

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, May 12, 2014  
City Hall, Council Chambers  
Meeting No. 09-14

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**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 April 28, 2014 City Council Workshop Minutes
2. Approval of April 28, 2014 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Lieutenant Michael Shortreed Promotion - Police Department – No Report
2. Life Saving Award – Police Department – No Report
3. League of Women Voters 60 Year Anniversary – Presentation of Historical Booklet
4. Approval of Resolution Recognizing National Public Works Week: May 18-24, 2014

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

1. Approval of Claims
2. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 3 with Jorgenson Construction, Police Department Expansion Project – Phase 3
3. Approval to Close Debt Service Fund
4. Approval to Transfer Funds Regarding Tax Abatement Note
5. Approval of Spring Clean Up Summary
6. Approval of a Resolution of Support to Host a Minnesota GreenCorp Member
7. Approval of Payment to Ramsey-Washington Metro Watershed District (RWMWD) for Wicklanders Pond Dredging, City Project 13-12
8. Approval of Purchase for Testing Services, Arkwright-Sunrise Area Street Improvements, Project 12-09
9. Approval of Traffic Control Signs, TH 36/English Street Interchange Improvements, City Project 09-08
10. Approval of Mutual Aid Agreements with Ramsey County Law Enforcement Agencies
11. Approval to Proceed, Gladstone Improvements Phase 2, Project 14-01
12. Approval to Proceed, County Road B Trail and Safety Improvements, City Project 14-02

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Approval of a Resolution to Create and Administer a Tax Increment Finance District for the Villages at Frost and English Project
2. Approval of an Off-Sale Intoxicating Liquor License for White Bear Liquor, 2223 White Bear Avenue
3. Acceptance of Comprehensive Annual Financial Report – 2013
4. Approval of a Side Yard Setback Variance Resolution for the Construction of a New Garage, 798 McKnight Road North
5. Approval of Resolution Defining Precinct 12 Polling Location
6. Approval of a Shoreland Setback Variance Resolution for the Construction of a Home Addition, 2843 Meadowlark Lane
7. Approval of a Conditional Use Permit Resolution and Design Plans for a Building Addition to Beaver Lake Elementary School, 1060 Sterling Street
8. Approval of a Conditional Use Permit Resolution to Reduce the Parking Lot Setback for the Hobby Lobby Dock Addition at the Plaza 3000 Shopping Center, 3000 White Bear Avenue
9. Approval of a Conditional Use Permit Revision Resolution and Design Plans for Verizon Wireless Ground Equipment at Hillwood Drive and Sterling Street
10. Call Special Meeting to Consider Options to Fill City Manager Position

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATIONS**

**M. ADMINISTRATIVE PRESENTATIONS**

1. Council Calendar Update

**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 651.249.2000 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, April 28, 2014  
Council Chambers, City Hall

**A. CALL TO ORDER**

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

**B. ROLL CALL**

Nora Slawik, Mayor	Present
Marylee Abrams, Councilmember	Present
Robert Cardinal, Councilmember	Present
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**

- 1. Commission & Board Interviews
  - a. Human Rights Commission

Elizabeth “Marie” Garza was interviewed for appointment to the Human Rights Commission.

- 2. Council Roles in Emergency Management

Fire Chief Lukin gave the staff report and answered questions of the council.

- 3. MCC Discussion

Parks and Recreation Director Konewko gave the staff report and answered questions of the council. City Manager Ahl and Finance Director Bauman answered additional questions of the council.

**E. NEW BUSINESS**

None

**F. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 6:48 p.m.



Change the motion for item I1 to indicate that Councilmember Cardinal moved the motion.

Councilmember Juenemann moved to approve the April 14, 2014 City Council Meeting Minutes as amended.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

## **F. APPOINTMENTS AND PRESENTATIONS**

### **1. Approval of Resolution Awarding 2013 Maplewood Heritage Award**

Mayor Slawik read the resolution awarding the 2013 Maplewood Heritage Award to Bob Jensen, Heritage Preservation Commission Member. Natural Resources Coordinator Gaynor gave the staff report. Historical Preservation Commission Chair, Peter Boulay addressed the council and extended his thanks to Mr. Jensen. Bob Jensen addressed the council and gave a brief history of the trail that came from St. Paul to Desoto then North to Duluth.

Councilmember Juenemann moved to approve the Resolution for the 2013 Maplewood Heritage Award to Bob Jensen.

Resolution 14-4-1056  
RESOLUTION AWARDING THE  
2013 MAPLEWOOD HERITAGE AWARD TO BOB JENSEN

WHEREAS, Bob Jensen has lived in what is now the City of Maplewood since 2007, and prior to moving to Maplewood worked as a Project Manager for UFE, Inc.; and

WHEREAS, Bob Jensen has been a member of the Maplewood Area Historical Society from 2009 to the present, served as Vice President of the Society from 2011 to 2012, and served as President of the Society from 2012 to the present; and

WHEREAS, during his service to the Maplewood Area Historical Society, Bob Jensen has been instrumental in procuring and implementing grants for research and exhibits, overseeing consulting historians work on exhibits and research, improving the Society's accounting system, researching Maplewood history, coordinating educational programs and historic walking tours, coordinating the rerouting of entry path at the Bruentrup Heritage Farm, planning and implementing installation of turf overflow parking area, and ensuring projects meet requirements of state and federal standards for historic research and preservation; and

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

WHEREAS, City of Maplewood staff has appreciated and benefited from his knowledge, guidance, dedication, and professionalism, especially with regards to understanding historic resources at Gladstone Savanna and Fish Creek, making contacts within the preservation community, and assistance with the Historic Context Study; and

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

WHEREAS, Bob Jensen has shown dedication to his duties and has consistently contributed his leadership and effort for the benefit of the City.

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

Passed by the Maplewood City Council on April 28, 2014

Seconded by Councilmember Koppen Ayes – All

The motion passed.

**2. Human Rights Commission Appointments**

City Manager Ahl gave the staff report.

Councilmember Koppen moved to approve the Resolution to Appoint Elizabeth "Marie" Garza to the Human Rights Commission, term expiring 5/01/215.

Resolution 14-4-1057

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

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

Human Rights Commission  
Elizabeth "Marie" Garza, term expires May 1, 2015

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**3. Ramsey-Washington Metro Watershed District Presentation**

Cliff Aichinger, Administrator and Pamela Skinner, Board Member from the Ramsey-Washington Metro Watershed District addressed the council to give a presentation on water management issues and projects.

**G. CONSENT AGENDA**

Councilmember Koppen moved to approve agenda items G1-G6.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Koppen moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 294,680.21	Checks # 92320 thru # 92360 dated 04/15/14 thru 04/15/14
\$ 287,046.69	Disbursements via debits to checking account dated 04/07/14 thru 04/11/14
\$ 141,340.66	Checks # 92361 thru # 92404 dated 04/17/14 thru 04/22/14
\$ 386,848.13	Disbursements via debits to checking account dated 04/14/14 thru 04/18/14
<hr/>	
\$ 1,109,915.69	Total Accounts Payable

PAYROLL

\$ 518,838.70	Payroll Checks and Direct Deposits dated 04/11/14
\$ 1,013.00	Payroll Deduction check # 9989963 thru # 9989965 dated 04/11/14
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\$ 519,851.70	Total Payroll
<hr/>	
<u>\$ 1,629,767.39</u>	<u>GRAND TOTAL</u>

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**2. Approval of a Temporary Lawful Gambling Permit and Waiver of Permit Fee for the St. Paul East Parks Lions Club, 2020 White Bear Avenue**

Councilmember Koppen moved to approve the Temporary Lawful Gambling Permit for the St. Paul East Parks Lions Club for the Ramsey County Fair from July 9, 2014 through July 13, 2014 located at 2020 White Bear Avenue; and waive the fee for the Temporary On-Sale 3.2 Beer Permit for the same event.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**3. Approval of a Temporary Lawful Gambling Permit for Knights of Columbus #4145, 2999 Maplewood Drive**

Councilmember Koppen moved to approve the Temporary Lawful Gambling Permit for the Knights of Columbus #4145 on May 28, 2014 to be used at Gulden's Restaurant located at 2999 Maplewood Drive.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**4. Approval to Hire Consultant for Mechanical Design Work for the Replacement of the HVAC Unit at the MCC that Services the Pool Area**

Councilmember Koppen moved to approve the Mayor and City Manager to enter into a contract for services with SEH to design an HVAC unit for the MCC with a budget not to exceed \$25,100.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**5. Approval of Cooperative Agreement (PW 2014-07) with Ramsey County for Signal System Replacement**

Councilmember Koppen moved to approve the Cooperative Agreement with Ramsey County for the Ramsey County Concrete Rehabilitation, City Project 14-08; and the Mayor and City Manager are authorized to sign the agreement signifying council approval. Minor revisions as approved by the City Attorney are authorized as needed for the agreement.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**6. Approval to Purchase Additional Office Furniture for Police Department Expansion Project**

Councilmember Koppen moved to approve the Purchase of Additional Office Furniture for the Police Department Expansion Project not to exceed \$48,000.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**H. PUBLIC HEARING**

**1. Approval of Amendments to the City's Health Codes – First Reading**

Councilmember Juenemann moved to table this item until the first regular council meeting in July 2014.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

## I. UNFINISHED BUSINESS

### 1. Approval of Strategic Vision and Receiving Retreat Report

Mayor Slawik reviewed the strategic goals the council set during the 2014 Council-Management Retreat. Barbara Strandell, retreat facilitator address the council and gave a brief overview of the retreat and answered questions of the council.

Councilmember Juenemann moved to approve the Resolution establishing the 2015-2017 Strategic Goals.

Resolution 14-4-1058

WHEREAS, on March 5, 2014, the City Council met in open session to plan and discuss the status of Maplewood issues and to determine a strategic vision for future years, and,

WHEREAS, the Maplewood City Council heard presentations from the Maplewood Management Team, and

WHEREAS, a summary report of the meeting has been prepared and presented by Facilitator Barbara Strandell of What Works, Inc.

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

Hereby adopts said report from Barbara Strandell of What Works, Inc. as a summary of the 2014 City Council – Staff Annual Planning Retreat, and, further resolves that,

Said Strategic Visions and Goals are hereby adopted for the City of Maplewood and shall be incorporated into overall planning directives and budget considerations:

1. Economic Development
  - a. Set priorities and establish marketing and development plans for businesses in targeted areas: Maplewood Mall area, Hwy 36-English, vacancies at strip malls. Includes redevelopment efforts in Gladstone; begin visioning redevelopment options for areas of Century Avenue (Hwy 94 to Stillwater Road); Century Ave / Stillwater Road intersection, Larpenteur-Van Dyke-No. St. Paul Rd-White Bear Avenue.
2. Public Safety
  - a. Areas of focus shall be unique services, Integrative Youth Development, Prevention, Education, Technology, Focused Service, Partnerships, Diverse Communities, and Innovation.
  - b. Community Paramedics shall be explored along with completion of the Fire Department Program and Plan including selling and redevelopment of abandoned stations; building of the 3M station and development of the facility for Fire Training.

3. Financial Sustainability
  - a. Continue / adapt financial and operational sustainability efforts including reduction of debt balance, maintain goal of bond rating at AA1 and set up reserve funds to maintain assets.
  - b. Continue / adapt financial and operational sustainability efforts including current budget methods, continue facility upgrades and environmental considerations.
4. Parks and Recreation
  - a. Do the necessary preparation work for a Parks Referendum.
  - b. Put a financial plan in place for the Maplewood Community Center.
5. Energy Conservation and Environment
  - a. Energy efficiency of entire city including all levels of government, businesses, residences and non-profits.
  - b. Renewal energy sources for all of Maplewood. Begin to retrofit all City buildings in Maplewood.
  - c. Expand recycling services to all of Maplewood.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**J. NEW BUSINESS**

None

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATION**

1. Bob Zick, North St. Paul Resident
2. John Wykoff, Maplewood Resident

**M. ADMINISTRATIVE PRESENTATIONS**

**1. Council Calendar Update**

City Manager Ahl gave the update providing the council with upcoming meetings and events.

- 2. Discussion on Allegations Against a Person Under the Authority of the City Council (No Report)**
  - a. Intent to Close Meeting (§13D.05 subd.2b)**

This item was removed from the agenda.

**N. COUNCIL PRESENTATIONS**

**1. Cable Commission**

Councilmember Abrams informed the council that the next meeting for the Cable

Commission will be May 8, 2014. She reported about the business agreement that Comcast has entered into with Charter Communications. She also reported on the Shoreview hearings that she attended concerning the Comcast franchise negotiations.

## **2. Design Review Board**

Councilmember Abrams reported on the Community Design Review Board meeting she attended last week.

## **3. City Clean-Up**

Councilmember Juenemann reported on the huge success of the City Clean-Up Event that took place last Saturday, April 19<sup>th</sup> and thanked city staff for all of their efforts.

## **4. Recycling Yourself**

Councilmember Juenemann informed residents that April is officially organ donation month and encouraged everyone to sign up to be an organ donor when they renew their driver's license.

## **5. Planning Commission**

Councilmember Cardinal reported on the Planning Commission meeting he attended last month.

## **6. Metro Cities Annual Meeting**

Councilmember Cardinal reported on the Metro Cities annual meeting he attended last Thursday.

## **7. Resident Calls and Complaints Recorded and Resolved**

Councilmember Cardinal asked if there was a way the City could report to the residents about how the City records and resolves complaints. This would not involve police or fire calls.

## **8. 3M Article**

Councilmember Cardinal reported on a 3M article in the Architecture Minnesota Magazine.

## **9. TAB and Gateway**

Mayor Slawik reported on TAB and Gateway.

## **10. Sound During Council Meetings and Commission Meetings**

Mayor Slawik expressed concern on the sound recordings for council and commission meetings. City Manager Ahl indicated that staff is working on the issue.

## **O. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 8:40 p.m.

DRAFT

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**SUBJECT:** League of Women Voters 60 Year Anniversary – Presentation of Historical Booklet

**DATE:** May 6, 2014

**Introduction**

The League of Women Voters, a non-partisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

Last year, the Roseville, Maplewood and Falcon Heights Chapter celebrated its 60th anniversary. As part of the celebration the Chapter decided to take a comprehensive look at their accomplishments and publish a booklet chronicling those accomplishments.

Former state Rep. Mindy Greiling, a long-time League member who coordinated the development of the booklet, stated:

*"We wanted personal stories, so we interviewed 13 members who were active in the late 1960s and the 1970s. Some of their stories are hilarious, some serious, some revealing a very different era. But what hasn't changed is our commitment to our communities, our concern for the democratic process, and our firm belief that we can make a difference."*

The 24-page booklet, titled "Meddlers, Activists and Watchdogs," was produced with grants from the Roseville Community Fund of the North Suburban Community Foundation and the League of Women Voters Education Fund. It is available at the Maplewood and Roseville historical societies, the Roseville and Maplewood public libraries, and the Roseville, Maplewood and Falcon Heights city halls.

The booklet and all interviews are also available at the chapter's website, [www.romafh.org](http://www.romafh.org).

**Recommendation**

No action is required.

## MEMORANDUM

**TO:** Chuck Ahl, City Manager

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

**DATE:** April 29, 2014

**SUBJECT:** Approval of Resolution Recognizing National Public Works Week: May 18-24, 2014

### Introduction

The council will consider adopting a resolution recognizing National Public Works Week: May 18-24, 2014.

### Background

This is an opportunity to recognize the importance public works plays in the daily lives of residents. Whether plowing snow, maintaining roads, ensuring the sewer systems are flowing, prepping park fields, engineering new streets & utilities, or responding to public concerns... each is a key component in providing quality services to the residents of Maplewood.

At times many of these important tasks are taken for granted. This is an opportunity to recognize public works and its vital contributions to improving quality of life both nationally and within Maplewood. I would also like to recognize the City of Maplewood's Public Works staff for its dedication in enhancing the health, safety, and quality of life for all of our residents.

The dedicated group of Maplewood public works servants is as follows:

<u>NAME</u>	<u>YEARS OF SERVICE</u>
ADAMS, DAVE	6
BRINK, TROY	13
BUCKLEY, BRENT	8
BURLINGAME, NATE	7
CHRISTENSON, SCOTT	7
CORTESI, LU	2
DEBILZAN, TOM	15
DUCHARME, JOHN	25
EDGE, DOUG	20
ENGSTROM, ANDY	11
FARR, LARRY	9
HAAG, MARK	14
HAMRE, MILES	3
HAYS, TAMARA	3
HINNENKAMP, GARY	21
JAHN, DAVID	27
JAROSCH, JON	9

JONES, DON	15
LINDBLOM, RANDY	26
LOVE, STEVE	6
MEISSNER, BRENT	6
NAGEL, BRYAN	26
NAUGHTON, JOHN	13
NORDQUIST, RICHARD	20
ORE, JORDAN	3
OSWALD, ERICK	27
PRIEM, STEVEN	18
RUIZ, RICARDO	3
RUNNING, BOB	9
SCHULTZ, SCOTT	16
SINDT, ANDREA	1
TEVLIN, TODD	13
WILBER, JEFF	2
WOEHRLE, MATT	9
XIONG, BOON	1

**Budget Impact**

None

**Recommendation**

It is recommended that the City Council adopt the attached resolution recognizing National Public Works Week: May 18-24.

**Attachment**

1. Resolution

**CITY OF MAPLEWOOD  
PROCLAMATION  
PUBLIC WORKS WEEK  
May 18 through May 24, 2014**

**WHEREAS**, public works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as buildings, drinking water, sewers, streets and highways, traffic safety and water quality; and

**WHEREAS**, the health, safety and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skills of all public works professionals; and

**NOW, THEREFORE, BE IT RESOLVED** that the Maplewood City Council hereby proclaim the week of May 18 through May 24, 2014 as Public Works Week and encourages all citizens and civic organizations to acquaint themselves with the various aspects of public works service delivery and to recognize the contributions made by public works professionals every day to our health, safety, comfort, and quality of life.

CITY OF MAPLEWOOD  
CITY COUNCIL

By: \_\_\_\_\_  
Its Mayor

Attest: \_\_\_\_\_  
Its Clerk

Motion made by:  
Seconded by:  
Those in favor:  
Those against:  
Dated:

**CERTIFICATION**

I, \_\_\_\_\_, Clerk of the City of Maplewood, Minnesota, do hereby certify that the foregoing resolution was duly passed and adopted by the City Council of the City of Maplewood, Minnesota, in a regular meeting thereof assembled this 12<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
\_\_\_\_\_, City Clerk

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** May 12, 2014  
**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:

\$ 1,027,623.96	Checks #92405 thru # 92443 dated 04/29/14
\$ 282,226.49	Disbursements via debits to checking account dated 04/21/14 thru 04/25/14
\$ 253,259.60	Checks #92444 thru # 92483 dated 04/30/14 thru 05/06/14
\$ 295,023.60	Disbursements via debits to checking account dated 04/28/14 thru 05/02/14
\$ 1,858,133.65	Total Accounts Payable

PAYROLL

\$ 518,192.21	Payroll Checks and Direct Deposits dated 04/25/14
\$ 1,276.15	Payroll Deduction check # 9989980 thru # 9989983 dated 04/25/14
\$ 519,468.36	Total Payroll
\$ 2,377,602.01	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**

04/25/2014

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
92405	04/29/2014	04206	H A KANTRUD	ATTORNEY SRVS FEES/RENT - MAY	15,766.67
92406	04/29/2014	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 12-14 PROF SRVS THRU 3/31	21,079.60
	04/29/2014	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 14-01 PROF SRVS THRU 3/31	19,175.36
	04/29/2014	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 09-08 PROF SRVS THRU 3/31	959.30
92407	04/29/2014	00985	METROPOLITAN COUNCIL	WASTEWATER - MAY	230,271.57
92408	04/29/2014	01337	RAMSEY COUNTY-PROP REC & REV	RANGE USE ON JAN 17	120.00
92409	04/29/2014	01409	S E H	PROJ 14-04 ENG STANDARDS UPDATES	1,479.53
	04/29/2014	01409	S E H	MCC ASSET MGMT ASSESSMENT	1,365.00
	04/29/2014	01409	S E H	PROJ 13-11 CARMAX - MISC SRVS	182.04
92410	04/29/2014	01463	SISTER ROSALIND GEFRE	MCC MESSAGES - MARCH 1 - 15	872.50
	04/29/2014	01463	SISTER ROSALIND GEFRE	MCC MESSAGES - MARCH 16 - 31	677.00
92411	04/29/2014	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS ~	827.70
92412	04/29/2014	03828	TURFWERKS	PARTS FOR GROOMER UNIT 656	568.24
92413	04/29/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	8,179.99
	04/29/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	3,105.75
	04/29/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	574.39
	04/29/2014	01190	XCEL ENERGY	FIRE SIRENS	51.82
92414	04/29/2014	00100	ANCOM COMMUNICATIONS INC	ARMER PROGRAMMING UPGRADE	3,205.00
92415	04/29/2014	05316	DAYTRIPPERS DINNER THEATRE	DAY TRIP FOR PLAY AND DINNER	377.50
92416	04/29/2014	00412	DONALD SALVERDA & ASSOCIATES	ENROLLMENT LEADERSHIP GROWTH	600.00
	04/29/2014	00412	DONALD SALVERDA & ASSOCIATES	ENROLLMENT LEADERSHIP GROWTH	600.00
92417	04/29/2014	05333	ETC INSTITUTE	MAPLEWOOD COMMUNITY SURVEY #3	5,262.50
	04/29/2014	05333	ETC INSTITUTE	MAPLEWOOD COMMUNITY SURVEY #4	2,105.50
92418	04/29/2014	05313	GRAPHIC DESIGN, INC.	BUSINESS CARD ORDER	132.81
92419	04/29/2014	05348	KIDDE FIRE TRAINERS, INC.	PROJ 09-09 BID PACKAGE 5	98,229.00
92420	04/29/2014	03751	MONROE CROSSING	MCC PERFORMANCE APRIL 19 FINAL PMT	268.50
92421	04/29/2014	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - MARCH	2,738.99
	04/29/2014	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - APRIL	1,000.00
92422	04/29/2014	00001	ONE TIME VENDOR	GRUETT - PD STREET ASSESSMENT	3,200.00
92423	04/29/2014	00001	ONE TIME VENDOR	THOMASON - PD STREET ASSESSMENT	2,180.00
92424	04/29/2014	00001	ONE TIME VENDOR	DUFNER - PD STREET ASSESSMENT	1,910.00
92425	04/29/2014	00001	ONE TIME VENDOR	PHOENIX RES-PD STREET ASSESSMENT	1,910.00
92426	04/29/2014	00001	ONE TIME VENDOR	REFUND P MATEYKA ON-SALE LIQ LIC	1,750.00
	04/29/2014	00001	ONE TIME VENDOR	REFUND P MATEYKA FOOD EST LIC	504.75
92427	04/29/2014	00001	ONE TIME VENDOR	PHOENIX RES-PD STREET ASSESSMENT	1,245.00
92428	04/29/2014	00001	ONE TIME VENDOR	REFUND C MERCADO TRANS MEDIC PT	1,226.00
92429	04/29/2014	00001	ONE TIME VENDOR	REFUND H UGALDE TRANS MEDIC PT	271.39
92430	04/29/2014	00001	ONE TIME VENDOR	REFUND HOME ENERGY MECH PERMIT	133.00
	04/29/2014	00001	ONE TIME VENDOR	REFUND HOME ENERGY ELECT PERMIT	33.00
92431	04/29/2014	00001	ONE TIME VENDOR	REFUND J CUNNINGHAM MEMBER DIFF	42.58
92432	04/29/2014	00001	ONE TIME VENDOR	REFUND D KIVEL DIFF MEMBERSHIP	17.14
92433	04/29/2014	04276	PARTNERS IN EDUCATION INC	CLASS INSTRUCTION FEE 1/30-3/6	612.00
	04/29/2014	04276	PARTNERS IN EDUCATION INC	CLASS INSTRUCTION FEE 1/25-3/1	357.00
	04/29/2014	04276	PARTNERS IN EDUCATION INC	CLASS INSTRUCTION FEE 11/2-12/14	204.00
	04/29/2014	04276	PARTNERS IN EDUCATION INC	CLASS INSTRUCTION FEE 9/19-10/24	153.00
92434	04/29/2014	01270	PITNEY BOWES INC	SERVICE AGRMT 10/13-3/14 FOLDING	150.00
92435	04/29/2014	01345	RAMSEY COUNTY	PROJ 09-08 RECRODING FEES	52.70
	04/29/2014	01345	RAMSEY COUNTY	PROJ 09-08 RECRODING FEES	51.00
	04/29/2014	01345	RAMSEY COUNTY	PROJ 02-07 RECORDING FEES	46.00
92436	04/29/2014	02001	CITY OF ROSEVILLE	PHONE SERVICE - APRIL	2,353.75
92437	04/29/2014	05347	USPCA REGION 18 ST PAUL POLICE CA	REGISTRATION FEE - CERT TRIALS	200.00
92438	04/29/2014	01836	ST PAUL, CITY OF	PROJ 09-08 SPRWS WATER IMPROVE	41,668.50
	04/29/2014	01836	ST PAUL, CITY OF	PROJ 09-09 SPRWS WATER IMPROVE	5,048.17

92438	04/29/2014	01836	ST PAUL, CITY OF	ASPHALT HOT MIX FOR PATCHING	746.00
	04/29/2014	01836	ST PAUL, CITY OF	RADIO MAINT & SERVICE	116.43
	04/29/2014	01836	ST PAUL, CITY OF	POSTCARDS & POSTERS - MARKETING	41.80
	04/29/2014	01836	ST PAUL, CITY OF	POSTCARDS & POSTERS - MARKETING	37.00
	04/29/2014	01836	ST PAUL, CITY OF	POSTCARDS & POSTERS - MARKETING	37.00
	04/29/2014	01836	ST PAUL, CITY OF	POSTCARDS & POSTERS - MARKETING	37.00
	04/29/2014	01836	ST PAUL, CITY OF	POSTCARDS & POSTERS - MARKETING	37.00
92439	04/29/2014	04814	BRIAN TAUZELL	REIMB FOR LODGING 3/31	93.27
92440	04/29/2014	04104	TRANE U.S. INC.	MCC AHU-5 FAN MOTOR REPLACEMENT	2,715.00
92441	04/29/2014	01725	VOLUNTEER FIREFIGHTER'S	INSURANCE FEE	217.00
92442	04/29/2014	05220	WEBER, INC.	PROJ 09-09 BID PKG 5 PMT#4	199,825.56
	04/29/2014	05220	WEBER, INC.	PROJ 09-09 BID PKG 5 PMT#5	198,053.26
92443	04/29/2014	05349	WHP TRAININGTOWERS	PROJ 09-09 BURN RM LINER PMT#1	140,535.40

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1,027,623.96

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**39 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>
4/21/2014	MN State Treasurer	Drivers License/Deputy Registrar	56,000.27
4/21/2014	MN Dept of Revenue	Fuel Tax	477.95
4/22/2014	MN State Treasurer	Drivers License/Deputy Registrar	21,642.17
4/23/2014	MN State Treasurer	Drivers License/Deputy Registrar	41,617.14
4/24/2014	MN State Treasurer	Drivers License/Deputy Registrar	23,686.55
4/24/2014	ING - State Plan	Deferred Compensation	30,511.00
4/25/2014	MN State Treasurer	Drivers License/Deputy Registrar	101,048.76
4/25/2014	MN Dept of Natural Resources	DNR electronic licenses	1,382.50
4/25/2014	Optum Health	DCRP & Flex plan payments	1,846.15
4/25/2014	ICMA (Vantagepointe)	Deferred Compensation	4,014.00
			282,226.49

\*Detailed listing of VISA purchases is attached.

**Check Register  
City of Maplewood**

05/01/2014

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
92444	04/30/2014	00396	MN DEPT OF PUBLIC SAFETY	BACKGROUND CHECKS	1,022.00
92445	05/06/2014	01936	CHAD BERGO	REIMB FOR INTERNET & MILEAGE	353.14
92446	05/06/2014	02149	HEIDI CAREY	MARKETING & ADVERTISING - APRIL	4,000.00
92447	05/06/2014	00353	CURTIS 1000, INC. - MINNESOTA	CITATION ENVELOPES	358.75
92448	05/06/2014	01085	MN LIFE INSURANCE	MONTHLY PREMIUM - MAY	2,998.55
92449	05/06/2014	01819	PAETEC	LOCAL PHONE SERVICE 03/15 - 04/14	708.09
92450	05/06/2014	01409	S E H	PDEP PROJ CONSULTING FEES	10,218.27
92451	05/06/2014	01455	MICHAEL SHORTREED	SECURITY OFFICER FOR MCC APRIL 25	245.00
92452	05/06/2014	02274	SPRINT	SPRINT SRVS 03/15 - 04/14	1,114.17
92453	05/06/2014	01546	SUBURBAN SPORTSWEAR	PERSONAL TRAINER UNIFORMS	138.00
92454	05/06/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0264726	184.60
	05/06/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0395052	128.57
	05/06/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0264717	105.75
	05/06/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0264705	67.04
92455	05/06/2014	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	195.00
	05/06/2014	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	153.40
	05/06/2014	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	146.90
92456	05/06/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	24,586.14
92457	05/06/2014	00132	ASPEN MILLS	WORK SHIRTS	3,558.60
92458	05/06/2014	04848	AVESIS	MONTHLY PREMIUM - MAY	274.79
92459	05/06/2014	05339	CHRIS MASTELL TRAILER RENTALS	STORAGE TRAILER RENTAL FOR PDEP	250.00
92460	05/06/2014	00338	CRABTREE COMPANIES INC.	SUPPORT CONTRACT FOR LASERFICHE	6,196.00
92461	05/06/2014	02743	RICHARD DOBLAR	SECURITY OFFICER FOR MCC APRIL 26	157.50
92462	05/06/2014	02929	GLTC PREMIUM PAYMENTS	LTC MONTHLY PREMIUM - MAY	366.84
92463	05/06/2014	00644	HEALTHPARTNERS	MONTHLY PREMIUM - MAY	12,168.40
92464	05/06/2014	04992	KERN, DEWENTER, VIERE, LTD	2013 AUDIT	8,000.00
92465	05/06/2014	04900	LASTING IMPRESSIONS BY AMY LLC	CEILING DRAPING FOR 4/25 WEDDING	400.00
92466	05/06/2014	00891	M A M A	MEMBERSHIP DUES - M COLEMAN	45.00
92467	05/06/2014	00932	MAPLEWOOD BAKERY	BAKERY FOR RESALE - MARCH	210.60
92468	05/06/2014	03818	MEDICA	MONTHLY PREMIUM - MAY	164,514.49
92469	05/06/2014	01126	NCPERS MINNESOTA	MONTHLY PREMIUM - MAY	496.00
92470	05/06/2014	00001	ONE TIME VENDOR	REFUND K GREENE TRANS MEDIC	1,453.00
92471	05/06/2014	00001	ONE TIME VENDOR	REFUND BROWN FAMILY MEMBERSHIP	384.24
92472	05/06/2014	00001	ONE TIME VENDOR	REFUND B RANSOM BANQUET ROOM	105.00
92473	05/06/2014	00001	ONE TIME VENDOR	REFUND NEW LIFE ACADEMY OVERPD	100.00
92474	05/06/2014	00001	ONE TIME VENDOR	REFUND M DEVALLIER HP BENEFIT	60.00
92475	05/06/2014	00001	ONE TIME VENDOR	REFUND SEMLAK BCBS BENEFIT	40.00
92476	05/06/2014	00001	ONE TIME VENDOR	REFUND W STAHLMANN MEDICA	40.00
92477	05/06/2014	04019	DICK PETERSON	CHARITABLE GAMBLING - FLOWER FUND	250.00
92478	05/06/2014	01341	RAMSEY CO FIRE CHIEFS ASSN	ASSOC ANNUAL BANQUET (4)	64.00
92479	05/06/2014	01418	SAM'S CLUB DIRECT	CONCESSIONS	291.58
	05/06/2014	01418	SAM'S CLUB DIRECT	PROGRAM SUPPLIES	240.84
92480	05/06/2014	00006	SILVER FIT	REFUND R SATACK - HP BENEFIT	100.00
92481	05/06/2014	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	290.64
	05/06/2014	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	81.00
	05/06/2014	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	57.75
	05/06/2014	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	21.80
92482	05/06/2014	00529	UNION SECURITY INSURANCE CO	LTD PLAN 4043120-2 - MAY	3,348.76
	05/06/2014	00529	UNION SECURITY INSURANCE CO	STD PLAN 4043120-1 - MAY	2,609.40
92483	05/06/2014	04357	UNIVERSAL HOSPITAL SRVS, INC.	SERVICE TO EMS EQUIPMENT	360.00
				<hr/>	
				253,259.60	
				<hr/> <hr/>	

40 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>
4/28/2014	MN State Treasurer	Drivers License/Deputy Registrar	67,938.66
4/28/2014	US Bank VISA One Card*	Purchasing card items	55,117.72
4/28/2014	U.S. Treasurer	Federal Payroll Tax	98,978.63
4/28/2014	P.E.R.A.	P.E.R.A.	94,286.22
4/29/2014	MN State Treasurer	Drivers License/Deputy Registrar	35,248.66
4/29/2014	MN State Treasurer	State Payroll Tax	20,525.78
4/29/2014	MidAmerica - ING	HRA Flex plan	17,081.33
4/29/2014	Labor Unions	Union Dues	3,585.00
4/30/2014	MN State Treasurer	Drivers License/Deputy Registrar	35,775.30
5/1/2014	MN State Treasurer	Drivers License/Deputy Registrar	50,163.07
5/1/2014	US Bank Merchant Services	Credit Card Billing fee	72.94
5/2/2014	MN State Treasurer	Drivers License/Deputy Registrar	42,106.08
5/2/2014	Optum Health	DCRP & Flex plan payments	784.08
5/2/2014	MN Dept of Natural Resources	DNR electronic licenses	992.00
			522,655.47

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
04/18/2014	04/21/2014	RUN N FUN	\$112.00	CLINT ABEL
04/18/2014	04/21/2014	BOARD OF AELSLAGID	\$134.50	R CHARLES AHL
04/21/2014	04/22/2014	U OF M CCE NONCREDIT	\$235.00	R CHARLES AHL
04/24/2014	04/29/2014	GRAND VIEW LODGE & TENNIS	\$254.75	R CHARLES AHL
04/25/2014	04/28/2014	UNIFORMS UNLIMITED INC.	\$17.10	MARK ALDRIDGE
04/17/2014	04/21/2014	OFFICE DEPOT #1090	\$51.28	REGAN BEGGS
04/29/2014	05/01/2014	OFFICE DEPOT #1090	\$73.43	REGAN BEGGS
04/30/2014	05/02/2014	OFFICE DEPOT #1090	\$105.80	REGAN BEGGS
04/19/2014	04/21/2014	UNIFORMS UNLIMITED INC.	\$32.50	STANLEY BELDE
04/24/2014	04/28/2014	APPLE STORE #R054	\$10.72	CHAD BERGO
04/24/2014	04/28/2014	APPLE STORE #R054	\$62.12	CHAD BERGO
04/28/2014	04/29/2014	BESTBUY.COM 00009944	\$0.02	CHAD BERGO
04/28/2014	04/29/2014	BESTBUY.COM 00009944	\$2,024.61	CHAD BERGO
04/30/2014	05/02/2014	IMPARK 00200149	\$10.00	CHAD BERGO
04/25/2014	04/28/2014	CUB FOODS #1599	\$21.13	OAKLEY BIESANZ
05/01/2014	05/02/2014	TARGET 00011858	\$26.97	NEIL BRENEMAN
04/23/2014	04/25/2014	VERIZON WRLS N7845-01	\$128.51	TROY BRINK
04/24/2014	04/25/2014	U OF M PARKING AND TRANS	\$6.00	TROY BRINK
04/22/2014	04/24/2014	RED WING SHOE STORE	\$212.49	BRENT BUCKLEY
04/30/2014	05/01/2014	TARGET 00011858	\$24.00	NATHAN BURLINGAME
04/30/2014	05/01/2014	MILLS FLEET FARM #2,700	\$35.97	NATHAN BURLINGAME
04/23/2014	04/24/2014	03.WWW.ELREYJESUS.ORG	\$1.00	SARAH BURLINGAME
04/22/2014	04/24/2014	COPS PLUS, INC	\$95.68	DAN BUSACK
05/01/2014	05/02/2014	UNIFORMS UNLIMITED INC.	\$224.00	DANIEL BUSACK
04/23/2014	04/24/2014	EMERGENCY AUTOMOTIVE	\$133.00	JOHN CAPISTRANT
04/29/2014	04/30/2014	EVEREST EMERGENCY VEHICL	\$18.54	JOHN CAPISTRANT
04/17/2014	04/21/2014	SPRINT STORE #226	\$85.67	NICHOLAS CARVER
04/23/2014	04/25/2014	SPRINT STORE #226	\$53.55	NICHOLAS CARVER
04/28/2014	04/28/2014	INT'L CODE COUNCIL INC	\$34.23	NICHOLAS CARVER
04/18/2014	04/21/2014	HENRIKSEN ACE HARDWARE	(\$11.99)	SCOTT CHRISTENSON
04/18/2014	04/21/2014	KNOWLAN'S MARKET #2	\$20.66	SCOTT CHRISTENSON
04/23/2014	04/25/2014	THE HOME DEPOT 2801	\$71.82	SCOTT CHRISTENSON
04/28/2014	04/30/2014	INTERNATIONAL CHEMTEX	\$33.56	SCOTT CHRISTENSON
04/28/2014	04/30/2014	INTERNATIONAL CHEMTEX	\$502.52	SCOTT CHRISTENSON
04/29/2014	04/30/2014	VIKING ELECTRIC-CREDIT DE	(\$139.86)	SCOTT CHRISTENSON
04/29/2014	04/30/2014	VIKING ELECTRIC-CREDIT DE	\$103.19	SCOTT CHRISTENSON
04/23/2014	04/25/2014	HOLIDAY STNSTORE 0309	\$53.50	KERRY CROTTY
04/18/2014	04/21/2014	USPS 26833800033400730	\$17.45	CHARLES DEAVER
04/23/2014	04/25/2014	THE HOME DEPOT 2810	\$19.25	CHARLES DEAVER
04/24/2014	04/29/2014	BULBTRONICS INC FARMINGDA	(\$37.53)	CHARLES DEAVER
04/29/2014	04/30/2014	MENARDS 3022	\$7.69	CHARLES DEAVER
04/18/2014	04/21/2014	JOHN DEERE LANDSCAPES530	(\$111.30)	THOMAS DEBILZAN
04/18/2014	04/21/2014	JOHN DEERE LANDSCAPES530	\$103.90	THOMAS DEBILZAN
04/29/2014	04/30/2014	CC MILITARY SURPLU	\$31.46	JOSEPH DEMULLING
04/18/2014	04/21/2014	PET FOOD EXPERTS	\$1,669.90	RICHARD DOBLAR
04/24/2014	04/24/2014	TI *TASER INTL	\$610.96	RICHARD DOBLAR
04/24/2014	04/25/2014	BEST BUY MHT 00000109	\$37.49	RICHARD DOBLAR
04/22/2014	04/24/2014	COMMERCIAL POOL & SPA SUP	\$175.65	TOM DOUGLASS
04/23/2014	04/25/2014	THE HOME DEPOT 2801	\$34.44	TOM DOUGLASS
04/26/2014	04/28/2014	TABLE TOTER, INC	\$162.55	TOM DOUGLASS
04/30/2014	05/01/2014	CONTINENTAL RESEARCH COR	\$497.85	TOM DOUGLASS
05/01/2014	05/02/2014	HENRIKSEN ACE HARDWARE	\$10.47	TOM DOUGLASS
04/24/2014	04/24/2014	AMAZON.COM	\$34.95	JOHN DUCHARME
04/18/2014	04/21/2014	UNIFORMS UNLIMITED INC.	\$256.84	MICHAEL DUGAS
04/26/2014	04/28/2014	ST JOSEPH'S HOSPITAL	\$34.10	MICHAEL DUGAS

