Copyright

MaplewoodBaseMap

Chad Bergo

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.

Neighborhood Map



Copyright

MaplewoodBaseMap

Chad Bergo

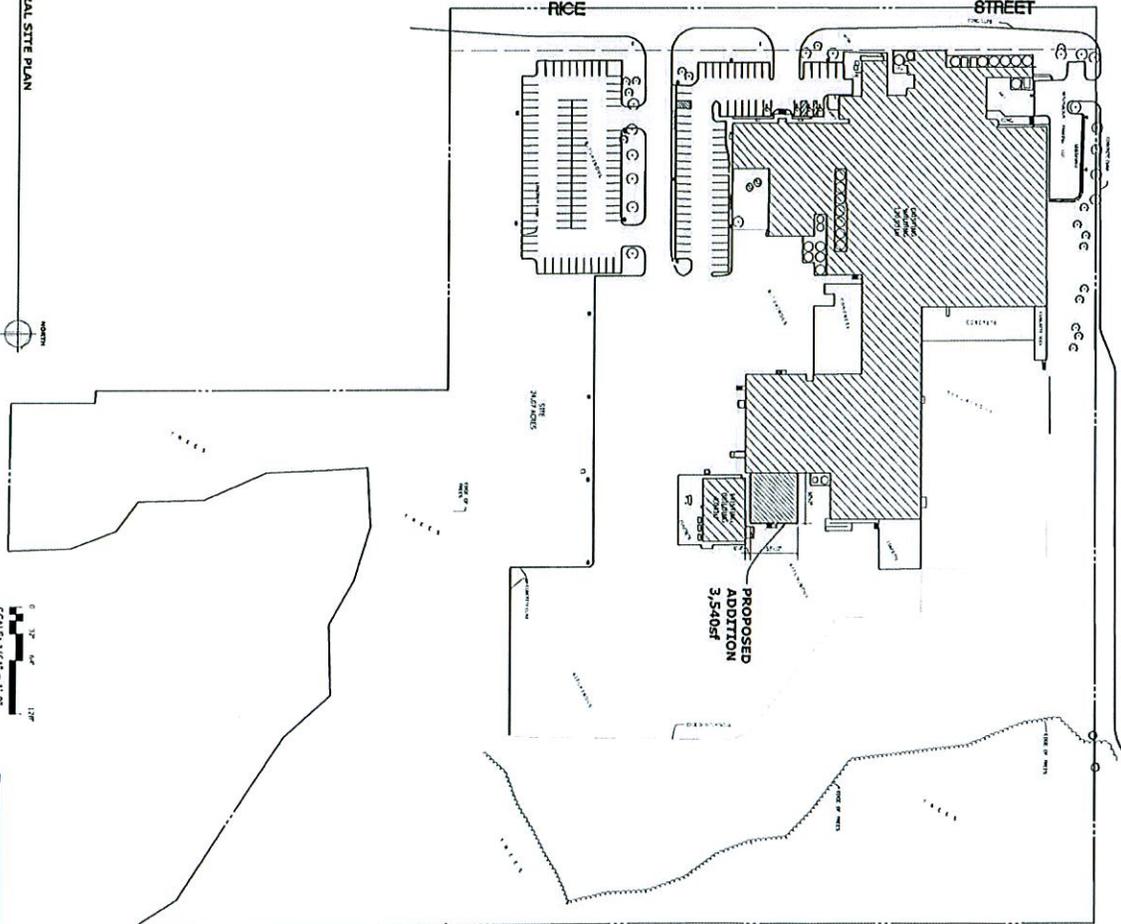
Zoning Classifications: This data set is available to everyone. Fees and policy are published in the Ramsey County Fee Schedule. Charges are variable and are subject to change. See the Ramsey County Fee Schedule for specific information on fees and policy.

AGROPUR TANK ROOM ADDITION, CUP & CDRB SUBMITTAL: SITE PLAN.dwg 10/30/2013 10:53:40 AM

1 ARCHITECTURAL SITE PLAN
1/4" = 1'-0"



0 12' 24' 36' 48' 60' 72' 84' 96' 108' 120'
SCALE: 1/4" = 1'-0"



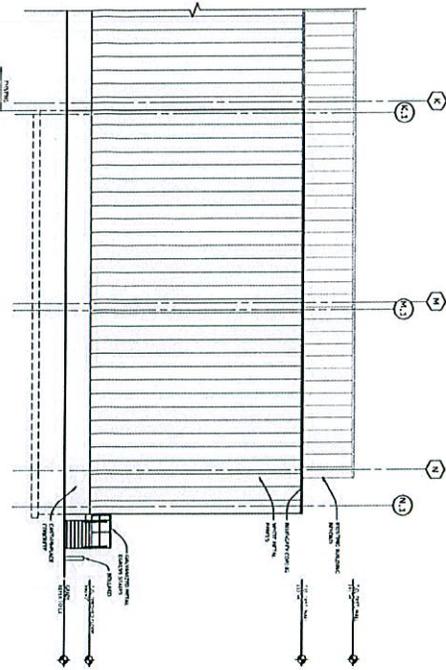
SITE PLAN

AGROPUR TANK ROOM ADDITION, CUP & CDRB SUBMITTAL
AGROPUR INC.
2080 RICE STREET
MAPLEWOOD, MN 55113

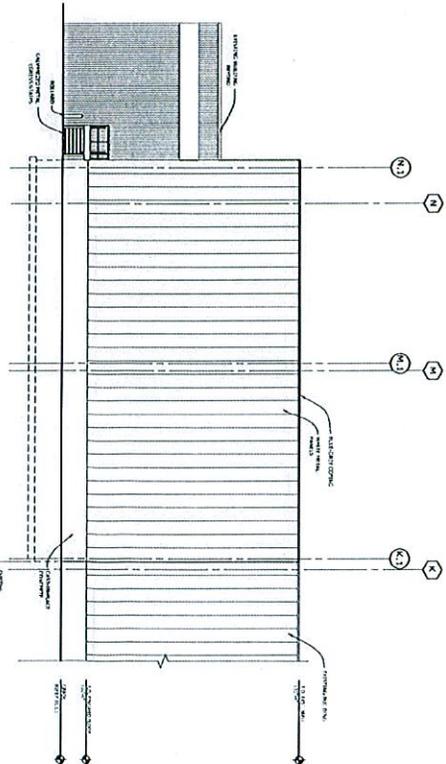
PROJECT: 12345
DRAWN BY: JKL
CHECKED BY: MNO
DATE: 10/30/2013
DESIGNER: PQRST

**KRECH, O'BRIEN,
MULLER & ASSOCIATES, Inc.**
Architectural Design/Engineering/Interior Design
0113 Cahill Avenue
Maple Grove, MN 55126
651.451.4605
Fax: 651.451.0971
www.koam.com

RECEIVED
OCT 31 2013
BY

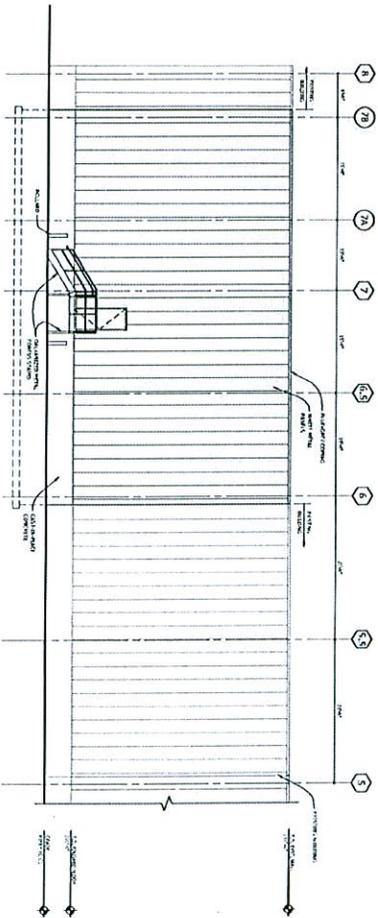


22 SOUTH ELEVATION
1/8" = 1'-0"



10 NORTH ELEVATION
1/8" = 1'-0"

- GENERAL NOTES:**
1. EXISTING TANK ROOM WALLS SHALL BE REINFORCED IN ACCORDANCE WITH THE 2009 IBC.
 2. ROOF SHALL BE REINFORCED WITH ANCHORS & 1/2" REINFORCING BARS.
 3. NO ROOF TOP EQUIPMENT IS ALLOWED FOR THE ADDITION, PER THE 2009 IBC.
 4. ADDITION SHALL BE CONSTRUCTED WITH STEEL FRAMING SYSTEMS.



12 EAST ELEVATION
1/8" = 1'-0"

ELEVATIONS AND NOTES

AGROPUR TANK ROOM ADDITION, CUP & CORB SUBMITTAL
 AGROPUR INC.
 2080 RICE STREET
 MAPLEWOOD, MN 55113

PROJECT: 12345
 DRAWN BY: JKL
 CHECKED BY: MNO
 DATE: 10/31/2013
 REVISIONS:

KRECH, O'BRIEN, MUELLER & ASSOCIATES, INC.
 615 Cedar Avenue
 Minneapolis, MN 55415
 Tel: 612.437.0977
 Fax: 612.437.0978
 www.krecho.com



AGROPUR inc. – PROJECT INTENT

In calendar year 2002, a new addition was commissioned which provided for the installation of extended shelf life (ESL) and aseptic (shelf stable) products. A part of this project included the fabrication and installation of four (4) ten thousand (10 000) gallon sterile surge tanks. In the intervening years since their installation, with the installation of additional processing and packaging equipment, these tanks have become effectively “land locked”. Three (3) walls of the process room where the tanks are installed are lined with process vessels and thermal processing equipment. The remaining side is a divider wall separating the process area from the aseptic filling room, also filled with filling equipment. The surge tanks were constructed of type 304 stainless steel and all are exhibiting, to a varied degree, corrosion, severe surface pitting, line cracks and liner fatigue.

Within the first (1st) several years of service, the tanks all began to exhibit pitting to the walls, top and bottom dishes and the agitator shaft. Initial corrections were made by grinding and buffing. In the following years, the pits became too deep to fully correct but the tanks remained in service. In the past several years, two (2) of the tanks developed cracks which actually leaked product into the cooling jacket. Corrections were made and the tanks remained in service.

In August 2012, a leak developed through the inner liner through to the cooling jacket. At this point, the tank manufacturer was called in to make an evaluation and to perform any needed repairs. A dye check was conducted and the results indicated that the corrosion level was too severe for correction and the tank was beyond repair. In mid-August of this year, a second (2nd) tank developed a serious leak. Repairs were attempted but were unsuccessful and the tank was decommissioned and now stands idle and not available for use. It must be realized that the reduction in the surge capacity of the process area resulting from the failure and idling of these tanks severely restrict the productive capacity of the area.