04/30/2014	05/01/2014	SHARROW LIFTING PRODUCTS	\$105.00	DOUG EDGE
04/30/2014	05/01/2014	MILLS FLEET FARM #2,700	\$10.55	DOUG EDGE
04/30/2014	05/02/2014	SEARS ROEBUCK 1122	\$74.96	DOUG EDGE
04/23/2014	04/24/2014	BEST BUY MHT 00000109	\$21.41	THOMAS EKSTRAND
04/28/2014	04/29/2014	BEST BUY MHT 00000109	\$107.10	ANDREW ENGSTROM
04/19/2014	04/21/2014	UNIFORMS UNLIMITED INC.	\$325.98	VIRGINIA ERICKSON
04/23/2014	04/24/2014	TARGET 00011858	\$9.42	PAUL E EVERSON
04/18/2014	04/21/2014	WW GRAINGER	\$345.08	LARRY FARR
04/18/2014	04/23/2014	WW GRAINGER	(\$421.21)	LARRY FARR
04/21/2014	04/22/2014	MENARDS 3022	(\$69.18)	LARRY FARR
04/21/2014	04/22/2014	STATE SUPPLY	\$439.89	LARRY FARR
04/21/2014	04/22/2014	MENARDS 3022	\$5.75	LARRY FARR
04/24/2014	04/25/2014	CINTAS 470	\$25.00	LARRY FARR
04/26/2014	04/28/2014	MENARDS 3022	\$11.51	LARRY FARR
04/29/2014	04/30/2014	MENARDS 3022	\$47.99	LARRY FARR
04/30/2014	05/01/2014	METROPOLITAN MECHANICAL	\$791.00	LARRY FARR
05/01/2014	05/02/2014	CINTAS 470	\$82.76	LARRY FARR
04/18/2014	04/21/2014	TARGET 00024067	\$34.36	SHANN FINWALL
04/18/2014	04/21/2014	CARIBOU COFFEE CO #1152	\$25.69	SHANN FINWALL
04/19/2014	04/21/2014	DOROTHY ANN BAKERY & CAFE	\$27.00	SHANN FINWALL
04/30/2014	05/01/2014	BRO-TEX, INC.	\$250.00	SHANN FINWALL
04/21/2014	04/21/2014	COMCAST CABLE COMM	\$54.00	MYCHAL FOWLDS
04/19/2014	04/21/2014	IDU*INSIGHT PUBLIC SEC	\$859.15	NICK FRANZEN
04/22/2014	04/22/2014	AMAZON.COM	\$559.96	NICK FRANZEN
04/26/2014	04/28/2014	IDU*INSIGHT PUBLIC SEC	\$69.74	NICK FRANZEN
04/26/2014	04/28/2014	IDU*INSIGHT PUBLIC SEC	\$266.38	NICK FRANZEN
04/29/2014	04/30/2014	SHI CORP	\$244.00	NICK FRANZEN
04/30/2014	05/01/2014	AWL*PEARSON EDUCATION	\$47.98	NICK FRANZEN
04/30/2014	05/01/2014	AMAZON MKTPLACE PMTS	\$73.17	NICK FRANZEN
05/01/2014	05/01/2014	AMAZON MKTPLACE PMTS	\$77.29	NICK FRANZEN
04/18/2014	04/21/2014	UNIFORMS UNLIMITED INC.	\$76.49	DEREK FRITZE
04/23/2014	04/24/2014	DICK'S CLOTHING&SPORTING	\$99.99	DEREK FRITZE
04/21/2014	04/22/2014	BACHMAN'S INC #0004	\$13.65	VIRGINIA GAYNOR
04/28/2014	04/29/2014	LORMAN EDUCATION SERVICE	\$458.00	KAREN GUILFOILE
04/29/2014	05/01/2014	VERIZON WRLS M3099-01	\$455.24	KAREN GUILFOILE
04/17/2014	04/21/2014	THE HOME DEPOT 2801	\$37.46	MARK HAAG
04/23/2014	04/25/2014	VERIZON WRLS N7845-01	\$53.55	MARK HAAG
04/23/2014	04/25/2014	MILLS FLEET FARM #2,700	\$52.38	MARK HAAG
04/28/2014	04/29/2014	VIKING INDUSTRIAL CENTER	\$812.04	MARK HAAG
04/30/2014	05/01/2014	FASTENAL COMPANY01	\$85.28	MARK HAAG
04/29/2014	04/30/2014	HENRIKSEN ACE HARDWARE	\$9.07	MILES HAMRE
04/23/2014	04/24/2014	HENRIKSEN ACE HARDWARE	\$5.99	TAMARA HAYS
04/30/2014	05/01/2014	JOHN DEERE LANDSCAPES530	\$43.98	TAMARA HAYS
04/30/2014	05/02/2014	THE HOME DEPOT 2801	\$4.97	TAMARA HAYS
04/21/2014	04/23/2014	THE HOME DEPOT 2801	\$152.78	GARY HINNENKAMP
04/25/2014	04/28/2014	HENRIKSEN ACE HARDWARE	\$19.44	GARY HINNENKAMP
04/29/2014	04/30/2014	HENRIKSEN ACE HARDWARE	\$7.49	GARY HINNENKAMP
04/29/2014	04/30/2014	MENARDS 3059	\$56.95	GARY HINNENKAMP
05/01/2014	05/02/2014	HENRIKSEN ACE HARDWARE	\$10.47	GARY HINNENKAMP
04/20/2014	04/21/2014	COMCAST CABLE COMM	\$83.89	RON HORWATH
04/23/2014	04/23/2014	COMCAST CABLE COMM	\$326.32	RON HORWATH
04/29/2014	04/29/2014	TARGET.COM *	\$43.46	RON HORWATH
04/29/2014	05/01/2014	DOLRTREE 3150 00031500	\$26.78	RON HORWATH
04/18/2014	04/21/2014	DALCO ENTERPRISES, INC	\$741.70	DAVID JAHN
04/17/2014	04/21/2014	OFFICE MAX	\$66.85	TOM KALKA
04/18/2014	04/21/2014	THE UPS STORE 2171	\$9.92	TOM KALKA

04/24/2014	04/25/2014	FIRST SHRED	\$59.40	LOIS KNUTSON
04/28/2014	04/30/2014	OFFICE DEPOT #1090	\$200.04	LOIS KNUTSON
04/29/2014	04/30/2014	NOODLESANDCOMPANYONLIN	\$86.19	LOIS KNUTSON
04/22/2014	04/24/2014	HP HOME STORE	\$83.53	JASON KREGER
04/23/2014	04/25/2014	OFFICE MAX	\$96.38	JASON KREGER
04/23/2014	04/25/2014	THE HOME DEPOT 2801	\$85.64	JASON KREGER
04/24/2014	04/28/2014	THE HOME DEPOT 2801	\$53.24	JASON KREGER
04/26/2014	04/28/2014	THE HOME DEPOT 2801	\$69.67	JASON KREGER
04/28/2014	04/30/2014	OFFICE MAX	\$51.36	JASON KREGER
04/30/2014	05/01/2014	CDW GOVERNMENT	\$257.54	JASON KREGER
05/01/2014	05/02/2014	RADIOSHACK COR00161455	\$26.77	JASON KREGER
04/22/2014	04/23/2014	BATTERIES PLUS #31	\$56.56	NICHOLAS KREKELER
04/22/2014	04/23/2014	UNIFORMS UNLIMITED INC.	\$118.85	NICHOLAS KREKELER
04/28/2014	04/29/2014	PETSMART INC 461	\$85.61	NICHOLAS KREKELER
04/28/2014	04/29/2014	MENARDS 3059	\$51.36	NICHOLAS KREKELER
04/21/2014	04/22/2014	UNIFORMS UNLIMITED INC.	(\$1,151.99)	DAVID KVAM
04/21/2014	04/22/2014	UNIFORMS UNLIMITED INC.	\$1,151.99	DAVID KVAM
04/22/2014	04/23/2014	UNIFORMS UNLIMITED INC.	\$628.99	DAVID KVAM
04/22/2014	04/23/2014	UNIFORMS UNLIMITED INC.	\$10.00	DAVID KVAM
04/28/2014	04/29/2014	BEST BUY MHT 00000109	\$128.52	RANDY LINDBLOM
04/18/2014	04/21/2014	UNIFORMS UNLIMITED INC.	\$149.85	STEVE LUKIN
04/20/2014	04/21/2014	REPUBLIC SERVICES TRASH	\$138.36	STEVE LUKIN
04/25/2014	04/29/2014	ASPEN MILLS INC.	\$118.50	STEVE LUKIN
04/29/2014	04/30/2014	CELLAIRIS	\$42.84	STEVE LUKIN
04/29/2014	04/30/2014	UNIFORMS UNLIMITED INC.	\$54.64	STEVE LUKIN
04/30/2014	05/01/2014	MENARDS 3059	\$139.60	STEVE LUKIN
04/18/2014	04/21/2014	HEJNY RENTAL INC	\$95.21	SASHA MEYER
04/19/2014	04/21/2014	CUB FOODS #1599	\$3.33	SASHA MEYER
04/22/2014	04/24/2014	BROADWAY RENTAL	\$308.98	SASHA MEYER
04/25/2014	04/28/2014	QNS*QUEENSBORO SHIRT	\$27.90	SASHA MEYER
05/01/2014	05/02/2014	WELCOME WAGON	\$138.00	SASHA MEYER
04/18/2014	04/21/2014	BOUND TREE MEDICAL LLC	\$138.99	MICHAEL MONDOR
04/23/2014	04/24/2014	MASIMO AMERICAS, INC	\$304.23	MICHAEL MONDOR
04/23/2014	04/25/2014	BOUND TREE MEDICAL LLC	\$252.26	MICHAEL MONDOR
04/24/2014	04/25/2014	MOTION COMPUTING INC	\$60.87	MICHAEL MONDOR
04/28/2014	04/30/2014	BOUND TREE MEDICAL LLC	\$225.00	MICHAEL MONDOR
04/30/2014	05/02/2014	BOUND TREE MEDICAL LLC	\$98.40	MICHAEL MONDOR
04/30/2014	05/02/2014	BOUND TREE MEDICAL LLC	\$3,034.89	MICHAEL MONDOR
05/01/2014	05/02/2014	BEST BUY MHT 00000109	\$85.69	MICHAEL MONDOR
05/01/2014	05/02/2014	IN *CHOICE1 HEALTH CARE S	\$249.50	MICHAEL MONDOR
04/23/2014	04/24/2014	MENARDS 3059	\$20.72	JOHN NAUGHTON
04/28/2014	04/29/2014	HENRIKSEN ACE HARDWARE	\$21.98	JOHN NAUGHTON
04/30/2014	05/01/2014	MENARDS 3022	\$135.90	JOHN NAUGHTON
04/24/2014	04/25/2014	HEJNY RENTAL INC	\$111.17	ERICK OSWALD
04/17/2014	04/21/2014	OFFICE DEPOT #1090	\$67.62	MARY KAY PALANK
04/23/2014	04/25/2014	OFFICE DEPOT #1090	\$152.66	MARY KAY PALANK
04/18/2014	04/21/2014	BEARING DIST*	\$36.65	STEVEN PRIEM
04/18/2014	04/21/2014	BARNETT CHRYJEEPKIA	\$63.48	STEVEN PRIEM
04/18/2014	04/21/2014	AN FORD WHITE BEAR LAK	\$25.41	STEVEN PRIEM
04/18/2014	04/21/2014	TRUCK UTILITIES INC ST PA	\$6.80	STEVEN PRIEM
04/21/2014	04/22/2014	AUTO PLUS LITTLE CANADA	\$50.05	STEVEN PRIEM
04/21/2014	04/22/2014	AUTO PLUS LITTLE CANADA	\$55.52	STEVEN PRIEM
04/21/2014	04/22/2014	BARNETT CHRYJEEPKIA	\$162.00	STEVEN PRIEM
04/21/2014	04/22/2014	BARNETT CHRYJEEPKIA	\$103.20	STEVEN PRIEM
04/21/2014	04/23/2014	BOYER TRUCKS - PARTS	(\$68.53)	STEVEN PRIEM
04/21/2014	04/23/2014	DELMEDICO MACHINE SHOP	\$90.00	STEVEN PRIEM

04/21/2014	04/23/2014	BOYER TRUCKS - PARTS	\$141.18	STEVEN PRIEM
04/21/2014	04/23/2014	BOYER TRUCKS - PARTS	\$68.53	STEVEN PRIEM
04/22/2014	04/23/2014	TOWMASTER	\$237.45	STEVEN PRIEM
04/22/2014	04/23/2014	AUTO PLUS LITTLE CANADA	\$77.95	STEVEN PRIEM
04/22/2014	04/23/2014	MIDWEST LIFT WORKS	\$150.00	STEVEN PRIEM
04/22/2014	04/23/2014	BAUER BUILT TIRE 18	\$722.18	STEVEN PRIEM
04/23/2014	04/24/2014	ASPEN EQUIPMENT-BLOOMIN	\$1,713.24	STEVEN PRIEM
04/23/2014	04/24/2014	AUTO PLUS LITTLE CANADA	\$18.81	STEVEN PRIEM
04/23/2014	04/24/2014	AUTO PLUS LITTLE CANADA	\$13.09	STEVEN PRIEM
04/23/2014	04/28/2014	COMO LUBE & SUPPLIES	\$160.69	STEVEN PRIEM
04/24/2014	04/25/2014	U OF M PARKING AND TRANS	\$6.00	STEVEN PRIEM
04/24/2014	04/25/2014	AUTO PLUS LITTLE CANADA	\$230.00	STEVEN PRIEM
04/24/2014	04/25/2014	PIONEER RIM & WHEEL HQ	\$155.32	STEVEN PRIEM
04/24/2014	04/25/2014	BAUER BUILT TIRE 18	\$515.18	STEVEN PRIEM
04/28/2014	04/29/2014	BARNETT CHRYJEEPkia	\$259.20	STEVEN PRIEM
04/28/2014	04/29/2014	MACQUEEN EQUIPMENT INC	\$843.38	STEVEN PRIEM
04/28/2014	04/29/2014	MACQUEEN EQUIPMENT INC	\$371.07	STEVEN PRIEM
04/28/2014	05/02/2014	MACQUEEN EQUIPMENT INC	(\$371.07)	STEVEN PRIEM
04/28/2014	05/02/2014	MACQUEEN EQUIPMENT INC	(\$745.56)	STEVEN PRIEM
04/29/2014	04/30/2014	FACTORY MTR PTS #1	\$162.89	STEVEN PRIEM
04/29/2014	04/30/2014	AUTO PLUS LITTLE CANADA	\$17.32	STEVEN PRIEM
04/29/2014	04/30/2014	AUTO PLUS LITTLE CANADA	\$14.26	STEVEN PRIEM
04/29/2014	04/30/2014	AN FORD WHITE BEAR LAK	\$39.65	STEVEN PRIEM
04/29/2014	04/30/2014	AN FORD WHITE BEAR LAK	\$515.00	STEVEN PRIEM
04/29/2014	04/30/2014	TRUCK UTILITIES INC ST PA	\$36.60	STEVEN PRIEM
04/30/2014	05/01/2014	KATH FUEL OFFICE	\$347.12	STEVEN PRIEM
04/30/2014	05/01/2014	AUTO PLUS LITTLE CANADA	\$102.58	STEVEN PRIEM
04/30/2014	05/01/2014	BAUER BUILT TIRE 18	\$870.10	STEVEN PRIEM
05/01/2014	05/02/2014	AUTO PLUS LITTLE CANADA	\$7.25	STEVEN PRIEM
05/01/2014	05/02/2014	AUTO PLUS LITTLE CANADA	\$16.36	STEVEN PRIEM
05/01/2014	05/02/2014	AUTO PLUS LITTLE CANADA	\$21.46	STEVEN PRIEM
05/01/2014	05/02/2014	AUTO PLUS LITTLE CANADA	\$53.40	STEVEN PRIEM
05/01/2014	05/02/2014	BARNETT CHRYJEEPkia	\$39.20	STEVEN PRIEM
04/23/2014	04/24/2014	JERRYS FLOOR STORE	\$102.84	KELLY PRINS
04/28/2014	04/30/2014	THE HOME DEPOT 2801	\$122.68	KELLY PRINS
04/29/2014	05/01/2014	WALLY S UPHOLS80110026	\$1,169.08	KELLY PRINS
04/29/2014	05/01/2014	THE HOME DEPOT 2801	\$18.33	KELLY PRINS
04/30/2014	05/02/2014	WEBER AND TROSETH INC	\$124.35	KELLY PRINS
04/21/2014	04/22/2014	HILLYARD INC MINNEAPOLIS	\$1,508.21	MICHAEL REILLY
04/30/2014	05/01/2014	DALCO ENTERPRISES, INC	\$895.34	MICHAEL REILLY
04/30/2014	05/01/2014	AMAZON MKTPLACE PMTS	\$86.24	LORI RESENDIZ
05/01/2014	05/02/2014	AMAZON MKTPLACE PMTS	\$99.00	LORI RESENDIZ
04/18/2014	04/21/2014	PAYPAL *ASHLANDPROD	\$200.00	AUDRA ROBBINS
04/24/2014	04/28/2014	NATIONAL RECREATION &	\$78.13	AUDRA ROBBINS
04/26/2014	04/28/2014	CUB FOODS #1599	\$18.14	AUDRA ROBBINS
04/18/2014	04/21/2014	RED WING SHOE STORE	\$191.24	RICK RUIZ
04/22/2014	04/23/2014	VL OAKDALE CONTRAC	\$13.47	ROBERT RUNNING
04/29/2014	04/30/2014	VIKING INDUSTRIAL CENTER	\$931.68	ROBERT RUNNING
04/18/2014	04/21/2014	T-MOBILE #1065	\$32.00	DEB SCHMIDT
04/24/2014	04/25/2014	CUB FOODS #1599	\$13.56	DEB SCHMIDT
04/29/2014	04/30/2014	LILLIE SUBURBAN NEWSPAPE	\$76.50	DEB SCHMIDT
05/01/2014	05/02/2014	HOLIDAY INN RAMP	\$4.00	DEB SCHMIDT
04/26/2014	04/28/2014	FEDEXOFFICE 00006205	\$241.02	PAUL SCHNELL
04/22/2014	04/23/2014	HENRIKSEN ACE HARDWARE	\$6.41	SCOTT SCHULTZ
04/25/2014	04/28/2014	VERIZON WRLS N7845-01	\$53.55	SCOTT SCHULTZ
04/29/2014	05/01/2014	USA MOBILITY WIRELE	\$39.65	SCOTT SCHULTZ

04/30/2014	05/02/2014	ON SITE SANITATION INC	\$1,548.62	SCOTT SCHULTZ
04/24/2014	04/25/2014	TARGET 00011858	\$30.39	CAITLIN SHERRILL
04/24/2014	04/28/2014	A-1 LAUNDRY	\$48.74	CAITLIN SHERRILL
04/18/2014	04/21/2014	KATANA FORENSICS INC	\$300.00	MICHAEL SHORTREED
04/22/2014	04/23/2014	POLAR CHEVROLET MAZDA	\$880.55	MICHAEL SHORTREED
04/30/2014	05/01/2014	UNIFORMS UNLIMITED INC.	\$45.48	MICHAEL SHORTREED
04/25/2014	04/28/2014	PUBLIC AGENCY TRAINING C	\$295.00	JOANNE SVENDSEN
04/26/2014	04/29/2014	GRAND VIEW LODGE & TENNIS	\$322.77	JOANNE SVENDSEN
04/29/2014	04/30/2014	PAYPAL *MINNESOTAAS	\$45.00	JOANNE SVENDSEN
04/25/2014	04/28/2014	NAPA STORE 3279016	\$19.25	RONALD SVENDSEN
04/27/2014	04/29/2014	NAPA STORE 3279016	\$7.59	RONALD SVENDSEN
04/17/2014	04/21/2014	VERIZON WRLS M3099-01	\$160.66	DAVID SWAN
04/18/2014	04/21/2014	BEST BUY MHT 00000109	\$19.27	JAMES TAYLOR
04/26/2014	04/28/2014	CARIBOU COFFEE CO # 155	\$38.53	JAMES TAYLOR
04/28/2014	04/29/2014	UNIVERSAL ATHLETIC	\$4,178.90	JAMES TAYLOR
04/24/2014	04/28/2014	NAPA STORE 3279016	\$54.98	TODD TEVLIN
04/22/2014	04/24/2014	SCHULER SHOES	\$54.00	PAUL THEISEN
04/29/2014	04/30/2014	LANDS END INTERNET	\$62.29	PAUL THEISEN
04/22/2014	04/23/2014	U OF M CCE NONCREDIT	\$235.00	MICHAEL THOMPSON
04/24/2014	04/29/2014	GRAND VIEW LODGE & TENNIS	\$254.75	MICHAEL THOMPSON
04/18/2014	04/21/2014	UNIFORMS UNLIMITED INC.	\$27.50	JAY WENZEL
04/24/2014	04/25/2014	STREICHER'S MO	\$62.11	JAY WENZEL
04/25/2014	04/28/2014	OFFICE DEPOT #1090	\$111.38	TAMMY YOUNG
04/30/2014	04/30/2014	FRANKLINCOVEYPRODUCTS	\$40.11	TAMMY YOUNG
04/18/2014	04/21/2014	MINN FIRE SVC CERT BOARD	\$20.00	SUSAN ZWIEG
04/18/2014	04/21/2014	DALCO ENTERPRISES, INC	\$34.40	SUSAN ZWIEG
04/18/2014	04/21/2014	RELIABLE	\$71.23	SUSAN ZWIEG
04/19/2014	04/21/2014	RELIABLE	\$25.98	SUSAN ZWIEG
			\$47,351.01	

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>
	04/25/14	ABRAMS, MARYLEE	448.23
	04/25/14	CARDINAL, ROBERT	448.23
	04/25/14	JUENEMANN, KATHLEEN	448.23
	04/25/14	KOPPEN, MARVIN	448.23
	04/25/14	SLAWIK, NORA	509.26
	04/25/14	AHL, R. CHARLES	5,459.42
	04/25/14	COLEMAN, MELINDA	4,813.95
	04/25/14	KNUTSON, LOIS	2,397.06
	04/25/14	KANTRUD, HUGH	184.62
	04/25/14	CHRISTENSON, SCOTT	2,020.19
	04/25/14	FARR, LARRY	3,353.56
	04/25/14	JAHN, DAVID	2,095.94
	04/25/14	BURLINGAME, SARAH	2,334.10
	04/25/14	RAMEAUX, THERESE	3,192.50
	04/25/14	BAUMAN, GAYLE	4,693.93
	04/25/14	ANDERSON, CAROLE	1,909.49
	04/25/14	DEBILZAN, JUDY	1,412.96
	04/25/14	JACKSON, MARY	2,219.29
	04/25/14	KELSEY, CONNIE	2,705.98
	04/25/14	RUEB, JOSEPH	2,999.41
	04/25/14	BEGGS, REGAN	1,640.22
	04/25/14	GUILFOILE, KAREN	4,542.41
	04/25/14	SCHMIDT, DEBORAH	3,158.62
	04/25/14	SPANGLER, EDNA	1,190.51
	04/25/14	LARSON, MICHELLE	1,984.19
	04/25/14	MECHELKE, SHERRIE	1,130.24
	04/25/14	MOY, PAMELA	1,587.35
	04/25/14	OSTER, ANDREA	1,991.11
	04/25/14	RICHTER, CHARLENE	1,082.03
	04/25/14	SCHOENECKER, LEIGH	1,803.39
	04/25/14	VITT, SANDRA	984.11
	04/25/14	WEAVER, KRISTINE	2,459.39
	04/25/14	CORCORAN, THERESA	1,984.19
	04/25/14	KVAM, DAVID	4,390.70
	04/25/14	PALANK, MARY	1,996.80
	04/25/14	POWELL, PHILIP	3,058.49
	04/25/14	SCHNELL, PAUL	4,840.36
	04/25/14	SHORTREED, MICHAEL	4,266.68
	04/25/14	SVENDSEN, JOANNE	2,194.22
	04/25/14	THOMFORDE, FAITH	1,640.19
	04/25/14	ABEL, CLINT	3,377.47
	04/25/14	ALDRIDGE, MARK	3,237.74
	04/25/14	BAKKE, LONN	3,441.80

04/25/14	BARTZ, PAUL	1,780.64
04/25/14	BELDE, STANLEY	3,122.54
04/25/14	BENJAMIN, MARKESE	3,011.87
04/25/14	BIERDEMAN, BRIAN	4,041.40
04/25/14	BUSACK, DANIEL	3,910.53
04/25/14	CARNES, JOHN	2,562.02
04/25/14	CROTTY, KERRY	3,757.60
04/25/14	DEMULLING, JOSEPH	3,323.57
04/25/14	DOBLAR, RICHARD	4,177.08
04/25/14	DUGAS, MICHAEL	4,991.31
04/25/14	ERICKSON, VIRGINIA	3,318.01
04/25/14	FORSYTHE, MARCUS	3,102.65
04/25/14	FRITZE, DEREK	3,567.65
04/25/14	GABRIEL, ANTHONY	3,614.41
04/25/14	HAWKINSON JR, TIMOTHY	3,404.93
04/25/14	HER, PHENG	2,943.89
04/25/14	HIEBERT, STEVEN	3,640.94
04/25/14	HOEMKE, MICHAEL	2,003.97
04/25/14	HOFMEISTER, TIMOTHY	496.00
04/25/14	JASKOWIAK, AMANDA	480.00
04/25/14	JOHNSON, KEVIN	4,803.42
04/25/14	KALKA, THOMAS	982.09
04/25/14	KONG, TOMMY	3,066.44
04/25/14	KREKELER, NICHOLAS	963.81
04/25/14	KROLL, BRETT	3,137.32
04/25/14	LANGNER, SCOTT	3,228.28
04/25/14	LANGNER, TODD	3,714.08
04/25/14	LU, JOHNNIE	3,066.44
04/25/14	LYNCH, KATHERINE	2,858.49
04/25/14	MARINO, JASON	3,391.79
04/25/14	MARTIN, JERROLD	3,385.61
04/25/14	MCCARTY, GLEN	3,436.81
04/25/14	METRY, ALESIA	3,591.96
04/25/14	MICHELETTI, BRIAN	2,159.77
04/25/14	MULVIHILL, MARIA	2,003.97
04/25/14	NYE, MICHAEL	3,693.43
04/25/14	OLDING, PARKER	2,068.20
04/25/14	OLSON, JULIE	3,066.44
04/25/14	PARKER, JAMES	2,841.05
04/25/14	REZNY, BRADLEY	3,822.65
04/25/14	RHUDE, MATTHEW	1,601.77
04/25/14	SCHOEN, ZACHARY	2,068.20
04/25/14	SLATER, BENJAMIN	2,260.38
04/25/14	STEINER, JOSEPH	3,143.55
04/25/14	SYPNIEWSKI, WILLIAM	3,697.50
04/25/14	TAUZELL, BRIAN	2,943.89
04/25/14	THEISEN, PAUL	3,757.78
04/25/14	THIENES, PAUL	4,070.20
04/25/14	WENZEL, JAY	3,193.87
04/25/14	XIONG, KAO	3,066.44
04/25/14	ANDERSON, BRIAN	353.08
04/25/14	BAHL, DAVID	588.41

04/25/14	BAUMAN, ANDREW	2,741.47
04/25/14	BEITLER, NATHAN	630.53
04/25/14	BOURQUIN, RON	1,117.92
04/25/14	CAPISTRANT, JOHN	706.12
04/25/14	CONCHA, DANIEL	504.41
04/25/14	COREY, ROBERT	315.27
04/25/14	CRAWFORD - JR, RAYMOND	2,397.15
04/25/14	CRUMMY, CHARLES	453.97
04/25/14	DABRUZZI, THOMAS	2,557.87
04/25/14	DAWSON, RICHARD	3,202.53
04/25/14	EVERSON, PAUL	3,420.45
04/25/14	FASULO, WALTER	686.47
04/25/14	HAGEN, MICHAEL	788.14
04/25/14	HALE, JOSEPH	360.40
04/25/14	HALWEG, JODI	3,066.28
04/25/14	HAWTHORNE, ROCHELLE	2,401.62
04/25/14	HUTCHINSON, JAMES	647.25
04/25/14	IMM, TRACY	378.31
04/25/14	JANSEN, CHAD	264.81
04/25/14	KANE, ROBERT	1,044.43
04/25/14	KERSKA, JOSEPH	851.18
04/25/14	KONDER, RONALD	554.84
04/25/14	KUBAT, ERIC	2,734.16
04/25/14	LINDER, TIMOTHY	2,994.30
04/25/14	LOCHEN, MICHAEL	529.52
04/25/14	MILLER, LADD	323.63
04/25/14	MILLER, NICHOLAS	491.80
04/25/14	MILLER, RACHEL	517.03
04/25/14	MONDOR, MICHAEL	3,570.80
04/25/14	MONSON, PETER	365.69
04/25/14	MORGAN, JEFFERY	232.25
04/25/14	NEILY, STEVEN	63.05
04/25/14	NIELSEN, KENNETH	632.53
04/25/14	NOVAK, JEROME	3,029.12
04/25/14	NOWICKI, PAUL	290.04
04/25/14	OLSON, JAMES	3,051.11
04/25/14	O'NEILL, KEVIN	340.47
04/25/14	PACHECO, ALPHONSE	781.84
04/25/14	PETERSON, MARK	706.08
04/25/14	PETERSON, ROBERT	3,141.24
04/25/14	POWERS, KENNETH	290.03
04/25/14	RAINEY, JAMES	857.50
04/25/14	RANK, PAUL	643.12
04/25/14	RICE, CHRISTOPHER	1,248.84
04/25/14	RODRIGUEZ, ROBERTO	494.94
04/25/14	SEDLACEK, JEFFREY	2,843.32
04/25/14	STREFF, MICHAEL	2,994.30
04/25/14	SVENDSEN, RONALD	3,136.47
04/25/14	TRACY, DANIEL	176.54
04/25/14	GERVAIS-JR, CLARENCE	4,157.26
04/25/14	LUKIN, STEVEN	4,815.66
04/25/14	ZWIEG, SUSAN	1,780.44

04/25/14	CORTESI, LUANNE	1,805.18
04/25/14	SINDT, ANDREA	2,480.20
04/25/14	BRINK, TROY	2,568.67
04/25/14	BUCKLEY, BRENT	2,650.79
04/25/14	DEBILZAN, THOMAS	2,256.99
04/25/14	EDGE, DOUGLAS	2,210.60
04/25/14	JONES, DONALD	2,264.99
04/25/14	MEISSNER, BRENT	2,155.39
04/25/14	NAGEL, BRYAN	3,702.80
04/25/14	OSWALD, ERICK	2,365.51
04/25/14	RUIZ, RICARDO	1,765.79
04/25/14	RUNNING, ROBERT	2,732.59
04/25/14	TEVLIN, TODD	2,256.99
04/25/14	BURLINGAME, NATHAN	2,299.20
04/25/14	DUCHARME, JOHN	2,859.20
04/25/14	ENGSTROM, ANDREW	2,799.39
04/25/14	JAROSCH, JONATHAN	3,134.61
04/25/14	LINDBLOM, RANDAL	2,861.52
04/25/14	LOVE, STEVEN	3,852.46
04/25/14	THOMPSON, MICHAEL	4,621.90
04/25/14	ZIEMAN, SCOTT	176.00
04/25/14	JANASZAK, MEGHAN	1,720.19
04/25/14	KONEWKO, DUWAYNE	4,603.18
04/25/14	HAMRE, MILES	1,730.40
04/25/14	HAYS, TAMARA	1,765.79
04/25/14	HINNENKAMP, GARY	2,464.00
04/25/14	NAUGHTON, JOHN	2,245.99
04/25/14	NORDQUIST, RICHARD	788.52
04/25/14	PURVES, JUSTIN	1,609.79
04/25/14	BIESANZ, OAKLEY	1,602.27
04/25/14	DEAVER, CHARLES	733.19
04/25/14	GERNES, CAROLE	697.00
04/25/14	HAYMAN, JANET	982.77
04/25/14	HUTCHINSON, ANN	2,762.97
04/25/14	SOUTTER, CHRISTINE	446.25
04/25/14	WACHAL, KAREN	973.69
04/25/14	GAYNOR, VIRGINIA	3,383.30
04/25/14	KROLL, LISA	1,987.70
04/25/14	YOUNG, TAMELA	2,144.99
04/25/14	EKSTRAND, THOMAS	3,984.62
04/25/14	FINWALL, SHANN	3,371.39
04/25/14	MARTIN, MICHAEL	2,939.39
04/25/14	BRASH, JASON	2,696.99
04/25/14	CARVER, NICHOLAS	3,628.62
04/25/14	SWAN, DAVID	2,884.99
04/25/14	SWANSON, CHRIS	2,177.79
04/25/14	WEIDNER, JAMES	720.00
04/25/14	WELLENS, MOLLY	1,818.74
04/25/14	BJORK, BRANDON	387.75
04/25/14	BRENEMAN, NEIL	2,483.78
04/25/14	GORACKI, GERALD	147.25
04/25/14	KONG, KATELYNE	126.00

04/25/14	LARSON, TRISTA	84.00
04/25/14	PIEPER, THEODORE	72.00
04/25/14	ROBBINS, AUDRA	3,473.33
04/25/14	ROBBINS, CAMDEN	516.76
04/25/14	RUSS, KAYLA	94.50
04/25/14	SCHALLER, SAM	67.50
04/25/14	SCHALLER, SCOTT	150.00
04/25/14	TAYLOR, JAMES	3,149.54
04/25/14	VUKICH, CANDACE	524.63
04/25/14	ADAMS, DAVID	2,040.00
04/25/14	HAAG, MARK	2,459.39
04/25/14	ORE, JORDAN	1,765.79
04/25/14	SCHULTZ, SCOTT	3,487.37
04/25/14	WILBER, JEFFREY	1,684.19
04/25/14	AKEY, SHELLEY	110.00
04/25/14	EVANS, CHRISTINE	1,490.09
04/25/14	GLASS, JEAN	2,216.16
04/25/14	HAUBLE, AMANDA	199.75
04/25/14	HOFMEISTER, MARY	1,195.96
04/25/14	KELLEY, CAITLIN	929.29
04/25/14	KULHANEK-DIONNE, ANN	503.50
04/25/14	MEYER, SASHA	1,726.09
04/25/14	PELOQUIN, PENNYE	629.49
04/25/14	SKRYPEK, JOSHUA	276.75
04/25/14	ST SAUVER, CRAIG	275.50
04/25/14	STAHLMANN, ELLEN	42.50
04/25/14	VUE, LOR PAO	206.84
04/25/14	AICHELE, MEGAN	181.51
04/25/14	AMUNDSON, DANIKA	82.50
04/25/14	ANDERSON, AARON	34.88
04/25/14	ANDERSON, ALYSSA	41.62
04/25/14	ANDERSON, JOSHUA	653.96
04/25/14	BAUDE, JANE	36.50
04/25/14	BAUDE, SARAH	87.88
04/25/14	BERGLUND, ERIK	108.76
04/25/14	BESTER, MICHAEL	163.50
04/25/14	BUCKLEY, BRITTANY	495.00
04/25/14	BUTLER, ANGELA	139.50
04/25/14	CLARK, PAMELA	14.66
04/25/14	CRANDALL, ALYSSA	69.76
04/25/14	CRANDALL, KRISTA	446.74
04/25/14	DEMPSEY, BETH	265.12
04/25/14	DRECHSEL, HEIDI	27.48
04/25/14	DUNN, RYAN	923.43
04/25/14	ERICKSON-CLARK, CAROL	18.56
04/25/14	ERICSON, RACHEL	60.46
04/25/14	FARRELL, DANIEL	79.77
04/25/14	FONTAINE, KIM	622.94
04/25/14	GRUENHAGEN, LINDA	298.45
04/25/14	HAGSTROM, EMILY	88.90
04/25/14	HANSEN, HANNAH	366.76
04/25/14	HASSAN, KIANA	58.10

04/25/14	HEINRICH, SHEILA	198.95
04/25/14	HOLMBERG, LADONNA	263.20
04/25/14	HORWATH, RONALD	3,000.03
04/25/14	HUNTLEY, NATALIE	63.75
04/25/14	JOHNSON, BARBARA	536.00
04/25/14	KEEFE, ANDEE	58.52
04/25/14	KEMP, MAYA	17.55
04/25/14	KOHLER, ROCHELLE	74.01
04/25/14	KOZDROJ, GABRIELLA	75.00
04/25/14	LAMEYER, BRENT	32.63
04/25/14	LAMSON, ELIANA	27.00
04/25/14	MASON, AMY	54.26
04/25/14	MCCOMAS, LEAH	243.75
04/25/14	MEDD, KELLY	19.50
04/25/14	MUSKAT, JULIE	162.50
04/25/14	NITZ, CARA	476.25
04/25/14	OHS, CYNTHIA	138.00
04/25/14	RANEY, COURTNEY	902.00
04/25/14	RAU, COLE	99.69
04/25/14	RENSTROM, KEVIN	65.00
04/25/14	RESENDIZ, LORI	2,474.70
04/25/14	RICHTER, DANIEL	132.30
04/25/14	ROLLERSON, TERRANCE	75.00
04/25/14	SCHERER, KATHLENE	50.00
04/25/14	SCHREIER, ROSEMARIE	325.50
04/25/14	SCHREINER, MARK	105.85
04/25/14	SMITH, ANN	159.26
04/25/14	SMITH, CASEY	309.64
04/25/14	SMITH, JEROME	171.00
04/25/14	SMITLEY, SHARON	265.49
04/25/14	SYME, LAUREN	72.46
04/25/14	TREPANIER, TODD	241.50
04/25/14	TRUONG, CHAU	48.00
04/25/14	TUPY, HEIDE	45.80
04/25/14	TUPY, MARCUS	95.00
04/25/14	WALES, ABIGAIL	396.49
04/25/14	WARNER, CAROLYN	158.40
04/25/14	WHITE, DANICA	44.10
04/25/14	YUNKER, JOSEPH	46.00
04/25/14	BOSLEY, CAROL	67.50
04/25/14	LANGER, CHELSEA	114.00
04/25/14	LANGER, KAYLYN	102.00
04/25/14	RANGEL, SAMANTHA	152.00
04/25/14	WISTL, MOLLY	187.38
04/25/14	CRAWFORD, SHAWN	432.00
04/25/14	CUSICK, JESSICA	244.38
04/25/14	DOUGLASS, TOM	1,942.59
04/25/14	KRECH, ELAINE	276.75
04/25/14	LOONEY, RAYJEANIA	124.00
04/25/14	MAIDMENT, COLIN	280.50
04/25/14	MALONEY, SHAUNA	307.50
04/25/14	NESVACIL, BRENNAN	136.00

	04/25/14	PRINS, KELLY	1,910.50
	04/25/14	REILLY, MICHAEL	2,038.61
	04/25/14	STEFFEN, MICHAEL	102.00
	04/25/14	THOMPSON, BENJAMIN	331.50
	04/25/14	PRIEM, STEVEN	2,520.89
	04/25/14	WOEHRLE, MATTHEW	2,305.63
	04/25/14	XIONG, BOON	1,544.99
	04/25/14	BERGO, CHAD	2,824.09
	04/25/14	EWALD, BRETT	266.25
	04/25/14	FOWLDS, MYCHAL	3,989.58
	04/25/14	FRANZEN, NICHOLAS	2,952.33
	04/25/14	KREGER, JASON	2,373.80
9989976	04/25/14	SMITH, CORTNEY	237.14
9989977	04/25/14	EKSTRAND, DANIEL	248.69
9989978	04/25/14	EKSTRAND, RYAN	73.63
9989979	04/25/14	MILLER, MELISSA	134.75
			518,192.21

## MEMORANDUM

**TO:** Charles Ahl, City Manager

**FROM:** Mychal Fowlds, IT Director

**DATE:** May 6, 2014

**SUBJECT:** **Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 3 with Jorgenson Construction, Police Department Expansion Project – Phase 3**

### Introduction

The City Council will consider approving the attached resolution directing the modification of the existing construction contract for the Police Department Expansion Project – Phase 3.

### Background

On October 28, 2013, the Council awarded Jorgenson Construction a construction contract for the build out of offices and modification of existing areas in 1830 County Road B East in the amount of \$2,185,000. There has been two change orders to the contract to date.

The items listed with this change order result in a decrease to the overall construction contract.

#### *Change underfloor and storm piping to PVC (Subtraction)*

The construction of the new locker room and enclosed garage we need to install piping to drain those areas. Rather than cast iron piping it was recommended and we accepted a change to PVC which results in a significant savings.

#### *Remove temporary electrical feed (Subtraction)*

The original plans called for a temporary electrical feed to be ran to the building to coincide with some of the phasing. We were able to rework this so that they temporary feed is no longer needed therefore resulting in a deduction.

The change order costs are summarized below:

Change Order #3	Amount
1 Change piping to PVC	\$ (6,453.00)
2 Remove temporary electrical feed	\$ (5,028.00)
	\$(11,481.00)

### Budget Impact

Approval of Change Order No. 3 will decrease the project construction contract amount by \$11,481.00 from \$2,242,031 to \$2,230,550. No adjustments to the approved budget are needed at this time.

### Recommendation

Staff recommends that the council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, for the Police Department Expansion Project – Phase 3.

**Attachments**

1. Resolution Directing Modification of Existing Construction Contract, Change Order No. 3
2. Change Order Form

**RESOLUTION  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
POLICE DEPARTMENT EXPANSION PROJECT - PHASE 3, CHANGE ORDER NO. 3**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 3, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Police Department Expansion Project – Phase 3, Change Order No. 3.

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

1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 3 which is a decrease of \$11,481.00.

The revised contract amount is \$2,230,550.00.

Adopted by the Maplewood City Council on this 12th day of May 2014.

**CHANGE ORDER  
CITY OF MAPLEWOOD**

**PROJECT NAME:** Police Department Expansion Project - Phase 3  
**CONTRACTOR:** Jorgenson Construction  
**CHANGE ORDER NO.:** Three (3)  
**DATE:** May 12, 2014

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The following changes shall be made in the contract documents:

**CHANGE ORDER NO. 3**

Item No.	Item Description	Amount
	<u>Change Order #3</u>	<u>Amount</u>
1	Change piping to PVC	(\$6,453.00)
4	Remove temporary electrical feed	(\$5,028.00)
		(\$11,481.00)
<b>TOTAL SCHEDULE CO #3</b>		<b>(\$11,481.00)</b>
<b>TOTAL NET CHANGE ORDER NO. 3</b>		<b>(\$11,481.00)</b>

**CONTRACT STATUS:**

**Original Contract:** \$2,185,000.00  
**Net Change of Prior Changes:** \$57,031.00  
**Change this Change Order:** (\$11,481.00)  
**Revised Contract:** \$2,230,550.00

**Recommended By: SEH, Inc.**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Agreed to By: Jorgenson Construction**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved By: City of Maplewood**

By: \_\_\_\_\_ Date: \_\_\_\_\_

## MEMORANDUM

**TO:** Chuck Ahl, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** April 30, 2014  
**SUBJECT:** Approval to Close Debt Service Fund

### **Introduction**

The debt service fund for the G.O. Improvement Refunding Bonds 2004A needs to be closed because the bonds have been called and refinanced by G.O. Refunding Bonds 2013B.

### **Background**

The Refunding Bonds Series 2013B were issued to refinance the Improvement Refunding Bonds Series 2004A. A net present value benefit of \$142,200 was the result of this transaction. The transfer listed below is needed for the refunding bonds to close the fund.

Amount	From		To	
	Fund	Series	Fund	Series
\$1,969,832.84	368	2013B Bonds	347	2004A Bonds

Balance sheet accounts related to taxes and special assessments will also need to be moved to the new fund.

### **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 Finance Director to make the entries necessary to account for the transfer listed above and to move any remaining balance sheet accounts to the new fund.

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** April 30, 2014  
**SUBJECT:** Approval to Transfer Funds Regarding Tax Abatement Note

**Introduction**

It is recommended that the Council approve the transfer of funds and related budget adjustments from the Legacy Village Tax Abatement District Fund to the G.O. Tax Abatement Bond Fund in the amount of \$709,000.00. It is also recommended that the Council redirect the 2014 LGA funds expected to be received later this year from the debt service funds to the TH36 and English project.

**Background**

In working with our bond counsel last fall, it was discovered that the terms of the tax abatement note for Legacy Village from 2004 had changed.

In 2004, the City became indebted in the amount of \$2,888,000 to Legacy Holdings LLC for the purchase of real estate to be used in a tax abatement development district. This note has been canceled and the Development Agreement has been amended to read that the City will make principal payments to the developer from tax abatement bond proceeds equal to the amount currently due to pay off the special assessments on such phase as of October 15 of the year in which a building permit for the improvements on such phase was issued. The City will not pay any portion of unpaid real estate taxes, installment of special assessments penalties or interest and any interest or penalties that accrue as a result of a late payment. The payments will be made as each phase of the development occurs in the form of credits on special assessments.

As of the end of 2013, there are two remaining parcels in the development. The current balance of outstanding special assessments on those two parcels is \$567,078. The balance in the Legacy Village Tax Abatement District Fund as of the end of 2013 is \$1,276,109. The difference between the amount of funds on hand and the balance due on the two parcels can be transferred to the debt service fund and applied to future debt service payments.

The budget for 2014 has our projected LGA revenue for the year going to the debt service funds. The \$709,000 amount from the tax abatement note was an unexpected inflow of cash to the debt service funds. Because of this, staff is proposing to redirect the anticipated 2014 LGA funds (\$530,710) to help pay off some of the cost overages on the TH36 and English project.

**Budget Impact**

This is a transfer of money between funds and has no financial impact on the City. It does assist us in our efforts in paying off some of the cost overages on the TH36 and English project.

**Recommendation**

It is recommended that the Council authorize the Finance Director to make the entries necessary to account for the transfers and budget adjustments noted above.

## MEMORANDUM

**TO:** Chuck Ahl, City Manager

**FROM:** Chris Swanson, Environmental Specialist  
Shann Finwall, Environmental Planner

**DATE:** May 7, 2014

**SUBJECT:** Approval of Spring Clean Up Summary

### Introduction

The Spring Clean-Up Event was held on Saturday, April 19, 2014, at Aldrich Arena. This memorandum summarizes the event. The City worked with Tennis Sanitation, LLC, for this year's event.

### Background

A comparison of attendance and materials collected during clean up events since 2011 reflects that this year's Spring Clean Up was well attended with over double the number of attendees and materials than average.

Attendance and Items Collected	Year						
	2011		2012		2013		2014
	Spring	Fall	Spring	Fall	Spring	Fall Clean Up Campaign	Spring
Attendance (# of vehicles)	276	289	260	266	252	312 pickups	<b>550</b>
Garbage /MSW	9.64 tons	13.76 tons	12.5 tons	5.94 tons	11.31 tons	25.4 tons	<b>42.16 tons</b>
Demo/Construction	12.06 tons	12.56 tons	31.19 tons	28.75 tons	7.83 tons	N/A	<b>7.36 tons</b>
Appliances (#)	83	64	74	64	115	71	<b>177</b>
Tires (# at event)	17	23	32	17	18	20	<b>40</b>
Tires (# from illegal dumping and city vehicles)	202	297	182	192	152	172	<b>152</b>
Electronic Waste (screens and lbs)	12,007 lbs	10,608 lbs	12,398 lbs	6,287 lbs	14,695 lbs	64 screens, 12 misc. electronics	<b>302 screens, 24,002 lbs</b>
Mattresses Recycled (#)	60	61	41	65	79	80	<b>102</b>
Furniture Collected for Reuse (lbs)	11,000 lbs	6,750 lbs	9,000 lbs	6,000lbs	6,000 lbs	0	<b>200 lbs</b>

Attendance and Items Collected	Year						
	2011		2012		2013		2014
	Spring	Fall	Spring	Fall	Spring	Fall Clean Up Campaign	Spring
Carpet Recycled	N/A	N/A	800 lbs	4,750 lbs	2,315 lbs	0	<b>3,410 lbs</b>
Bicycles Collected for Reuse (lbs and #)	1,500 lbs, 60 bikes	1,300 lbs, 53 bikes	1,250 lbs, 54 bikes	1,600 lbs, 64 Bikes	850 lbs, 29 bikes	0	<b>1,800 lbs, 73 bikes</b>
Food/Donations Donated to Second Harvest Heartland (lbs and \$)	33 lbs	46 lbs, \$15	22 lbs	76 lbs, \$30	39 lbs	0	<b>102 lbs, \$50</b>

### Other Items Collected

Medicine: Officer Tommy Kong from the Maplewood Police Department was at the event to collect unwanted, expired, or unused medicine for Ramsey County's medicine collection program. Over 74.5 pounds of medicine was collected. This program helps prevent crime and protects the environment. Storing unwanted, expired and unused medicines can lead to drug abuse or poisoning, and medicines flushed down the drain or disposed of in the trash can harm the environment.

Small Engines: Roy Bailey, a local mechanic, collected over 9,000 pounds of reusable small engine parts. A majority of the items collected are recycled or reused, with the non-recyclable components disposed of properly.

### Volunteers and Staff

We would like to acknowledge the following volunteers who donated their time and resources to make the 2014 Spring Clean Up event a success: Mayor Slawik, Councilmembers Juenemann and Abrams, and Environmental and Natural Resources Commissioners Tripler and Johannessen who volunteered during the event. John and Ann Gutteter, owners of Papa Murphy's Pizza (2303 White Bear Avenue), who donated pizzas to serve staff and volunteers during lunch and half off pizza coupons to distribute to attendees of the event. John Flater, Papa Murphy's shift manager, who prepared and delivered the pizzas during the event.

The events require several City and contractor staff including the Maplewood Police Department for organizing the medicine collection, Maplewood Police Reserves for assisting with layout and traffic control, Public Work's crew members who assisted with the clean up, Environmental staff who plan and coordinate the event, and Tennis Sanitation the City's contract hauler for the event.

**2014 Fall Clean Up Campaign and 2015 Spring Clean Up**

This Fall City staff proposes the second annual Fall Clean Up Campaign to be held during two weeks in October. The City will partner with Republic Services once again to offer reduced bulky item pick up and an educational campaign on reducing, reusing, and recycling during this timeframe. The 2015 Spring Clean Up event is tentatively scheduled for April 25, 2015, at Aldrich Arena.

**Budget Impact**

Since 2011 the City has subsidized approximately 60 percent of the disposal cost associated with Spring Clean Up events (an average of \$9,000 per event). This year, however, the City subsidized approximately 55 percent of the disposal cost (\$8,244) with increased attendance and fees collected. These costs are covered by the City's recycling program budget.

**Recommendation**

No action is required.

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**DATE:** May 7, 2014  
**SUBJECT:** Approval of a Resolution of Support to Host a Minnesota GreenCorps Member

**Introduction**

Minnesota GreenCorps, coordinated by the Minnesota Pollution Control Agency (MPCA), began in September 2009. The goal of Minnesota GreenCorps is to preserve and protect Minnesota's environment while training a new generation of environmental professionals. The program places AmeriCorps members with host organizations around the state to assist communities and local governments in addressing a variety of statewide needs, aiming to:

- Reduce solid waste and increase recycling in Minnesota communities.
- Reduce greenhouse gases and other air pollutants.
- Reduce water runoff and improve water quality.
- Assist community members to take eco-friendly actions.
- Increase community resilience and build local capacity to respond to the threats of climate change.
- Train new environmental professionals.

**Background**

City staff has submitted an application to host one GreenCorps member for the City of Maplewood from September 2014 to July 2015. Host sites are expected to focus on projects and member position descriptions outlined in the GreenCorps application guide. Maplewood's application included a service position that would provide outreach and education on energy conservation.

Energy contributes 64% of greenhouse gas emissions (45% commercial and industrial energy use and 23% residential energy use). Maplewood's commercial and industrial buildings cover 16.866 million square feet. Of these, 407 buildings cover 10 million square feet including a regional mall (Maplewood Mall) and 3M buildings. Over 57% of Maplewood's commercial and industrial buildings are below 10,232 square feet in size.

In order to meet State greenhouse gas reduction and City energy goals, the City adopted the Green Building Code, Energy Efficiency and Conservation Strategy plan, and other energy policies. The Energy Conservation GreenCorps service position will allow the City to create and implement an incentive and award based program for the City's Green Building Code, encouraging commercial, industrial, and residential building owners to voluntarily commit to the energy conservation best practice detailed in the Code. Education and technical assistance

offered by the project will serve all commercial, industrial, and residential building owners, especially the smaller buildings and business operators who have limited resources for this type of work.

**Budget Impact**

None

**Recommendation**

Approve the attached Resolution of Support to Host a Minnesota GreenCorps Member for the project year 2014-2015.

**Attachments**

1. Resolution of Support to Host a Minnesota GreenCorps Member

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

**CITY OF MAPLEWOOD, MINNESOTA**

**RESOLUTION OF SUPPORT TO HOST A MINNESOTA GREENCORPS MEMBER**

WHEREAS, the City of Maplewood has applied to host an AmeriCorps member from the Minnesota GreenCorps, a program of the Minnesota Pollution Control Agency (MPCA), for the 2014-2015 program year; and

WHEREAS, if the MPCA selects the City of Maplewood, the organization is committed to implementing the proposed Energy Conservation Project to assist with the implementation of the City's Green Building Code and other energy and sustainability goals as described in the host site application, and in accordance with pre-scoped position description; and

WHEREAS, MPCA requires that the City of Maplewood enter into a host site agreement with MPCA that identifies the terms, conditions, roles and responsibilities.

NOW, THEREFORE, BE IT RESOLVED THAT the City of Maplewood hereby agrees to enter into and sign a host site agreement with the MPCA to carry out the member activities specified therein and to comply with all of the terms, conditions, and matching provisions of the host site agreement. The Maplewood City Council authorizes and directs Shann Finwall, Environmental Planner, to sign the grant agreement on its behalf.

Adopted this 12<sup>th</sup> day of May, 2014.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**MEMORANDUM**

**TO:** R. Charles Ahl, City Manager

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

**DATE:** May 6, 2014

**SUBJECT:** Approval of Payment to Ramsey-Washington Metro Watershed District (RWMWD) for Wicklanders Pond Dredging, City Project 13-12

**Introduction**

The City Council will consider approving payment to RWMWD and authorizing the finance director to make final payment and budget adjustments in order to close Project 13-12.

**Background**

The city completed an entire inventory of all water bodies within city limits over the past several years. It was determined that Wicklanders Pond, which is located between City Hall and the Community Center, has filled with sediment over time and requires maintenance activities.

The maintenance activities included removing a thick layer of sediment on the bottom of most areas of the pond. This helped restore its original design function for storage volume and water quality treatment. This project will also help improve the water quality of the downstream Wakefield water body which is currently impaired.

RWMWD covered all expenses related to design and inspection for the project. In January 2014 the City Council approved a partnership with RWMWD to pay for construction costs. At that time the overall budget was set at \$140,000 with funding identified from the Environmental Utility Fund.

**Budget Impact**

During construction excess sediment was found in the pond which significantly increased the scope of work. The bathymetric surveyed showed an average depth of sediment at 1 foot, however the contractor encountered pockets of sediment 3 feet deep. The city directed RWMWD to halt work due to budget constraints. The original share expected by Maplewood accorded to RWMWD was \$123,239.00, however even with halting work the construction expenditures totaled \$177,502.92 (refer to attached e-mail). The City also incurred about \$4,290 of internal charges for project management. This project is completely funded by the Environmental Utility Fund.

**Recommendation**

It is recommended that the council approve final payment to RWMWD in the amount of \$177,502.92 and authorize the finance director to adjust the budget to \$182,000 to allow final payment and closure of project 13-12.

**Attachments**

1. RWMWD E-mail
2. Expenditures Dredging
3. Expenditures Testing

**Michael Thompson**

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**From:** Brad Lindaman [BLindaman@barr.com]  
**Sent:** Wednesday, April 23, 2014 7:16 AM  
**To:** Michael Thompson  
**Cc:** Cliff Aichinger; Tina Carstens; Greg Nelson; Gareth W. Becker  
**Subject:** Wicklander's Pond Final Cost  
**Attachments:** City of Maplewood Pay Items.pdf; City of Maplewood Pond Testing Charges.pdf

Hi Michael

Attached is supporting documentation for the final costs associated with the work completed by the Watershed's contractor at Wicklander's Pond. No additional costs at this site are expected as a part of this year's project. There are a few punch list items remaining. But, they will be addressed soon.

The total amount the City is responsible for is \$177,502.92

- The general breakdown is as follows...
  - Construction amount - \$172,733.40
  - Sampling and testing amount - \$4,769.52

As we've discussed, I understand that the City may not have adequate funds available at this time to cover the entire amount. Please let me know the amount the City does have to contribute to this now, to help the Watershed in preparing an invoice for the City. The invoice will show the amount due (based on what you have available) and the balance carried forward as a deferred amount due in early 2015.

I seem to recall that the City had \$140,000 budgeted for this work. Hopefully, you have found additional funds since our last discussion. Once I hear the amount the City has available, I will discuss with Cliff and help them in preparing the invoice. Regardless, I have mentioned to the Watershed Board that the City would be able to make the second and final payment in early 2015. Please confirm this is the case. I do not expect any interest will be charged on the balance.

Please let me know if you would like discuss this further.

Thanks Michael

Brad

Brad Lindaman, PE (MN, FL, MI)  
Vice President  
Senior Water Resources Engineer  
Minneapolis office: 952.832.2808  
cell: 612.385.5693  
[blindaman@barr.com](mailto:blindaman@barr.com)  
[www.barr.com](http://www.barr.com)



**Capital Improvement Project Maintenance/Repairs 2014  
 Ramsey-Washington Metro Watershed District  
 Summary of Work Completed Through March 18, 2014 for Progress Payment Number 2**

1.04 Item	Description	Unit	Estimated Quantity	Unit Price	Extension	(1) Total Completed Through This Period		(2) Total Completed Previous Period		(3) Total Completed This Period	
						Quantity	Amount	Quantity	Amount	Quantity	Amount
<b>Site 10 – Wicklanders Pond</b>											
C	Site Restoration (Native Seeding and Erosion Control Blanket)	S.Y.	500	2.10	\$ 1,050.00	200	\$420.00	0	\$0.00	200	\$420.00
D	Sediment/Muck Cleanout (Off-Site Disposal)	C.Y.	6,950	16.52	\$ 114,814.00	10045	\$165,943.40	2194	\$36,244.88	7851	\$129,698.52
E	Rock Filter Dike	Ton	20	55.00	\$ 1,100.00	0	\$0.00	0	\$0.00	0	\$0.00
G	Riprap (MnDOT Class III with MnDOT Type IV Geotextile)	Ton	50	100.00	\$ 5,000.00	36	\$3,600.00	0	\$0.00	36	\$3,600.00
H	Rock Construction Entrance	Each	1	175.00	\$ 175.00	1	\$175.00	0	\$0.00	1	\$175.00
K	Sediment Log (9-Inch Diameter)	L.F.	100	11.00	\$ 1,100.00	145	\$1,595.00	0	\$0.00	145	\$1,595.00
					<b>Total of Extensions = \$ 123,239.00</b>	<b>\$171,733.40</b>		<b>\$36,244.88</b>		<b>\$135,488.52</b>	

**Change Orders**

C.O.1.A	Site 10-Build Bench for	L.S.	1	1,000.00	\$ 1,000.00	1	\$1,000.00	0	\$0.00	1	\$1,000.00
					<b>GRAND TOTALS \$124,239.00</b>	<b>\$172,733.40</b>		<b>\$36,244.88</b>		<b>\$136,488.52</b>	

Show Unposted

	Total Hours	Amt @ Bill Rate
<b>Company: 01 Barr Engineering Co.</b>		
<b>Project Currency: USD US Dollar</b>		
0:MN F GGN Nelson, Gregory 2/28/2014	1.00	120.00 USD
Total for GGN	3.70	444.00
<b>Total for Labor</b>	<b>3.70</b>	<b>444.00</b>
<b>Total for Labor</b>	<b>3.70</b>	<b>444.00</b>
<b>Total for 040</b>	<b>3.70</b>	<b>444.00</b>
<b>Task Number: 050 Dredge Material Sampling and Testing</b>		
Status: Inactive		
<b>Labor</b>		
0:MN * T AAN Nord, Andrea 11/4/2013	.50	55.00 USD
0:MN * T AAN Nord, Andrea 11/4/2013	-.50	-55.00 USD
Total for AAN		
0:MN * T DLB Baker, Dana 10/22/2013 Discuss with KDM calculation of Kaplan Meier BaPs.	.10	9.00 USD
0:MN * T DLB Baker, Dana 10/22/2013 Discuss with KDM calculation of Kaplan Meier BaPs.	-.10	-9.00 USD
0:MN * T DLB Baker, Dana 11/3/2013	.50	45.00 USD
0:MN * T DLB Baker, Dana 11/3/2013	-.50	-45.00 USD
0:MN * T DLB Baker, Dana 11/4/2013 Data quality review of Double Driveway lab report; perform Kaplan Meier calculation.	1.10	99.00 USD
0:MN * T DLB Baker, Dana 11/4/2013 Data quality review of Double Driveway lab report; perform Kaplan Meier calculation.	-1.10	-99.00 USD
Total for DLB		
0:MN F GGN Nelson, Gregory 10/18/2013	.50	57.50 USD
0:MN * T GGN Nelson, Gregory 11/5/2013 CIP 2014 Prep	.50	57.50 USD
0:MN * T GGN Nelson, Gregory 11/5/2013 CIP 2014 Prep	-.50	-57.50 USD
Total for GGN	.50	57.50
0:MN * T JFM Moffatt, John 12/30/2013 Commit & Verify Braun 1305502 & 1306162; Validate 1305502	2.60	182.00 USD
0:MN * T JFM Moffatt, John 12/30/2013 Commit & Verify Braun 1305502 & 1306162; Validate 1305502	-2.60	-182.00 USD
Total for JFM		
0:MN F JWJ Juntilla, John 10/30/2013 wicklander's pond sediment sampling	10.80	1,080.00 USD
0:MN F JWJ Juntilla, John 11/4/2013 billing and expenses	.80	80.00 USD
Total for JWJ	11.60	1,160.00
0:MN F KDM Menken, Kevin 10/17/2013 Stormwater pond sediment data review and analyses.	1.00	105.00 USD
0:MN * T KDM Menken, Kevin 10/21/2013 Double driveway pond data evaluation.	1.00	105.00 USD
0:MN * T KDM Menken, Kevin 10/21/2013 Double driveway pond data evaluation.	-1.00	-105.00 USD
0:MN * T KDM Menken, Kevin 10/30/2013 Followup on sediment analyses.	.50	52.50 USD
0:MN * T KDM Menken, Kevin 10/30/2013 Followup on sediment analyses.	-.50	-52.50 USD
0:MN * T KDM Menken, Kevin 11/11/2013 Review sediment analytical results and prepare summary memo.	1.50	157.50 USD
0:MN * T KDM Menken, Kevin 11/11/2013 Review sediment analytical results and prepare summary memo.	-1.50	-157.50 USD
0:MN * T KDM Menken, Kevin 11/14/2013 Review sediment analytical results and prepare summary memo.	3.00	315.00 USD
0:MN * T KDM Menken, Kevin 11/14/2013 Review sediment analytical results and prepare summary memo.	-3.00	-315.00 USD
0:MN * T KDM Menken, Kevin 11/21/2013 Prepare summary memo of Double Driveway Pond sediment characterization.	4.00	420.00 USD
0:MN * T KDM Menken, Kevin 11/21/2013 Prepare summary memo of Double Driveway Pond sediment characterization.	-4.00	-420.00 USD

GGN  
3/31/14

Wicklanders Pond  
City of Maplewood

Budget \$5000

1080.00

1237.50

1552.25

Show Unposted

	Total Hours	Amt @ Bill Rate	
<b>Company: 01 Barr Engineering Co.</b>			
<b>Project Currency: USD US Dollar</b>			
Total for KDM	1.00	105.00	
0:MN * T KJM Mueller, Kevin 11/21/2013 Stormwater pond sample location map	.90	67.50 USD	
0:MN * T KJM Mueller, Kevin 11/21/2013 Stormwater pond sample location map	-.90	-67.50 USD	
Total for KJM			
0:MN * T MST Treanor, Margaret 11/14/2013 Post 1 lab rpt in QC Track DB; file COC, lab rpt & emails in proj.folders on P:\drive; load 1 EDD on S:\drive; email lab rpt datalink to proj. team; email PM for correct project number.	.50	47.50 USD	
0:MN * T MST Treanor, Margaret 11/14/2013 Post 1 lab rpt in QC Track DB; file COC, lab rpt & emails in proj.folders on P:\drive; load 1 EDD on S:\drive; email lab rpt datalink to proj. team; email PM for correct project number.	-.50	-47.50 USD	
0:MN * T MST Treanor, Margaret 11/19/2013 Post 1 revised lab rpt in QC Track DB; file lab rpt & email in proj.folders on P:\drive; load 1 rev. EDD on S:\drive; email lab rpt datalink to proj. team.	.40	38.00 USD	
0:MN * T MST Treanor, Margaret 11/19/2013 Post 1 revised lab rpt in QC Track DB; file lab rpt & email in proj.folders on P:\drive; load 1 rev. EDD on S:\drive; email lab rpt datalink to proj. team.	-.40	-38.00 USD	
Total for MST			
0:MN F PWS Slater, Patrick 10/30/2013 Wicklanders Pond sampling	11.10	999.00 USD	2551.50
0:MN F PWS Slater, Patrick 10/31/2013 Equipment decon and sample shipment	2.10	189.00 USD	2740.50
Total for PWS	13.20	1,188.00	
0:MN * T TAO Olson, Terri 11/18/2013 Wickerland Pond Sediment characterization	1.00	120.00 USD	2860.50
0:MN * T TAO Olson, Terri 11/18/2013 Wickerland Pond Sediment characterization	-1.00	-120.00 USD	
0:MN * T TAO Olson, Terri 11/19/2013 Wickerland Pond Sediment characterization	.20	24.00 USD	2884.50
0:MN * T TAO Olson, Terri 11/19/2013 Wickerland Pond Sediment characterization	-.20	-24.00 USD	
Total for TAO			
<b>Total for Labor</b>	<b>26.30</b>	<b>2,510.50</b>	
<b>Total for Labor</b>	<b>26.30</b>	<b>2,510.50</b>	
<b>Expenses</b>			
<b>Reimbursable Expenses</b>			
50000 Subcontractors			
F AP 0255463 10/17/2013 Invoice: 1304117, 10/17/2013 / Braun Intertec Corporation		765.60 USD	
F AP 0257672 11/14/2013 Invoice: 1304610, 11/14/2013 / <i>Chem.</i> Braun Intertec Corporation		1,531.20 USD	4415.70
* T AP 0257901 11/18/2013 Invoice: 1304883, 11/18/2013 / <i>Sieve</i> Braun Intertec Corporation		209.00 USD	4624.70
* T AP 0257901 11/18/2013 Invoice: 1304883, 11/18/2013 / Braun Intertec Corporation		-209.00 USD	
Total for 50000		2,296.80	
52000 Communications			
F AP 0257461 10/31/2013 Invoice: 1432800, 10/31/2013 / Dynamex		10.55 USD	
Total for 52000		10.55	
52100 Equipment			
F UN 0001466 10/30/2013 Jon Boat & Trailer / 1.0 day @ 52.00		52.00 USD	4676.70
F UN 0001466 10/30/2013 Vehicle - 4WD Field / 1.0 day @ 60.00		60.00 USD	4736.70
Total for 52100		112.00	

Show Unposted

	Total Hours	Amt @ Bill Rate	
<b>Company: 01 Barr Engineering Co.</b>			
<b>Project Currency: USD US Dollar</b>			
<b>52200 Materials &amp; Supplies</b>			
F UN 0001466 10/30/2013 Ice (per bag) / 2.0 ea @ 2.00		4.00 USD	4740.70
2.0 ea @ 2.00			
Total for 52200		4.00	
52480 Mileage			
F UN 0001466 10/30/2013 Vehicle (Mileage) / 51.0 miles @ 0.565		28.82 USD	4769.52
51.0 miles @ 0.565			
Total for 52480		28.82	
<b>Total for Reimbursable Expenses</b>		<b>2,452.17</b>	
<b>Total for Expenses</b>		<b>2,452.17</b>	
<b>Total for 050</b>	<b>26.30</b>	<b>4,962.67</b>	
Total for 141	473.00	55,960.43	
<b>Total for 23620282.31</b>	<b>473.00</b>	<b>55,960.43</b>	

## MEMORANDUM

**TO:** R. Charles Ahl, City Manager

**FROM:** Michael Thompson, City Engineer/Public Works Director  
Steven Love, Assistant City Engineer  
Jon Jarosch, Civil Engineer II

**DATE:** May 1, 2014

**SUBJECT:** Approval of Purchase for Testing Services, Arkwright-Sunrise Area Street Improvements, Project 12-09

### Introduction

It is necessary to utilize the services of an independent testing laboratory to assist city inspectors in quality control on the city capital improvement project slated for 2014 construction. Since this purchase will exceed \$10,000 written quotations were obtained and council authorization is required to proceed is requested.

### Background

Each request for proposal included the scope of services as well as project quantities and access to plans and specifications for the construction project. The companies involved in soliciting a price for services provided a similar scope of testing services essential for project quality control. The city received quotes from the following four (4) testing firms:

<u>Company</u>	<u>Proposal Total</u>
Braun Intertec Co.	\$38,958.00
Northern Technologies, Inc.	\$41,900.00
Element Materials Technology	\$49,522.00
Terracon Consultants, Inc.	\$49,708.00

### Budget Impact

City staff recognized that geotechnical testing services for this street improvement project would most likely be in the \$30,000 to \$50,000 range and determined competitive quotes were needed. Geotechnical testing costs are built into the approved budget for the project, so no additional funding allocation is required.

### Recommendation

Braun Intertec Co. came in with lowest, responsible bid for the project. Braun Intertec Co. has successfully provided geotechnical services for the City in the past, most recently on the 2012 Mill and Overlays project, City Project 11-15. Based on the lowest, responsible bid for services, the reputation of the company and the ability to provide responsive service, staff recommends the City Council authorize the City Engineer to enter into a contract for services with Braun

Intertec Co. for testing and quality control-services for the Arkwright-Sunrise Area Street Improvements, City Project 12-09.

**Attachments**

1. Braun Intertec Co. Proposal



**Braun Intertec Corporation**  
11001 Hampshire Avenue S  
Minneapolis, MN 55438

Phone: 952.995.2000  
Fax: 952.995.2020  
Web: braunintertec.com

April 30, 2014

Quotation QTB003345

Mr. Jon Jarosch  
City of Maplewood  
1902 County Road B East  
Maplewood, MN 55109

Re: Proposal for Construction Materials Testing  
Arkwright Sunrise Area Street Improvements  
C.P. 12-09  
Maplewood, Minnesota

Dear Mr. Jarosch:

We appreciate the opportunity to submit this proposal for construction materials testing for the Arkwright Sunrise Area Street Improvements Project in Maplewood, Minnesota.

## **Our Understanding of Project**

This project will consist of street improvements including select granular borrow, aggregate base, bituminous surfacing, utility placements, concrete curb and gutter, sidewalks and driveways. The project streets will include McMenemy Street, Arkwright Street, Clark Street, Desoto Street, Burr Street, Hendry Place, Sunrise Drive, Eldrigde Avenue, Laurie Road, Lark Avenue, Viking Drive and Highway Drive.

This proposal is based on our review of the documents described below. If the project changes from the information provided in these documents, we may have to submit a revised scope of services and cost.

- Request for proposal packet from the City of Maplewood dated April 22, 2014.
- Discussions with you.

This project is a City of Maplewood project with City and State-aid funding. Projects that are constructed with State-aid funding are required to perform Quality Control and Quality Assurance (QC/QA) testing in accordance with the Minnesota Department of Transportation (MnDOT's) Schedule of Materials Control. Personnel with MnDOT certifications must complete the monitoring and testing. Braun Intertec will perform the QA field testing on the project for the items listed in our scope and as shown on our construction materials testing cost estimate. The contractor will be responsible for performing all of the required QC testing and submitting all the documentation upon completion of the project.

## **The Braun Intertec Difference**

At Braun Intertec we strive to not only provide the essential services required to meet the minimum project requirements, but to add measureable value in assisting the client to deliver a high quality project in a timely manner. We recognize the need to provide more than solely field testing on projects in order to ensure that the project requirements have been met and that the project will be audited successfully. To reach this end Braun Intertec has the largest pool of experienced certified technicians in Minnesota, knowledgeable project managers specialized in Federal and State-aid projects, and a culture of customer service to ensure that client expectations are met, complete and competent testing is performed, and a final report which includes the information necessary to successfully complete a project audit is produced. Braun has a dedicated a team of expert certified staff with the experience and knowledge necessary to perform and verify compliance with the Schedule of Materials Control.

### **Experienced Personnel**

At Braun Intertec we have a group of knowledgeable staff who understand how to perform the necessary tests and are MnDOT certified in each specialized field. Our extensive pool of certified employees and numerous office locations allows us to be responsive to project needs and flexible regarding project scheduling. We have the following MnDOT certified Technicians available in our metro offices:

### **Applicable Technician Certifications**

- Aggregate Production
- Grading & Base I
- Grading & Base II
- Concrete Field I
- Concrete Field II
- Concrete Plant I
- Concrete Plant II
- Bituminous Plant I
- Bituminous Plant II
- Bridge Inspector Level I
- Bridge Inspector Level II

### **Knowledgeable Project Managers**

We have a number of experienced project managers who specialize in State-Aid and Federal Projects. Their knowledge of the material certification process, MnDOT Schedule of Material Control, required documentation, and the audit process ensures requirements are met. Our project managers are responsible for communicating test results quickly, submitting required documentation (Weekly Concrete Reports, etc), and coordinating Independent Assurance requirements. As a result of past work our project managers have a working relationship with MnDOT staff and are able to get timely responses to questions and resolve issues to keep the project on schedule. Their specialized expertise is vital to the successful completion of the project and verifying the requirements of the project are met.

### **Accredited Materials Laboratory**

In the 2013 Schedule of Material Control, which is part of this project's testing requirements, MnDOT requires laboratories performing acceptance tests for payment to be accredited by the AASHTO Materials Reference Laboratory (AMRL) for all test procedures performed. Braun Intertec is one of the few independent testing companies that is accredited by AMRL in the metro area. With our accredited laboratory located close to the project site, we propose to perform the laboratory tests at our corporate office location in Bloomington. With Braun Intertec's Metro Material Laboratory often working twenty-four hours a day laboratory test results are delivered in a timely and accurate manner to keep up with the project schedule and demands.

### **Customer Service**

On any project, communication and establishing expectations are key to achieving customer satisfaction. To that end, our testers and project managers communicate regularly with the inspectors and project engineers. In our experience it is important to communicate material certification and testing on an ongoing basis. It is vital that information be quickly communicated to verify that all of the required testing has been completed prior to that portion of the work being completed to avoid materials exceptions at the end of the project. Braun also uses advanced technology, such as our cell phone and laptop based Metafield® program, to improve the material testing communication process. Using these tools we are able to record and report testing information quickly back to their office so that the information can be reviewed and sent to the client in a timely manner. This process allows us to provide the client with the most current information as to our compliance with the MnDOT's material certification program and project requirements.

### **Final Materials Certification Report**

As the project progresses, our experienced transportation project managers compile the project documentation into a final report designed to meet the requirements of an audit. Braun Intertec has been successfully audited numerous times on State and federally funded projects in the past and received positive feedback regarding our process. Our experience with these audits has led us to develop the format for our final report in order to provide a clear and simple document that provides the necessary information. In our experience, having our final report on file reduces the amount of time needed to satisfy the audit requirements, presents all the materials information in a single well organized document, and minimizes any audit related costs or potential loss of funding for the owner. As documented in the yearly audit results failure to adequately complete or document testing and material certification can result in significant funds being withheld. Our report includes the following items tested by Braun Intertec:

- Copies of Certification Cards for Braun Intertec employees conducting testing on this project.
- MnDOT Materials Certification Exceptions Summary for items tested by Braun Intertec.
- Completed Preliminary and Final Grading and Base Report.
- All Moisture, Density, DCP, Proctor and Gradation test reports.
- Concrete mix designs.
- Concrete batch plant observations and testing.
- Weekly concrete reports.

- Concrete compressive strength results.
- Bituminous batch plant observations and testing.
- Bituminous verification test results.
- Bituminous Contractor's summary sheets.
- Copies of concrete and bituminous plant certifications.

## Scope of Services

Testing services will be performed on an on-call, as-needed basis as requested and scheduled by you or your onsite project personnel. Based on our understanding of the project, we propose to:

### Soils Testing

Testing will be for quality assurance requirements and performed following the specified density method for MnDOT. The soil testing for this project will consist of the following:

- Performing nuclear density tests on utility backfill material.
- Performing nuclear density tests on subgrade preparation material.
- Performing nuclear density tests on select granular borrow material.
- Performing Dynamic Cone Penetration (DCP) tests on aggregate base material.
- Performing moisture content tests at time of compaction on all backfill material.
- Performing gradation tests on select granular borrow, aggregate base and rainwater garden bedding material.
- Performing laboratory standard Proctor Tests on backfill and fill material.
- Assemble the preliminary and final grading and base report along with assembling the random sample locations for aggregate base material according to MnDOT specifications for the State-aid phase.

### Concrete Testing Services

The concrete testing for this project will consist of the following:

- Concrete batch plant inspections which include monitoring plant operations, collecting aggregate samples, cement samples, admixture samples for testing when concrete is placed on the State-aid phase.
- Submitting all samples for testing.
- Coarse and fine aggregate gradation tests.
- Performing slump, temperature and air content tests on the plastic concrete prior to placement.
- Casting 4-inch by 8-inch cylinders for compressive strength testing.
- Develop the Weekly Concrete Reports for the Project Engineer's review and their submittal to MnDOT's Concrete Office for concrete placed on the State-aid phase.

### **Bituminous Testing Services**

The bituminous testing for this project will consist of the following:

- Collecting one verification sample per mix per five-hundred tons of production on city funded streets. Performing quality assurance tests on this sample which include Rice specific gravity, asphalt content and extracted aggregate gradation.
- Bituminous batch plant inspections which include monitoring the contractor quality testing, observing one set of contractor tests per day and collecting companion samples for quality assurance tests on the state-aid phase. Performing quality assurance tests on this sample which include Rice specific gravity, asphalt content, extracted aggregate gradation, gyratory density, coarse aggregate angularity, and fine aggregate angularity.
- Randomly determining and marking pavement core locations.
- Observing the contractor coring and core testing for roadway placements.

### **Scheduling Assumptions**

Based on our understanding of the project and the available project information, we have assumed that the work for this phase of the project will proceed according to the following schedules:

- Compaction testing on utility trench backfill will be performed using the nuclear density gauge; a minimum of six compactions tests will be conducted each trip with fourteen trips assumed.
- Compaction testing on subgrade preparation will be performed using the nuclear density gauge; a minimum of six compactions tests will be conducted each trip with six trips assumed.
- Compaction testing on select granular borrow will be performed using the nuclear density gauge; a minimum of four compactions tests will be conducted each trip with two trips assumed.
- Compaction testing on aggregate base will be performed using the Dynamic Cone Penetration method; a minimum of four tests will be conducted each trip with ten trips assumed.
- We assume forty-four sets of concrete tests will be required to complete the project. One cylinder will be broken at an age of seven days and two cylinders will be broken at an age of twenty-eight days.
- Bituminous paving for the project will be completed in ten days.

If the work is completed at different rates than described above, this proposal should be revised.

## **Cost and Invoicing**

We will furnish the construction materials testing services as described herein for an estimated fee of **\$38,958**. Our estimated costs are based on industry averages and our experience for construction production. Depending on the contractor's performance our costs may vary from our estimate. For the limits of this proposal we have estimated the testing rate and contractor's production based off our experience and have provided what we feel is a fair and realistic budget estimate. A tabulation showing our estimated hourly and/or unit rates associated with our proposed construction materials scope of services is also attached. We would be happy to meet with you to discuss our proposed scope of services further, clarify the various scope components, and discuss how the scope may be adjusted to meet your project requirements.

## **Additional Services and Overtime**

It is difficult to estimate all of the services, and the quantity of each service, that will be required for any project. Our services are also directly controlled by the schedule and performance of others. For these reasons, our actual hourly or unit quantities, and associated fees, may vary from those reported herein.

If the number of hours or units ultimately required exceed those assumed for purposes of this proposal, they will be invoiced at the hourly or unit rates shown in the attached tabulation. If services are ultimately required that have not been identified or described herein, they will be invoiced in accordance with our current Schedule of Charges. However, prior to exceeding our estimated fee, we will update you regarding the progress of our work and notify you in the event it appears we will exceed our estimated fees; any fees associated with additional services will be summarized in a Change Order and submitted to you for review and authorization.

This proposal was also developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 7:00 am to 4:00 pm, Monday through Friday. Services that we are asked to provide to meet the project requirements or a contractor's construction schedule outside our normal work hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours, or on Saturdays, will be 1.25 times the normal hourly rate for the service provided. The factor for services provided on Sundays or Legal holidays will be 1.5 times the normal hourly rate for the service provided.

## **General Remarks**

Braun Intertec appreciates the opportunity to present this Proposal to you. We are providing it in duplicate so the original can be retained for your records and the copy can be signed and returned to us. Please return the copy in its entirety.

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not significantly delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our construction materials testing approach to this project further, please call Chad Seaton at 612.221.0450.

Sincerely,

BRAUN INTERTEC CORPORATION



Chad M. Seaton  
Transportation Project Manager



Benjamin P. Dzioba, PE, PMP, DBIA  
Principal/Senior Engineer

Attachment:  
Table 1. Estimated Costs – (CMT)  
General Conditions – 9/1/13

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The proposal is accepted, and you are authorized to proceed.