Recently, a third (3rd) tank began leaking and an attempt to correct the condition was made by applying an interior stainless steel band to the affected area. The repair was successful but concerns remain as to the long term effectiveness of this repair. Similar banding efforts were applied to the two (2) idled tanks with limited success.



Given the limited, short term success of the tank(s) repair, a planned program for the scheduled replacement of the four (4) tanks is imperative. Toward this end, the following alternative solutions were evaluated.

- a. Replacement of the defective tank components on site. This would involve separating the tank area from the other processes with a protective barrier. Each tank would be lifted and the defected components removed. New components would be welded into position, the tank(s) tested for ASME certification, certified, passivated and commissioned. The defective components removed from the site and the protective barrier removed.

This approach was rejected when additional dye checks revealed the extent of the sidewall corrosion. In addition, there would be major disruption to the adjacent process/production areas and the estimated cost for the repairs was deemed excessive, especially as this would be a relatively short term fix.

- b. Remove the tanks through the roof and rig in new tanks. This would involve removing the drop ceiling above the tanks, and rerouting all the electrical and mechanical services above the tank area. Redesign and modify the existing roof support structure to allow removal and replacement of the roof. Remove the four (4) defective tanks through the roof, install four (4) new tanks and reconnect all services. Fabricate and install a new roof structure above the tank bays.

This approach was rejected as it would idle the entire ESL/aseptic process area for several weeks while the utilities were rerouted. Roof redesign and removal was estimated at \$750K, not including the cost of utility relocations, impact of lost productive capacity and tank(s) purchase.

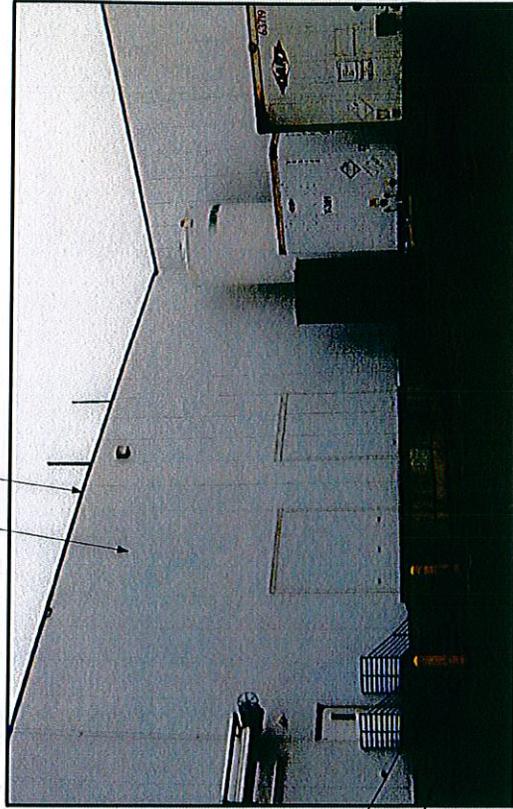
- c. **RECOMMENDED ALTERNATIVE.** Construct a small building addition to the east of, and adjacent to the current ESL process room. Purchase and install four (4) new tanks, constructed of type 316L stainless steel in the new building addition with new valve skids. Conduct a planned sequence of bringing the new tanks on line and minimize any production interruption or downtime. Once all tanks are on line, disassemble the defective tanks on site and remove.

This alternate was recommended as it would minimize any interruption of production, would minimize the extent of any lost capital, and would provide an updated process area utilizing current technology. The area vacated with the removal of the old tanks would provide needed staging area for the existing processes.



BLUE-GRAY COPING

WHITE METAL PANELS



GALVANIZED EGRESS STAIRS

CAST-IN-PLACE CONCRETE

GENERAL NOTES:

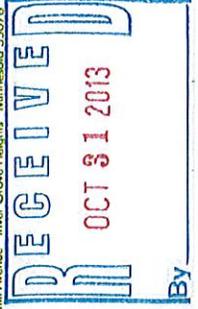
1. THE ADDITION WILL MATCH THE FINISHES (METAL PANELS, COPING, METAL STAIRS, CONCRETE) OF THE EXISTING FACILITY.

EXISTING FINISHES TO MATCH

C3 | **AGROPUR TANK ROOM ADDITION**
BUILDING MATERIALS

10/30/13

**KRECH, O'BRIEN,
MUELLER & ASSOCIATES, INC.**
p: 651.451.4605 | f: 651.451.0917
6115 Cahill Avenue, Inver Grove Heights, Minnesota 55076



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

5. PUBLIC HEARING

a. 7:00 p.m. or later: Approval of a Conditional Use Permit Revision for Agropur, 2080 Rice Street

- i. Senior Planner, Tom Ekstrand gave the presentation and answered questions of the commission.
- ii. Vice President of Operations, Agro Pur, Jim Schultz, 2080 Rice Street, Maplewood, addressed and answered questions of the commission.

Chairperson Desai opened the public hearing.

There were no visitors to address the commission.

Chairperson Desai closed the public hearing.

Commissioner Trippler moved to approve the resolution amending the conditional use permit for Agropur (formerly the Schroeder Milk site), located at 2080 Rice Street for their proposed 3,540-square-foot building addition. Approval is based on the findings required by city ordinance and subject to the following conditions (additions are underlined):

1. All construction shall follow the site plan approved by the city date-stamped October 31, 2013. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. If the city council determines there is not enough on-site parking, the council may require that the property owner provide additional parking.

Seconded by Commissioner Arbuckle.

Ayes – All

The motion passed.

This item goes to the city council on December 9, 2013.

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, NOVEMBER 26, 2013**

1. DESIGN REVIEW

a. Approval of a Conditional Use Permit Revision and Design Plans for Agropur, 2080 Rice Street

- i. Jim Schultz, Agropur addressed the board, gave the presentation and answered questions of the board.

Boardmember Shankar moved to approve the plans date-stamped October 31, 2013, for the proposed tank room addition to Agropur, located at 2080 Rice Street. Approval is subject to the following conditions:

1. The materials and color of the proposed tank room addition shall match the exterior materials and color of the contiguous part of the existing building.
2. The applicant shall comply with all requirements of the assistant fire chief and building official.
3. The applicant shall comply with all requirements of the city's engineering department.

Seconded by Boardmember Kempe.

Ayes – All

The motion passed.

DRAFT

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Tom Ekstrand, Senior Planner
Melinda Coleman, Assistant City Manager

DATE: December 2, 2013

SUBJECT: Approval of a Parking Reduction for Maplebrook Pet Care Center,
2811 White Bear Avenue

Introduction

Dr. Kristina Andrusko-Bipes, of the Maplebrook Pet Care Center, 2811 White Bear Avenue, is requesting that the city council approve a parking reduction. She would like to remove two parking spaces and install a rain water garden in this location.

The applicant feels they do not need these spaces for their clinic's parking needs and the rain water garden will resolve an erosion problem. She is working with the Watershed District on this project.

Refer to the attached letter drawings from the applicant.

Background

June 12, 1995: The city council approved the plans for this building and site, then the Maplewood Pet Center, another owner. The council also approved a parking reduction waiver to allow 18 parking spaces rather than 25 spaces which code required. The developer was required to provide proof-of-parking for seven additional spaces.

Discussion

The city council had required 18 parking spaces. Over time, this number has reduced to 17. Because the site already has one space less than the city council originally required, the applicant is essentially requesting a reduction of three more parking spaces.

There is not room for any proof-of-parking spaces due to the grade on the site. The building and parking lot are on high ground. The rest of the site drops to low ground on the south.

Staff agrees that the veterinarian clinic can function with 15 parking stalls; therefore, the loss of two more spaces would not be a problem for them. The problem is that, with no room available on site for additional parking spaces to be added, the site may end up with a parking shortage for a future business.

Staff feels, though, that it is worth the minimal risk of a possible parking shortage by assisting the applicant to improve the drainage on their site. Rain water gardens serve not just as a means to control runoff but are very attractive landscaped elements that enhance a property.

Staff's suggestion is to allow the parking reduction to 15 spaces, but should a parking shortage develop in the future, the applicant or future owner, may be required to attain the right to park on the abutting parking lot to the south (subject to that property owner's approval) or restore the proposed rain water garden back to two parking spaces.

Trash Enclosure Required

Staff observed that the pet care center did not have a trash enclosure for the two dumpsters they had. To comply with city ordinance, the applicant needs to provide a trash enclosure as code requires. This is required by code whether they proceed with the rain water garden project or not.

Commission Actions

November 26, 2013: The community design review board recommended approval of the proposed parking reduction with the staff recommendation.

Budget Impact

None.

Recommendation

Approve the parking reduction to allow 15 parking spaces at the Maplebrook Pet Care Center, located at 2811 White Bear Avenue. This parking reduction is based on the following reasons:

1. The pet care center does not need more than the proposed 15 parking spaces for their staff and customers.
2. By reducing the number of parking spaces to 15, the property owner can resolve an erosion problem by installing a rain water garden in the parking lot.

If a parking shortage develops, the property owner shall restore parking to the area planned for the new rain water garden or seek to use parking from an adjacent or nearby parking lot.