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**Authorizer's Firm**

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**Authorizer's Signature**

---

**Authorizer's Name (please print or type)**

---

**Authorizer's Title**

---

**Date**



# Project Proposal

QTB003345

## Arkwright - Sunrise Area Improvements

<b>Client:</b> City of Maplewood Jon Jarosch 1830 County Road B E Maplewood, MN 55109 651-770-4573	<b>Work Site Address:</b> Arkwright Street & Laurie Road Maplewood, MN 55109	<b>Service Description:</b> Construction Materials Testing
-------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------	---------------------------------------------------------------

**Project Manager:** Chad Seaton

	Description	Quantity	Units	Unit Price	Extension
<b>Phase 1</b>	<b>MnDOT Testing</b>				
<b>Activity 1.1</b>	<b>Soil Testing</b>				<b>\$13,060.00</b>
207	Compaction Testing - Nuclear	44.00	Hour	64.00	\$2,816.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Utilities	14.00	Trips	2.00	28.00
	Subgrade	6.00	Trips	2.00	12.00
	Select Granular Borrow	2.00	Trips	2.00	4.00
217	Compaction Testing, DCP's	20.00	Hour	64.00	\$1,280.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Aggregate Base	10.00	Trips	2.00	20.00
1861	CMT Trip Charge	32.00	Each	15.00	\$480.00
1228	Topsoil testing, MN/DOT 3877B (with nutrients), per sample	2.00	Each	275.00	\$550.00
1530	Asphalt Content (ASTM D 2172/6307), per sample	1.00	Each	126.00	\$126.00
209	Sample pick-up	5.00	Hour	64.00	\$320.00
1318	Standard Proctor Test(ASTM D 698)	6.00	Each	150.00	\$900.00
1162	Sieve analysis with 200 wash (ASTM C 136 and C 117), per sam	44.00	Each	108.00	\$4,752.00
1193	Double-ring Infiltrometer test (ASTM D 3385): Granular soils	4.00	Each	459.00	\$1,836.00
<b>Activity 1.2</b>	<b>Concrete Testing</b>				<b>\$9,552.00</b>
261	Concrete Testing	40.00	Hour	64.00	\$2,560.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks & Driveways	10.00	Trips	2.00	20.00
	Curb & Gutter	10.00	Trips	2.00	20.00
1369	Compressive strength of 4 x 8" concrete cylinders (ASTM C 39	132.00	Each	24.00	\$3,168.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks & Driveways	17.00	Set	3.00	51.00
	Curb & Gutter	27.00	Set	3.00	81.00
278	Concrete Cylinder Pick up	10.00	Hour	64.00	\$640.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	10.00	Trips	1.00	10.00
1403	Compressive Strength - RWU (ASTM C 140), per specimen	8.00	Each	38.00	\$304.00
215	Ready Mix Batch Plant Inspection	15.00	Hour	85.00	\$1,275.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Sidewalks & Driveways	4.00	Trips	3.00	12.00
	Curb & Gutter	1.00	Trips	3.00	3.00
1162	Sieve analysis with 200 wash (ASTM C 136 and C 117), per sam	10.00	Each	108.00	\$1,080.00
1861	CMT Trip Charge	35.00	Each	15.00	\$525.00
<b>Activity 1.3</b>	<b>Pavement Testing</b>				<b>\$11,483.00</b>
1861	CMT Trip Charge	21.00	Each	15.00	\$315.00



# Project Proposal

QTB003345

## Arkwright - Sunrise Area Improvements

1530	Asphalt Content (ASTM D 2172/6307), per sample	16.00	Each	126.00	\$2,016.00
1532	Extracted aggregate gradation (ASTM D 5444), per sample	16.00	Each	86.00	\$1,376.00
252	Bituminous Coring	30.00	Hour	85.00	\$2,550.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Mark & Observe Contractor Core	10.00	Trips	3.00	30.00
1542	Thickness and density of pavement core (ASTM D 2726)	40.00	Each	42.00	\$1,680.00
222	Bituminous Verification Testing	26.00	Hour	85.00	\$2,210.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Verification Split Sample With Contractor	10.00	Trips	2.00	20.00
	Bituminous Plant Monitor	1.00	Trips	6.00	6.00
1528	Rice specific gravity (ASTM D 2041), per sample	16.00	Each	66.00	\$1,056.00
1705	Fine Aggregate Angularity (ASTM C1252), per sample	1.00	Each	64.00	\$64.00
1568	Gyratory gravity (AASHTO T312), per sample	1.00	Each	150.00	\$150.00
1688	Percent crushed (ASTM D5821), per sample	1.00	Each	66.00	\$66.00
<b>Activity 1.4</b>	<b>Project Management</b>				<b>\$4,863.00</b>
226	Project Manager	20.00	Hour	136.00	\$2,720.00
1230	MnDOT Final Report	1.00	Each	1,200.00	\$1,200.00
228	Senior Project Manager	4.00	Hour	152.00	\$608.00
238	Project Assistant	5.00	Hour	67.00	\$335.00
				<b>Phase 1 Total:</b>	<b>\$38,958.00</b>

<b>Proposal Total:</b>	<b>\$38,958.00</b>
------------------------	--------------------

# General Conditions

## Construction Material Testing and Special Inspections

### Section 1: Our Agreement

**1.1** Our agreement (“Agreement”) with you consists of these General Conditions and the accompanying written proposal or authorization. This Agreement is our entire agreement. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

**1.2** The words “you,” “we,” “us,” and “our” include officers, employees, and subcontractors.

**1.3** In the event you use a purchase order or other form to authorize our services, any conflicting or additional terms are not part of our Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to withdraw our proposal without liability to you or others, and you will compensate us for services already rendered.

### Section 2: Our Responsibilities

**2.1** We will provide the services specifically described in our Agreement with you. You agree that we are not responsible for services that are not fairly included in our specific undertaking. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

**2.2** In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction.

**2.3** We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and, further, that site conditions may change over time.

**2.4** Our duties do not include supervising your contractors or commenting on, overseeing, or providing the means and methods of their work, unless we accept such duties in writing. We will not be responsible for the failure of your contractors to perform in accordance with their undertakings, and the providing of our services will not relieve others of their responsibilities to you or to others.

**2.5** We will provide a health and safety program for our employees, but we will not be responsible for contractor, job, or site health or safety unless we accept that duty in writing.

**2.6** You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

**2.7** Estimates of our fees or other project costs will be based on information available to us and on our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

### Section 3: Your Responsibilities

**3.1** You will provide us with prior geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed our work.

**3.2** You will provide access to the site. In the course of our work some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of normal damage in the estimated charges.

**3.3** If we notify you that radiographic or gamma ray equipment or other nuclear testing or measuring device will be used, you will be responsible for the cooperation of your employees and your contractors in observing all radiation safety standards.

**3.4** You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials at the work site. If we observe or suspect the presence of contaminants not anticipated in our Agreement, we may terminate our work without liability to you or to others, and we will be paid for the services we have provided.

**3.5** The time our field personnel spend on the job site depends upon the scheduling of the work we are observing or testing. You agree that any changes in scheduling may result in additional costs and agree to pay for those services at the rates listed in our cost estimate.

**3.6** You agree to include us as an indemnified party in your contracts, if any, for work by others on the project, protecting us to the same degree as you are protected. You agree to list us as an Additional Insured under your liability insurance policies and to require subrogation be waived against us and that we will be added as an Additional Insured on all policies of insurance, including any policies required of your contractors or subcontractors, covering any construction or development activities to be performed on the project site.

### Section 4: Reports and Records

**4.1** Unless you request otherwise, we will provide our report(s) in an electronic format.

**4.2** Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property but are subject to a license to you for your use in the related project for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. You agree to indemnify and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use. At your request, we will provide endorsements of our reports or letters of reliance, but only if the recipients agree to be bound by the terms of our Agreement with you and only if we are paid the administrative fee stated in our then current Schedule of Charges.

**4.3** Because electronic documents may be modified intentionally or inadvertently, you agree that we will not be liable for damages resulting from change in an electronic document occurring after we transmit it to you.

**4.4** If you do not pay for our services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

**4.5** Electronic data, reports, photographs, samples and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

**Section 5: Compensation**

**5.1** You will pay for services as agreed upon or according to our then current Schedule of Charges if there is no other written agreement as to price. An estimated cost is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

**5.2** You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices on receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

**5.3** If you direct us to invoice another, we will do so, but you agree to be responsible for our compensation unless you provide us with that person's written acceptance of all terms of our Agreement and we agree to extend credit to that person and to release you.

**5.4** Your obligation to pay for our services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of lawsuit in which we are not involved, your successful completion of a project, receipt of payment from another, or any other event. No retainage will be withheld.

**5.5** If you do not pay us within 60 days of invoice date, you agree to reimburse our expenses, including but not limited to attorney fees, staff time, and other costs of collection.

**5.6** You agree to compensate us in accordance with our fee schedule if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

**5.7** If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work change, or if changed labor union conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice and we will receive an equitable adjustment of our compensation. If you and we do not reach agreement on such compensation within 30 days of our written application, we may terminate without liability to you or others.

**5.8** If you fail to pay us within 60 days following invoice date, we may consider the default a total breach of our Agreement and, at our option, terminate our duties without liability to you or to others.

**5.9** In consideration of our providing insurance to cover claims made by you, you hereby waive any right of offset as to fees otherwise due us.

**Section 6: Disputes, Damage, and Risk Allocation**

**6.1** Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

**6.2** Neither of us will be liable for special, incidental, consequential, or punitive damages, including but not limited to those arising from delay, loss of use, loss of profits or revenue, loss of financing commitments or fees, or the cost of capital.

**6.3** We will not be liable for damages unless suit is commenced within two years of the date of injury or loss or within two years of the date of substantial completion of our services, whichever is earlier. We will not be liable unless you have notified us of the discovery of the claimed breach of contract, negligent act, or omission within 30 days of the date of discovery and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services.

**6.4** For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for our services or \$50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to \$100,000 provided that, within 10 days of the date of our Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than \$500, to compensate us for the greater risk undertaken. This increased fee is not the purchase of insurance.

**6.5** You agree to indemnify us from all liability to others in excess of the risk allocation stated above and to insure this obligation.

**6.6** The prevailing party in any action relating to this Agreement shall be entitled to recover

its costs and expenses, including reasonable attorney fees, staff time, and expert witness fees.

**6.7** The law of the state in which our servicing office is located will govern all disputes. Each of us waives trial by jury. No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual employees.

**Section 7: General Indemnification**

**7.1** We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible.

**7.2** To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

**Section 8: Miscellaneous Provisions**

**8.1** We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our sole negligence.

**8.2** You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

**8.3** Neither of us will assign nor transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

**8.4** Our Agreement may be terminated early only in writing. We will receive an equitable adjustment of our compensation in the event of early termination.

**8.5** If a provision of this Agreement is invalid or illegal, all other provisions shall remain in full force and effect.

**MEMORANDUM**

**TO:** R. Charles Ahl, City Manager

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

**DATE:** May 5, 2014

**SUBJECT:** Approval of Traffic Control Signs, TH 36 / English Street Interchange Improvements, City Project 09-08

**Introduction**

The City Council will consider approving the traffic control signs that were installed as part of the TH 36/English Street Interchange Improvements, City Project 09-08.

**Background**

On September 24, 2012 the City Council approved plans and specifications for the TH 36 / English Street Interchange Improvements, City Project 09-08. These plans included the replacement and installation of new traffic control signs. The construction of the project has been completed and all the traffic control signs have been installed.

Attached to the report are the traffic control plans for the local streets for City Project 09-08. Minor revisions to the approved traffic control plans are noted on the attached plans. This report and the recommended approval by the council will document and help track the history of the traffic control devices that have been installed as part of City Project 09-08.

**Recommendation**

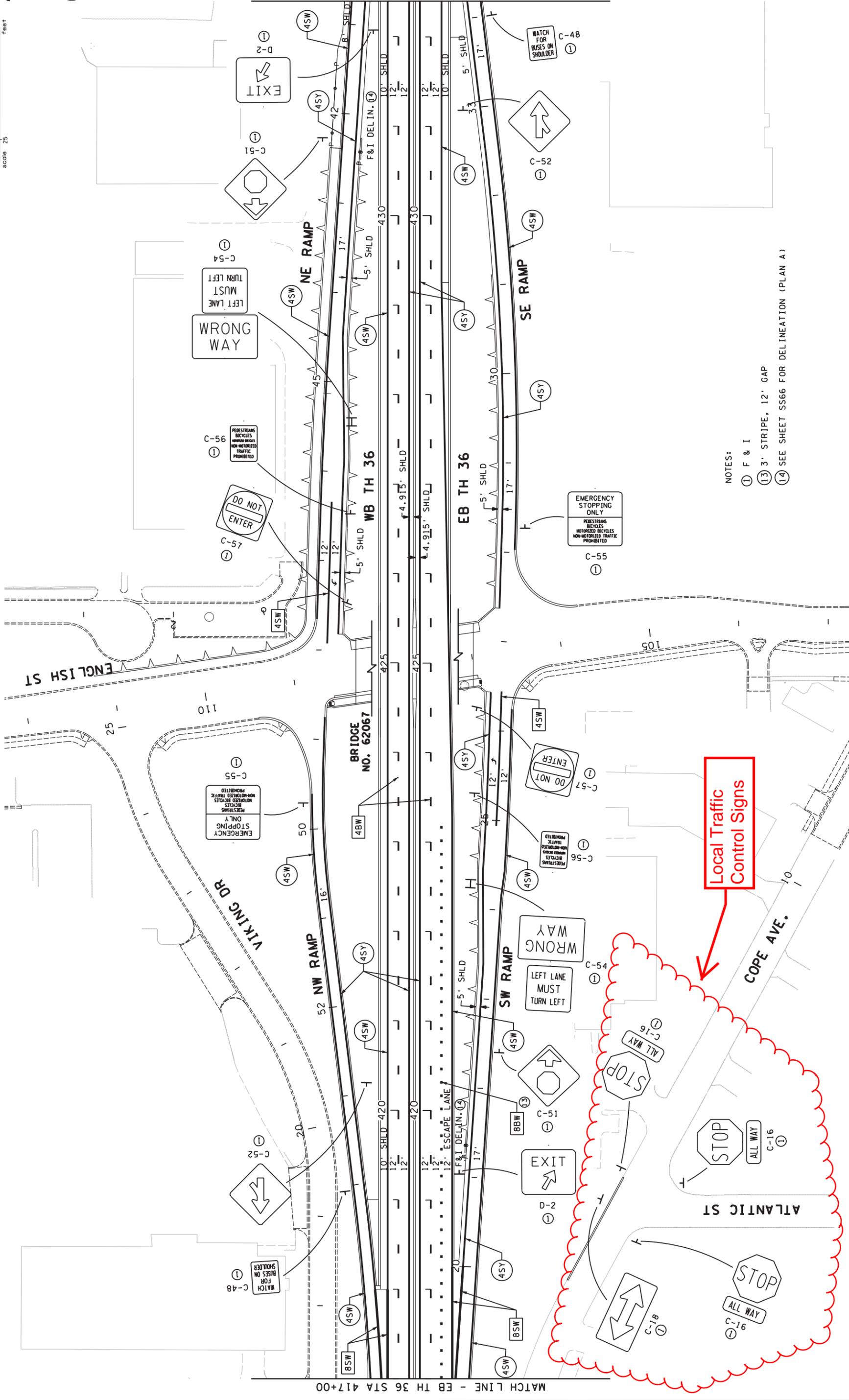
It is recommended that the City Council approve the local traffic control signs that were installed and are shown on the attached plan sheets for the TH 36 / English Interchange Improvements, City Project 09-08.

**Attachments**

1. Traffic Control Plans

MATCH LINE - EB TH 36 STA 432+40

MATCH LINE - EB TH 36 STA 417+00



Local Traffic Control Signs

- NOTES:
- ① F & I
  - ⑬ 3' STRIPE, 12' GAP
  - ⑭ SEE SHEET SS66 FOR DELINEATION (PLAN A)

DESIGN TEAM	NO.	BY	DATE	REVISIONS
DRAWN BY: MTT				
DESIGNER: MPM				
CHECKED BY: MPM				

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Certified By: *Michael P. McCurdy* Lic. No. 45902  
 Printed Name: MICHAEL P. MCCURDY Date: 10/16/2012

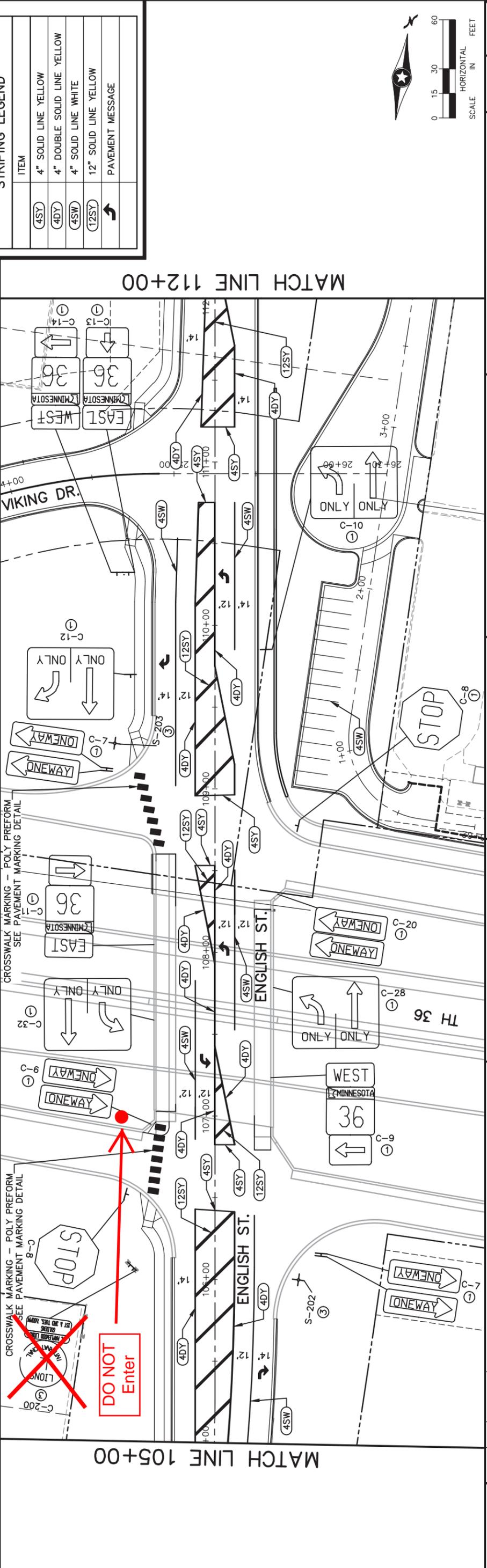
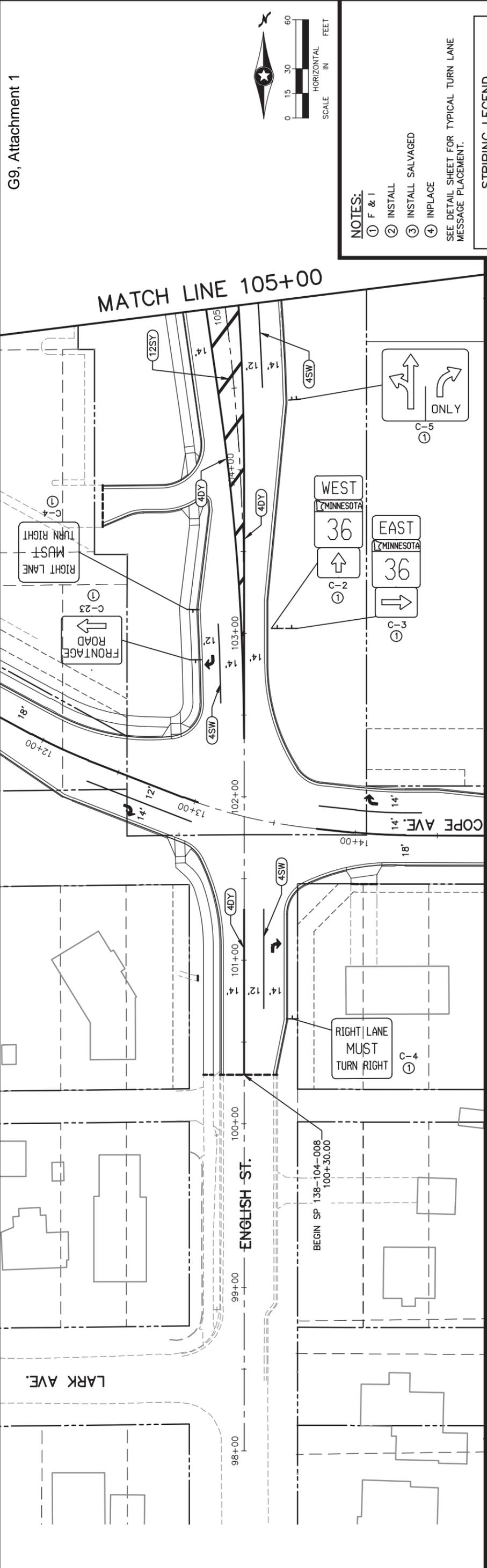
SEH  
 PHONE: 651/490-2000  
 3535 VADNAS CENTER DR.  
 ST. PAUL, MN 55110

CITY OF MAPLEWOOD, MINNESOTA  
**TH 36 / ENGLISH STREET**  
 S.P. NO. 6211-90, S.P. NO. 138-010-018, S.P. NO. 138-010-012,  
 S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.P. NO. 138-154-001,  
 S.P. NO. 138-153-001, S.A.P. NO. 062-625-036

**SIGNING AND STRIPING PLAN**  
 EB TH 36 STA 417+00 TO 432+40

FILE NO. 366  
 MAPLE1390  
 SS31  
 OF SS81

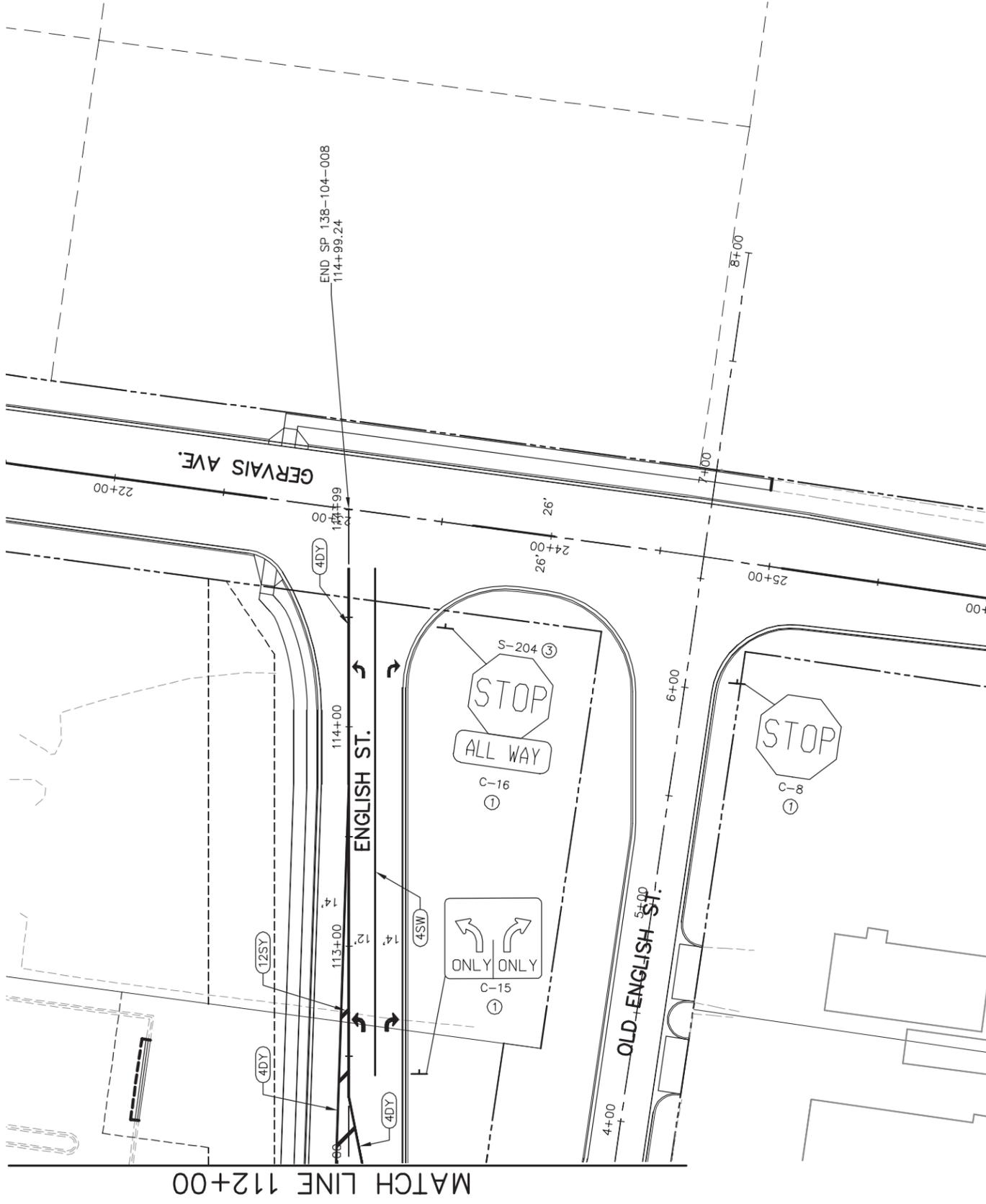




- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE

DESIGN TEAM	HMW	FILE NO.	370	<b>PROPOSED SIGNING &amp; STRIPING PLAN</b>	ENGLISH STREET STA. 98+00 TO STA. 112+00
DRAWN BY:	R/G	S.P. NO.	160500038		
DESIGNER:	CBL	S.A.P. NO.	SS35		
CHECKED BY:	CBL	S.A.P. NO.	138-104-008	CITY OF MAPLEWOOD, MINNESOTA	TH 36 / ENGLISH STREET
NO.	BY	DATE	REVISIONS	S.A.P. NO. 138-104-001, S.P. NO. 138-104-004-012, S.A.P. NO. 138-104-008, S.P. NO. 138-104-009-012, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	502



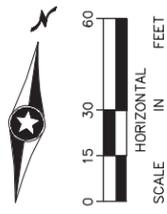
**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE



K:\twc\_civil\City\maplewood\english\_th36\CADD\plan sheets\SIGNING\_AND\_STRIPING\ENGLISH\_PSS-ENGLISH - ENGLISH 2.dwg October 16, 2012 - 8:49am

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Certified By: *Brandon J. Boardman* Lic. No. 43709  
 Licensed Professional Engineer  
 Printed Name: BRANDON J. BOARDMAN, P.E. Date: 10/12/12

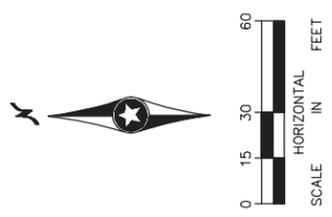
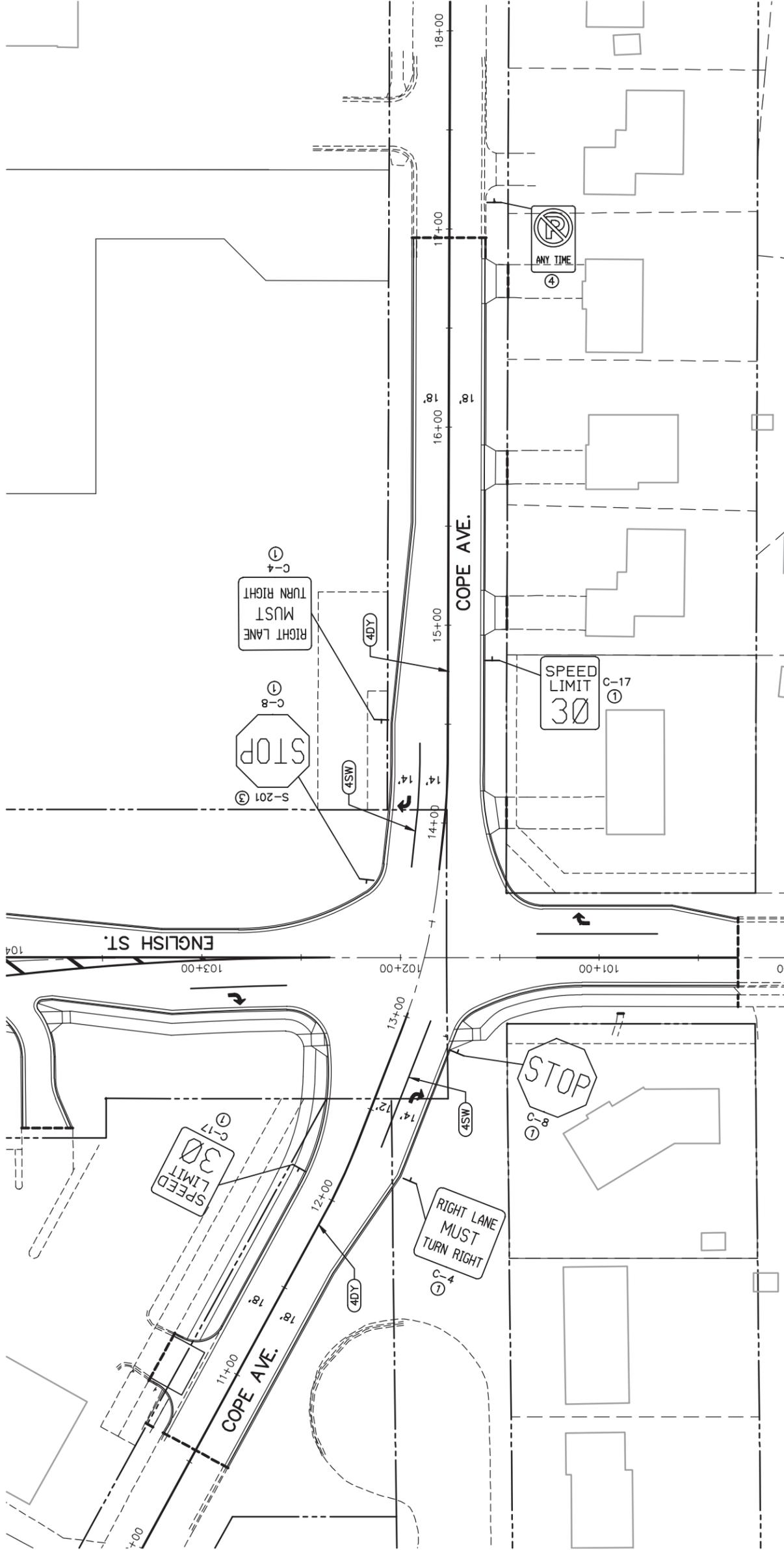
DESIGN TEAM	NO.	BY	DATE	REVISIONS
DRAWN BY: HMW				
DESIGNER: RJG				
CHECKED BY: CBL				

**Kimley-Horn and Associates, Inc.**  
 2550 UNIVERSITY AVE. WEST, SUITE 238N  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 645-4197  
 FAX. NO. (651) 645-5116

**TH 36 / ENGLISH STREET**  
 CITY OF MAPLEWOOD, MINNESOTA  
 S.P. NO. 221-90, S.P. NO. 138-038, S.P. NO. 138-010-012, S.P. NO. 138-104-038, S.P. NO. 138-110-012, S.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036

**PROPOSED SIGNING & STRIPING PLAN**  
 ENGLISH STREET  
 STA. 112+00 TO STA. 114+90

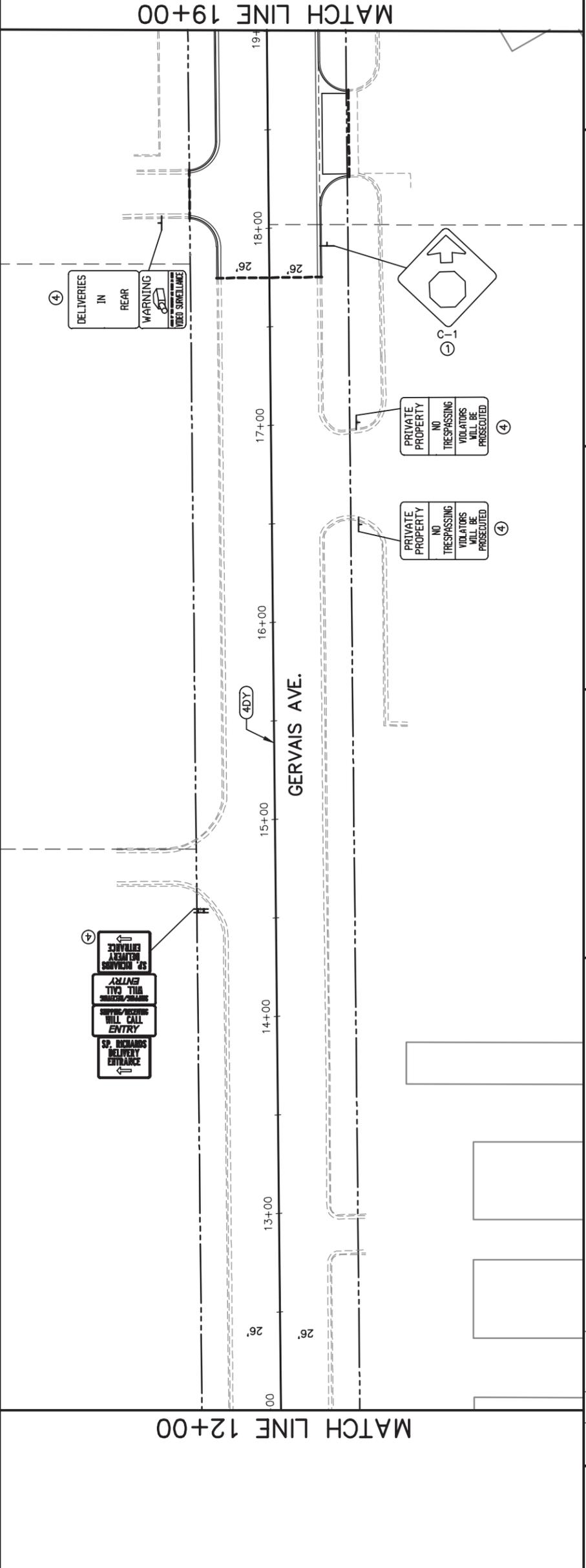
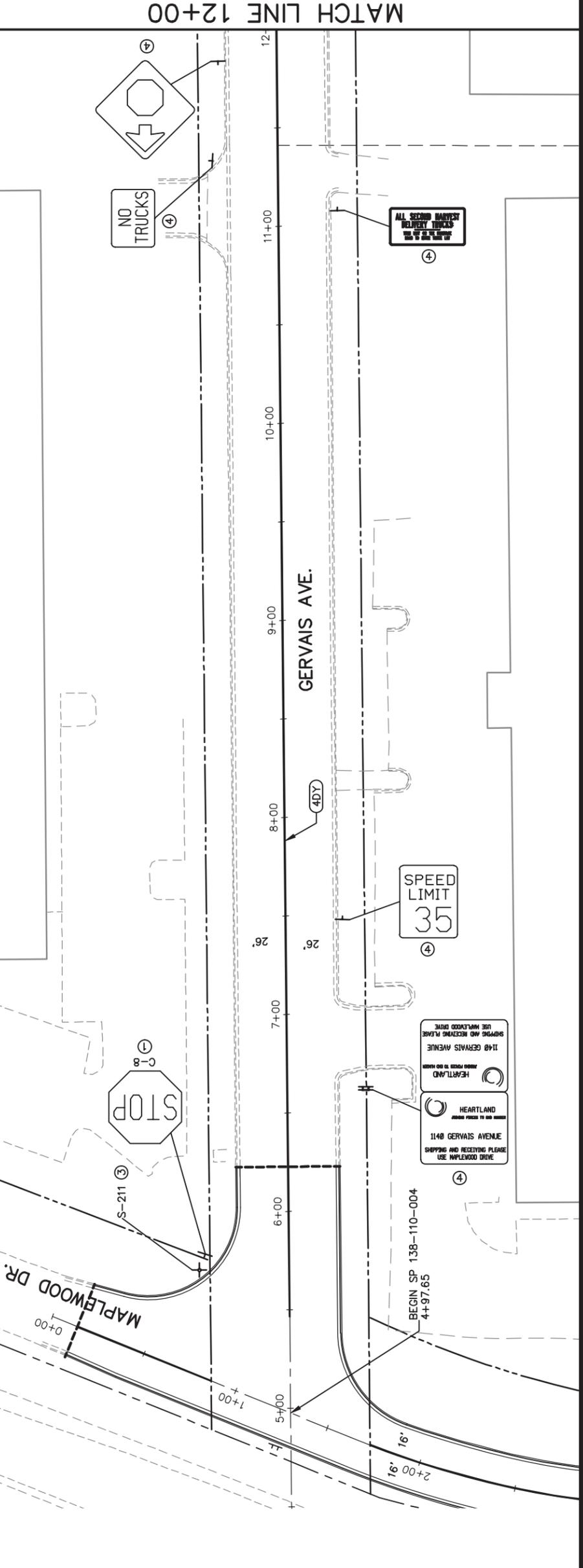
FILE NO. 160500038  
**SS36**  
 OF SS81  
**371**  
**502**



- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

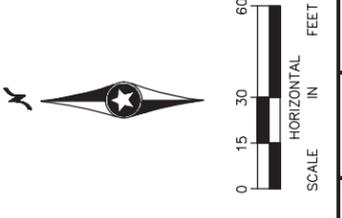
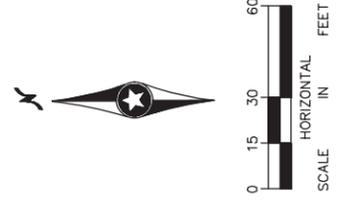
STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE

DESIGN TEAM DRAWN BY: HMW DESIGNER: R/JG CHECKED BY: CBL	REVISIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>NO.</th> <th>BY</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	BY	DATE				I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> (Lic. No. 43709) Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	2350 UNIVERSITY AVE. WEST, SUITE 230N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 445-4177 FAX NO. (651) 445-5110	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.P. NO. 138-104-010-012, S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	PROPOSED SIGNING & STRIPING PLAN COPE AVENUE STA. 14+50 TO STA. 17+39	FILE NO. 160500038 <b>SS37</b> OF SS81	372 502
NO.	BY	DATE											



- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

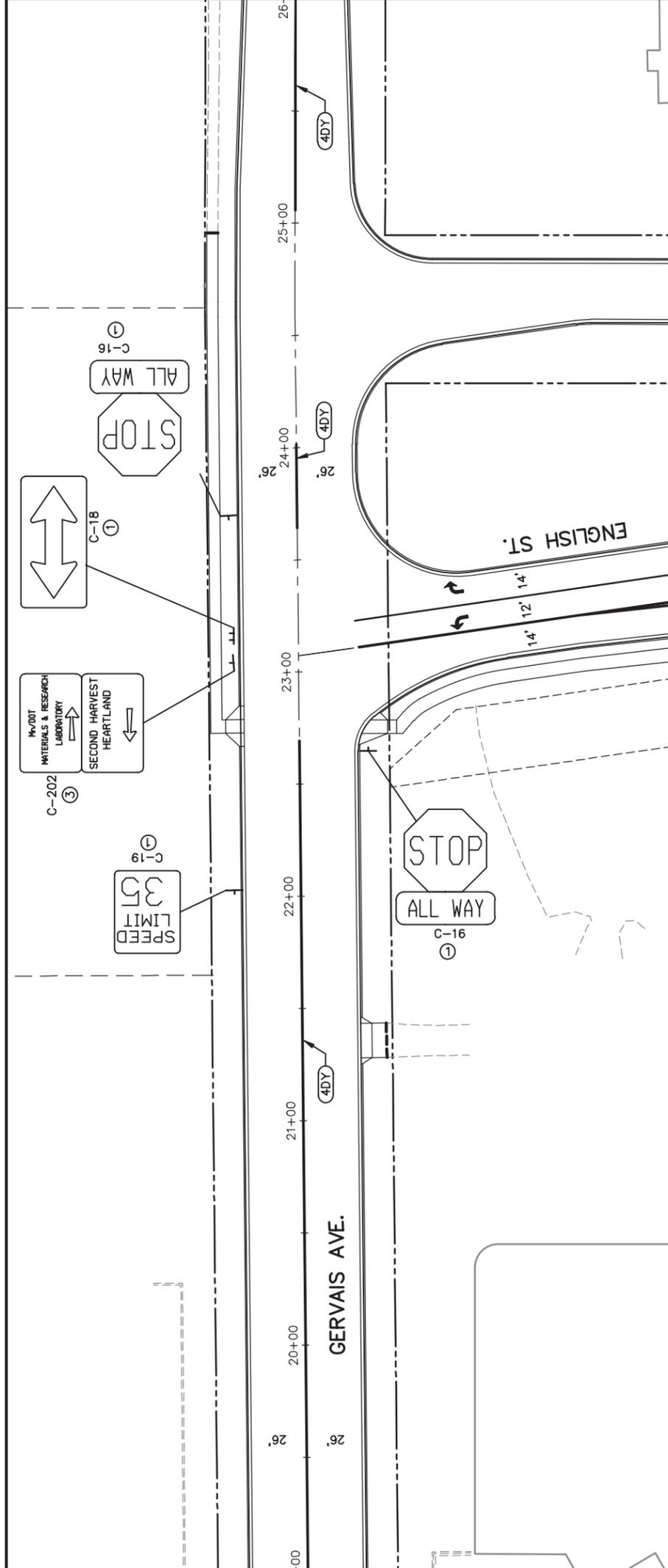
STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE



DESIGN TEAM DRAWN BY: HMW DESIGNER: R/JG CHECKED BY: CBL	NO. BY DATE REVISIONS	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> Lic. No. 43709 Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	 2350 UNIVERSITY AVE. WEST, SUITE 230N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 445-4197 FAX NO. (651) 445-5110	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-104-008, S.P. NO. 138-104-009, S.P. NO. 138-104-010, S.P. NO. 138-104-011, S.P. NO. 138-104-012, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	<b>PROPOSED SIGNING &amp; STRIPING PLAN</b> GERVAIS AVENUE STA. 5+00 TO STA. 19+00	FILE NO. 160500038 SS38 OF SS81 373 502
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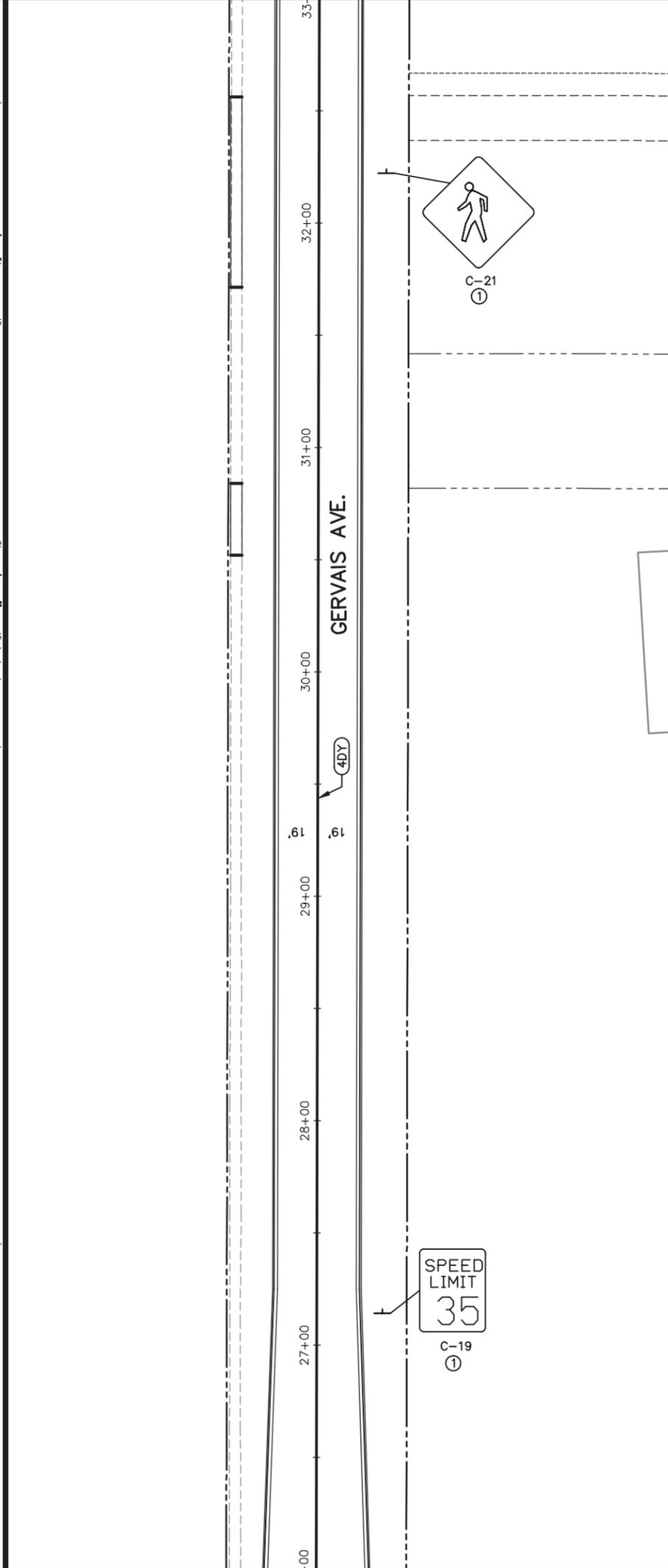
MATCH LINE 19+00

MATCH LINE 26+00



MATCH LINE 26+00

MATCH LINE 33+00



**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE

DESIGN TEAM	NO.	BY	DATE	REVISIONS
DRAWN BY: HMW				
DESIGNER: RJG				
CHECKED BY: CBL				

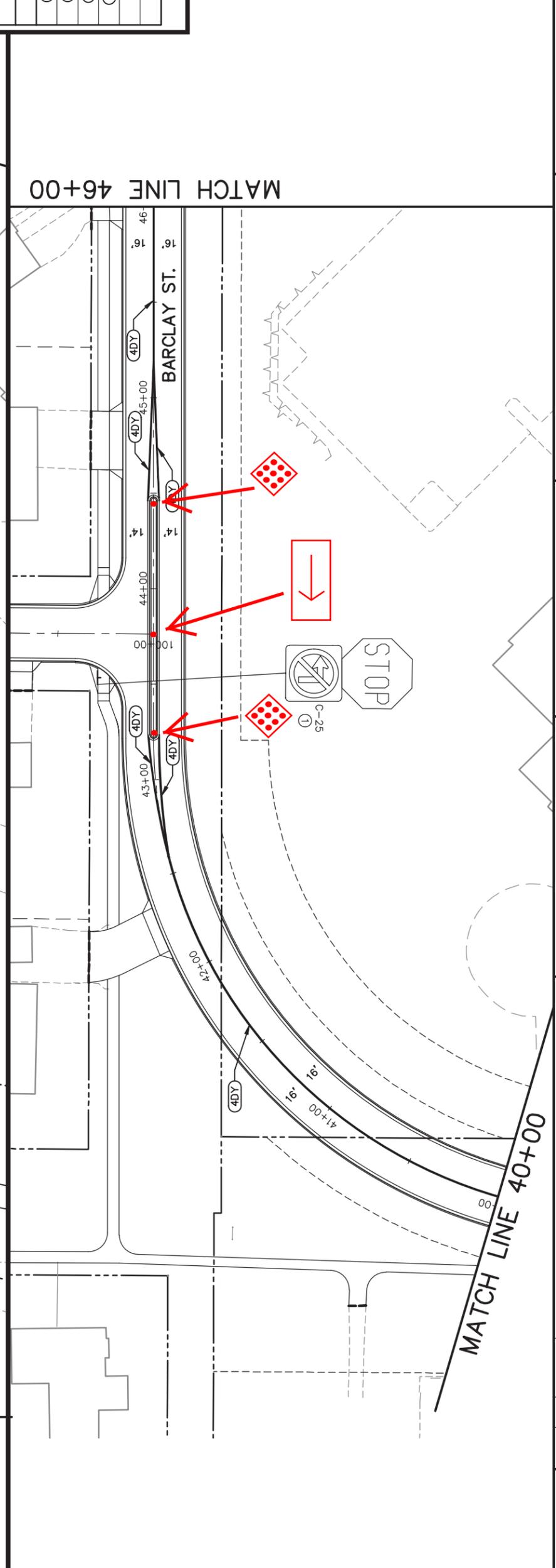
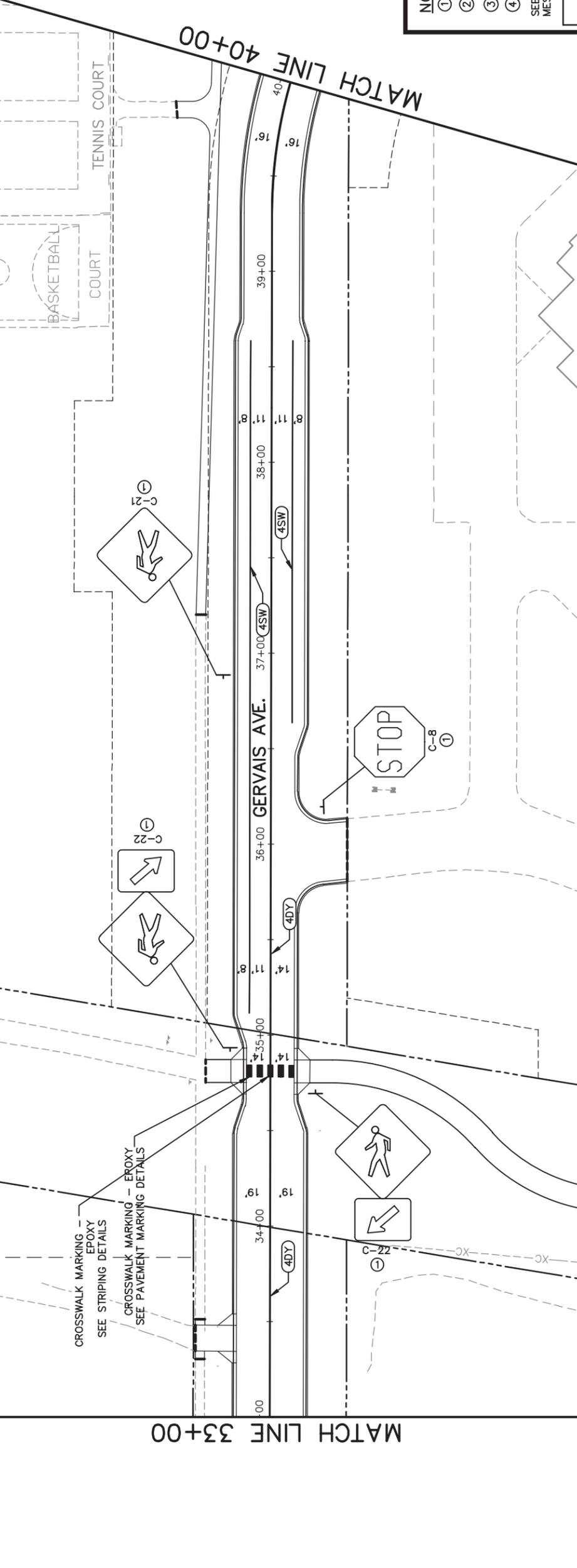
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Certified By: *Brandon J. Bourdon* (Lic. No. 43709)  
 Licensed Professional Engineer  
 Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12

**Kimley-Horn and Associates, Inc.**  
 2350 UNIVERSITY AVE. WEST, SUITE 238N  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 444-4197  
 FAX NO. (651) 444-5110

**TH 36 / ENGLISH STREET**  
 S.P. NO. 138-104-008, S.P. NO. 138-104-009, S.P. NO. 138-104-010, S.P. NO. 138-104-011, S.P. NO. 138-104-012, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036

**PROPOSED SIGNING & STRIPING PLAN**  
 GERVAIS AVENUE  
 STA. 19+00 TO STA. 33+00

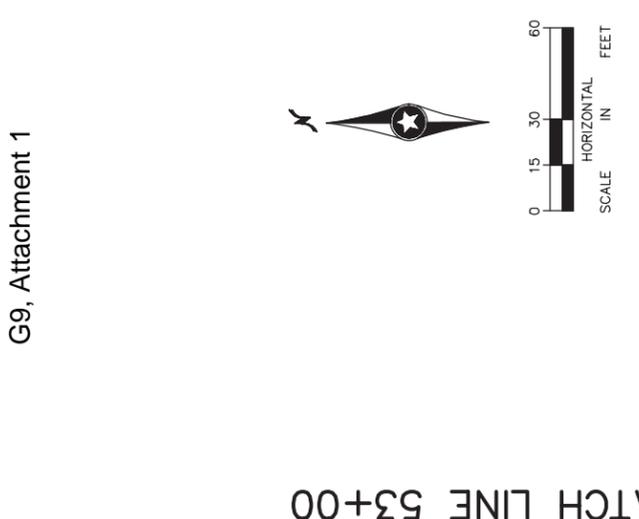
FILE NO. 160500038  
**SS39**  
 OF SS81  
**374**  
**502**



- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

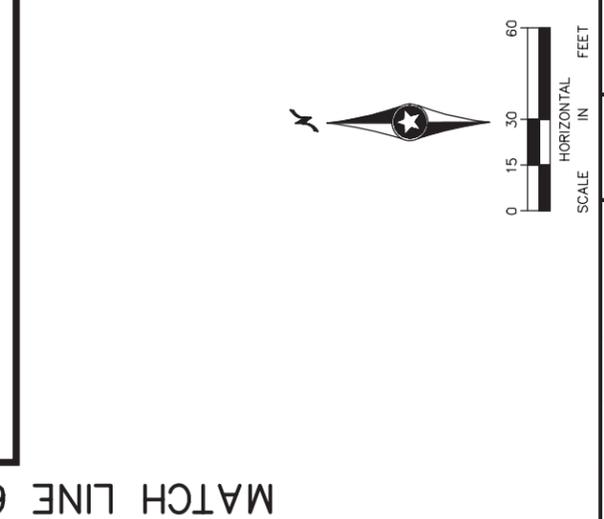
STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE

DESIGN TEAM DRAWN BY: HMW DESIGNER: R/G CHECKED BY: CBL	REVISIONS NO. BY DATE	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> (Lic. No. 43709) Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	Kimley-Horn and Associates, Inc. 2350 UNIVERSITY AVE. WEST, SUITE 238N ST. PAUL, MINNESOTA 55114 TEL. NO. (612) 645-4197 FAX. NO. (612) 645-5110	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-104-008, S.P. NO. 138-104-012, S.P. NO. 138-104-008, S.P. NO. 138-104-004, S.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	PROPOSED SIGNING & STRIPING PLAN GERVAIS AVENUE & BARCLAY STREET STA. 33+00 TO STA. 46+00
				FILE NO. 160500038 SS40 OF SS81	375 502



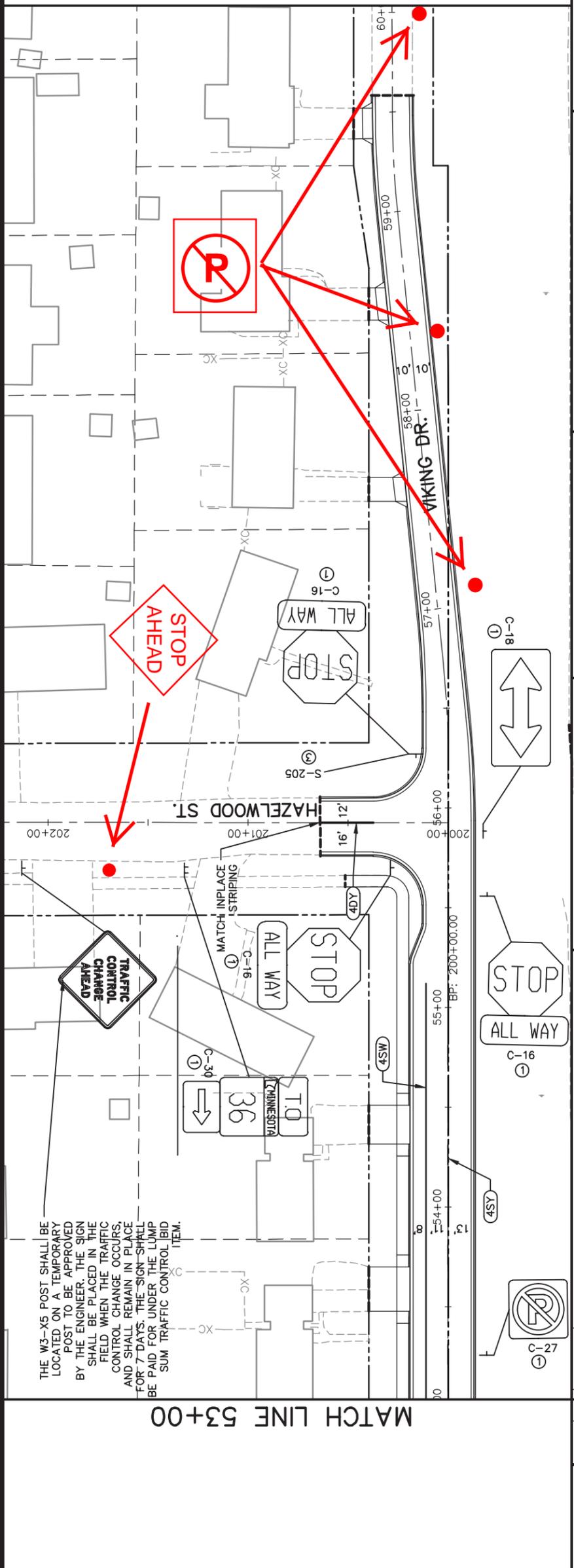
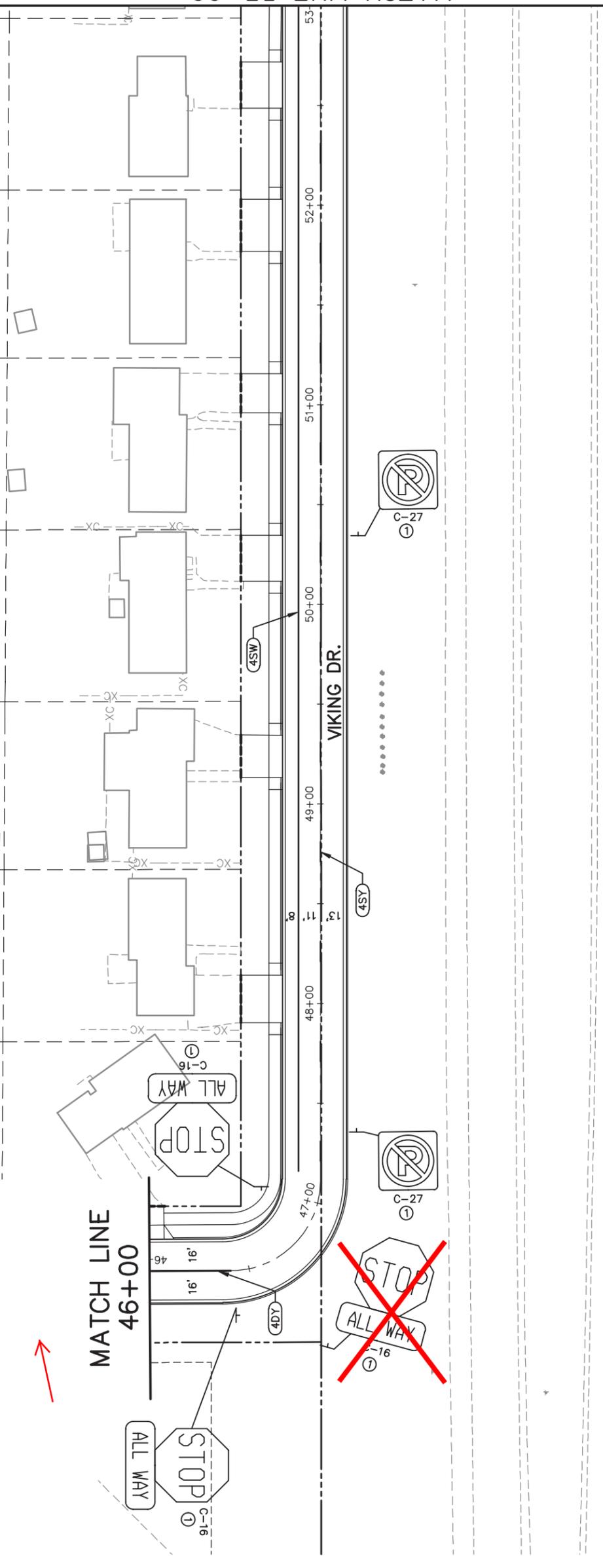
- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE



**PROPOSED SIGNING & STRIPING PLAN**  
VIKING DRIVE  
STA. 46+00 TO STA. 60+00

FILE NO. 160500038  
SS41  
376 OF 502



THE W3-X5 POST SHALL BE LOCATED ON A TEMPORARY POST TO BE APPROVED BY THE ENGINEER. THE SIGN SHALL BE PLACED IN THE FIELD WHEN THE TRAFFIC CONTROL CHANGE OCCURS, AND SHALL REMAIN IN PLACE FOR 7 DAYS. THE SIGN SHALL BE PAID FOR UNDER THE LUMP SUM TRAFFIC CONTROL BID ITEM.

**CITY OF MAPLEWOOD, MINNESOTA**  
**TH 36 / ENGLISH STREET**  
S.P. NO. 138-104-008, S.P. NO. 138-104-009, S.P. NO. 138-104-010, S.P. NO. 138-104-011, S.P. NO. 138-104-012, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036

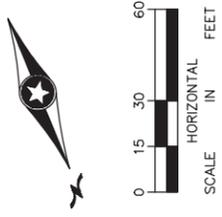
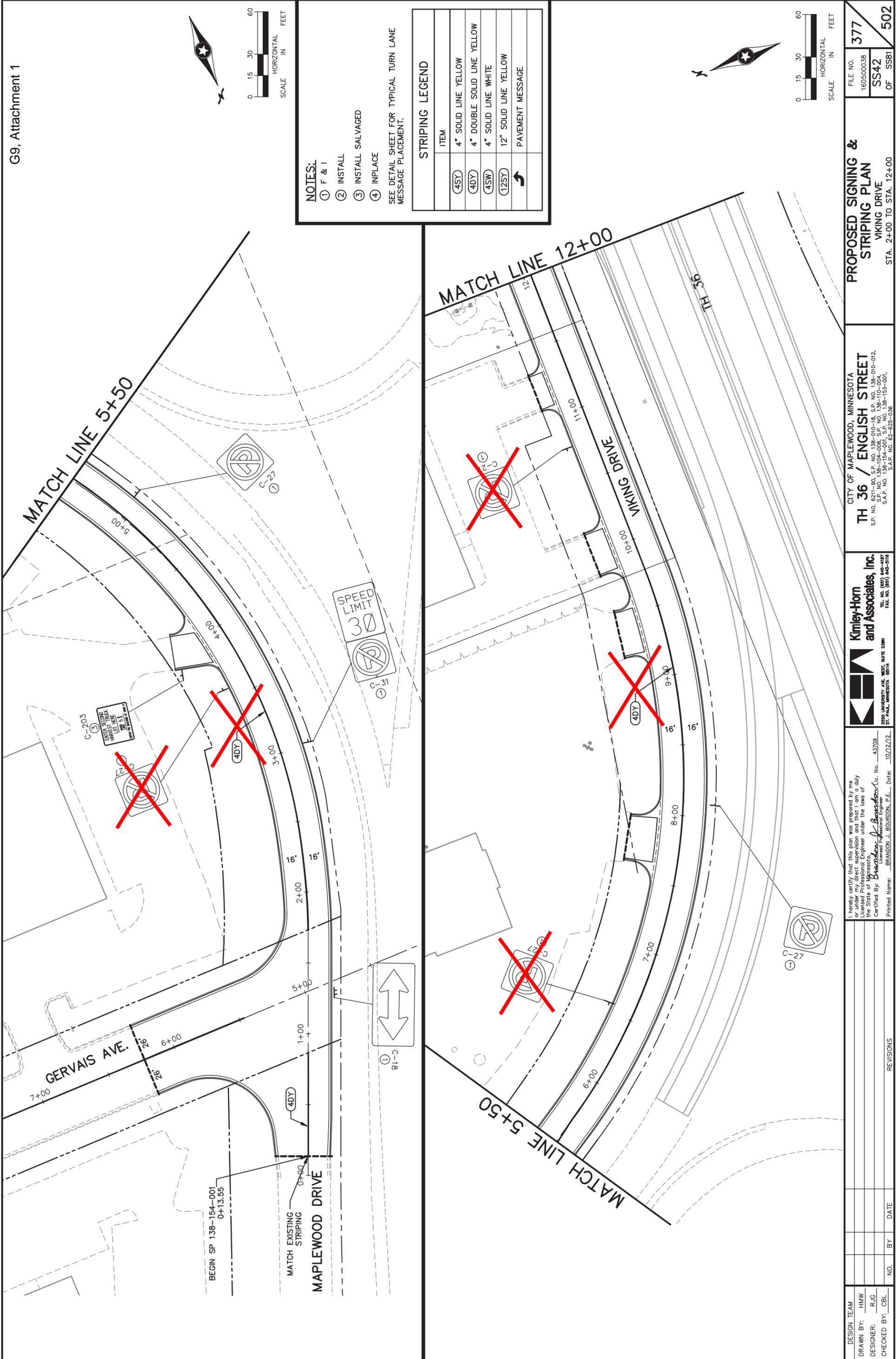
**Kimley-Horn and Associates, Inc.**  
2550 UNIVERSITY AVE. WEST, SUITE 238N  
ST. PAUL, MINNESOTA 55114  
TEL. NO. (651) 644-4197  
FAX NO. (651) 644-5110

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
Certified By: *Brandon J. Boardman*, Lic. No. 43709  
Licensed Professional Engineer

Printed Name: BRANDON J. BOARDMAN, P.E., Date: 10/12/12

NO.	BY	DATE	REVISIONS

DESIGN TEAM  
DRAWN BY: HMW  
DESIGNER: RJG  
CHECKED BY: CBL



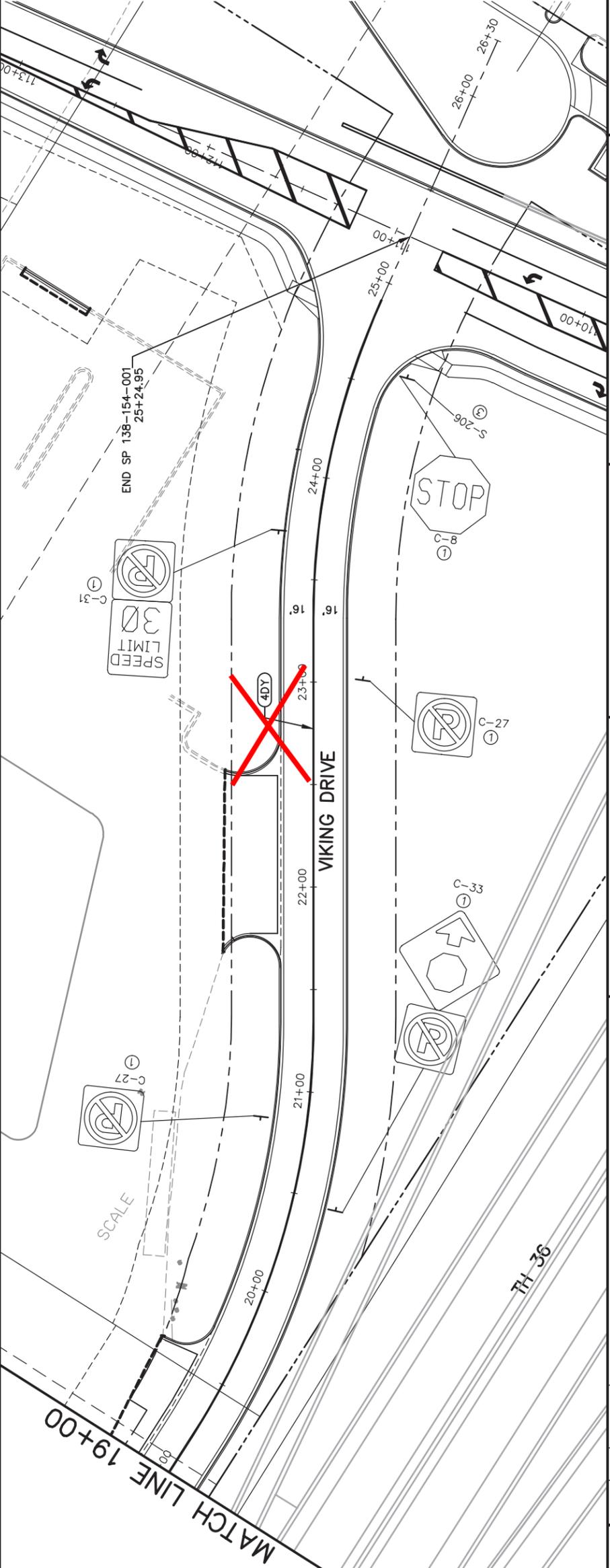
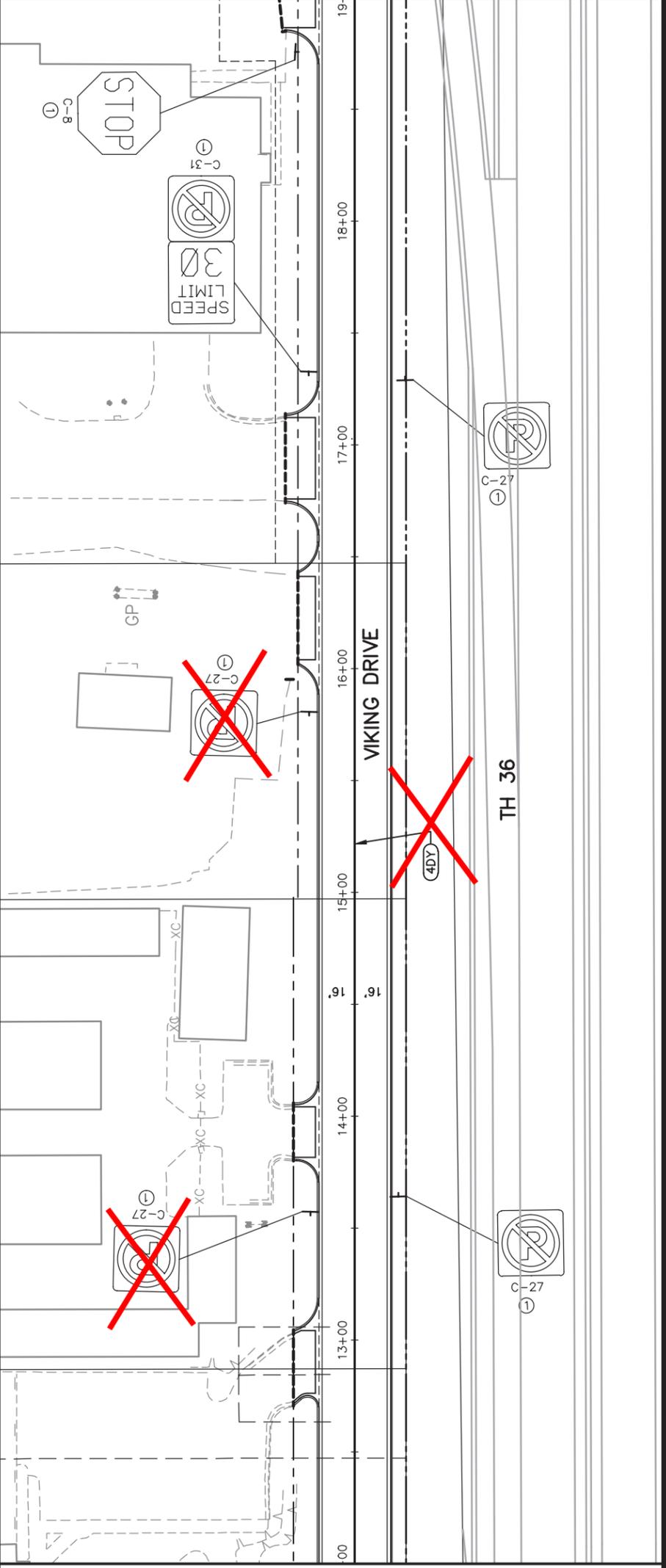
- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE

DESIGN TEAM DRAWN BY: HMW DESIGNER: R.J.G. CHECKED BY: CBL	REVISIONS NO. BY DATE	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> (Lic. No. 43709) Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	Kimley-Horn and Associates, Inc. 2550 UNIVERSITY AVE. WEST, SUITE 230N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 445-4197 FAX NO. (651) 445-5110	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-154-001, S.P. NO. 138-154-002, S.P. NO. 138-154-003, S.P. NO. 138-154-004, S.P. NO. 138-154-005, S.P. NO. 138-154-006, S.P. NO. 138-154-007, S.P. NO. 138-154-008, S.P. NO. 138-154-009, S.P. NO. 138-154-010, S.P. NO. 138-154-011, S.P. NO. 138-154-012, S.A.P. NO. 138-154-001, S.A.P. NO. 138-154-002, S.A.P. NO. 138-154-003, S.A.P. NO. 138-154-004, S.A.P. NO. 138-154-005, S.A.P. NO. 138-154-006, S.A.P. NO. 138-154-007, S.A.P. NO. 138-154-008, S.A.P. NO. 138-154-009, S.A.P. NO. 138-154-010, S.A.P. NO. 138-154-011, S.A.P. NO. 138-154-012	PROPOSED SIGNING & STRIPING PLAN VIKING DRIVE STA. 2+00 TO STA. 12+00	FILE NO. 377 160500038 SS42 OF SS81 502
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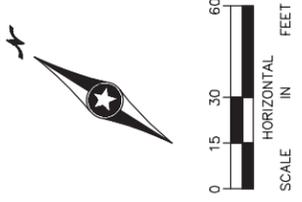
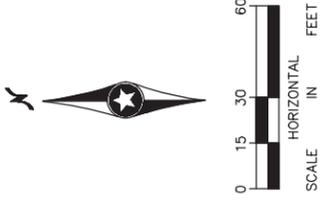
MATCH LINE 19+00

MATCH LINE 12+00

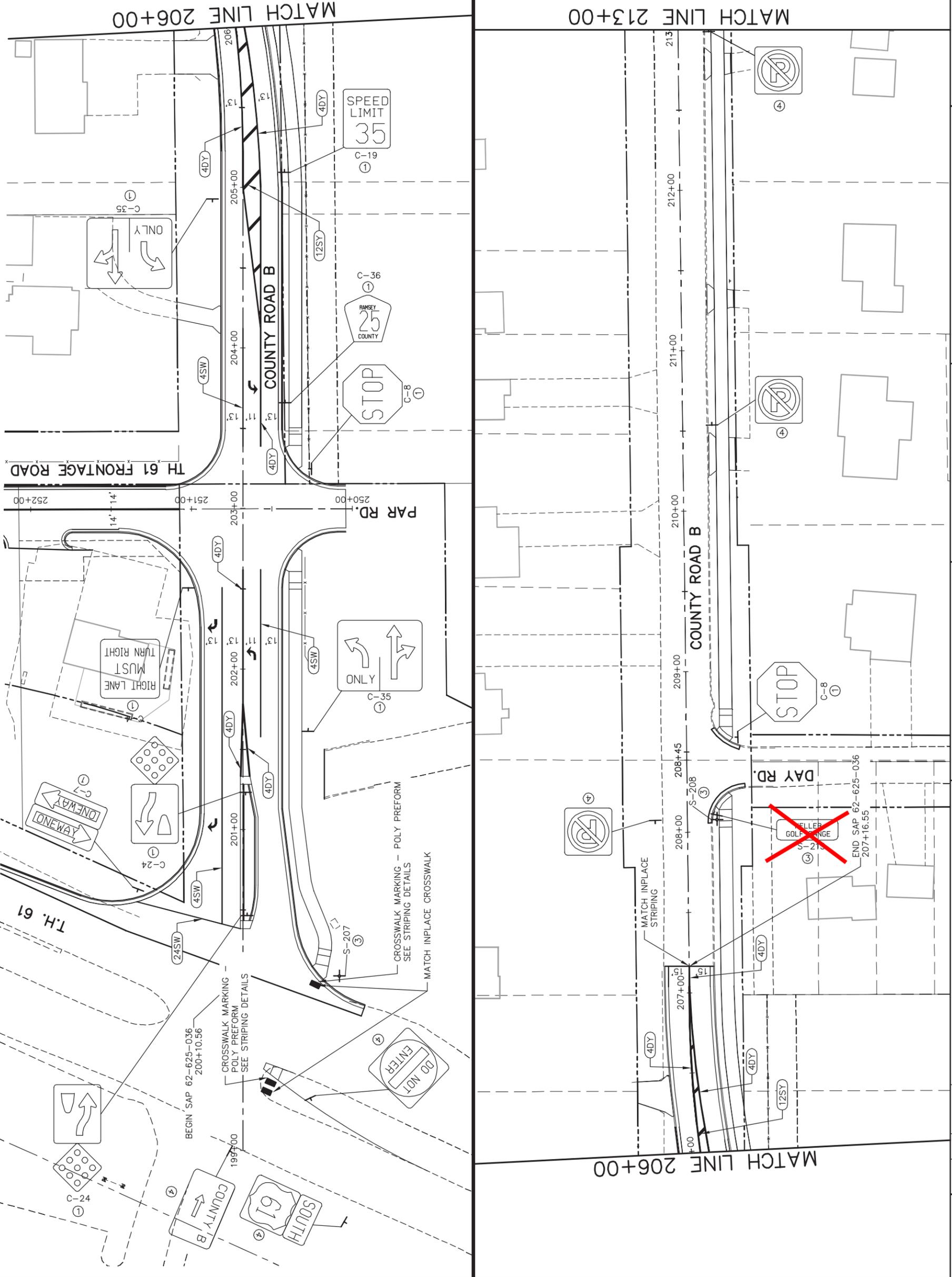


- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE

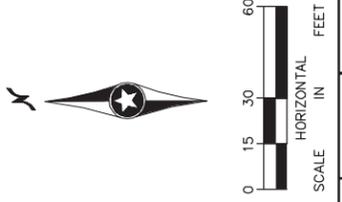
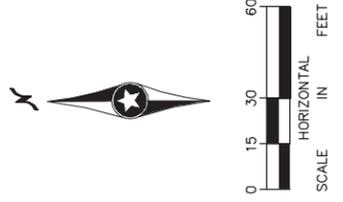


DESIGN TEAM DRAWN BY: HMW DESIGNER: R/JG CHECKED BY: CBL	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-104-008, S.P. NO. 138-104-009-012, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	PROPOSED SIGNING & STRIPING PLAN VIKING DRIVE STA. 12+00 TO STA. 25+24.98	FILE NO. 160500038 SS43 OF SS81 378 502
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- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE



<b>DESIGN TEAM</b>	HMW	<b>NO.</b>	<b>BY</b>	<b>DATE</b>	<b>REVISIONS</b>
<b>DRAWN BY:</b>	RJG				
<b>DESIGNER:</b>	CBL				
<b>CHECKED BY:</b>					
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Boardman</i> Lic. No. 43709 Licensed Professional Engineer Printed Name: BRANDON J. BOARDMAN, P.E., Date: 10/12/12					
Kimley-Horn and Associates, Inc. 2550 UNIVERSITY AVE. WEST, SUITE 238N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 645-4197 FAX. NO. (651) 645-5116					
CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 621-001, S.P. NO. 138-001, S.P. NO. 138-010-012, S.P. NO. 138-004-001, S.P. NO. 138-111-001, S.P. NO. 138-153-001, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 62-625-036					
<b>PROPOSED SIGNING &amp; STRIPING PLAN</b> COUNTY ROAD B STA. 199+00 TO STA. 213+00					
		FILE NO. 160500038	379		502
		SS44	OF		SS81

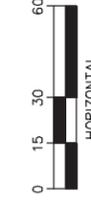
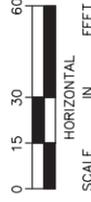
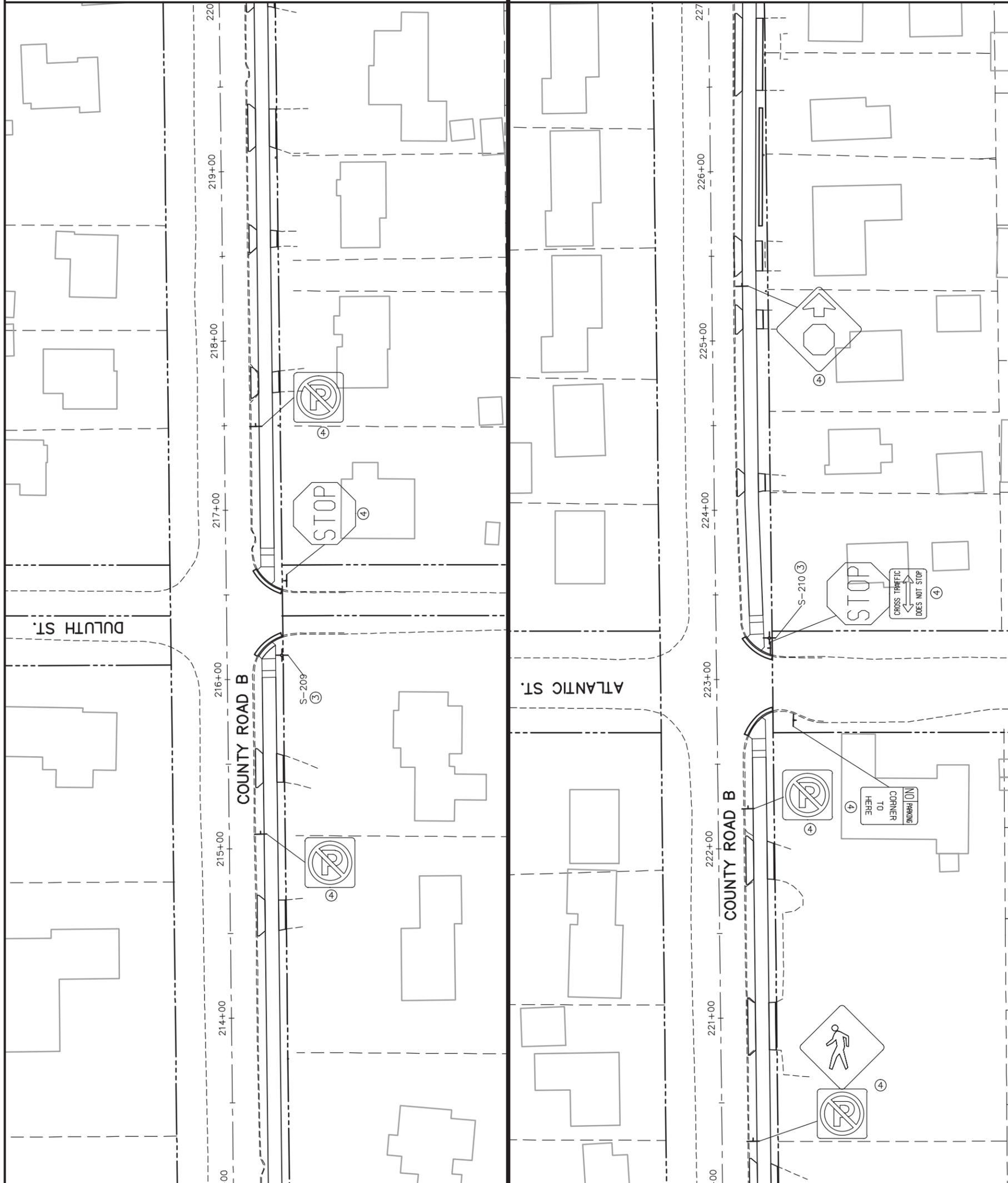
K:\twc\civil\City\maplewood\english\_th36\CADD\plan sheets\SIGNING\_AND\_STRIPING\ENGLISH\_PSS-CORDB - CORDB TRLS.dwg October 16, 2012 - 8:51am