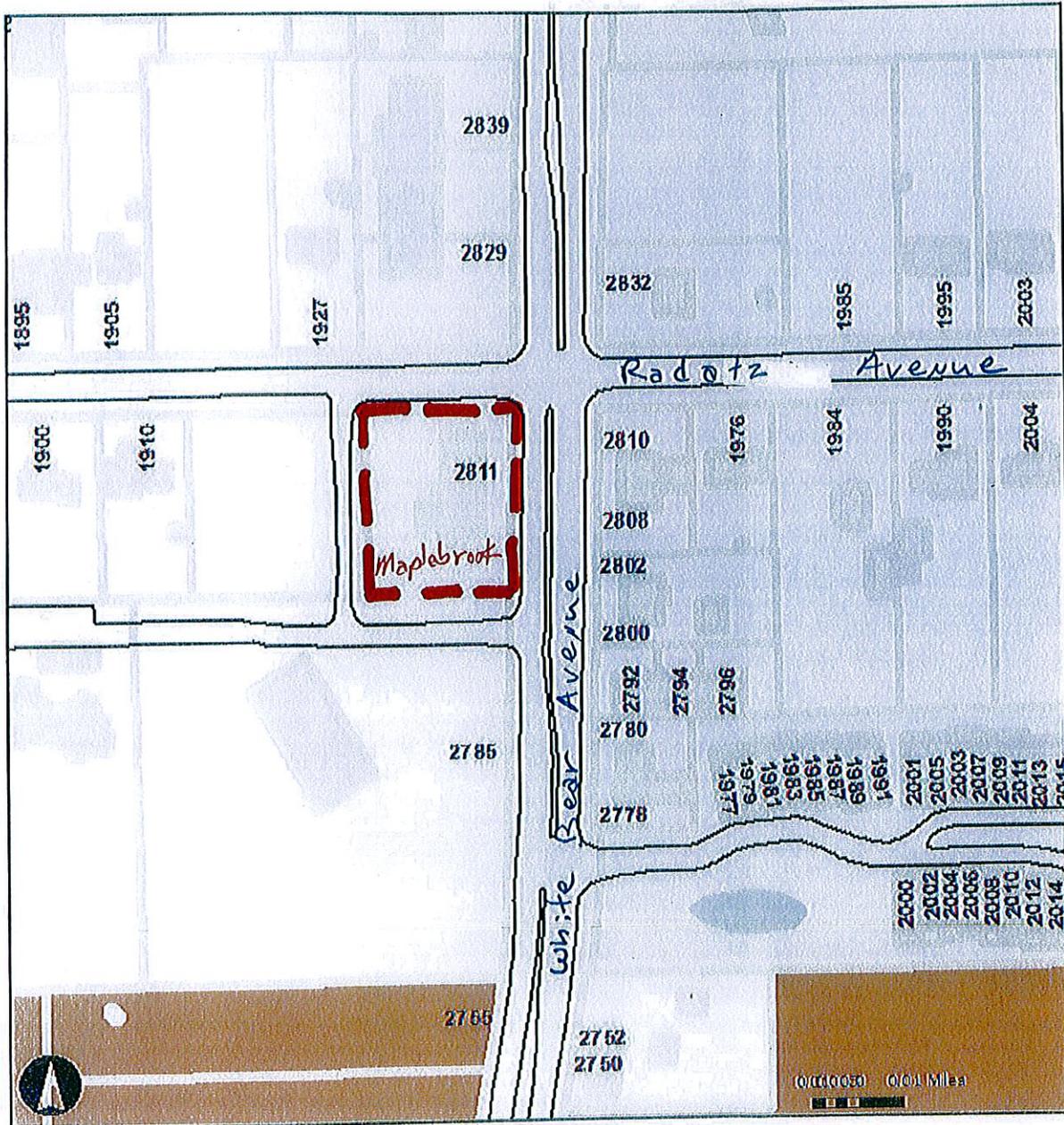
3. The property owner shall construct a trash enclosure to contain and conceal their two dumpsters as required by city code. The property owner shall work with staff for approval of the design which must be compatible with the building and must have a closeable gate which also conceals the dumpsters. The trash enclosure shall be constructed even if the rain water garden project does not take place. The trash enclosure shall be constructed by May 30, 2014.

Attachments

1. Location Map
2. Zoning Map
3. Aerial Photo
4. Site Plan
5. Applicant's Letter of Request dated September 14, 2013
6. Rain Garden Details
7. CDRB Draft Minutes dated November 26, 2013

p:2S\Maplebrook Pet Care Center\Maplebrook Parking Reduction Request
CC Report 12 13 te

Location 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.

Zoning Map



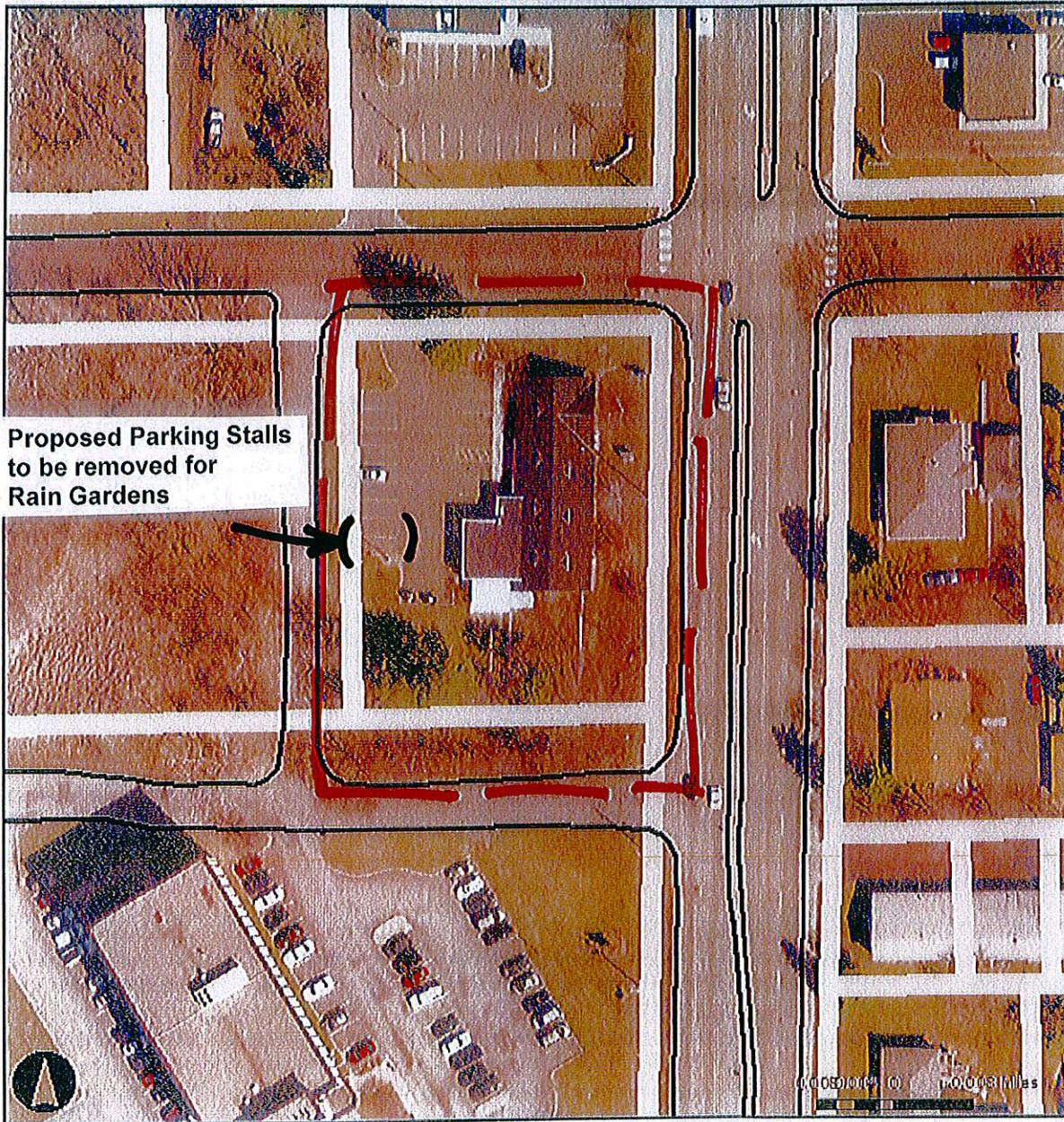
Copyright

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.

Maplebrook Pet Care Center 2811 White Bear Avenue

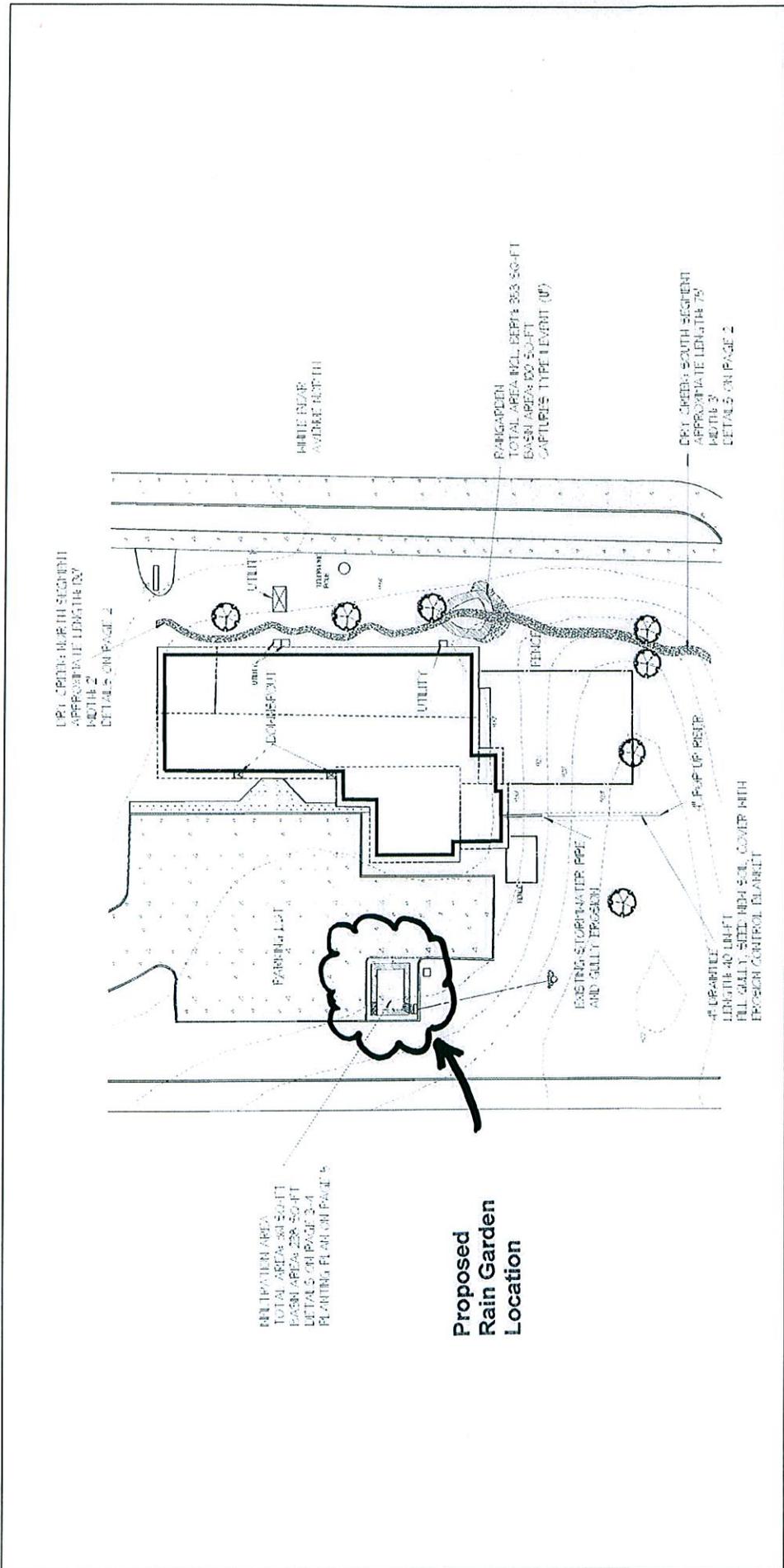


Copyright

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.