MATCH LINE 220+00

MATCH LINE 227+00

MATCH LINE 213+00

MATCH LINE 220+00



**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

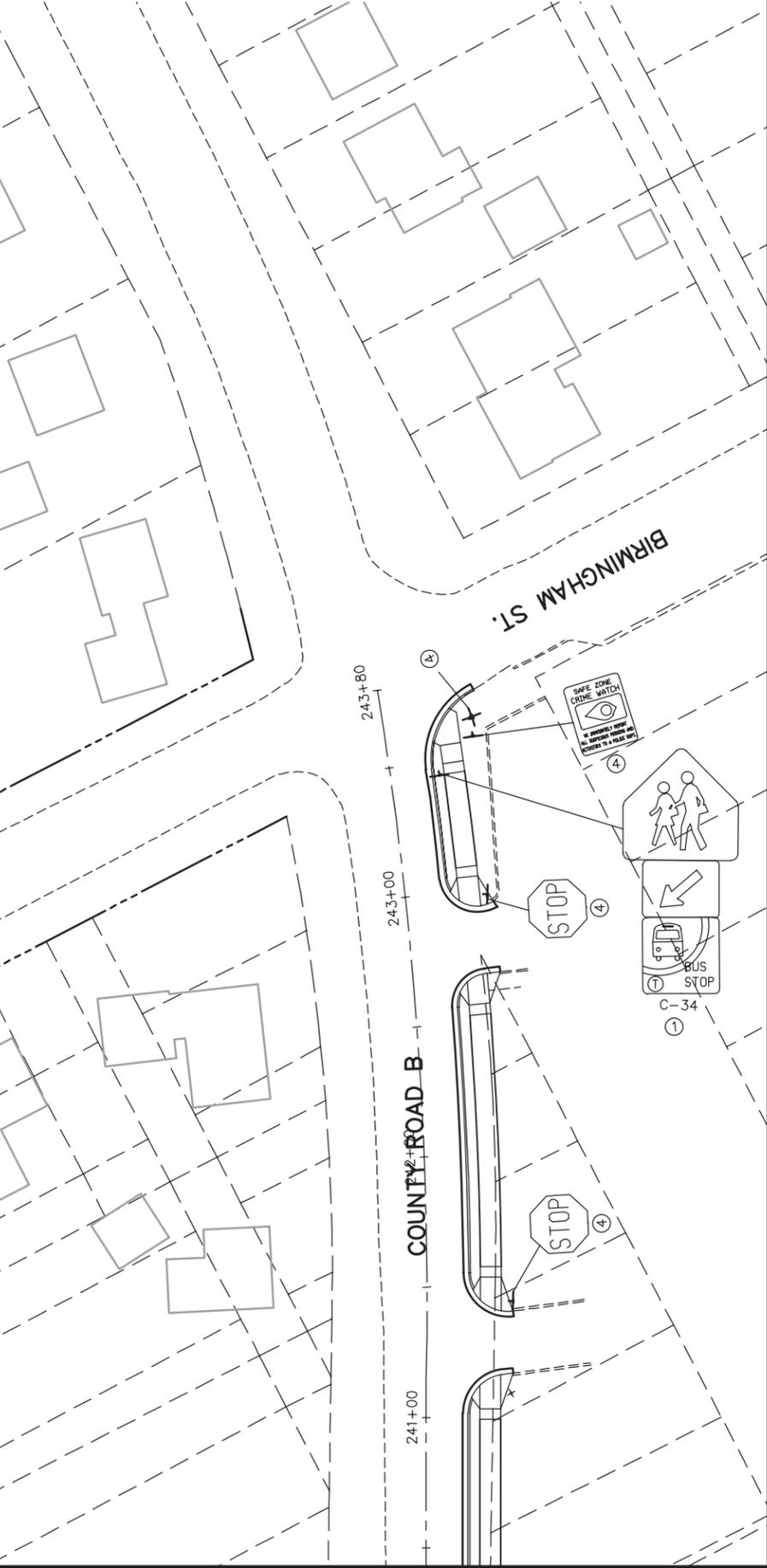
SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

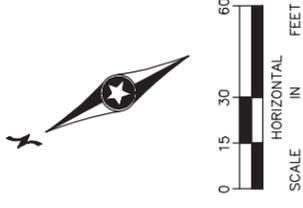
ITEM	DESCRIPTION
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↷	PAVEMENT MESSAGE

DESIGN TEAM DRAWN BY: HMW DESIGNER: R.J.G. CHECKED BY: CBL	NO. BY DATE REVISIONS	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> Lic. No. 43709 Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	 2550 UNIVERSITY AVE. WEST, SUITE 230N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 445-4197 FAX NO. (651) 445-5110	<b>CITY OF MAPLEWOOD, MINNESOTA</b> <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-104-008, S.P. NO. 138-104-009, S.P. NO. 138-104-010, S.P. NO. 138-104-011, S.P. NO. 138-104-012, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	<b>PROPOSED SIGNING &amp; STRIPING PLAN</b> COUNTY ROAD B STA. 213+00 TO STA. 227+00	FILE NO. 160500038 SS45 OF SS81 380 502
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MATCH LINE 240+50



**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

ITEM
(4SY) 4" SOLID LINE YELLOW
(4DY) 4" DOUBLE SOLID LINE YELLOW
(4SW) 4" SOLID LINE WHITE
(12SY) 12" SOLID LINE YELLOW
➔ PAVEMENT MESSAGE

DESIGN TEAM	NO.	BY	DATE
DRAWN BY: HMW			
DESIGNER: RJG			
CHECKED BY: CBL			

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Certified By: *Brandon J. Bourdon* (Lic. No. 43709)  
 Licensed Professional Engineer  
 Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12

**Kimley-Horn and Associates, Inc.**  
 2350 UNIVERSITY AVE. WEST, SUITE 230N  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 445-4197  
 FAX NO. (651) 445-5110

CITY OF MAPLEWOOD, MINNESOTA  
**TH 36 / ENGLISH STREET**  
 S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036

**PROPOSED SIGNING & STRIPING PLAN**  
 COUNTY ROAD B  
 STA. 240+50 TO STA. 243+80

FILE NO. 160500038	382
SS47	502
OF SS81	

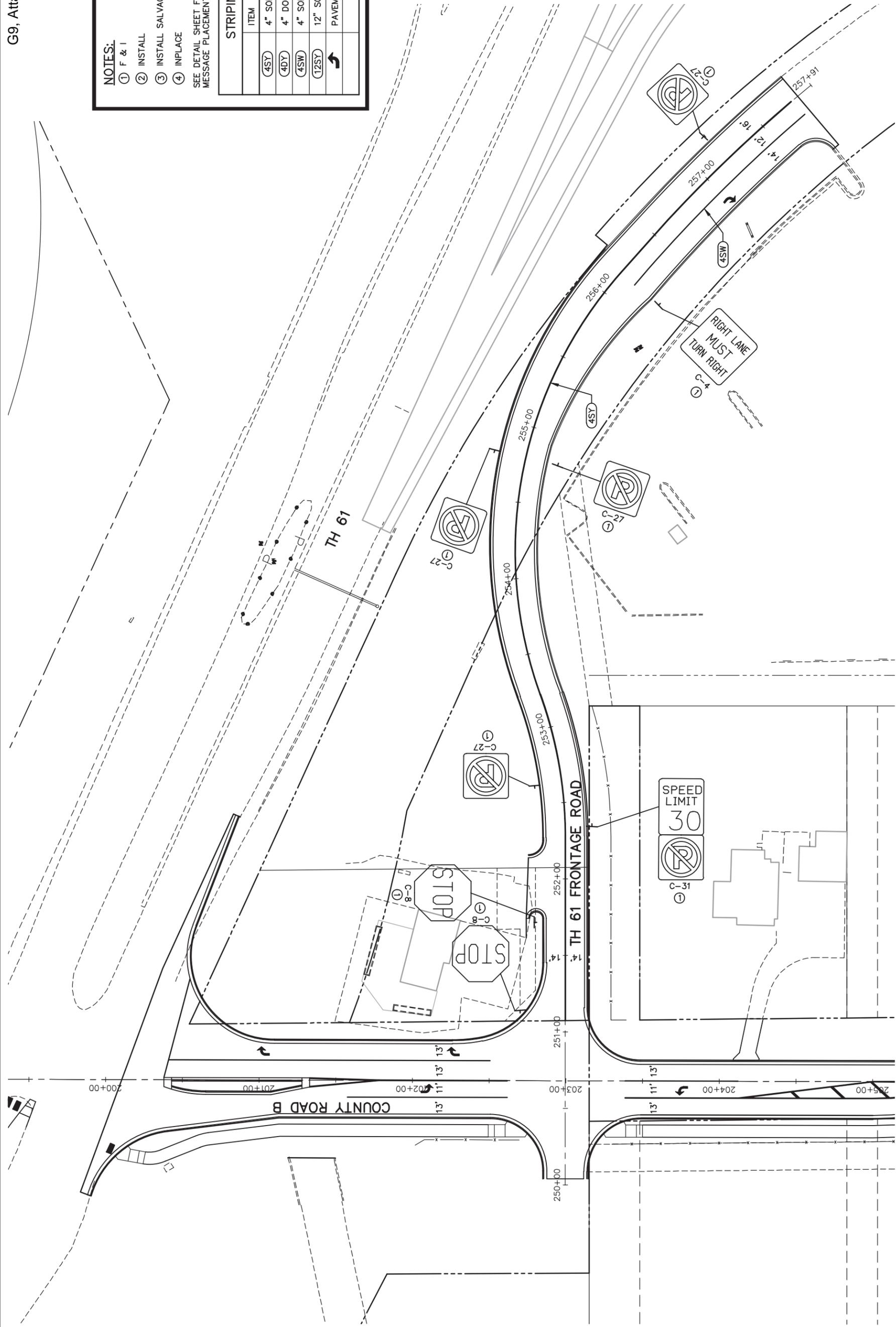
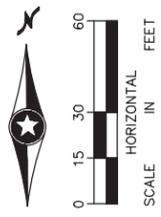
**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

ITEM	DESCRIPTION
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↪	PAVEMENT MESSAGE



DESIGN TEAM	NO.	BY	DATE	REVISIONS
DRAWN BY: HMW				
DESIGNER: R.J.G.				
CHECKED BY: CBL				

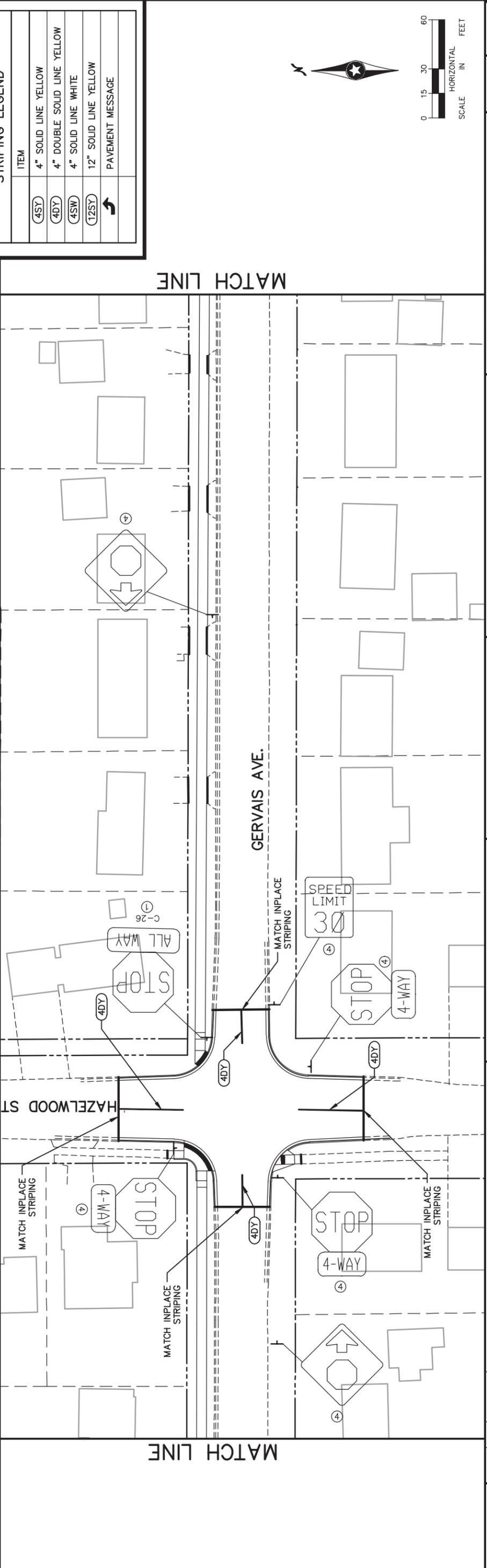
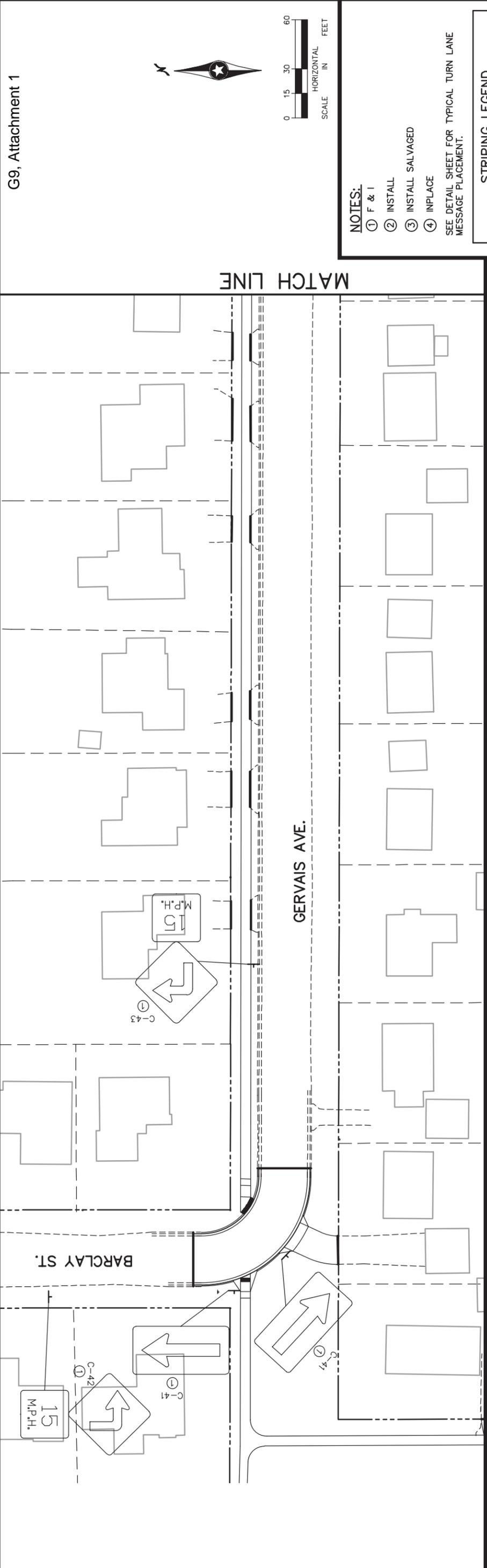
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Certified By: *Brandon J. Bourdon* Lic. No. 43709  
 Licensed Professional Engineer  
 Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12

**Kimley-Horn and Associates, Inc.**  
 2350 UNIVERSITY AVE. WEST, SUITE 230N  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 445-4197  
 FAX NO. (651) 445-5110

**TH 36 / ENGLISH STREET**  
 S.P. NO. 138-104-008, S.P. NO. 138-110-004-010-012,  
 S.P. NO. 138-104-001, S.P. NO. 138-110-004-010-012,  
 S.A.P. NO. 138-154-001, S.P. NO. 138-153-001,  
 S.A.P. NO. 82-625-036

**PROPOSED SIGNING & STRIPING PLAN**  
 FRONTAGE ROAD  
 STA. 250+00 TO STA. 257+91.25

FILE NO. 160500038  
 SS48  
 OF SS81  
 383  
 502



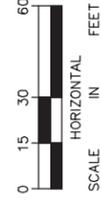
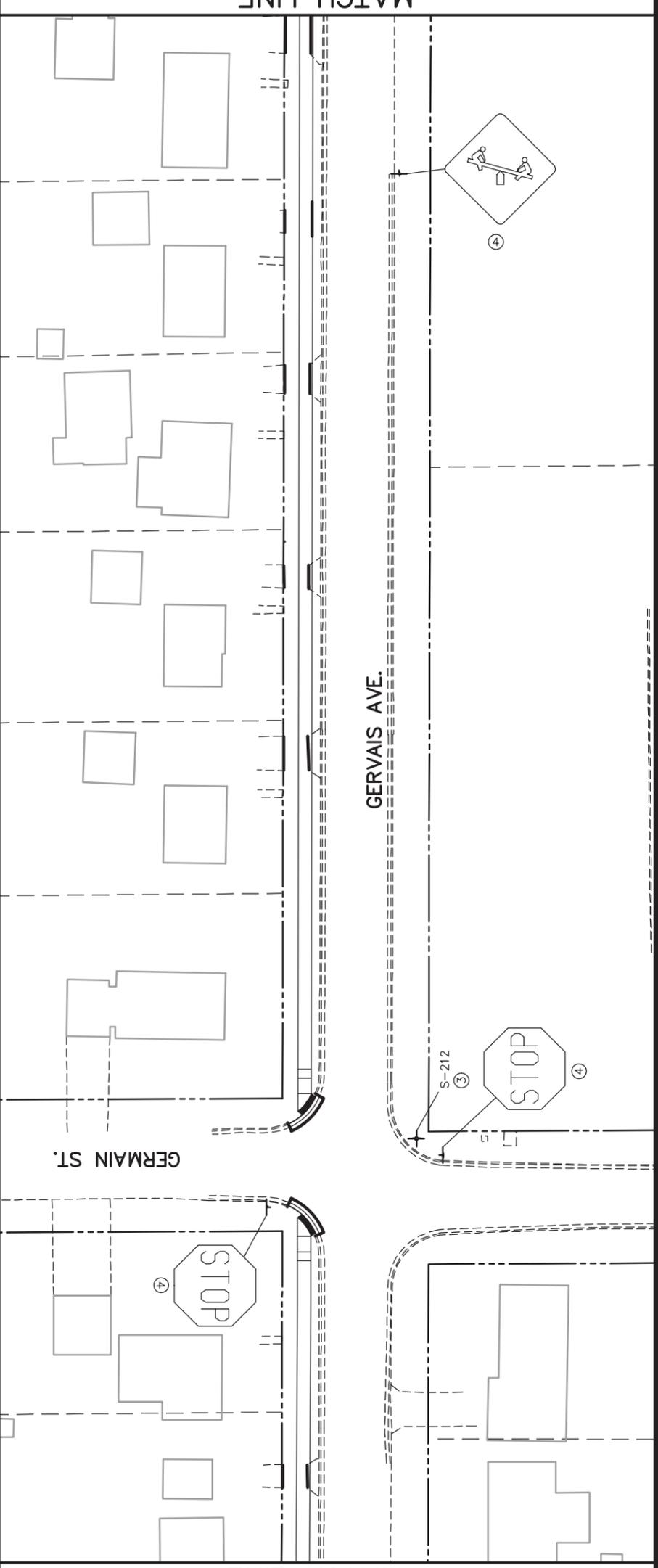
- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE

SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↩	PAVEMENT MESSAGE



DESIGN TEAM DRAWN BY: HMW DESIGNER: R.J.G. CHECKED BY: CBL	REVISIONS NO. BY DATE	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> Licensed Professional Engineer License No. 43709 Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	Kimley-Horn and Associates, Inc. 2350 UNIVERSITY AVE. WEST, SUITE 230N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 445-4197 FAX NO. (651) 445-5110	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.P. NO. 138-104-010-012, S.A.P. NO. 138-104-008, S.P. NO. 138-110-004, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	PROPOSED SIGNING & STRIPING PLAN GERVAIS AVENUE SIDEWALK	FILE NO. 384 160500038 SS49 OF SS81 502
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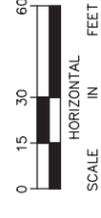
**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

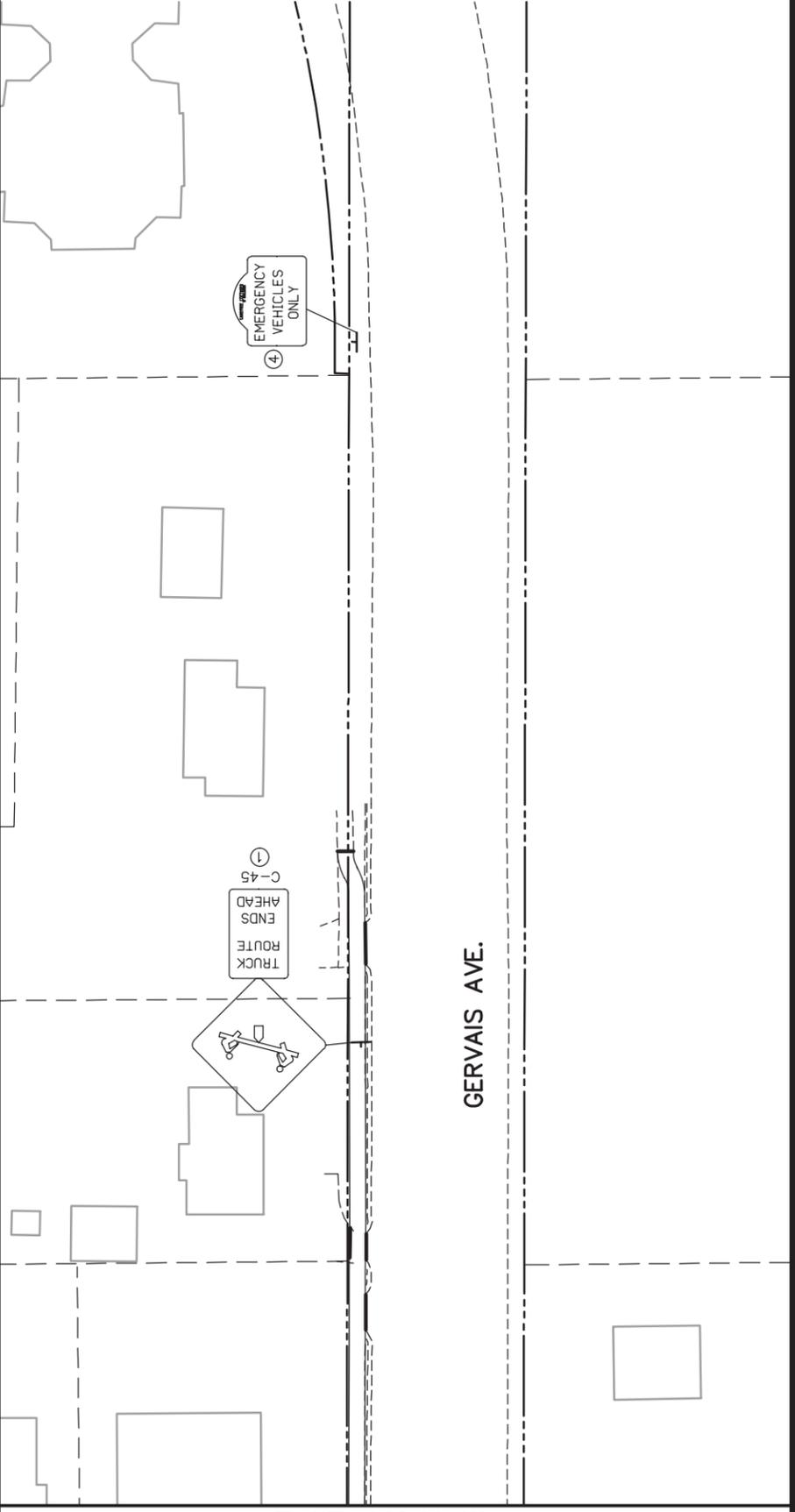
SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

ITEM	DESCRIPTION
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↷	PAVEMENT MESSAGE



DESIGN TEAM DRAWN BY: HMW DESIGNER: RJG CHECKED BY: CBL	NO. BY DATE REVISIONS	I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12	 2550 UNIVERSITY AVE. WEST, SUITE 230N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 445-4197 FAX NO. (651) 445-5110	CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. S.P. 138-104-008, S.P. NO. 138-110-004, S.P. NO. 138-104-010-012, S.A.P. NO. 138-104-001, S.P. NO. 138-153-001, S.A.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036	FILE NO. 160500038 <b>385</b> SS50 OF SS81 <b>502</b>
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EMERGENCY VEHICLES ONLY

TRUCK ROUTE ENDS AHEAD C-45

MATCH LINE

GERVAIS AVE.



**NOTES:**

- ① F & I
- ② INSTALL
- ③ INSTALL SALVAGED
- ④ INPLACE

SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

**STRIPING LEGEND**

ITEM	
(4SY)	4" SOLID LINE YELLOW
(4DY)	4" DOUBLE SOLID LINE YELLOW
(4SW)	4" SOLID LINE WHITE
(12SY)	12" SOLID LINE YELLOW
↷	PAVEMENT MESSAGE

DESIGN TEAM	
DRAWN BY: HMW	
DESIGNER: RJG	
CHECKED BY: CBL	

NO.	BY	DATE

REVISIONS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Certified By: *Brandon J. Bourdon* (Lic. No. 43709)  
 Licensed Professional Engineer  
 Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12

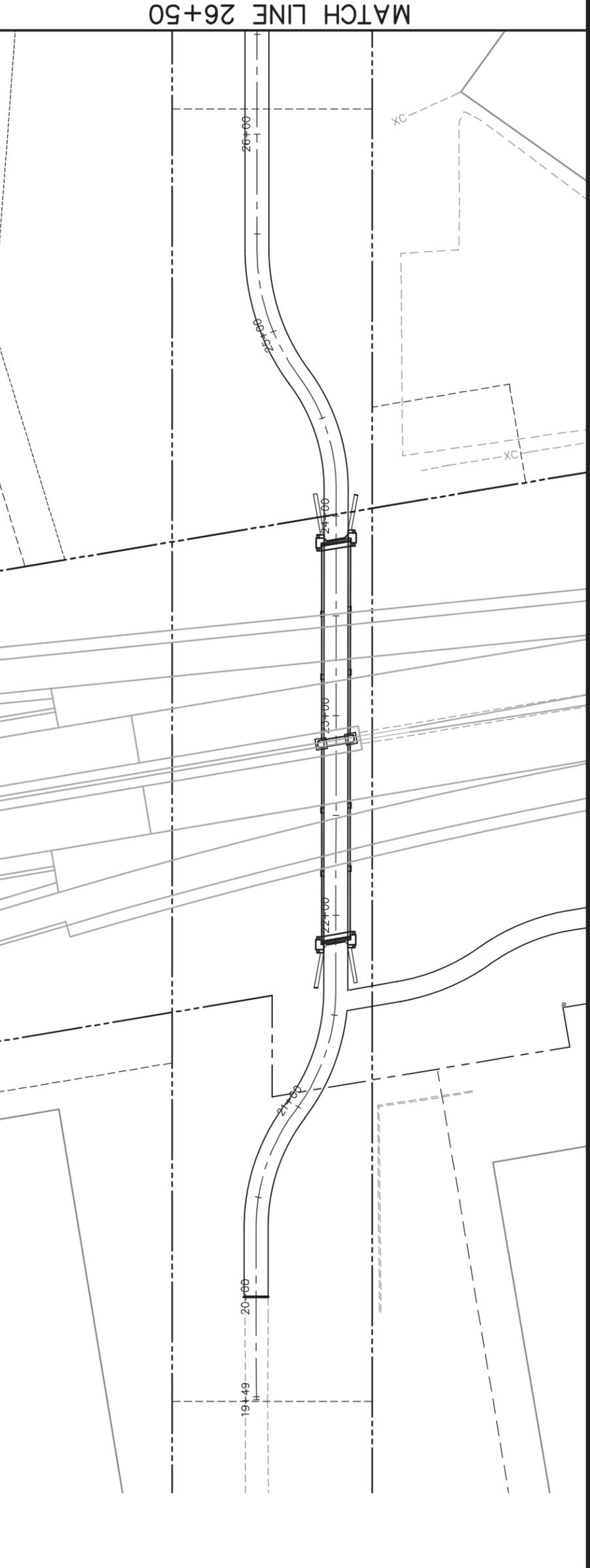


**Kimley-Horn and Associates, Inc.**  
 2350 UNIVERSITY AVE. WEST, SUITE 230N  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (612) 646-4197  
 FAX NO. (612) 646-5110

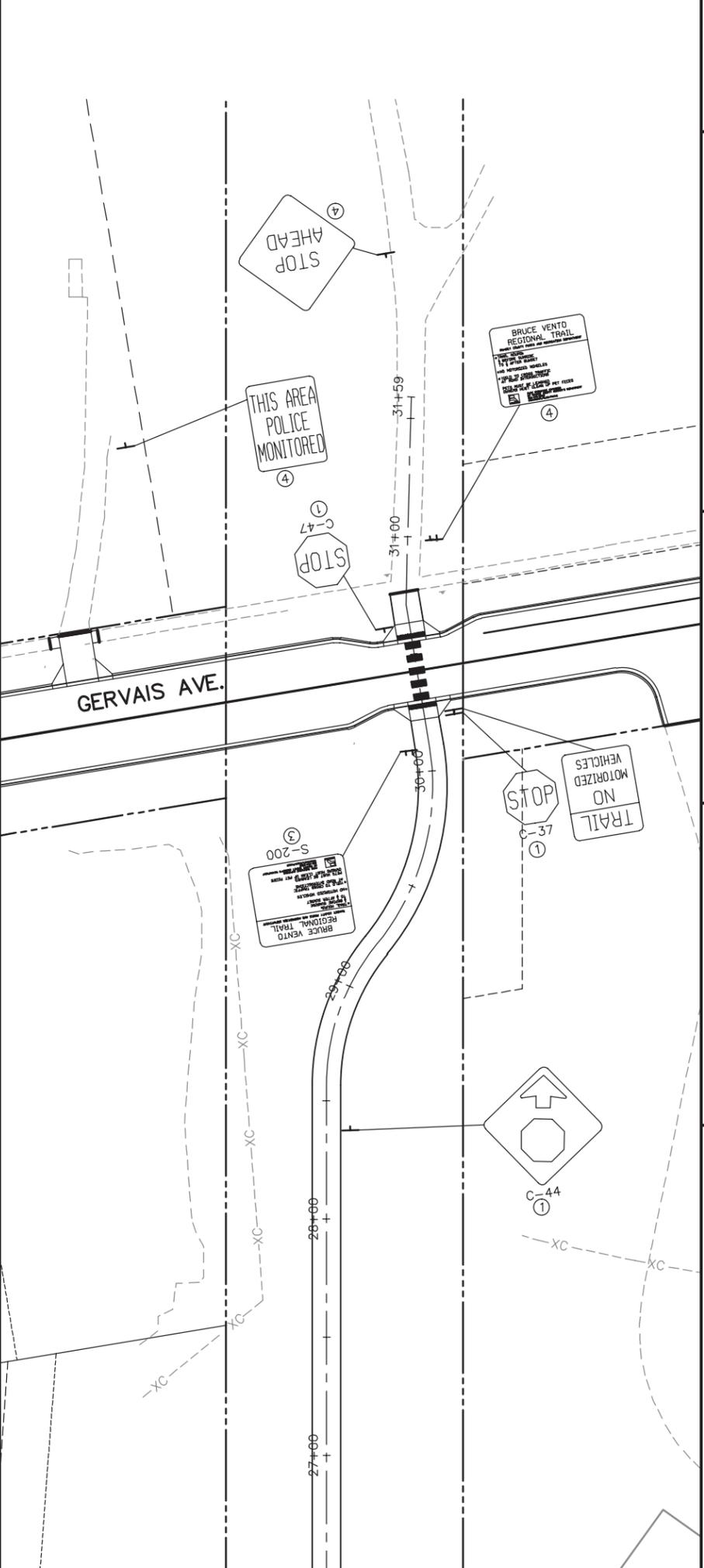
CITY OF MAPLEWOOD, MINNESOTA  
**TH 36 / ENGLISH STREET**  
 S.P. NO. 138-104-008, S.P. NO. 138-110-004, S.P. NO. 138-154-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036

**PROPOSED SIGNING & STRIPING PLAN**  
 GERVAIS AVENUE SIDEWALK

FILE NO. 160500038  
**SS51**  
 OF SS81  
**386**  
**502**



MATCH LINE 26+50



MATCH LINE 26+50

- NOTES:**
- ① F & I
  - ② INSTALL
  - ③ INSTALL SALVAGED
  - ④ INPLACE
- SEE DETAIL SHEET FOR TYPICAL TURN LANE MESSAGE PLACEMENT.

STRIPING LEGEND	
ITEM	
(4SY)	4" SOLID LINE YELLOW
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(12SY)	12" SOLID LINE YELLOW
↷	PAVEMENT MESSAGE

<p>DESIGN TEAM DRAWN BY: HMW DESIGNER: RJG CHECKED BY: CBL</p>	<p>NO. BY DATE</p> <p>REVISIONS</p>	<p>I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. Certified By: <i>Brandon J. Bourdon</i> Licensed Professional Engineer Printed Name: BRANDON J. BOURDON, P.E., Date: 10/12/12</p>	<p><b>Kimley-Horn and Associates, Inc.</b> 2550 UNIVERSITY AVE. WEST, SUITE 238N ST. PAUL, MINNESOTA 55114 TEL. NO. (612) 646-4187 FAX NO. (612) 646-5110</p>	<p>CITY OF MAPLEWOOD, MINNESOTA <b>TH 36 / ENGLISH STREET</b> S.P. NO. S.P. NO. 138-104-008, S.P. NO. 138-104-004, S.P. NO. 138-104-001, S.P. NO. 138-153-001, S.A.P. NO. 82-625-036</p>	<p><b>PROPOSED SIGNING &amp; STRIPING PLAN</b> BRUCE VENTO TRAIL STA. 19+50 TO STA. 31+57.58</p>	<p>FILE NO. 160500038 SS52 OF SS81</p> <p>387 502</p>
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## MEMORANDUM

G10

**TO:** Charles Ahl, City Manager  
**FROM:** Paul Schnell, Chief of Police  
**DATE:** May 6, 2014  
**SUBJECT:** Approval of Mutual Aid Agreements with Ramsey County Law Enforcement Agencies

### Introduction

All City Attorneys in Ramsey County collaborated in the rewrite and updating of the Mutual Aid Agreement with and between all County-based law enforcement agencies. The Agreement replaces a 1968 Mutual Aid Agreement with what was then the Village of Maplewood.

### Background

The general purpose of this Agreement is to enable Ramsey County-based political subdivisions and their respective law enforcement personnel to come to the aid of other parties to this Agreement as permitted in Minnesota Statutes §471.59 and Minnesota Statutes §12.331. This Agreement is limited to the named parties only and does not extend to the State Department of Public Safety or any other political subdivisions of the State of Minnesota.

The updated Mutual Aid Agreement provides clarity with regard to liability and indemnification. Further, the Agreement spells out procedural requirements for activation of assistance and is set to expire December 31, 2022.

The Agreement has been reviewed and approved as to form by City Attorney Kantrud.

### Budget Impact

No specific budget impact.

### Recommendation

Approval of the updated Mutual Aid Agreement as submitted.

### Attachments

1. 2014 Mutual Aid Agreement
2. 1968 Mutual Aid Agreement

## MUTUAL AID AGREEMENT

THIS MUTUAL AID AGREEMENT ("Agreement") is made effective as of January 1, 2014, by and among the City of Saint Paul, Ramsey County, St. Anthony Village, the City of North Saint Paul, the City of Mounds View, the City of White Bear Lake, the City of Roseville, the City of Maplewood, and the City of New Brighton, all political subdivisions of the State of Minnesota that either constitute, or are located within, Ramsey County, collectively referred to as "Parties", pursuant to the provisions of Minnesota Statutes §471.59, the Joint Powers Act ("Agreement").

WHEREAS, The Parties desire to be prepared to adequately address fire, flood, natural disaster, civil disturbance, or any other emergency that may occur within the jurisdictions of the Parties; and

WHEREAS, In order to protect the public peace and safety, and to preserve the lives and property of people in each jurisdiction, the Parties agree to furnish assistance to one another in the event of said emergencies.

NOW, THEREFORE, The Parties hereby agree to furnish assistance to each other upon the terms and conditions set forth in this Agreement.

### I. Purpose

The general purpose of this Agreement is to enable the Parties and their respective law enforcement personnel to come to the aid of other Parties to this Agreement as permitted in Minnesota Statutes §471.59 and Minnesota Statutes §12.331. This Agreement is limited to the named Parties only and does not extend to the State Department of Public Safety or any other political subdivisions of the State of Minnesota.

### II. Definitions

The capitalized terms in this Agreement shall have the following meanings:

Emergency means any disaster including, but not limited to, a multi-alarm fire; casualty involving the damage, collapse or destruction of private or public infrastructure; accident or occurrence involving one or more modes of transportation including, but not limited to air, rail, vehicular or watercraft; civil disorder or disturbance; release of contaminants or pollutants, hazardous substances or hazardous waste that necessitates the evacuation of occupants from structures or some defined geographic area; any quarantine or limitation on the movement of persons due to disease or threat to health and safety of the general population; any threat to national security; "Disaster" and "Emergency" as defined in

Minnesota Statutes §12.03; and "Emergency" and "Major disaster" as defined in 44 CFR Sections 206.2(a)(9) and (17).

Incident Commander means the ranking peace officer designated by the Requesting Party to be responsible for overseeing the management of Emergency Responders and for the planning, logistics and finances at the field level during an Emergency.

Police Officer means any of the law enforcement personnel of the Parties.

Providing Party means the entity that provides mutual aid assistance to the Requesting Party.

Requesting Party means the entity that requests mutual aid assistance under this Agreement.

Self-Deployment means deploying resources without a request for mutual aid assistance from a Requesting Party.

State means the State of Minnesota.

### III. Assistance

A Party may request assistance from any other Party to respond to an Emergency or as a participant in drills or exercises authorized under legislation or this Mutual Aid Agreement. A request for Emergency assistance shall be made by a Requesting Party to a Providing Party by contacting its chief executive officer or his/her designee. Requests may either be verbal or in writing. Any verbal requests will be followed by a written request made by the Requesting Party to the Providing Party's chief executive officer or designee as soon as practical or within such period of time as provided by law.

Requests and responses to requests under this Agreement are limited to law enforcement services, equipment, supplies, and related resources.

In the case of an Emergency for which a Requesting Party will seek reimbursement of costs from the Federal Emergency Management Agency (FEMA), the Requesting Party shall make the request for assistance to each Providing Party and the Incident Commander shall monitor and oversee the documentation of the performance of Emergency work and the documentation of reasonable and reimbursable costs of a Providing Party in accordance with the FEMA Disaster Assistance Policy and will disburse the federal share of funds owed to a Providing Party.

In response to a request for assistance under this Agreement, a Providing Party may authorize and direct personnel to go to the assistance of a Requesting Party. The Providing Party shall

provide personnel who possess the required qualifications along with the equipment and supplies of the Providing Party to the Requesting Party at the discretion of the Providing Party and as otherwise deemed necessary by the Requesting Party and the Incident Commander.

IV. Workers' Compensation

Each Party will be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or a program of self-insurance covering its own personnel while they are providing assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

V. Damage to Equipment

Each Party shall be responsible for damages to or loss of its own equipment used to respond to an Emergency under this Agreement. Each party waives the right to sue any other Party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

VI. Charges to the Requesting Party

- A. If a local, state, or federal Emergency is declared, a Providing Party will charge a Requesting Party for assistance rendered under the terms of this Agreement. The Providing Parties will submit to the Requesting Party an itemized bill for the actual cost of any assistance provided, including salaries, overtime, materials and supplies and other necessary expenses, and the Requesting Party will reimburse the Providing Party for that amount.
- B. Such charges are not contingent upon the availability of federal or state government funds or the declaration of a major disaster or emergency by the Federal government.
- C. No Party will be responsible for the reimbursement of Self Deployment costs.
- D. If there is no formal Emergency declaration, a Party may still provide mutual aid as requested by another Party, with or without reimbursement as mutually agreed upon by the involved Parties, and pursuant to all other terms of this Agreement.