Proposed Rain Garden Location

SITE DETAILS

MARLBOROUGH PET CARE
281 WHITE BEAR AVE N MARLBOROUGH MA 01901

DESIGNED BY	DATE	SCALE	ORIGINAL
PROJECT	1-10-15	1" = 12'	1/4" = 1"
CHECKED BY			
CHECKED DATE			
CHECKED BY			



NOTES:
 1. CALL GEORGE ORT AS REFER TO DRAWING 21 09-05-AV-02 TO
 HAVE UTILITY LOCATED
 2. CALL THE ARCHITECT FOR QUESTIONS



Dear Tom Eckstrand and City Council of Maplewood:

My name is Dr. Kristina Andrusko-Bipes and I own the property at 2811 White Bear Ave in Maplewood. We are an animal hospital and we have been updating and improving our facility and landscaping since I purchased the property 18 months ago. We have been approved for 2 raingarden projects (see attached plans) and one of the projects requires removal of 2 of our current parking spots. I am writing this letter asking for approval to remove the two parking spots to move forward with the raingarden projects.

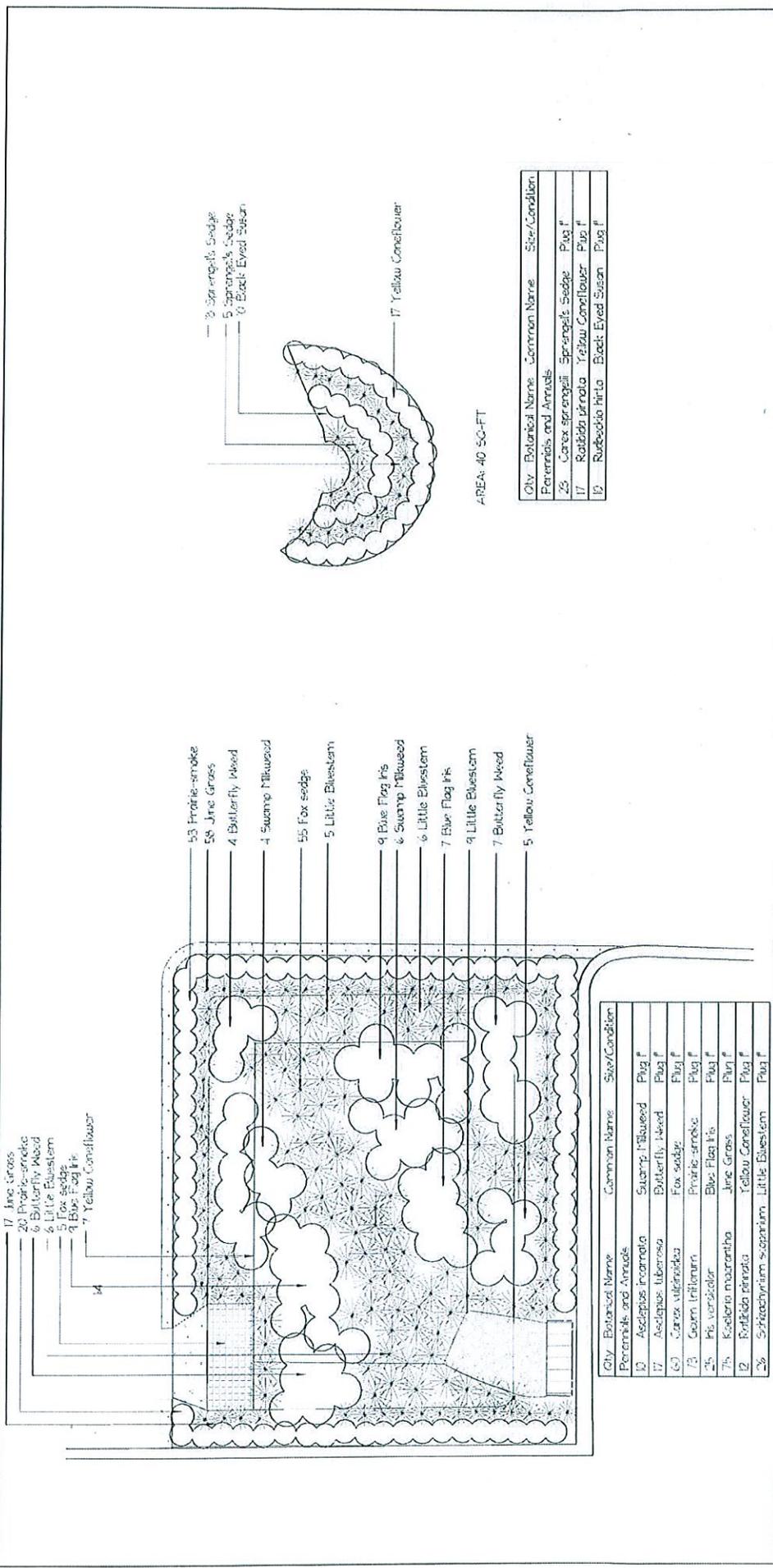
Thank you for the consideration:

Sincerely,

Dr. Kristina Andrusko-Bipes

A handwritten signature in cursive script that reads "Dr. Kristina Andrusko-Bipes". The signature is written in black ink and is positioned below the typed name.

9/14/2013



INFILTRATION AREA PLANTING PLAN

MAPLEBROOK PET CARE
281 WHITE BEAR AVE N MAPLEWOOD 55099

PAGE	5 OF 6
DATE	1-JULY-18
SCALE	1" = 4'
ORIGINAL	1" x 7"

DEVELOPED & PROVIDED BY:
RAMSEY-WASHINGTON PETRO WATERSHED DISTRICT (RWWD)
RAMSEY CONSERVATION DISTRICT (PCD)

PLACE 2" APENDED SOIL (75 PERCENT COURSE WASHED SAND AND 25 PERCENT FINDOT GRADE II COMPOST)
ADD 3" THICE SHREDDED HARDWOOD MULCH (NOT CHIPS)
GENTLY BREAK UP ROOT BALL TO ENCOURAGE NEW GROWTH
-PLANT IN GROUPS OF 4-6 OR AS SHOWN
-WATER IMMEDIATELY AFTER PLANTING
-ENSURE PLANTS GET 1" OF WATER PER WEEK THROUGH THE FIRST FULL GROWING SEASON
MONITOR, OBTEN AND WEED AS NEEDED

NOTES:
-CALL Gopher OUT PRIOR TO DIGGING AT 651-454-5002 TO HAVE UTILITIES MARKED
-CALL THE BCD WITH ANY QUESTIONS
-EXCAVATE RANGARDEN WITH TRACED EQUIPMENT ONLY (NO WHEELD TRACKERS)
-USE EXCAVATED MATERIAL TO CREATE BERRI (IF NEEDED ON PLAN)
-REAP BERRI WITH EROSION CONTROL BLANKET AND SECURE PER MANUFACTURER'S DEFECTING RE UNDERLING SOIL 2" TO REMOVE COFFACTION
-ADD: EDGING

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, NOVEMBER 26, 2013**

1. DESIGN REVIEW

a. Approval of a Parking Reduction for Maplebrook Pet Care Center, 2811 White Bear Avenue

- i. Planner, Mike Martin gave the report and answered questions of the board.

Boardmember Shankar moved to approve the parking reduction to allow 15 parking spaces at the Maplebrook Pet Care Center, located at 2811 White Bear Avenue. This parking reduction is based on the following reasons:

1. The pet care center does not need more than the proposed 15 parking spaces for their staff and customers.
2. By reducing the number of parking spaces to 15, the property owner can resolve an erosion problem by installing a rain water garden in the parking lot.

If a parking shortage develops, the property owner shall restore parking to the area planned for the new rain water garden or seek to use parking from an adjacent or nearby parking lot.

3. The property owner shall construct a trash enclosure to contain and conceal their two dumpsters as required by city code. The property owner shall work with staff for approval of the design which must be compatible with the building and must have a closeable gate which also conceals the dumpsters. The trash enclosure shall be constructed even if the rain water garden project does not take place. The trash enclosure shall be constructed by May 30, 2014.

Seconded by Boardmember Kempe.

Ayes – All

The motion passed.

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: December 4, 2013
SUBJECT: Approval of an Off-Sale Intoxicating Liquor License for 61 Liquors, 2700 Maplewood Drive

Introduction

Eric Scott Atzmilller has submitted an application for an off-sale intoxicating liquor license for The Front Crew, LLC, doing business as 61 Liquors, located at 2700 Maplewood Drive.

Background

A background check has been conducted on Eric Atzmilller, the sole proprietor and manager of 61 Liquors; nothing has been indentified that would prohibit him from holding this license.

City Staff have met with Mr. Atzmilller to discuss measures to eliminate the sale of alcoholic beverages to underage persons, general security and retail crime issues, and the Maplewood liquor ordinances.

Budget Impact

None

Recommendation

It is recommended that the City Council approve an off-sale intoxicating liquor license for The Front Crew, LLC, doing business as 61 Liquors, at 2700 Maplewood Drive.

Attachments

None

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Karen Guilfoile, Citizen Services/Communications Director

DATE: December 3, 2013

SUBJECT: Approval of Bid for Printing Services for the Maplewood Monthly and Additional City Publications

Introduction

At the October 28, 2013 city council meeting, council approved a Request for Proposal for publishing and printing services for City Publications. The RFP was sent to numerous printers in the metro and surrounding areas on October 31, 2013; and an Advertisement for Bid was published in the Lillie News on November 6, 2013. The RFP bid was to cover the time period of January 1, 2014 through December 31, 2015.

Major details of the bid specifications include printing and mailing services for the following:

Printing of the Maplewood Monthly 24 times (12 times in 2014 and 12 times in 2015), 12 pages per issue with 22,907 copies printed each time.

Printing of the Maplewood Seasons 8 times (4 times in 2014 and 4 times in 2015) and inserted into the Maplewood Monthly. Each issue will consist of 4 pages with 22,907 copies printed each time.

Printing of the Residents Guide 2 times (1 time in 2014 and 1 time in 2015) with approximately 50 pages and 22,907 copies printed each time.

Printing of the Maplewood Parks and Recreation brochure 8 times (4 times in 2014 and 4 times in 2015) consisting of 28 pages with 22,907 copies printed 6 times and 500 copies printed 2 times.

Background

Bids were received from Lillie Newspaper and Nystrom Publishing Company and were opened on November 25, 2013. Both bidders submitted their bids on the tally sheets provided in the bid package. See Attachment 1 and Attachment 2.

Subsequent to staff opening and recording the amounts listed on the tally sheets at the bid opening, staff received an email from Paul Mock (see Attachment 3) representing Lillie Newspaper requesting that a lower bid amount of \$404,289 be recorded. This amount was submitted in the bid package as a "high" "low" bid (see Attachment 3).

The RFP did not request a "high" "low" bid, so the amount recorded was what Lillie News submitted on the tally sheet that was provided.

The bids amounts received follow:

Nystrom Publishing Company, Inc.	\$350,388.30
Lillie Newspaper	\$441,289.00

If the council were to consider the request as suggested in the email from Mr. Mock, the Lillie Newspaper bid would be \$404,289.

A Print Bid Addendum (see Attachment 4) was submitted by Lillie News. This was not requested as part of the RFP process.

Budget Impact

City publications are a directive of the City Council. Due to the increase of publications planned over the next two years, the current 2014 budget will not cover all the costs proposed in this contract. Staff will be putting together a listing of budget adjustments necessary to cover this contract for future Council review. The additional costs will also be factored into the 2015 budget.

Recommendation

After review of the bids, it is recommended that the bid be awarded to Nystrom Publishing Company, Inc. in the amount of \$350,388.30 for publishing, printing and postage beginning January 1, 2014 through December 31, 2015 for the *Maplewood Monthly*, *Maplewood Seasons*, *Residents Guide*, and *Maplewood Parks & Recreation* brochures.

Attachments

1. Bid tally sheet from Lillie News
2. Bid tally sheet from Nystrom Printing
3. Email from Paul Mock
4. Print bid addendum from Lillie News

City of Maplewood
Maplewood Monthly / Maplewood Seasons Newsletters
January 2014 – December 2014

Lillie News

Specifications

Quality: Maplewood Monthly 22,907 copies printed 24 times
Maplewood Seasons 22,907 copies printed 8 times
Residents Guide 22,907 copies printed 2 times
Maplewood Parks & Recreation 22,907 copies printed 6 times, 500 copies printed 2 times

Pages: Maplewood Monthly 24 issues of 12 pages
Maplewood Seasons 8 issues of 4 pages
Residents Guide 2 issues of approximately 50 pages
Maplewood Parks & Recreation 8 issues of 28 pages

Paper: Maplewood Monthly 4 color, 70# recycled dull enamel text
Maplewood Seasons 4 color, 70# recycled opaque text
Residents Guide 4 color, 70# recycled opaque text
Maplewood Parks & Recreation Front and back cover (inside and out) 4 color, inside pages black and white
Paper recycle content must be at least 10% post consumer

DIFF THE PRO

Binding: Saddle Stitched

Postage: Use of the printer's Presort Postage account with printer being reimbursed postage amount by the City.

Mailing: Carrier route 18,982 pieces to zip codes 55109, 55117, 55119 (Maplewood Residents Only). In addition to the 18,982 pieces, an additional 725 are apartment drop-offs to approximately 5 complexes with 11 total buildings; 200 of each issue shall be delivered to City of Maplewood city hall. The Maplewood Community Center will also send an updated mailing list 6 times per year with an additional 3,000 addresses.

(4)

The November Maplewood Parks & Recreation issues (2014 and 2015) will not be mailed.

Printing \$ 51,954 /total cost for Maplewood Monthly for 2014
Price: \$ 39,185 /total cost for Maplewood Monthly/Maplewood Season for 2014
\$ 27,195 /total cost for Maplewood Monthly/Residents Guide 2014
\$ 38,321 /total cost for Maplewood Parks & Recreation brochure 2014
\$ 53,155 /total cost for Maplewood Monthly for 2015
\$ 40,295 /total cost for Maplewood Monthly/Maplewood Season for 2015
\$ 28,055 /total cost for Maplewood Monthly/Residents Guide 2015
\$ 39,325 /total cost for Maplewood Parks & Recreation brochure 2015
\$ 317,489 /TOTAL PRINTING

Postage \$ 27,000 /total cost for Maplewood Monthly for 2014
 Price: \$ 16,000 /total cost for Maplewood Monthly/Maplewood Season for 2014
 \$ 6,900 /total cost for Maplewood Monthly/Residents Guide 2014
 \$ 12,000 /total cost for Maplewood Parks & Recreation brochure 2014
 \$ 27,000 /total cost for Maplewood Monthly for 2015
 \$ 16,000 /total cost for Maplewood Monthly/Maplewood Season for 2015
 \$ 6,900 /total cost for Maplewood Monthly/Residents Guide 2015
 \$ 12,000 /total cost for Maplewood Parks & Recreation brochure 2015
 \$ 123,800 /TOTAL POSTAGE

\$ 441,289 /GRAND TOTAL PRINTING & POSTAGE

Additional: \$ 75 /hour for corrections

Bid Bond: \$ 22,064 5% of total bid price

Submitted by [Signature] Company Lillie Hauspagon
 Phone 651-777-8800 Date 11/25/13

City of Maplewood
 Maplewood Monthly / Maplewood Seasons Newsletters
 January 2014 – December 2014

Specifications

Quality: Maplewood Monthly 22,907 copies printed 24 times
 Maplewood Seasons 22,907 copies printed 8 times
 Residents Guide 22,907 copies printed 2 times
 Maplewood Parks & Recreation 22,907 copies printed 6 times, 500 copies printed 2 times

$12 \times 5149.62 = 61,795.44$
 $4 \times 1721.70 = 6,886.80$
 -48 pages

Pages: Maplewood Monthly 24 issues of 12 pages
 Maplewood Seasons 8 issues of 4 pages
 Residents Guide 2 issues of approximately 50 pages
 Maplewood Parks & Recreation 8 issues of 28 pages

Paper: Maplewood Monthly 4 color, 70# recycled dull enamel text
 Maplewood Seasons 4 color, 70# recycled opaque text
 Residents Guide 4 color, 70# recycled opaque text -48 pages
 Maplewood Parks & Recreation Front and back cover (inside and out) 4 color, inside pages black and white
 Paper recycle content must be at least 10% post consumer

Binding: Saddle Stitched

Postage: Use of the printer's Presort Postage account with printer being reimbursed postage amount by the City.

Mailing: Carrier route 18,982 pieces to zip codes 55109, 55117, 55119 (Maplewood Residents Only). In addition to the 18,982 pieces, an additional 725 are apartment drop-offs to approximately 5 complexes with 11 total buildings; 200 of each issue shall be delivered to City of Maplewood city hall. The Maplewood Community Center will also send an updated mailing list 6 times per year with an additional 3,000 addresses.

The November Maplewood Parks & Recreation issues (2014 and 2015) will not be mailed.

Printing Price: \$ 61,795.44 /total cost for Maplewood Monthly for 2014
 \$ 6,886.80 /total cost for Maplewood Monthly/Maplewood Season for 2014
 \$ 14,254.69 /total cost for Maplewood Monthly/Residents Guide 2014 (48 pages)
 \$ 27,477.22 /total cost for Maplewood Parks & Recreation brochure 2014
 \$ 61,795.44 /total cost for Maplewood Monthly for 2015
 \$ 6,886.80 /total cost for Maplewood Monthly/Maplewood Season for 2015
 \$ 14,254.69 /total cost for Maplewood Monthly/Residents Guide 2015 (48 pages)
 \$ 27,477.22 /total cost for Maplewood Parks & Recreation brochure 2015
 \$ 220,828.30 /TOTAL PRINTING

Postage \$ 46,800.00 /total cost for Maplewood Monthly for 2014
 Price: \$ inc. /total cost for Maplewood Monthly/Maplewood Season for 2014
 \$ 3,200.00 /total cost for Maplewood Monthly/Residents Guide 2014
 \$ 13,200.00 /total cost for Maplewood Parks & Recreation brochure 2014
 \$ 49,140.00 /total cost for Maplewood Monthly for 2015
 \$ inc. /total cost for Maplewood Monthly/Maplewood Season for 2015
 \$ 3,360.00 /total cost for Maplewood Monthly/Residents Guide 2015
 \$ 13,860.00 /total cost for Maplewood Parks & Recreation brochure 2015
 \$ 129,560.00 /TOTAL POSTAGE
 \$ 350,388.30 /GRAND TOTAL PRINTING & POSTAGE

Additional: \$ 60⁰⁰ /hour for corrections

Bid Bond: \$ 11,042.00 5% of total bid price

Submitted by Lynn Reemtsma Company Nystrom Publishing Co.
 Phone 763. 425. 7900 Date 11-22-2013

Karen Guilfoile

From: Paul Mock [pmock@lillienews.com]
Sent: Monday, November 25, 2013 1:00 PM
To: Karen Guilfoile
Subject: One Last Item
Attachments: 2013 City of Maplewood.doc

Hello Karen,

One brief follow up. I wanted to verify that in the notes that were read into the minutes, you quoted the high end range of the postage costs which, for clarification, we put in for a failsafe against inflation, postal code adjustments, etc. However, the low end of the bid we feel strongly will be the actual costs the City would incur for this program. Can you amend the minutes to reflect the low/actual costs of postage that was quoted in the bid submitted?

Attached is the copy of the bid range. The total contract value, we feel, should read \$404,289 as reflected in the attached and your hard copy...not the \$441,289 which is the high.

If you could respond and let me know if this could be done, I would greatly appreciate it.

Thank you,

Paul Mock

Communications & Marketing Executive

Lillie Suburban Newspapers

Phone: 651-748-7862 Office

Phone: 651-528-8686 Cellular

Email: pmock@lillienews.com

Website: www.lillienews.com

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
 North St. Paul, MN 55109
 (651) 777-8800

PRINTING INCLUDING:

Bulk Mail Prep, Addressing, Soft Copy Changes, Proofs, Delivery to Egan Post Office, and Delivery to 11 Apartment Complexes as supplied by the City and Delivery to City Hall.

All Prices Based on a Quantity of 22,907 copies except the two 500 P&R versions.