VII. Limitations

A Party's decision to provide assistance in response to, or recovery from, an Emergency, or in authorized drills or exercise is subject to the following conditions:

1. A Party may withhold resources to the extent necessary to provide reasonable protection and services within its own jurisdiction.
2. A Providing Party may recall assistance at any time in the best interests of that Party.
3. Emergency response personnel of a Providing Party shall follow the policies and procedures of the Providing Party and will be under the Providing Party's command and control, but will follow the operational direction of the Incident Commander and be subject to the incident management system of the Requesting Party.
4. Assets and equipment of a Providing Party shall remain under the control of the Providing Party, but shall be under the operational control of the Incident Commander within the incident management system of the Requesting Party.

VIII. Term of Agreement

This Agreement shall be in full force and effect from January 1, 2014, through December 31, 2022, subject to Section XV Withdrawal of Party/Termination of Agreement.

IX. Liability and Indemnification

For purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. 466), the employees and officers of a Providing Party are deemed to be employees (as defined in Minn. Stat. §466.01, subdivision 6) of the Requesting Party.

The Requesting Party agrees to defend and indemnify Providing Parties against any claims brought or actions filed against a Providing Party or any officer, employee, or volunteer of a Providing Party for injury to, death of, or damage to the property of any third person or persons; arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this Agreement.

Under no circumstances, however, shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one Party. The limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party.

The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify Providing Parties for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes Chapter 466. The purpose of

creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

No Party to this Agreement or any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish assistance to any other Party, or for recalling assistance, both as described in this Agreement.

Nothing in this Agreement is intended to prevent or hinder the pursuit of applicable state or federal benefits to personnel who respond or render assistance pursuant to an Emergency request and sustain injury or death in the course of, and arising out of, their employment and response or assistance under this Agreement.

Providing Parties shall not be responsible for any injuries, damages or losses arising from the acts or omissions of personnel of the Requesting Party and its officers, employees, agents and assigns.

X. General Compliance

All Parties agree to comply with all applicable federal, state and local laws and regulations governing any services provided under this Agreement.

XI. Accounting Standards and Retention of Records

A. Accounting – All Parties agree to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices and as required by FEMA to properly account for expenses incurred under this Agreement.

B. Retention of Records – All Parties will retain all records pertinent to expenditures incurred under this Agreement as required by the applicable records retention schedule approved by the Minnesota Records Disposition Panel.

XII. Data Practices

All Parties agree to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Each Party must immediately report to other Parties any requests from third parties for information relating to activities performed pursuant to this Agreement. Each Party agrees to promptly respond to inquiries from other Parties concerning data requests. Each Party agrees to hold the other Parties, their officers and employees harmless from any claims resulting from unlawful disclosure or use of data protected under state and federal laws by the Party.

**XIII. Applicable Law**

The laws of the State of Minnesota shall govern all interpretations of this Agreement and any litigation which may arise under this Agreement will be venued in Ramsey County, Minnesota.

**XIV. Non-Discrimination**

All Parties agree to comply with the provisions of all applicable federal and state statutes and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes §, Section 181.59 and Chapter 363A.

**XV. Withdrawal of Party/Termination of Agreement**

- A. Without Cause. A Party may withdraw from this Agreement without cause upon thirty (30) days written notice to the designated recipients for the other Parties. If withdrawal is without cause, the Parties shall pay the withdrawing Party all reimbursements and payments to which it is entitled under this Agreement, to the date of withdrawal.
- B. For Cause. A Party may terminate this Agreement if another Party fails to perform in accordance with the provisions of this the Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement. The non-defaulting Party shall have the right to terminate this Agreement, if the default has not been cured after ten (10) days written notice has been provided.
- C. Withdrawal of a Party will not terminate, invalidate, or otherwise change the terms of this Agreement with respect to all remaining Parties.
- D. This Agreement shall terminate upon expiration of the Term or by mutual written agreement of all Parties in the form of a resolution by the Party's governing body.

**XVI. Severability**

Should a court of competent jurisdiction rule any portion, section or subsection of this Agreement invalid or nullified, that fact shall not affect or invalidate any other portion, section or subsection; and all remaining portions, sections or subsections shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

FOR THE CITY OF SAINT PAUL

Approved \_\_\_\_\_  
Thomas Smith, Chief of Police

Approved \_\_\_\_\_  
Christopher Coleman, Mayor

Approved \_\_\_\_\_  
Todd Hurley, Financial Services

Approved as to Form \_\_\_\_\_

By: \_\_\_\_\_  
Assistant City Attorney

Designee for purposes of receipt of Notice:  
Approved \_\_\_\_\_  
Thomas Smith, Chief of Police

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Approved \_\_\_\_\_  
Christopher Coleman, Mayor

Approved \_\_\_\_\_  
Todd Hurley, Financial Services

Approved as to Form \_\_\_\_\_

By: \_\_\_\_\_  
Assistant City Attorney

Designee for purposes of receipt of Notice:  
Approved \_\_\_\_\_  
Thomas Smith, Chief of Police

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
Approved \_\_\_\_\_  
Christopher Coleman, Mayor

Approved \_\_\_\_\_  
Todd Hurley, Financial Services

Approved as to Form \_\_\_\_\_

By: \_\_\_\_\_  
Assistant City Attorney

FOR RAMSEY COUNTY

Approved:

\_\_\_\_\_  
Julie Kleinschmidt, County Manager

Approval recommended:

\_\_\_\_\_  
Matt Bostrom, Sheriff

Approved as to Form:

\_\_\_\_\_  
Assistant County Attorney

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_

Address: \_\_\_\_\_

FOR THE CITY OF MAPLEWOOD

Approved as to Form

By: \_\_\_\_\_  
Assistant City Attorney

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_

Address: \_\_\_\_\_

FOR THE CITY OF MOUNDS VIEW

Approved as to Form

By: \_\_\_\_\_  
Assistant City Attorney

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Assistant City Attorney

Address: \_\_\_\_\_

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Approved \_\_\_\_\_  
Finance Director

FOR THE CITY OF NEW BRIGHTON

Approved as to Form

By: \_\_\_\_\_  
City Attorney

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
City Manager

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Address: \_\_\_\_\_

By: \_\_\_\_\_  
City Attorney

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
City Manager

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Address: \_\_\_\_\_

By: \_\_\_\_\_  
City Attorney

Approved \_\_\_\_\_  
Mayor

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Address: \_\_\_\_\_

FOR THE CITY OF NORTH SAINT PAUL

Approved as to Form

By: \_\_\_\_\_  
Assistant City Attorney

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Assistant City Attorney

Address: \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved \_\_\_\_\_  
Finance Director

Approved \_\_\_\_\_  
Finance Director

Approved \_\_\_\_\_  
Finance Director

FOR THE CITY OF ROSEVILLE

Approved as to Form

By: \_\_\_\_\_  
Assistant City Attorney

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved as to Form

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Assistant City Attorney

Address: \_\_\_\_\_

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Designee for purposes of receipt of Notice:

FOR ST. ANTHONY VILLAGE

Approved as to Form

By: \_\_\_\_\_  
Assistant City Attorney

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved as to Form

Designee for purposes of receipt of Notice:

By: \_\_\_\_\_  
Title: Assistant City Attorney

Address: \_\_\_\_\_

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved as to Form  
Mayor

Approved as to Form  
Finance Director

Approved as to Form  
Mayor

Approved as to Form  
Finance Director

Approved as to Form  
Mayor

Approved as to Form  
Finance Director

FOR THE CITY OF WHITE BEAR LAKE

Approved as to Form

By: \_\_\_\_\_  
Assistant City Attorney

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved as to Form:

Designee for purposes of receipt of Notice:

Title: \_\_\_\_\_  
Assistant City Attorney

Address: \_\_\_\_\_

Approved \_\_\_\_\_  
Chief of Police

Approved \_\_\_\_\_  
Mayor

Approved \_\_\_\_\_  
Finance Director

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Approved \_\_\_\_\_

Approved \_\_\_\_\_  
Finance Director

Approved \_\_\_\_\_

AGREEMENT

WHEREAS, it is desirable that the Municipalities of Arden Hills, Lauderdale, Maplewood, New Brighton, Moundsview, North St. Paul, Roseville, St. Anthony Village, West St. Paul, White Bear Lake and St. Paul, be prepared to deal adequately with natural disaster, civil disturbance or other emergency occurring within the boundaries of any of said municipalities; and

WHEREAS, in order to insure that such preparations be adequate to protect the lives and property of the people of said municipalities, it is hereby found and declared to be necessary that said municipalities agree to furnish assistance to each other in the event of such emergency.

NOW, THEREFORE, Arden Hills, Lauderdale, Maplewood, New Brighton, Moundsview, North St. Paul, Roseville, St. Anthony Village, West St. Paul, White Bear Lake and St. Paul hereby agree to furnish assistance to each other upon the terms and condition hereinafter set forth, as follows:

1. Whenever the public interest requires it on account of an imminent emergency occurring within the boundaries of any of said municipalities, the Mayor of that municipality, or his designee, hereinafter called the receiving city, may, in his discretion, call upon the Mayors of the other municipalities, or their designees, hereinafter called the sending municipality, to furnish police or other force to go to the assistance of the receiving municipality and to request for such purpose personnel, equipment and supplies of the sending municipality.

2. Upon the request of the Mayor of the receiving municipality, or his designee, the Mayor of the sending municipality, or his designee, shall authorize and direct the police or other force of the sending municipality, to go to the assistance of the receiving municipality, such personnel, equipment, and supplies of the sending municipality as, in his discretion, are available.

3. The sending municipality reserves the right to retain for its own use such equipment, personnel, and supplies as, in the discretion of its Mayor, or his designee, may be necessary for the proper and adequate protection of the sending municipality, and the Mayor of the sending municipality, or his designee, shall authorize and direct to the receiving municipality only such equipment, personnel, and supplies as can, in his discretion, or that of his designee, be safely spared from the sending municipality, and in case of an emergency arising within the sending municipality while the equipment, personnel, and supplies of that municipality are engaged in the receiving municipality, the Mayor of the sending municipality, or his designee may, in his discretion, or that of his designee, recall to the sending municipality such equipment, personnel, and supplies as he may consider necessary to meet such emergency.

4. While engaged in the receiving municipality, the officers and members of such forces of the sending municipality shall remain under the control and direction of the sending municipality and shall be paid by the sending municipality the same as if performing their regular duties within the sending municipality.

5. The sending municipality shall be responsible for its own personnel, equipment, and supplies and the receiving municipality shall not be held liable for any injuries to personnel or damage to equipment of the sending municipality, nor shall the receiving municipality be required to reimburse the sending municipality for supplies used while so engaged, except that unused equipment and supplies shall be returned to the sending municipality upon the termination of the emergency.

6. The receiving municipality shall not be responsible for any injuries, losses, or damage to persons or property arising out of the act of any of the forces of the sending municipality, nor shall the sending municipality be responsible for any injuries, losses, or damages arising out of the acts of any employees or agents of the receiving municipality.

7. In case weather, road conditions or other circumstances are such that, in the discretion of the Mayor of the sending municipality, or his designee, equipment, personnel, and supplies cannot be furnished to the receiving municipality with reasonable safety he may, in his discretion, or that of his designee, refuse to authorize and direct assistance to the receiving municipality. The determination of the Mayor of the sending municipality, or his designee, as to what assistance shall be furnished and whether assistance shall be withheld or withdrawn, as provided herein, shall be final and conclusive, and shall give rise to no liability on the part of the sending municipality for failure to furnish assistance.

8. Each participating municipality is deemed hereby as providing, and consenting to, the deputization of all officers responding to any calls hereunder, so that such officers are properly empowered to enforce all laws, ordinances and regulations of the municipality in which their functions are being performed.

The agreement shall be effective only during periods when a Civil Defense Emergency is not in effect and in the event such Civil Defense Emergency is declared pursuant to ordinance or State or Federal Law, this agreement shall immediately cease to be effective until such time as such Civil Defense Emergency has ended.

This agreement shall be effective ten (10) days after its approval and execution by all parties hereto; shall be for a term of one (1) year, and shall continue in effect thereafter until and unless cancelled by any party upon written notice to all other parties.

IN WITNESS WHEREOF the said municipalities have caused this agreement to be signed in their respective corporate names by their respective duly authorized officers by authority of their respective governing bodies as of this 15th day of November, 19 68.

VILLAGE OF ARDEN HILLS

by [Signature]  
Mayor  
[Signature]  
Village Clerk

VILLAGE OF MOUNDSVIEW

by [Signature]  
Mayor  
[Signature]  
Village Clerk

VILLAGE OF LAUDERDALE

by [Signature]  
Mayor  
[Signature]  
Village Clerk

VILLAGE OF NORTH ST. PAUL

by [Signature]  
Mayor  
[Signature]  
Village Manager

VILLAGE OF MAPLEWOOD

by [Signature]  
Mayor  
[Signature]  
Village Clerk

VILLAGE OF ROSEVILLE

by [Signature]  
Mayor  
[Signature]  
Village Manager

VILLAGE OF NEW BRIGHTON

by [Signature]  
Mayor  
[Signature]  
Village Manager

VILLAGE OF ST. ANTHONY

by [Signature]  
Mayor  
[Signature]  
Village Manager

IN WITNESS WHEREOF THE said municipalities have caused this agreement to be signed in their respective corporate names by their respective duly authorized officers by authority of their respective governing bodies as of this 15<sup>th</sup> day of November 19 68.

~~VILLAGE~~ CITY OF WEST ST. PAUL

by Rollint H. Crawford  
Paul M. [Signature]  
City Manager

\*\*\*\*\*

CITY OF WHITE BEAR LAKE

by [Signature]  
Mayor  
[Signature]  
City Manager

CITY OF ST. PAUL

by Thomas R. Byrne  
Mayor  
[Signature]  
Commissioner of Public Safety  
[Signature]  
City Clerk

Countersigned:

[Signature]  
City Comptroller

Approved as to form

[Signature]  
Special Assistant Corporation Counsel

Approved as to form and execution

this 15<sup>th</sup> day of November, 1968

[Signature]  
Special Assistant Corporation Counsel

**MEMORANDUM**

**TO:** R. Charles Ahl, City Manager

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

**DATE:** May 1, 2014

**SUBJECT:** Approval to Proceed, Gladstone Improvements Phase 2, City Project 14-01

**Introduction**

The City Council will consider authorizing preliminary work to proceed with Gladstone Improvements Phase 2, City Project 14-01 which was identified and approved as part of the previously approved Capital Improvement Plan (CIP).

**Background**

Throughout 2013, city staff and a proposed developer of the Maplewood Bowl Site worked on an application to the Metropolitan Council for available grant dollars. The city was officially awarded \$1.9 million from the Metropolitan Council. Of this award, \$900,000 is planned for the infrastructure improvements along Frost Avenue.

The second phase of Gladstone is proposed to include improvements along Frost Avenue from Phalen Place (the terminus of Phase I) and extend easterly to the roundabout at English Street and including portions of English Street. The improvements will include burial of power lines, streetscape (similar to what was installed on Frost Avenue during Phase 1), pavement replacement/reconditioning, new storm water initiatives, Gladstone Savanna and Flicek Park enhancements, and utility improvements. Construction is anticipated for the 2015 construction season.

The general concept of Gladstone Phase 2 has been presented to city boards and commissions for input this April. The general sentiment was the boards and commissions were pleased with the concepts and provided very useful input that staff and the consultant will use at the final design stage. Please refer to the attached PowerPoint slides for information presented to the various stakeholders used to ascertain preliminary feedback.

**Discussion**

The Gladstone Improvements Phase 2 project will not include funding through assessments. Therefore, this project is not required to follow the Chapter 429 process. The proposed process will still include a feasibility study and City Council approval at various stages. The authorization to proceed with work will initiate the feasibility study of the proposed improvements.

The feasibility study will identify the proposed improvements that will be included, the cost of the improvements, establish funding sources, and will establish a project budget. A preliminary project budget is required to be established in order to complete the feasibility study. City staff

and the City's consultant who recently worked on Gladstone Phase I, Kimley-Horn and Associates, Inc., will need to perform preliminary engineering as part of the feasibility report.

### **Budget Impact**

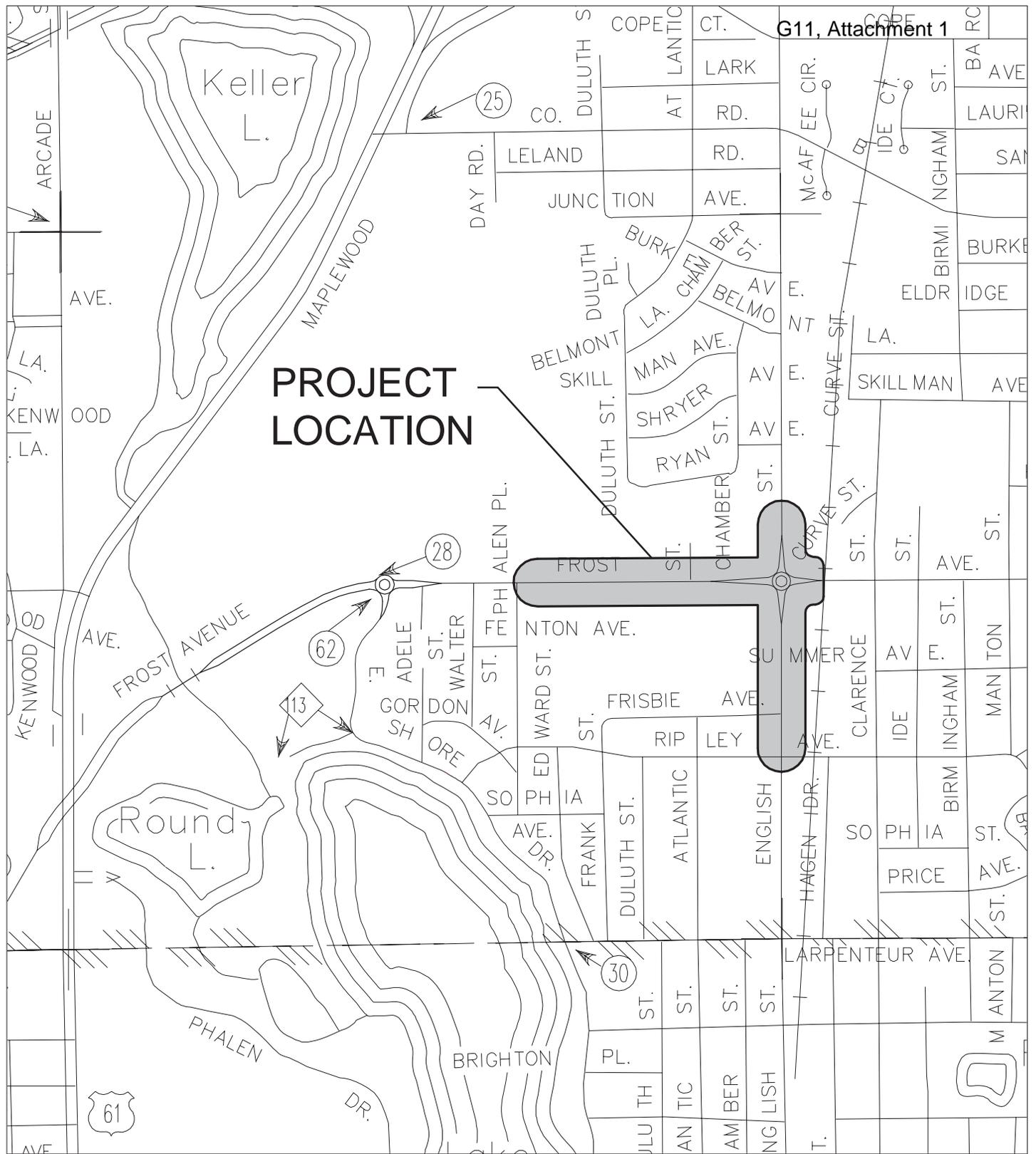
An authorization of \$80,000 would be established for the project development. This amount will cover topographic surveying, soil borings, preparation of a feasibility report, and preliminary engineering.

### **Recommendation**

It is recommended the City Council authorize to proceed with the Gladstone Improvements Phase 2, City Project 14-01 and utilize the services of Kimley-Horn and Associates, Inc. as the project engineer. It is further recommended to authorize the finance director to make the necessary entries and establish City Project 14-01.

### **Attachments**

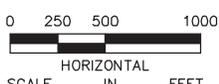
1. Project Location Map
2. Gladstone PowerPoint Presentation



K:\TWC\_Civil\Civil\Maplewood\160500045-Gladstone Phase 2\CADD\PLAN SHEETS\EXHIBITS\GLADSTONE\_EXH-LOCATION MAP.dwg April 17, 2014 - 6:41am

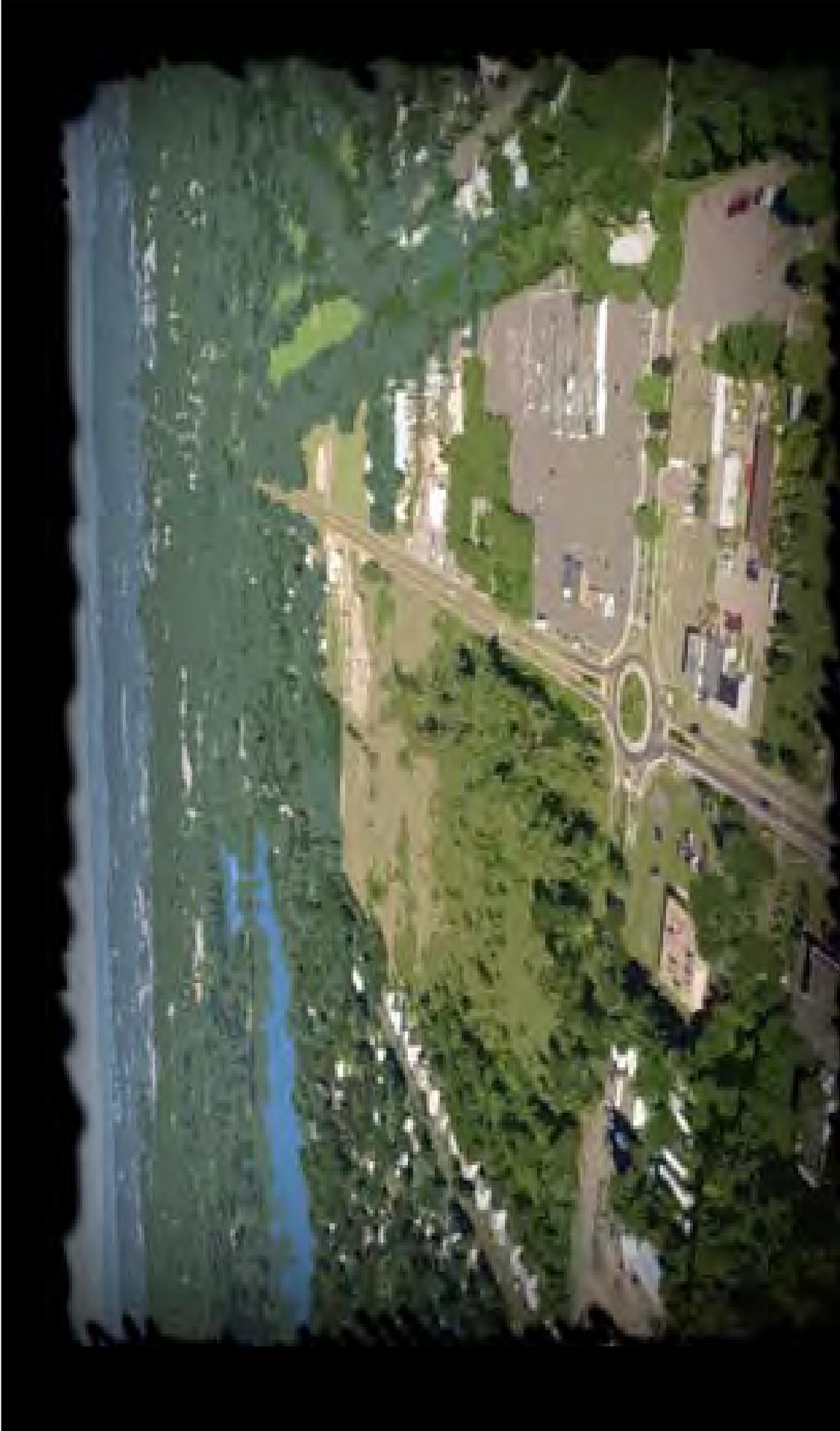


City of Maplewood, Minnesota  
Department of Public Works  
Engineering Division



**Kimley-Horn and Associates, Inc.**  
 2550 UNIVERSITY AVE. WEST, SUITE 345N  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 645-4197  
 FAX. NO. (651) 645-5116

**PROJECT LOCATION MAP  
 GLADSTONE PHASE 2 IMPROVEMENTS  
 CITY PROJECT 14-01  
 EXHIBIT 1**



# City of Maplewood Gladstone Phase 2 Improvements

April 2014



# Agenda

1. Project Background & History
2. Proposed Phase 2 Improvements
3. Project Schedule & Next Steps



City of Maplewood  
Gladstone Phase 2 Improvements

# Project Background & History

1. Precedence  
Gladstone Neighborhood Redevelopment Plan  
(Master Plan) - March 2007  
Gladstone Savanna Master Plan - November 2011
2. Previous Phase 1 Improvements
3. Metropolitan Council Livable Communities  
Demonstration Account (LCDA) Grant



City of Maplewood  
Gladstone Phase 2 Improvements

# Gladstone Neighborhood Master Plan

## Guiding Principles

- Design the Future of Gladstone as a “Village”
- Transform the Regional Trails into Celebrated Village Corridors
- Make Gladstone a Compelling “Quality of Life” Choice
- Weave Natural Systems and Ecological Function into the Built and Recreational Fabric
- Allow Gladstone’s Future to Whisper the Story of its Past
- Make Walkability the Standard



City of Maplewood  
Gladstone Phase 2 Improvements

# Gladstone Neighborhood Master Plan

## Guiding Principles

- Think of Gladstone as a Neighborhood for all Stages of Life
- Make the Redevelopment (Master) Plan a Model for Others to Follow
- Make Multi-Modal Links between Gladstone and Areas Beyond



City of Maplewood  
Gladstone Phase 2 Improvements

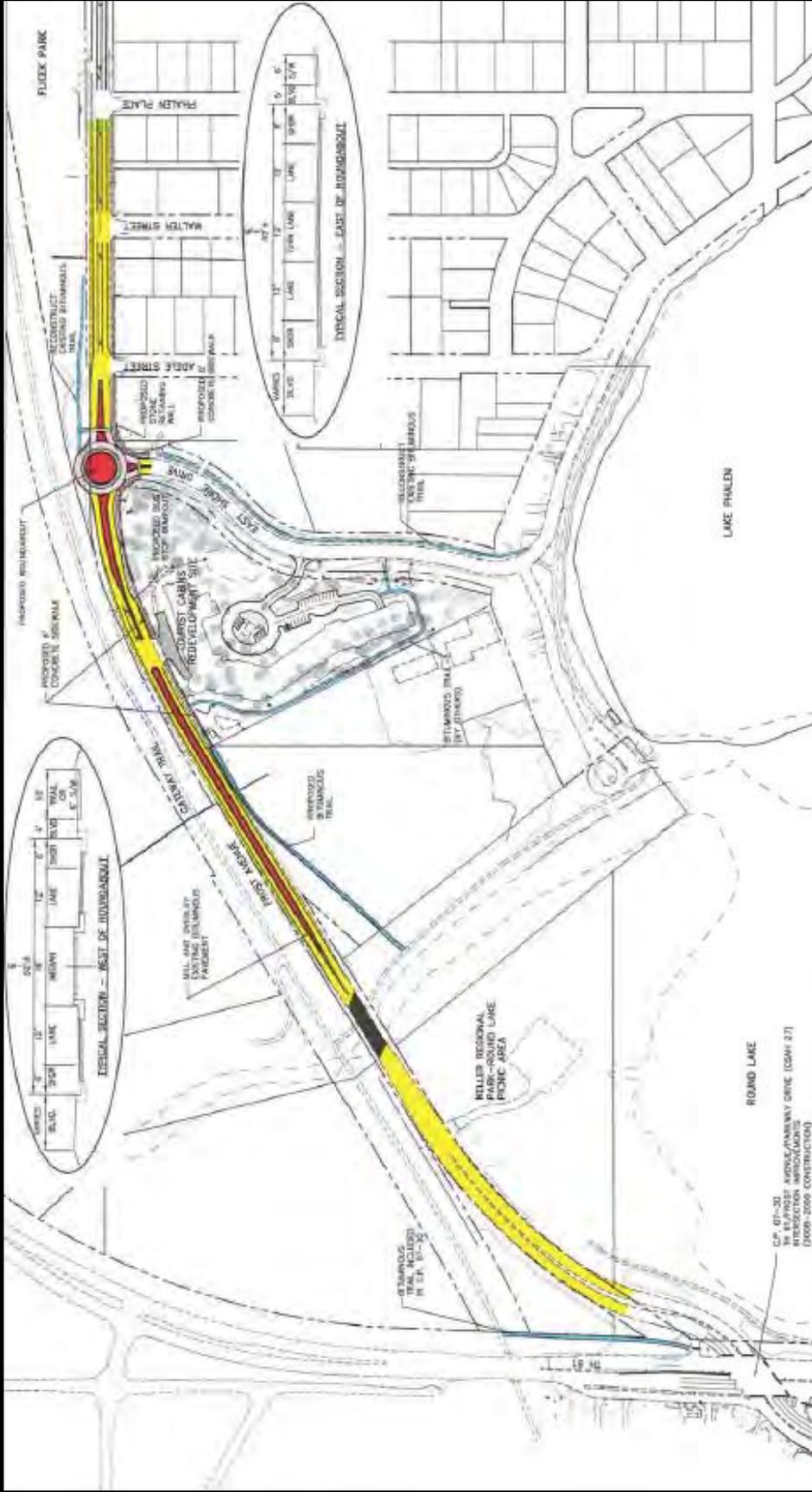
# Gladstone Savanna Master Plan



## City of Maplewood Gladstone Phase 2 Improvements



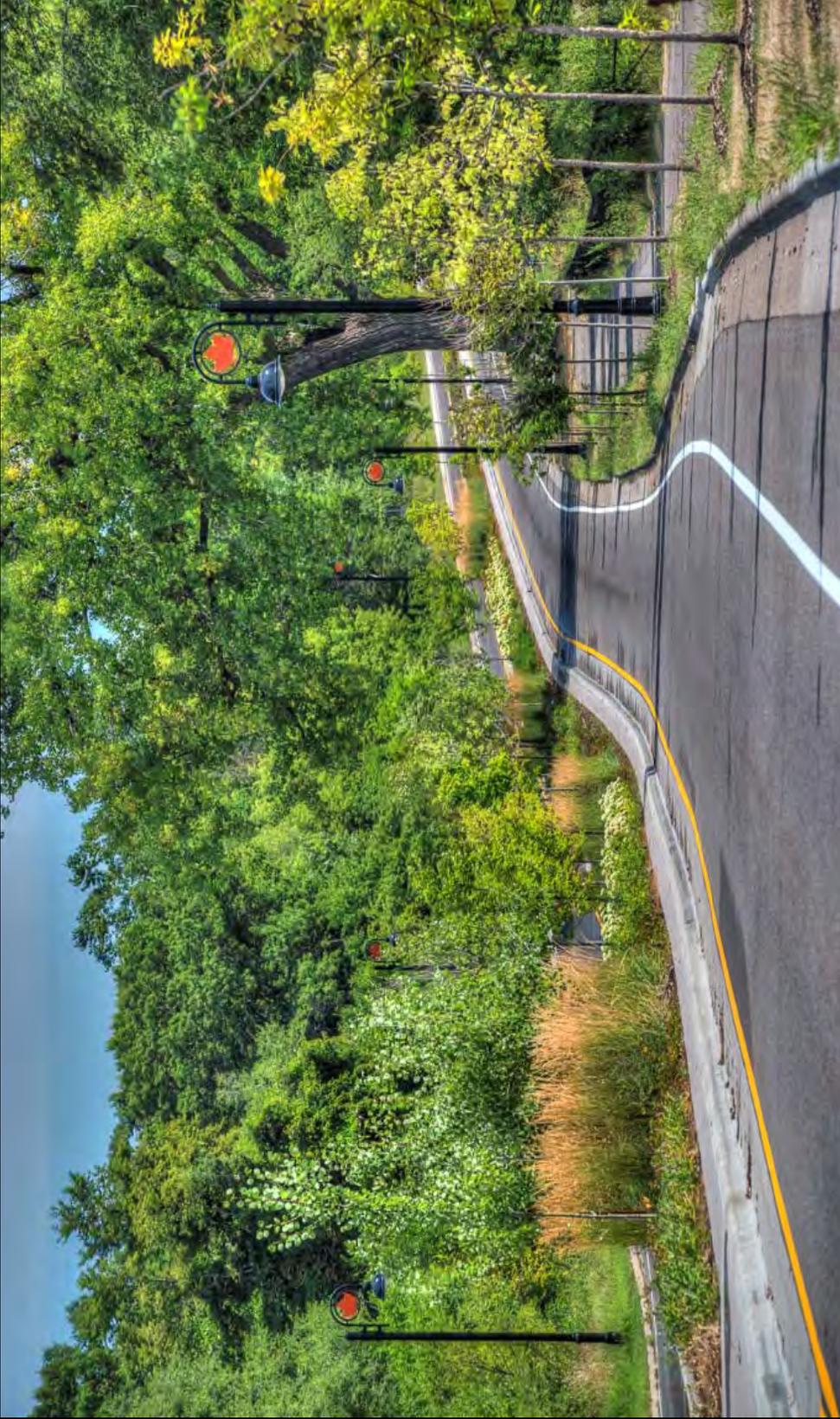
# Phase 1 Improvements



# City of Maplewood Gladstone Phase 2 Improvements



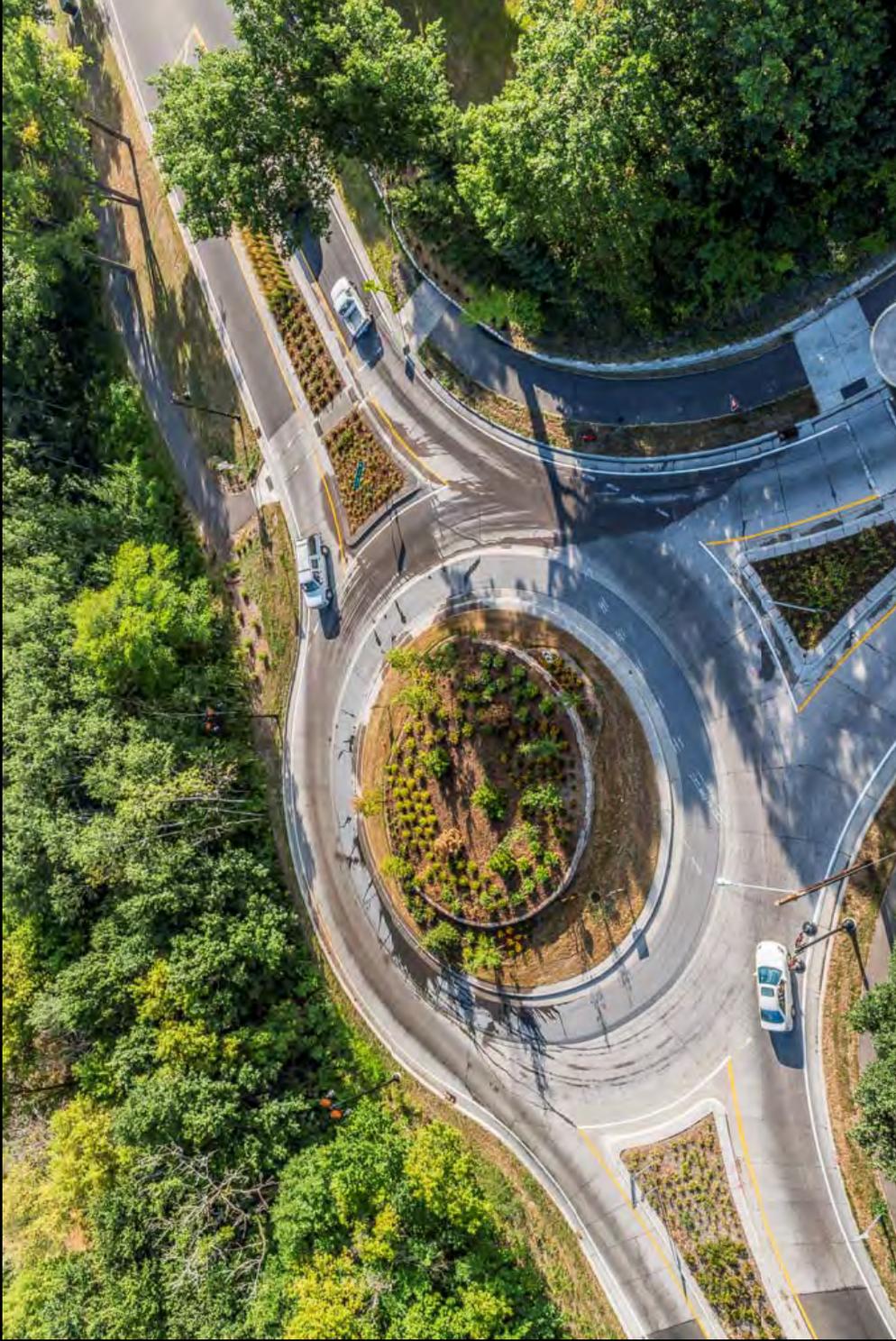
# Phase 1 Improvements



City of Maplewood  
Gladstone Phase 2 Improvements



# Phase 1 Improvements



City of Maplewood  
Gladstone Phase 2 Improvements



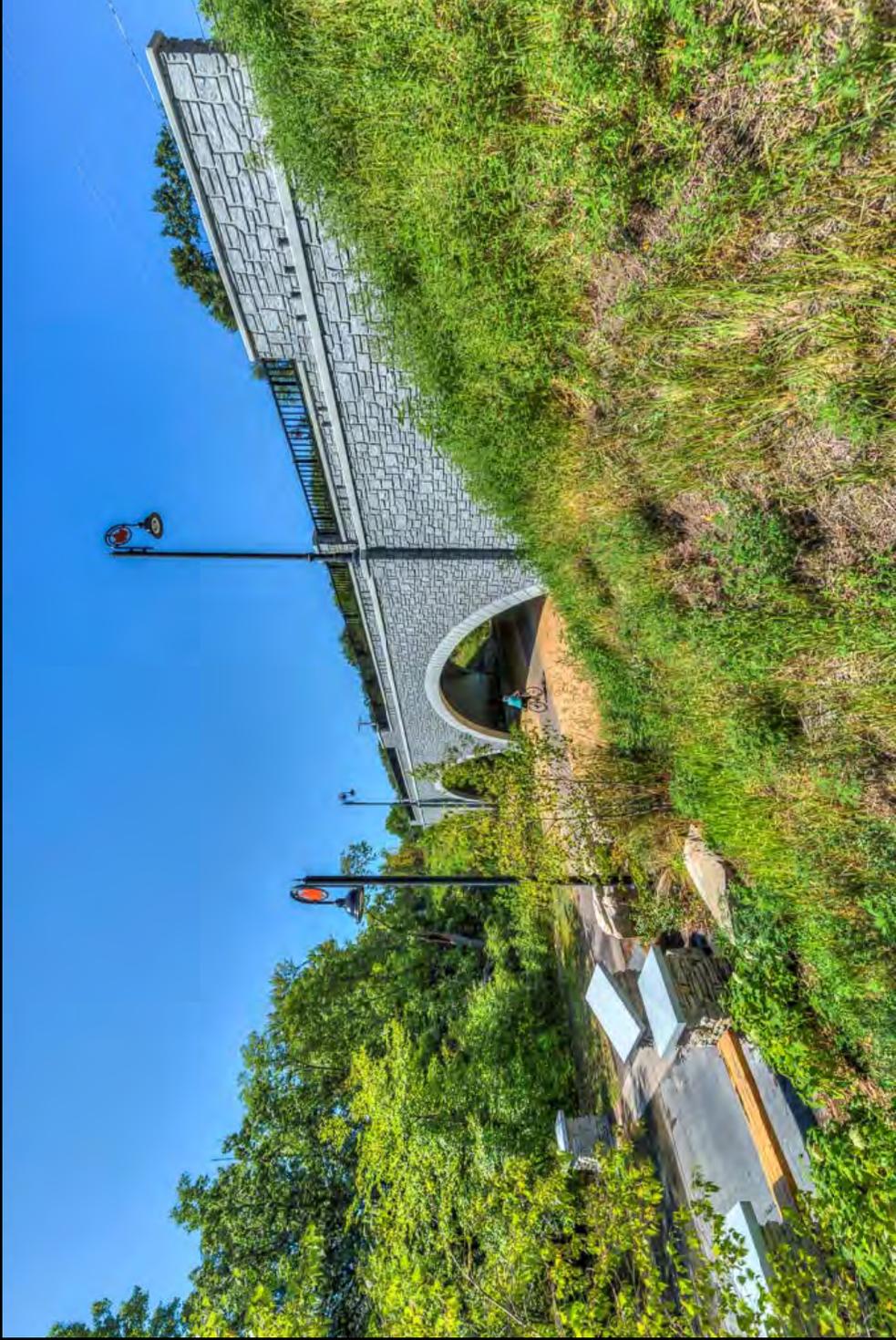
# Phase 1 Improvements



City of Maplewood  
Gladstone Phase 2 Improvements



# Phase 1 Improvements



City of Maplewood  
Gladstone Phase 2 Improvements



# LCDA Grant

- \$1.9 Million Grant from Met Council in Support of the Villages at Frost and English Development
- \$1.0 Million for Site Assembly
- \$900,000 in Funding for Infrastructure Along Frost Avenue and English Street including:
  - Street Reconstruction
  - Sidewalks/Trails
  - Streetscape Enhancements
  - Stormwater Improvements