Total cost for Maplewood Monthly for 2014 (7 issues)	\$51,954
Total cost for MM/Seasons for 2014 (4 issues)	\$39,185
Total cost for MM/Residents Guide 2014 48 PGS (1 issue)	\$27,195*
Total cost for Maplewood Parks & Recreation 2014	\$38,325
Total cost for Maplewood Monthly for 2015 (7 issues)	\$53,155
Total cost for MM/Seasons for 2015 (4 issues)	\$40,295
Total cost for MM/Residents Guide 2015 48 PGS (1 issue)	\$38,055*
Total cost for Maplewood Parks & Recreation 2015	\$39,325
(MM: Maplewood Monthly)	

TOTAL PRINTING	\$317,489
-----------------------	------------------

POSTAGE ESTIMATE**	LOW	HIGH
Total cost for Maplewood Monthly for 2014 (7 issues)	\$19,000	\$27,000
Total cost for MM/Seasons for 2014 (4 issues)	\$11,000	\$16,000
Total cost for MM/Residents Guide 2014 48 PGS (1 issue)	\$4,900	\$6,900***
Total cost for Maplewood Parks & Recreation 2014	\$8,500	\$12,000
Total cost for Maplewood Monthly for 2015 (7 issues)	\$19,000	\$27,000
Total cost for MM/Seasons for 2015 (4 issues)	\$11,000	\$16,000
Total cost for MM/Residents Guide 2015 48 PGS (1 issue)	\$4,900	\$6,900***
Total cost for Maplewood Parks & Recreation 2015	\$8,500	\$12,000
(MM: Maplewood Monthly)		

TOTAL POSTAGE	\$86,800	\$123,800
----------------------	-----------------	------------------

	LOW	HIGH
GRAND TOTAL PRINTING & POSTAGE:	\$404,289	\$441,289



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
 New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
 Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

***ADDITIONAL COST TO PRINT A 52 PAGE RESIDENCE GUIDE RATHER THAN A 48 PAGE RESIDENCE GUIDE**

Add'l cost for MM/Residents Guide 2014 **52 PGS** (1 issue): \$2,175
Add'l cost for MM/Residents Guide 2015 **52 PGS** (1 issue): \$2,250

**Based on current postal rates. Postal rates are not controlled by vendor and may be changed by USPS. Postage will be billed to the City depending on the current postal rates at time of mailing. Documentation will be provided for all postage costs.

*****ESTIMATED ADDITIONAL COST FOR POSTAGE FOR A 52 PAGE RESIDENCE GUIDE RATHER THAN A 48 PAGE RESIDENCE GUIDE**

	LOW	HIGH
Add'l cost for MM/Residents Guide 2014 52 PGS (1 issue):	\$250	\$350
Add'l cost for MM/Residents Guide 2015 52 PGS (1 issue):	\$250	\$350

CORRECTIONS: \$75 Per Hour In Quarter Hour Increments

BID BOND: \$22,064 5% of total bid

10-12 Full working days from approval of final proof is required to ensure publications are delivered to the residence by the 3rd of the month. Once the working relationship is established we will reevaluated this timeline and may reduce this requirement. Any delay in meeting this deadline may result in the publications being delayed the same number of full working days in being delivered to the residences. Working days are defined as Monday-Friday excluding holidays.

Maplewood Parks & Recreation Publications:

The cover will be printed on 70# recycled silk text in full color (4/4) and the body is printed on 70# recycled opaque text with black ink only (1/1).

Stocks: 70# White Silk Text, 10% PCW
70# White Opaque Text, 30% PCW

All composition, file changes, etc will be performed by Lillie Newspapers. In the event that our presses are at capacity, etc Lillie may elect to send some of the printing to our print partner. This will ensure that we have a quality back up plan in place. This will have no affect on changes, timelines or pricing to the City of Maplewood.

If awarded the bid Lillie Newspapers will make available a photographer to take pictures for the publications on a regulated an as available basis.

Signed: _____

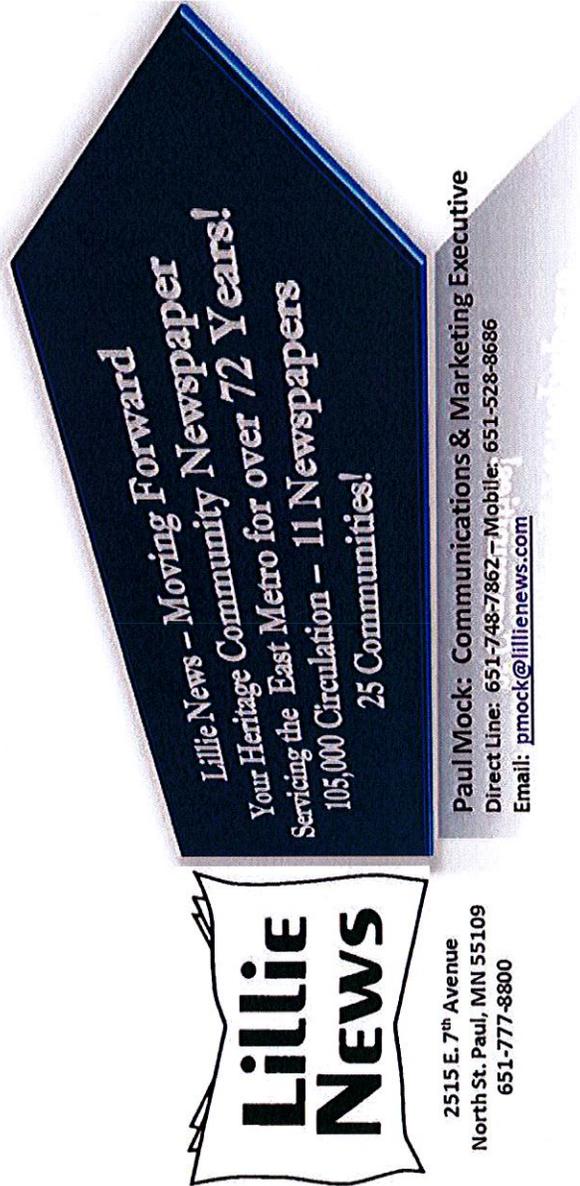
Company: Lillie Suburban Newspapers

Phone: 651-777-8800

Date: November 25, 2013



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



Lillie News
 2515 E. 7th Avenue
 North St. Paul, MN 55109
 651-777-8800

Lillie News - Moving Forward
 Your Heritage Community Newspaper
 Servicing the East Metro for over 72 Years!
 105,000 Circulation - 11 Newspapers
 25 Communities!

Paul Mock: Communications & Marketing Executive
 Direct Line: 651-748-7862 - Mobile: 651-528-8686
 Email: pmock@lillienews.com

MAPLEWOOD MONTHLY/SEASONS/RESIDENTS GUIDE & PARKS AND RECREATION

PRINT BID ADDENDUM:

Prepared By: Paul Mock

Submitted To: City of Maplewood – Mayor Will Rossbach
 City of Maplewood – City Council Members
 City of Maplewood – City Clerk, Karen Guilfoile
 City of Maplewood – Deputy City Clerk – Debra Schmidt

Submission Date: November 25th, 2013

PARTNERSHIP OVERVIEW:

In evaluating the needs and vetting additional criteria deemed important to the City of Maplewood based on feedback received, the following partnership proposal expounds on the resources that will be made available to City Staffers and marketing consultants by the Lillie Suburban News; a fully serviced news organization with the specific infrastructure and manpower in place to meet and exceed the needs of the City of Maplewood to execute the publication and distribution of the Maplewood Monthly and subsequent publications.

RESOURCES AVAILABLE:

The Lillie Suburban News will work in concert with the City and its Staffers/Consultants to safeguard all publications are of the highest quality, and delivered on time. Both City Staffers and its Marketing Consultant will have unfettered access to the following staff resources to execute and all phases of publication:

Paul Mock: Lillie Suburban News Marketing Communications Executive. Will be your Project Lead and point on this program. Major Project Lead Programs:

- Currently Serves on WBABA spearheading and leading the Marketing and Sponsorship initiative
- Current Lead Representative Launching “Picture of Health” Special Section Publication
- Currently Developing major event program with the Maplewood Mall in either Q1 or Q3

Kitty Sunberg: Lillie Suburban News Legal Editor. Will be available for Proofing, Copy Writing and Research

Vonny Roloff: Lillie Suburban News Business Writer and Advertising. Will be available for Proofing, Copy Writing and Research

Linda Baumeister: Lillie Suburban News Photo Journalist. Will be available for photo shoots to enrich all publications. All images shot for the City of Maplewood, the city will be furnished a file of these images and reserve all rights to them.

Composing: In compliance with the bid criteria, the Lillie Suburban News will guarantee all artwork, typeface, design and layout are to your needs. The city may have access and can work with the project lead and/or directly with the composing department.

CITY OF MAPLEWOOD - Maplewood Monthly & Subsequent Publication Production Deadlines

VENDOR - Lillie Suburban News

PRODUCTION YEAR - 2014

COLOR KEY CODE	Notes
Maplewood Monthly	3rd - Of Each Month
Maplewood Seasons	Inserted into Maplewood Monthly 4x's a year
Maplewood Residents Guide	1x per year - delivery date not determined as of this date - not represented in below schedule
Maplewood Parks & Recreation	Published as a stand Alone or Insert into MM - 4x per year

FINAL PROOF DEADLINE

LEAD TIME SCHEDULE FOR 2014*

*10 business day lead time from Final Proof Deadline to In-Home Delivery - excluding holidays.

PUBLICATION MONTH	Final Proof Submission Date	Post office Delivery Date	In-Home Delivery Date	NOTES
Maplewood Monthly	Wednesday - Dec 18th, 2013	Wednesday - Jan 1st, 2014	Friday - January 3rd, 2014	12-day Lead - Christmas and New Years
Maplewood Monthly	Monday - January 20th, 2014	Thursday - January 30th, 2014	Monday - February 3rd, 2014	
Maplewood Parks & Recreation	Monday - January 20th, 2014	Thursday - January 30th, 2014	Monday - February 3rd, 2014	Subject to change
Maplewood Monthly	Monday - February 17th, 2014	Thursday - February 27th, 2014	Monday - March 3rd, 2014	
Maplewood Seasons	Monday - February 17th, 2014	Thursday - February 27th, 2014	Monday - March 3rd, 2014	Inserted into the Maplewood Monthly Tentative Date (based on 2013 schedule) Subject to change.

Maplewood Monthly	April Edition	Friday - March 21st, 2014	Tuesday - April 1st, 2014	Thursday - April 3rd, 2014	
Maplewood Monthly Maplewood Parks & Recreation	May Edition Q2 Edition	Monday - April 21st, 2014 Monday - April 21st, 2014	Wednesday - April 30th, 2014 Wednesday - April 30th, 2014	Friday - May 2nd, 2014 Friday - May 2nd, 2014	3rd falls on a Saturday Subject to change
Maplewood Monthly Maplewood Seasons	June Edition Summer Edition	Tuesday - May 20th, 2014 Tuesday - May 20th, 2014	Friday - May 30th, 2014 Friday - May 30th, 2014	Tuesday - June 3rd, 2014 Tuesday - June 3rd, 2014	Inserted into the Maplewood Monthly Tentative Date (based on 2013 schedule) Subject to change.
Maplewood Monthly	July Edition	Thursday - June 19th, 2014	Tuesday - July 1st, 2014	Thursday - July 3rd, 2013	
Maplewood Monthly Maplewood Parks & Recreation	August Edition Q3 Edition	Monday - July 21st, 2014 Monday - July 21st, 2014	Thursday - July 31st, 2014 Thursday - July 31st, 2014	Monday - August 4th, 2014 Monday - August 4th, 2014	3rd falls on a Sunday Subject to change
Maplewood Monthly Maplewood Seasons	September Edition Fall Edition	Wednesday - August 20th, 2014 Wednesday - August 20th, 2014	Monday - September 1st, 2014 Monday - September 1st, 2014	Wednesday - September 3rd, 2014 Wednesday - September 3rd, 2014	Inserted into the Maplewood Monthly Tentative Date (based on 2013 schedule) Subject to change.
Maplewood Monthly	October Edition	Monday - September 22nd, 2014	Wednesday - October 1st, 2014	Friday - October 3rd, 2014	
Maplewood Monthly Maplewood Parks & Recreation	November Edition Q4 Edition	Monday - October 20th, 2014 Monday - October 20th, 2014	Thursday - October 30th, 2014 Thursday - October 30th, 2014	Monday - November 3rd, 2014 Monday - November 3rd, 2014	Subject to change
Maplewood Monthly Maplewood Seasons	December Edition Winter Edition	Tuesday - November 18th, 2014 Tuesday - November 18th, 2014	Monday - December 1st, 2014 Monday - December 1st, 2014	Wednesday - December 3rd, 2014 Wednesday - December 3rd, 2014	Additional day for Thanksgiving Inserted into the Maplewood Monthly Tentative Date (based on 2013 schedule)

ADDED VALUE:

Unlike other traditional print companies, the Lillie Suburban News is a media company with full service print capabilities. As such, as partner to the Lillie Suburban News, the company will extend the following schedule to the City of Maplewood in a bundled package at no additional charge. The following media package can be leveraged to promote and augment existing marketing efforts to support key City Events, be utilized for public service announcements, etc.

TRADITIONAL ROP:

- 4 (Four) ¼ Page Ads, 4-Color. Maplewood Review Group
- 2 (Two) ½ Page Ads, 4-Color. Maplewood Review Group
- 2 (Two) ¼ Page Ads, B/W. Full Run – East Metro
- 4 (Four) Months – Static Skyscraper ad @ Lillienews.com

FINAL THOUGHTS:

The bid submitted to the City of Maplewood ensures the city and subsequently the citizens the city serves, peace of mind knowing that all criteria are met and exceeding at every phase of execution from compliance, resources to execute the create product, production, to distribution and final home delivery.

An investment in the Lillie News over retaining a frugal vendor bypasses all headaches, missed deadlines, production shutdowns, disenfranchised City Employees, and City of Maplewood Residents.

MEMORANDUM

TO: City Council
FROM: Charles Ahl, City Manager
DATE: December 4, 2013
SUBJECT: Council Meeting Calendar Update

Introduction/Background

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 Events

1. Tour of 3M Facilities – December 19th at 5pm

Upcoming Agenda Items & Work Session Schedule

1. December 23rd Council Meeting Moved to December 19th at 7:00pm
2. Presentation by Ramsey County Sheriff Matt Bostrom, December 19th
3. Last meeting reception for Rebecca Cave and Will Rossbach – December 19th
4. City Hall & 1902 Closing at 1:30pm on December 24th & 31st for Christmas Eve and New Years Eve.
5. Swearing in of Police Officers – January 6th
6. Swearing in of new Mayor and Council Members – January 6th

Budget Impact

None.

Recommendation

No action required.

Attachments

None.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Shann Finwall, AICP, Environmental Planner
DATE: December 3, 2014
SUBJECT: 2013 Sustainability Report

Introduction

Sustainability is described as meeting the needs of the present without compromising the ability of future generations to meet their own needs. Local governments are in a unique position to implement and influence sustainability by the policies they set, by the approaches they use in city operations, and by the promotion of sustainability through city-wide education. For this reason, local governments should lead by example.

Over the years Maplewood has made strides toward leadership in sustainability through various programs and educational opportunities that reduce emissions and pollution. Maplewood does this by promoting recycling, implementing stormwater best management practices in developments and street projects, practicing sustainable City operations, and offering environmental programming at the Maplewood Nature Center, to name a few.

Another important aspect of sustainability is setting and reporting on sustainability goals. The City has a number of methods for setting goals including Comprehensive Planning, Capital Improvement Plans, Budgets, Council Retreats, and Commission Goal Setting. The Annual Sustainability Report allows the City to report on the progress of those goals.

Discussion

Environmental and Natural Resources Commission

The Environmental and Natural Resources Commission is charged with developing and promoting sustainable practices for City policies and procedures. In 2013 the Commission worked on the following environmental issues:

1. Environmental Assessment Worksheet for the Proposed 3M Research and Development Building
2. Annual Review of the Maplewood Residential Recycling Program
3. Review of the Arkwright-Sunrise Area Street Improvements
4. Wetland and Shoreland Ordinance Variance Requests for a Swimming Pool – 660 Eldridge Avenue East
5. Annual Review of the Maplewood Trash Program
6. Regional Indicators Initiative
7. Environmental Utility Fee Credit
8. Spring Clean Up (April 20)
9. Metro Cities Environmental Commissions Meeting (May 14)

10. National Pollutant Discharge Elimination System Phase II and MS4 Permit Annual Report
11. Screening of A Chemical Reaction and Facilitated Discussion on Lawn Chemical Use by Julia Earl
12. Capital Improvement Plan for 2014 - 2018
13. Waterfest (June 1)
14. Subsurface Sewage Treatment Systems Ordinance
15. Review of Maplewood Turf Plan and Pesticide Use on Parks and Public Lands
16. National Night Out (August 6)
17. Tree Policies – Updates to Tree Ordinance and Policies
18. Wetland Buffer Waiver for the Maplewood Fire Station No. 1 – McKnight Road South of Minnehaha Avenue
19. Recycling Composite Study (October 12)
20. Update on Green Building Code
21. Maplewood Recycling Program – Recycling Contract and Recycling Carts

Minnesota Green Step Cities

Overview of Program

GreenStep Cities is an assistance program for all Minnesota cities that supports and recognizes implementation of 28 sustainable development best practices. The best practices focus on cost savings and energy use reductions that lead cities beyond compliance and encourage a culture of innovation. Cities that implement a minimum number of best practices will be recognized as a GreenStep City. Best practices are organized into five categories including buildings and lighting, land use, transportation, environmental management, economic and community development.

Maplewood Participation

The City of Maplewood has been participating in the Minnesota GreenStep Cities program since December 2010. There are currently 57 other cities participating in the program.

GreenStep City Awards

The program outlines four “Steps” of recognition: Step One – pass a resolution authorizing the city to participate in the program, register, and provide details of best practices accomplished; Step Two – implement at least 8 best practices; Step Three – implement at least 16 best practices; Step Four – this recognition step is still being refined by the GreenStep Cities steering committee but is said to add benchmarking requirements to better track sustainability goals.

During the June League of Minnesota Cities Conference, the City of Maplewood had the honor of being recognized as a Step Three Minnesota GreenStep City for completing 22 of the 28 sustainability best practices. The City will continue to work toward implementing and updating best practices in 2014.

Milestone – Living Streets Policy

The GreenStep Cities advisors awarded Maplewood three stars for the implementation of best practice #11 – Complete Green Streets. The Maplewood Living Streets Policy, adopted in January 2013, is an approach to street design that strives to balance functional elements

(pavement, vehicles, utilities) with sustainable/green elements (pedestrians, bicycles, stormwater quality, landscaping), and the needs of the neighborhood and community. Living Streets considers all factors of a project and develops the most appropriate solution for the neighborhood and community as a whole. The goals of Living Streets in Maplewood are to: raise the quality of stormwater, calm traffic, enhance walking and biking conditions, promote the urban forest, ensure cost-effectiveness and practicality, and improve aesthetics.

In 2012 the Bartelmy-Meyer street improvement project was the first project constructed under the Living Streets guidelines. The project included:

- reconstruction of two miles of residential roads,
- a reduction in road width from 30 feet to 24 feet,
- pavement reduced by 1 acre,
- 34 rain gardens and 1 regional filtration basin (approx. 19,000 s.f.)
- 3 miles of drain tile pipes
- 200 street trees installed – 6 species
- 1.5 miles of sidewalks
- overall project captures the first 1 inch of runoff from 5.5 acres of impervious surfaces

The City of Maplewood is currently working on the design of the second Living Streets project scheduled to be constructed in 2014. This project will apply Living Streets design concepts to both the Arkwright-Sunrise neighborhood and to County Road B, between Interstate 35E and Edgerton Street.

Green Building Code

On September 23, 2013, the Maplewood City Council adopted the Maplewood Green Building Code. The goal of the code is to safeguard the environment, public health, safety and general welfare through the establishment of requirements to reduce the negative impacts and increase the positive impacts of the built environment on the natural environment and building occupants. The code will be mandatory for all City-financed buildings and can be used as a model for private buildings. Maplewood was the first City in the country to adopt a Green Building Code based on the 2012 International Green Construction Code (IgCC).

Natural Resources

Maplewood made progress on several natural resources projects in 2013. City staff and its partners will meet a milestone in December and close on the 70-acre Fish Creek parcel. Our partner Great River Greening led tree planting and buckthorn removal projects at the site, including a successful buckthorn hauling event with over 120 volunteers. Buckthorn removal was also done at the Maplewood Nature Center, Joy Park, and Vista Hills Park. The Public Works department picked up 35 cubic yards of buckthorn from residents that signed up for Maplewood's annual buckthorn curbside pickup. A contractor began the prairie restoration at Gladstone Savanna, work which will continue into 2014. Citizen monitoring programs continued including the Invasive Plant Patrol, Frog Monitoring, and Neighborhood Preserve Monitoring. Deer hunts were conducted on four City-owned sites in conjunction with the county and Metro Bow Hunters Resource Base. The City continues to meet requirements to maintain its status as a Tree City USA.

Environmental Recognition

American Public Works Association – 2013 Sustainability Practices Award

The American Public Works Association acknowledged the City's leadership in sustainability by awarding Maplewood the 2013 National Sustainability Practices Award. This prestigious national award recognizes Maplewood's contributions to promoting sustainability City-wide through planning, infrastructure investment, design standards, education, and daily operations in an environmentally and socially responsible way.

During the award it was noted that Maplewood's ability to influence change and lead a sustainable approach to infrastructure replacement and operations is driven by a culture that has become ingrained into Maplewood's identity. The success is the result of support from all levels of the community including elected officials, management, staff, and citizens.

Ramsey-Washington Metro Watershed District - Innovation in Government Award

The City of Maplewood was selected by the Ramsey-Washington Metro Watershed District to receive the first ever "Innovation in Government" Award. The award recognizes the implementation of the Living Streets Project in 2012 in the Bartelmy-Meyer neighborhood and the adoption of the City's Living Streets Policy in 2013. The Living Streets design concept revolve around the of narrowing roads, slowing traffic, adding boulevard trees, installing rain gardens, and constructing sidewalks/trails to improve safety of pedestrians and bicyclists. The City is one of the first cities in Minnesota to adopt a Living Streets policy and to implement a Living Streets project.

Green Team

The Green Team is made up of a group of staff who work together on environmental and sustainability issues at a City operation level. The Green Team acts as the steering committee for the GreenStep Cities program.

In addition to working on sustainable City operations, the Green Team is focusing on department challenges in 2013. [Green Brackets] is the name of this challenge and it is designed to involve all employees in the City's sustainability efforts. Each department chose a sustainability goal that will reduce energy and/or reduce waste in City operations. The goal should be:

- Realistic: The intent is to have achieved our goals by the end of November 2013. The goals need to be something realistic that can be achieved in that timeline.
- Specific: The goal should be specific and involve an effort or awareness from all employees.
- Measurable: To ensure success of a goal, it needs to be measurable.

Department challenges are outlined in the attached Green Brackets Report (Attachment 1).

Sustainable City Operations

Sustainable City operations include the act of planning and carrying out the City's day-to-day work with full consideration of how environmental factors affect long-term goals. It means eliminating waste, lowering long-term maintenance and operating costs, and improving the work

environment and the community. It also translates into good economic sense. Following are a few examples of the City's ongoing efforts to create more sustainable City operations.

Fleet Management

The City has updated the Mangers Plus and Phoenix software systems to better utilize capabilities and communicate. We also continue to right-size the fleet. These changes have translated into planned reduction in diesel and gas quantity purchases for 2014 as the older, more inefficient vehicles are retired along with underutilized vehicles. The software system is also able to interpret when vehicles may not be running at full efficiency, sending a red flag that service is needed.

Stormwater

In 2013 the City partnered with Ramsey-Washington Metro Watershed District to create a holistic pond dredging plan district-wide. In 2014, the pond located on the City Hall Campus (Wicklander Pond) will be dredged. This will help address water quality for the downstream impaired water body (Wakefield). Preliminary testing shows about 7,000 cubic-yards may need to be scraped off the bottom of the pond, leaving the water capacity and quality restored to its original design conditions. The watershed district is covering the cost of the design and inspection, with the City covering the construction costs.

GIS Mapping System

Throughout 2013 the Public Works and IT Departments have been working together to grow and improve the City's GIS mapping system. The goal of this project is to improve accessibility to the City's GIS mapping through computers and mobile devices. This will decrease the dependency on paper maps and the need to print paper record drawings. Additionally, the efficiency of City employees will be increased by having instant access to this information in the field and alleviating the need to drive back to the City for access.

Education

Nature Center

The Nature Center's mission is to enhance awareness and understanding of land, water, and wildlife resources; to empower the community to become stewards of the environment. The naturalists at the Maplewood Nature Center offer environmental education programming throughout the year. Programs are designed for adults and family education, as well as school groups, preschools, scouts, and birthday parties. Service learning, such as planting many of the City's large rain gardens, is an important component of many of the programs.

The Nature Center is also a resource. Visitors can access the nature library to identify a bird, or browse through the interactive exhibits and informational handouts to learn more about local ecology, buckthorn removal, and native landscaping. The Nature Center participates in sustainability projects for the City including submitting articles for the Seasons environmental newsletter, working with the City's Rain Garden Program, conducting tree disease education, administering the Tree Rebate Program, and participating in the City's Green Team. The Community Gardens are also coordinated by Nature Center staff.

Environmental Insert - Seasons

The City publishes a quarterly environmental newsletter called Seasons. Each quarter the Seasons focuses on important environmental topics designed to educate, inspire, and promote sustainability City-wide.

Summary

Maplewood is in a unique position to implement and influence sustainability by the policies we set, by the approaches we use in City operations, and by the promotion of sustainability through City-wide education. The City should continue to strive to be a leader in the area of sustainability.

Budget Impact

Reducing energy use and pollution through sustainable practices helps the City save money in addition to meeting our environmental goals.

Recommendation

Review the information provided in the annual sustainability report and offer comments and feedback.

Attachment

1. Green Brackets Report

Links

1. Maplewood 2030 Comprehensive Plan: www.ci.maplewood.mn.us/index.aspx?nid=567
2. Maplewood Green Team: www.ci.maplewood.mn.us/sustainability
3. Winter 2013/2014 Seasons: <http://www.ci.maplewood.mn.us/DocumentCenter/View/9122>
4. Minnesota GreenStep Cities: <http://greenstep.pca.state.mn.us/>
5. American Public Works Association: <http://www.apwa.net/>
6. Maplewood Nature Center: www.ci.maplewood.mn.us/nc



[Green Brackets] Final Reports
Summary of Green Team 2013 Department Challenges

2013 Green Team Goal – Green Brackets

In addition to working on sustainable City operations, the Green Team is focused on department challenges in 2013. [Green Brackets] is the name of the challenge and was designed to involve all employees in the City's sustainability efforts. Each department chose a sustainability goal that would reduce energy and/or reduce waste in City operations. The goal should be:

- Realistic: Implementation of goals should be complete by the end of November 2013.
- Specific: The goal should be specific and involve an effort or awareness from all employees.
- Measurable: To ensure success of a goal, it needs to be measurable.

Green Brackets Reports

Following is a summary of each Department's Green Bracket challenge.

Building Operations: Retrofitting buildings to be energy efficient.

City Manager: Paper reduction and promotion of sustainable events. The City Manager's Office is reducing paper by – reducing City Council packets where feasible, use of the City Intranet and e-mails for form distribution, minimizing paper packets for open enrollment, and utilizing digital filing to reduce copies. During City Council or City employee events, the City Manager's office uses recyclable and compostable products for food service where feasible.

Community Development: Reduction of paper use. The Community Development Department is reducing paper by - reducing paper commission packets where feasible, reducing multiple copies of paper permits generated to customer and county, set computers to double-sided printing, scan all building and land use permits, reduce or eliminate paper during meetings where feasible, reduce or eliminate printing of e-mails where feasible, work with IT on system for online permits, review land use permits to ensure we are asking for only the number of paper copies needed. These combined efforts have drastically decreased paper use within the department.

Finance: Composting. The Finance Department installed and maintained a compost bin for the City Hall lunch room. Once or twice weekly the department empties the kitchen compost bin full of organic food scraps into the backyard compost bin. Compost material will be used in City Hall gardens.

Citizen Services: Reusable bag education and plastic bag recycling. The Citizen Services Department distributed reusable shopping bags to its employees and education on reuse and recycling. Over a two-month period the department promoted plastic bag recycling and collected over 40 pounds of plastic bags which will be recycled and kept out of the waste stream.

Fire Department: Increased recycling efforts and a concentration on the City's no idling policy. The Fire Department has conducted an assessment of recycling containers at its three fire stations and added bins where necessary, which has increased recycling at the stations. The Fire Department continues its efforts in following the City's no idling policy for all of the department vehicles. Additionally, with the purchase of the next ambulance the Fire Department will be moving away from diesel-fuel to gasoline-fuel ambulances. Based on research the new gasoline ambulance should reduce the Fire Department's carbon footprint compared to that of the diesel engine. In 2014 the Fire Department will be overseeing the construction of the new fire station on 3M property. The new station will be a constructed following the new Green Building guidelines.

IT Department: Reduce e-waste and energy use by minimizing personal printing devices, ensuring all new equipment is Energy Star rated, and running 80 percent of servers virtually.

Park Department:

Parks: Increase participation in Adopt-a-Park program.

Community Center: Plastic water bottle reduction program. The Community Center has installed water bottle fillers on all drinking fountains. An educational campaign is planned to include signage above water bottle fillers, purchase and sale or giveaway of Maplewood Community Center water bottles at Subway and special events.

Nature Center: Solar charging station for small electronics.

Police Department: Paper reduction. The majority of paper used in the Police Department is for the retention, maintenance, and dissemination of police records. Steps have been taken to reduce the amount of paper that is copied and printed by simply working directly on the computer and utilizing e-mails rather than faxes. In the beginning of 2014, the Police Department is eager to roll-out paperless processing and storage of all police case files and department records, which will reduce paper use substantially.

Public Works Department: Aerosol can recycling and sustainable operations. The survey crew goes through hundreds of spray paint cans per season. This year they began recycling all aerosol cans. The Public Works Department has added the Green Team as an agenda item to all staff meetings. Staff works together as a team during meetings to come up with sustainable solutions to City operations. Sustainable operations currently in the works include collecting roof water from the 1902 Building for street sweeping operations and stormwater irrigation systems.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Karen Guilfoile, Director Citizen Services & Communications
SUBJECT: Report on Swearing in Ceremony on January 6, 2014
DATE: December 3, 2013

INTRODUCTION

State Statute §412.02 Subd. 2 states: *Terms of elective officers shall commence on the first Monday in January following the election at which the officer is chosen.*

In compliance with State Statute a swearing in ceremony will be held on January 6, 2014 at which time Mayor-Elect Slawik and Council-Elect Abrams and Juenemann will be sworn in.

The ceremony will be held at the Maplewood Community Center in the banquet room at 5:00 p.m. and will be open to the public. In conjunction with the council swearing in ceremony, the oath of office will be administered to five new police officers. Also recognized and commissioned for duty will be Officer Joe Demulling's new K-9 partner Brix.

Staff is working with GTN to have the ceremony broadcast live and streamed on the city webpage. It will also be replayed on GTN.

Refreshments will be served afterwards.