City of Maplewood  
Gladstone Phase 2 Improvements

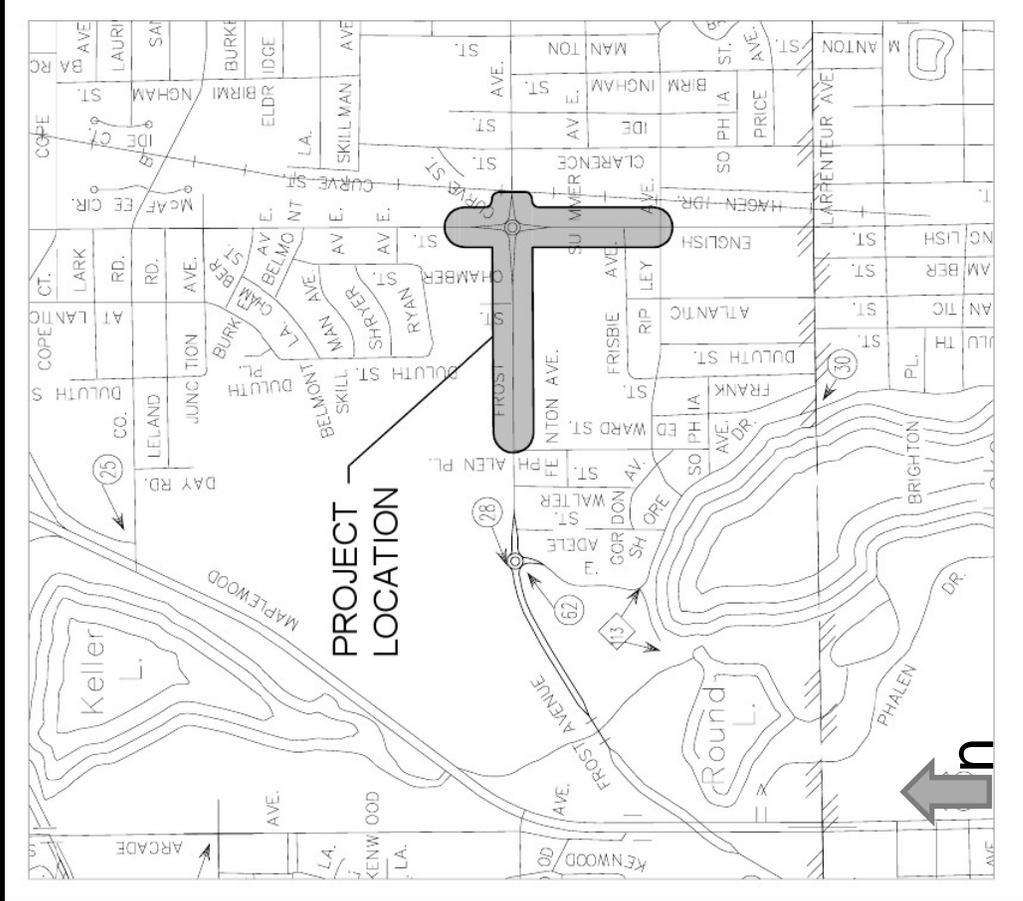
# The Villages at Frost and English Development Project



City of Maplewood  
Gladstone Phase 2 Improvements



# Proposed Phase 2 Improvements



## City of Maplewood Gladstone Phase 2 Improvements

# Proposed Phase 2 Improvements

1. Frost Avenue Street Reconstruction
2. English Street Mill & Overlay
3. Overhead Utility Burial
4. Sidewalks/Lighting/Street Furnishings
5. Storm Water Improvements/Rain Gardens
6. Flicek Park Parking Lot/Trail/Grading Improvements
7. Savanna Entrances Improvements



City of Maplewood  
Gladstone Phase 2 Improvements

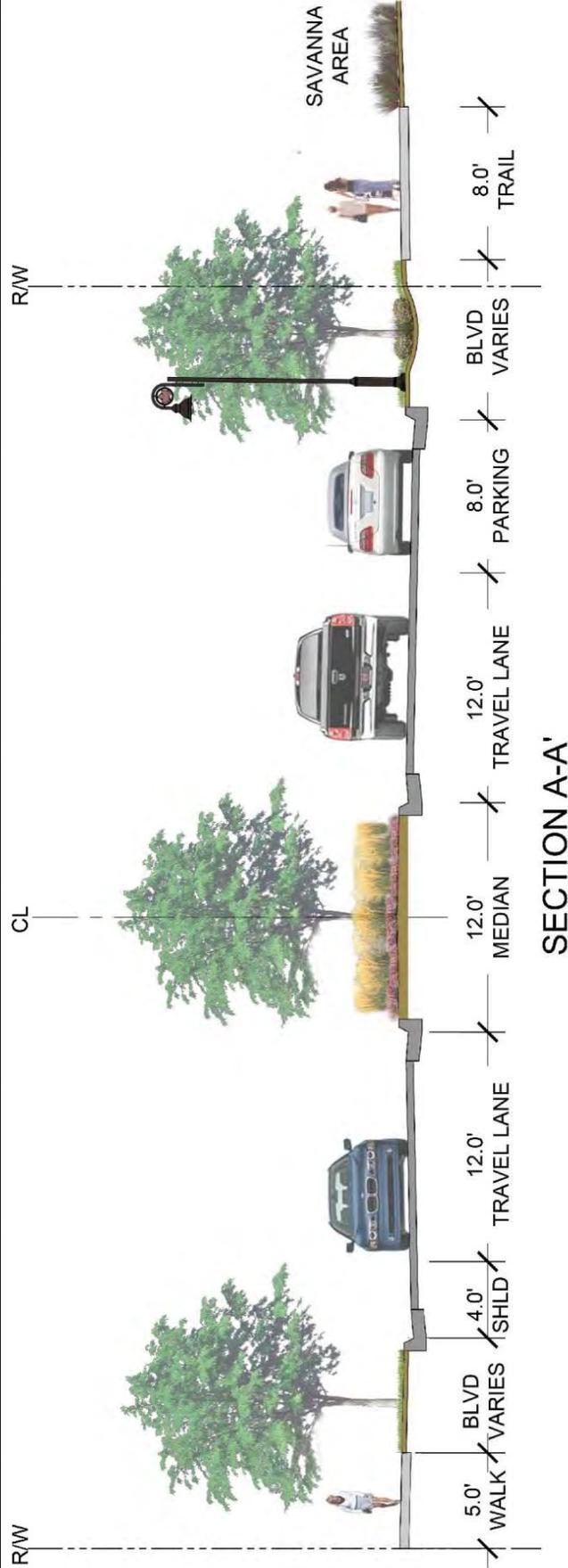
# Proposed Phase 2 Improvements



## City of Maplewood Gladstone Phase 2 Improvements



# Proposed Phase 2 Improvements



## City of Maplewood Gladstone Phase 2 Improvements



# Proposed Phase 2 Improvements



City of Maplewood  
Gladstone Phase 2 Improvements

# Proposed Phase 2 Improvements

Preliminary Phase 2 Design February - May 2014

Board and Commission Review April 2014

HEDC - April 9<sup>th</sup>

HPC - April 10<sup>th</sup>

PC - April 15<sup>th</sup>

PRC - April 16<sup>th</sup>

ENRC - April 21<sup>st</sup>

CDRB - April 22<sup>nd</sup>

Final Design & Bidding

May - August 2014

Construction

Sept. 2014 - July 2015



City of Maplewood  
Gladstone Phase 2 Improvements

# Questions?



City of Maplewood  
Gladstone Phase 2 Improvements

## MEMORANDUM

**TO:** R. Charles Ahl, City Manager

**FROM:** Michael Thompson, City Engineer/Public Works Director  
DuWayne Konewko, Parks and Recreation Director  
Steven Love, Assistant City Engineer  
Jim Taylor, Parks Manager

**DATE:** May 6, 2014

**SUBJECT:** Approval to Proceed, County Road B Trail and Safety Improvements, City Project 14-02

### **Introduction**

The City Council will consider authorizing work to proceed with the County Road B Trail and Safety Improvements, City Project 14-02.

### **Background**

The Public Works Department, the Parks and Recreation Department, along with the City's consultant Bolton & Menk, Inc. worked together to prepare and submit two safe routes to school (SRTS) grant applications to MnDot. The first was a SRTS Infrastructure Grant for the construction of safety and trail improvements along County Road B from the existing trail at Birmingham Street to the existing trail at Van Dyke Street. Additionally, the proposal included extending a sidewalk from the proposed trail at the southeast corner of White Bear Avenue and County Road B to the existing sidewalk along the east side of White Bear Avenue south of County Road B. The second was a SRTS Planning Grant which will create a SRTS plan for John Glenn Middle School, Weaver Elementary, and the surrounding neighborhoods.

As part of the application process letters of support for the SRTS project along County Road B were received from the following stakeholders:

- School District 622 – Transportation Supervisor
- School District 622 – Principal of John Glenn Middle School
- School District 622 – Principal of Weaver Elementary School
- Ramsey County – Director and County Engineer
- City of Maplewood – Chief of Police
- City of Maplewood – Director of Parks and Recreation
- City of Maplewood – Public Works/City Engineer

On January 27, 2014 the City Council passed a resolution supporting the 2014 Safe Routes to School Infrastructure Grant Application. On April 4, 2014 the City received notification that City was selected for both the SRTS Infrastructure Grant and the Planning Grant.

## **Discussion**

The proposed SRTS infrastructure project will complete a major segment of the County Road B corridor trail. The new segment will connect the existing trail that leads to the Maplewood Community Center (MCC) at Van Dyke Street to the existing trail at Birmingham Street that was constructed as part of the 36 and English interchange project. This segment of the County Road B trail will help provide a safe route for students walking or biking to John Glen Middle School and Weaver Elementary School. Additionally, residents will be provided a safe route to walk or bike to the MCC, Keller Lake Regional Park, and the new boardwalk that is being constructed along Keller Lake.

As part of the SRTS Planning Grant MnDot will be hiring a planning consultant to aid in the creation of the SRTS Plan. Work on the SRTS plan is expected to begin mid-summer of 2014. The SRTS plan will be completed in partnership with the local Safe Routes to School team, which will be the point of contact for local input, information, and creation of an implementation plan. The Safe Routes to School team is made up of the following individuals:

- Mike Boland – Health and Safety Supervisor ISD 622 (Chair)
- Jill Miklausich – Principal of John Glenn Middle School
- Pangjua Xiong – Principal of Weaver Elementary
- Terry Wasiluk – School District Transportation Coordinator
- Lonn Bakke – Maplewood Police Department
- Steve Love – Assistant City Engineer (Maplewood)
- James Taylor, City of Maplewood Parks Manager
- Erin Laberee – Ramsey County Traffic Engineer
- Lisa Ekstrom – Parent / Parent Volunteer Active in Community
- Nancy Boulay - Parent / Parent Volunteer Active in Community

Once completed the SRTS plan will provide direction on how to improve safety for pedestrians and bicyclists in the area of the two schools. Additionally, the SRTS plan will aid in future SRTS Infrastructure grant submittals.

City staff will be working with members of MnDot's State Aid for Local Transportation on completing the necessary steps that are required in order to receive federal funding. It is anticipated that Federal Highway Administration (FHWA) will authorize engineering work to begin by early to mid summer of 2014. Assisting the City with the necessary applications and project design will be the City's consultant Bolton and Menk, Inc. The grant requires the construction of the trail to take place during the 2015 – 2016 construction seasons. Staff is anticipating that construction will take place during the 2015 construction season.

## **Budget Impact**

The SRTS Planning grant does not require any local funding at this time. The consultant will be hired by MnDot as part of the grant. The local commitment includes staff time as part of the SRTS planning team.

The SRTS Infrastructure grant is a federal grant that provides funding to implement SRTS infrastructure projects. The funding provided is an 80% federal / 20% local match grant. The initial engineering estimate for the County Road B Trail and Safety Improvements was \$491,030. The federal grant share totals \$392,800 with a local match of \$98,230. The initial engineering estimate included costs for trail construction, signal improvements, pavement

marking, safety improvements at key pedestrian crossing points, engineering, and project inspection.

Costs associated with the preparation of the grant application and preliminary work done to receive the grant prior to the FHWA's authorization to begin engineering work are not eligible to be funded through the grant or be part of the 20% match. Staff recommends the council to authorize the establishment of a preliminary budget of \$50,000 for the grant application and necessary work that is to be done to receive the FHWA's authorization. CIP Funds and PAC Funds will need to be identified to cover the local matching share and the preliminary budget. Staff is working on developing additional funding sources through partnerships with some of the stakeholders. Staff will bring the final budget to the council prior to the council authorizing the project to be publicly bid.

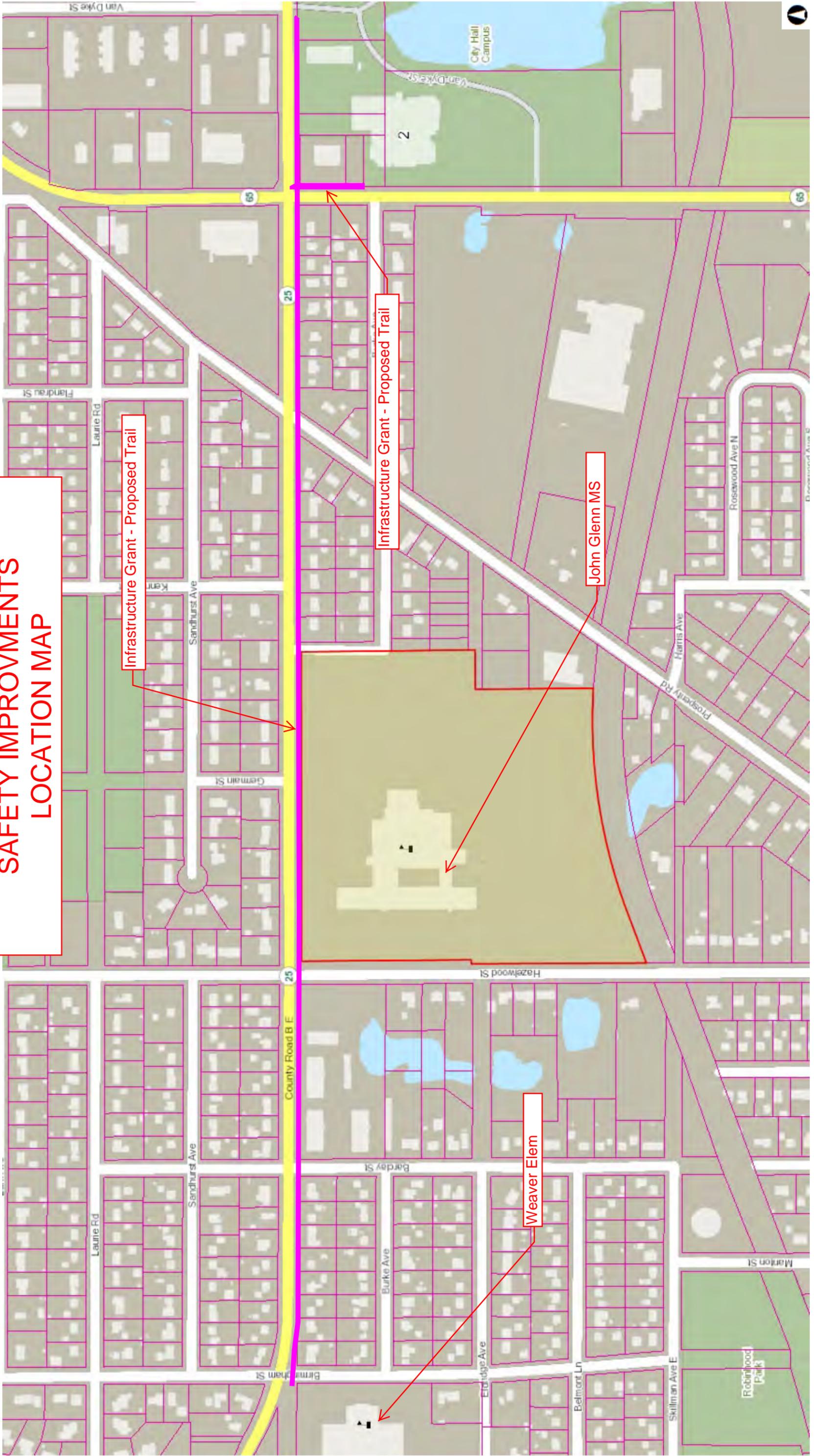
### **Recommendation**

It is recommended that the City Council authorize the County Road B Trail and Safety Improvements, City Project 14-02 to proceed and utilize the services of Bolton and Menk, Inc. as the project engineer. It is further recommended to authorize the finance director to make the necessary transfers and establish City Project 14-02 to be financed by CIP Funds and PAC Funds once the funds are identified.

### **Attachments**

1. Project Location Map
2. Project Information

**COUNTY ROAD B TRAIL AND  
SAFETY IMPROVEMENTS  
LOCATION MAP**

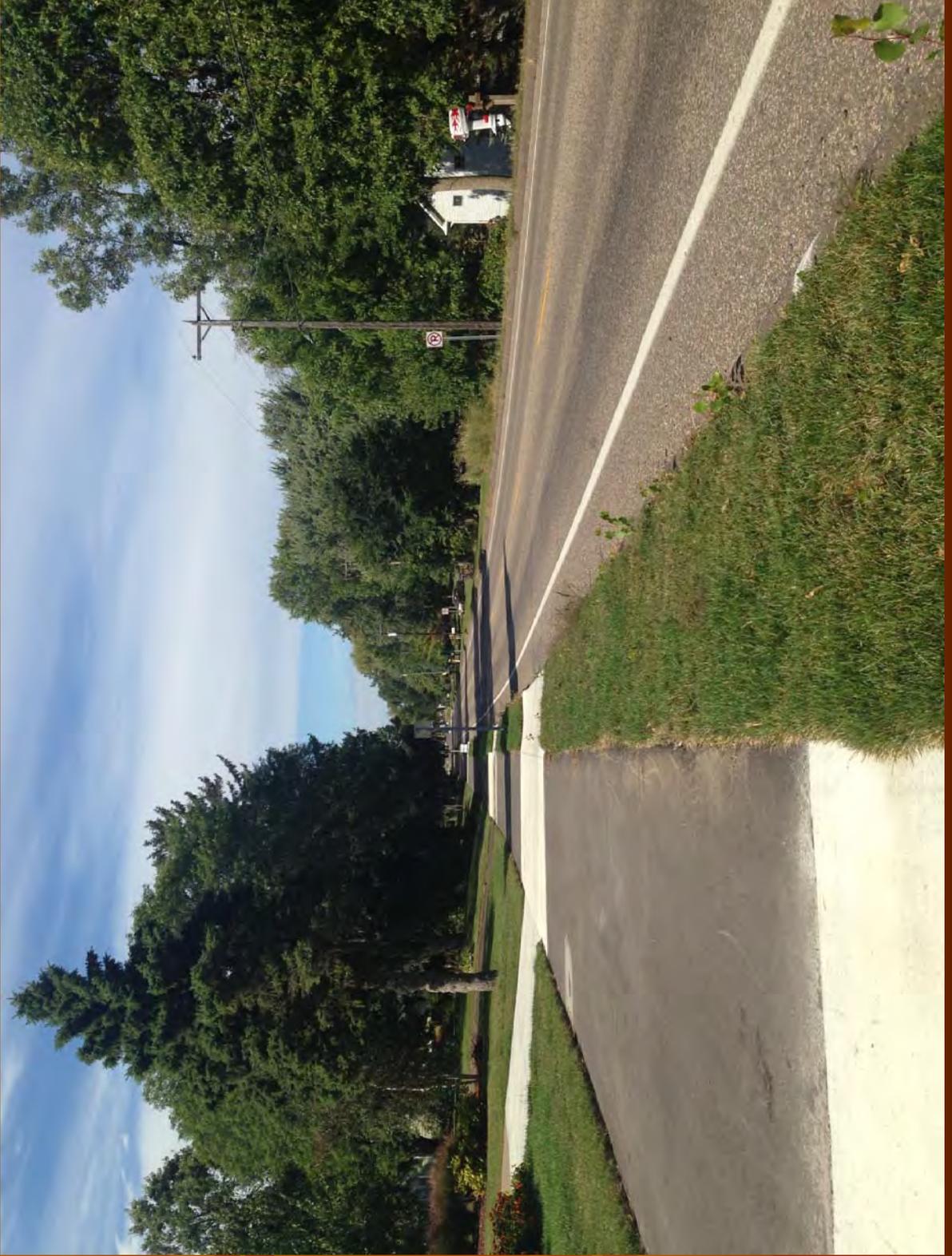


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NAD 1983 HARN Adj. MN Ramsey Feet  
© Ramsey County Enterprise GIS Division.

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

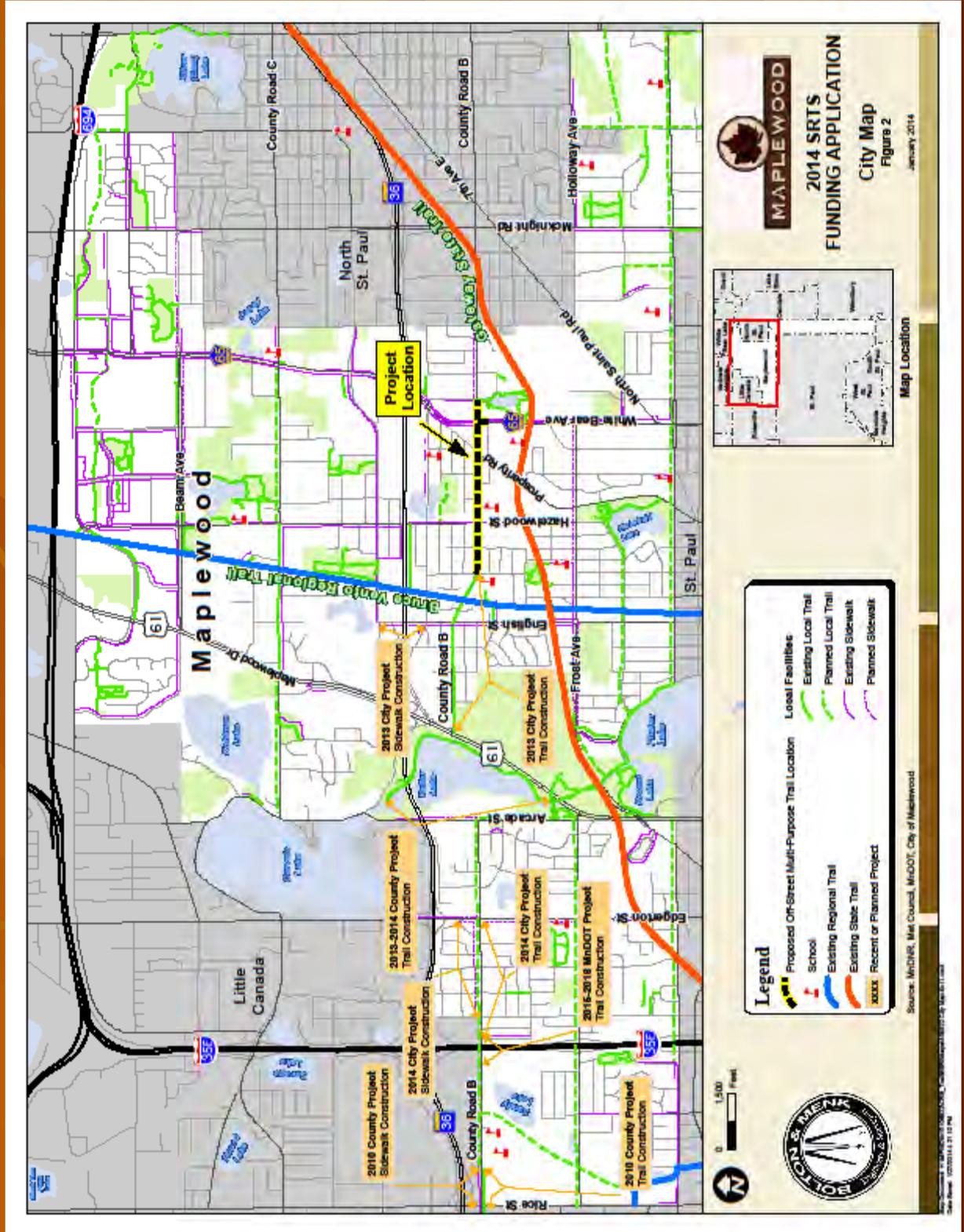
# County Road B Safe Routes to School Grant (SRTS)



# County Road B Corridor

- County Road B Trail Corridor
- Identified in the 2030 Comprehensive Plan
- Compliant with the City's Living Streets Policy Plan
- Identified as the top priority for developing an east-west trail
- Provide connections
  - Residential areas
  - Schools
  - Maplewood Community Center
  - Regional trails
  - Adjacent communities
- Several segments have been completed as shown on the following map

# County Road B Corridor



# Safe Routes to School

- Program that helps kids walk and bicycle to school through infrastructure improvements, education and promotional activities.
- Comprehensive strategy to instill life-long habits that support physical activity and health.

*Source: MN Dept of Health, Safe Routes to School Handbook*

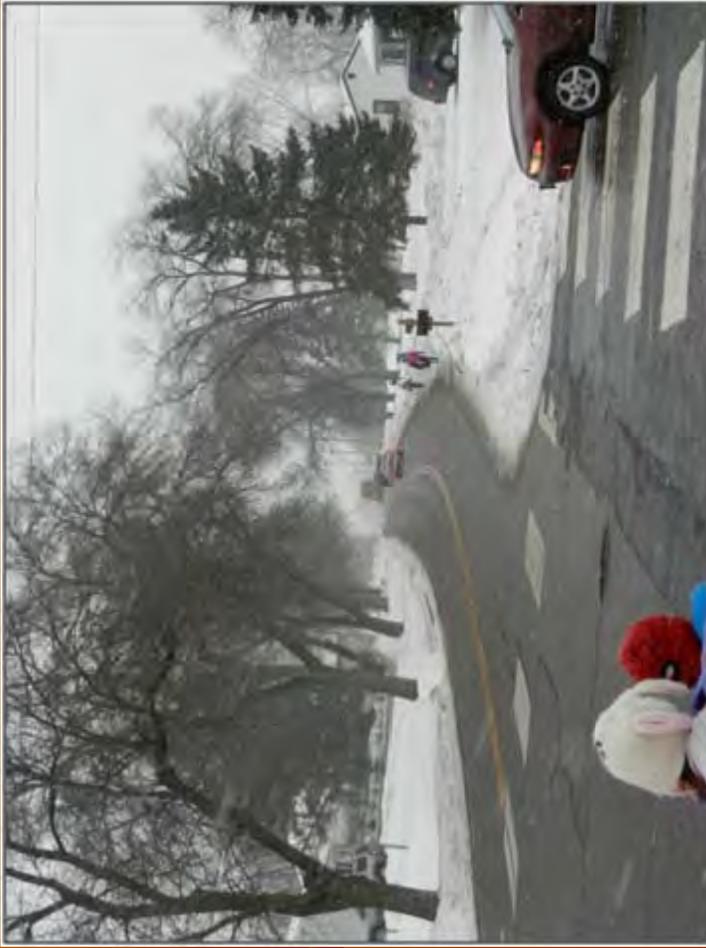
# Safe Routes to School Benefits

- Kids are more active
- Students arrive ready to learn
- Communities become more connected and safer for all
- Families are more active too

*Source: MN Dept of Health, Safe Routes to School Handbook*

# Existing Conditions

Students from Weaver Elementary School walking on south side of County Road B (Left)



Student from John Glenn Middle School walking along the north side of County Road B (Right)





# Safety Improvements

- Multimodal trail along the south side of County Road B
- Sidewalk extension at White Bear Avenue
- Pedestrian signal improvements at White Bear Avenue and County Road B
- Pedestrian crossing improvements at key locations near the two schools

# Examples of Completed Improvements



Multimodal Trail along  
County Road B  
constructed in 2013  
(Left)

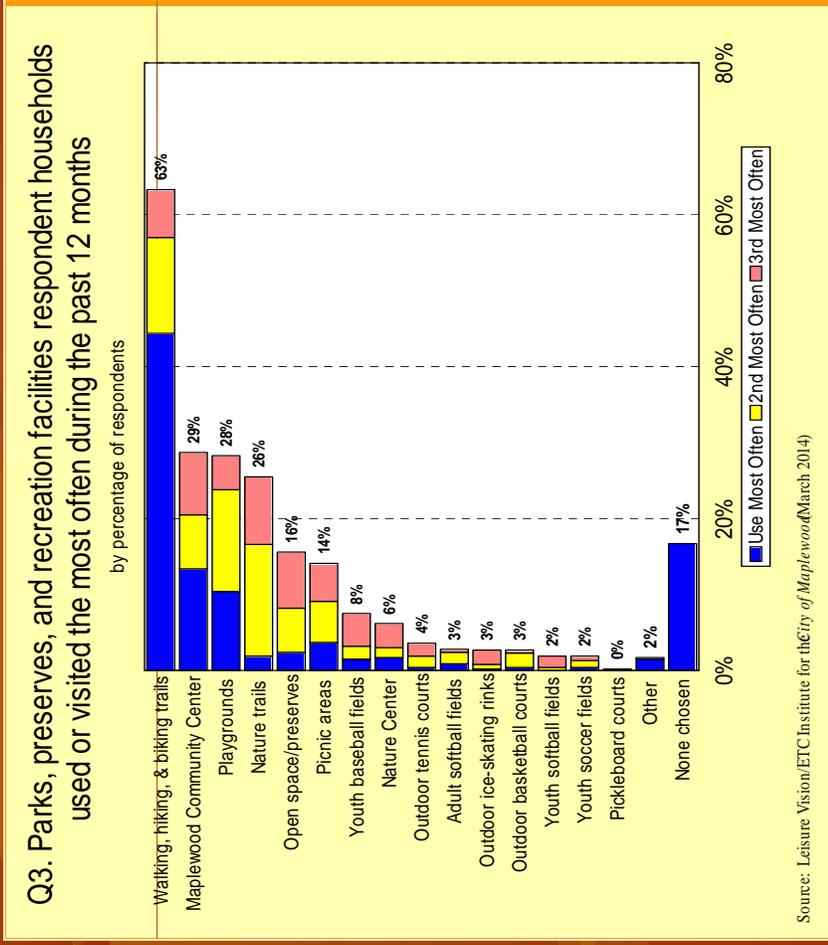
Students waiting at  
crossing on existing trail  
along County Road B  
constructed in 2013 (Right)



# Park Master Plan Survey Results

## By A Wide Margin Walking, Hiking and Biking Trails Are Most Used Facilities By Households

- Walking, hiking and biking trails area most used facilities by households with and without children.
- Walking, hiking and biking trails, nature trails, and playgrounds most used facilities by those who indicated they would vote in favor of a tax increase.



# City of Maplewood SRTS Grant Team

- Public Works Department - Steven Love, Assistant City Engineer
- Parks and Recreation Department – Jim Taylor, Parks Manager
- City of Maplewood’s Consultants – Bolton & Menk

## Comments and Questions

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

**FROM:** Melinda Coleman, Assistant City Manager

**DATE:** May 7, 2014

**SUBJECT:** Approval of a Resolution to Create and Administer a Tax Increment Finance District for the Villages at Frost and English Project

**Introduction**

Sherman and Associates is requesting preliminary approval from the City Council to support the creation of two TIF Districts for the development of multi-family housing projects on the Maplewood Bowl site. The developer wishes to create two separate districts because the projects will be constructed at different times and possibly with different investors and/or financing.

The developer is in the process of applying for numerous financing sources and anticipates having preliminary approval of these sources by the end of 2014. The requested approval is preliminary and subject to the developer obtaining these other financing sources. The developer would anticipate requesting final approval of the financial assistance package and TIF plan in late fall of this year or early 2015 for a spring 2015 construction start. Design approvals would be sought at this same time.

A preliminary approval on the intent to do a TIF Plan from the City is important to make applications to other financial partners successful. The applicant will not be successful with their applications without the documentation of the city's willingness to work on a TIF plan and the City's commitment to help with land acquisition costs.

As you know, the City was successful in obtaining a Metropolitan Council LCDA grant for public improvements and land acquisition for this project. City participation is being requested to make sure the redevelopment is financially feasible, to provide for a number of affordable units and to ensure the development is of the highest quality in terms of amenities, materials and design.

**Discussion**

The approval of the attached resolutions does not bind the city to any financial or other required approvals for this project. It is just demonstrating that the City will allow a TIF application and plan later this year and that we are working toward the goal of determining how much assistance will be given and for what purposes.

The City is adopting these resolutions to allow the developer to seek additional funding sources. The applications will carry more weight to these various agencies if they know that city is willing to work on a TIF plan to augment the LDCA grant.

Once all funding sources are determined, Sherman and Associates will make a formal application to the City and we will engage in negotiations for the TIF Plan. After an application is submitted, the City will go through our normal review and public hearing process.

### **Budget Impact**

Adopting the attached Resolutions will have no impact on the City's budget.

### **Recommendation**

Adopt the two Resolutions (Attachments 1 and 2) showing the City's intent to create and administer two TIF Districts for the development of multi-family low to moderate income housing project and affordable senior housing.

### **Attachments**

1. Resolution Expressing Intent to Create and Administer a Tax Increment Finance District for Development of a Senior Living Project
2. Resolution Expressing Intent to Create and Administer a Tax Increment Finance District for Development of a Multi-Family Low to Moderate Income Housing Project

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY  
OF MAPLEWOOD, MINNESOTA

HELD: May 12, 2014

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Maplewood, Ramsey County, Minnesota, was duly called and held on the 12<sup>th</sup> day of May, 2014, at 7:00 p.m.

The following members of the Council were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION EXPRESSING INTENT TO CREATE AND ADMINISTER A TAX INCREMENT  
FINANCE DISTRICT FOR DEVELOPMENT  
OF A SENIOR LIVING PROJECT

WHEREAS:

A. It has been proposed that the City of Maplewood, Minnesota (the "City") redevelop an area in the City known as the "Maplewood Bowl" site (the "Maplewood Bowl Site"). The City has received a proposal from Sherman Associates, Inc. (the "Developer") that a portion of the Maplewood Bowl Site be developed for a project containing approximately 65 affordable senior living rental units (the "Senior Living Project") which would revitalize the Maplewood Bowl Site and would meet the community needs for affordable senior housing within the area; and

B. A need has been identified for additional affordable housing within the City; and an opportunity for an adaptive re-use redevelopment of the Maplewood Bowl Site; and

C. The Developer has been working on redevelopment plans for the re-use of the Maplewood Bowl Site, and has asked the City to undertake the development of a tax increment financing plan to assist in financing the rehabilitation and development of the Senior Living Project; and

D. It is anticipated that successful redevelopment of the Maplewood Bowl Site and the development of the Senior Living Project will require assistance in the form of tax increment financing in order to achieve financial feasibility; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Maplewood that (i) subject to the City Council holding a public hearing; (ii) determining that tax increment financing assistance is necessary for the Senior Living Project; and (iii) verification of development financing need that substantiates that “but for” the use of tax increment financing the Senior Living Project would be unable to proceed, the City intends to create and administer a tax increment financing district limited in terms sufficient to minimally meet financial requirements of the development in compliance with Minnesota Statutes, Section 469.174 through 469.1794, as amended.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
RAMSEY COUNTY  
CITY OF MAPLEWOOD

I, the undersigned, being the duly qualified and acting Clerk of the City of Maplewood, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the intent to create and administer a tax increment financing district for a senior living project in the City.

WITNESS my hand this \_\_\_\_ day of May, 2014.

\_\_\_\_\_  
Clerk

EXTRACT OF MINUTES OF A MEETING OF THE  
CITY COUNCIL OF THE CITY  
OF MAPLEWOOD, MINNESOTA

HELD: May 12, 2014

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Maplewood, Ramsey County, Minnesota, was duly called and held on the 12<sup>th</sup> day of May, 2014, at 7:00 p.m.

The following members of the Council were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION EXPRESSING INTENT TO CREATE AND ADMINISTER A TAX INCREMENT  
FINANCE DISTRICT FOR DEVELOPMENT  
OF A MULTI-FAMILY LOW TO MODERATE INCOME HOUSING PROJECT

WHEREAS:

A. It has been proposed that the City of Maplewood, Minnesota (the "City") redevelop an area in the City known as the "Maplewood Bowl" site (the "Maplewood Bowl Site"). The City has received a proposal from Sherman Associates, Inc. (the "Developer") that a portion of the Maplewood Bowl Site be developed for a project containing approximately 50 multi-family low to moderate income rental housing units (the "Multi-Family Project") which would revitalize the Maplewood Bowl Site and would meet the community needs for affordable multi-family housing within the area; and

B. A need has been identified for additional affordable housing within the City; and an opportunity for an adaptive re-use redevelopment of the Maplewood Bowl Site; and

C. The Developer has been working on redevelopment plans for the re-use of the Maplewood Bowl Site, and has asked the City to undertake the development of a tax increment financing plan to assist in financing the rehabilitation and development of the Multi-Family Project; and

D. It is anticipated that successful redevelopment of the Maplewood Bowl Site and the development of the Multi-Family Project will require assistance in the form of tax increment financing in order to achieve financial feasibility; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Maplewood that (i) subject to the City Council holding a public hearing; (ii) determining that tax increment financing assistance is necessary for the Multi-Family Project; and (iii) verification of development financing need that substantiates that “but for” the use of tax increment financing the Multi-Family Project would be unable to proceed, the City intends to create and administer a tax increment financing district limited in terms sufficient to minimally meet financial requirements of the development in compliance with Minnesota Statutes, Section 469.174 through 469.1794, as amended.

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA  
RAMSEY COUNTY  
CITY OF MAPLEWOOD

I, the undersigned, being the duly qualified and acting Clerk of the City of Maplewood, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the intent to create and administer a tax increment financing district for a multi-family low to moderate rental housing project in the City.

WITNESS my hand this \_\_\_\_ day of May, 2014.

\_\_\_\_\_  
Clerk

**MEMORANDUM**

**TO:** Charles Ahl, City Manager  
**FROM:** Karen Guilfoile, City Clerk  
**DATE:** May 02, 2014  
**SUBJECT:** Approval of an Off-Sale Intoxicating Liquor License for White Bear Liquor, 2223 White Bear Ave

**Introduction**

Bereket Tsegi Medhania has submitted an application for an off-sale intoxicating liquor license for White Bear Liquor, located at 2223 White Bear Avenue

**Background**

A background check has been conducted on Mr. Medhania, the sole proprietor and manager of White Bear Liquor; nothing has been indentified that would prohibit him from holding this license.

City staff will be making periodic onsite visits to ensure compliance to eliminate the sale of alcoholic beverages to underage persons, and compliance with the City's code of ordinances. In addition, the applicant has received a copy of the City Code and has familiarized himself with the provisions contained within it.

**Budget Impact**

None

**Recommendation**

It is recommended that the City Council approve an Off-Sale Intoxicating Liquor License for White Bear Liquor, 2223 White Bear Ave.

**Attachments**

None

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** April 30, 2014  
**SUBJECT:** Acceptance of Comprehensive Annual Financial Report - 2013

**Introduction**

The Comprehensive Annual Financial Report (CAFR) of the City has been completed for the year-ended December 31, 2013. The CAFR is the City's official annual report and is prepared by the Finance Department. It has been audited by the certified public accounting firm of Kern DeWenter, Viere, Ltd. and their unqualified opinion on the fair presentation of the financial statements is included within the CAFR. The CAFR includes the Independent Auditor's Report the Reports on Compliance with Government Auditing Standards OMB Circular A-133 Single Audit and Legal Compliance and, finally, the Communications Letter. Also included in the packet is the Finance Department's written response to any audit findings, identifying the actions that have been or will be taken to resolve these findings.

Members of the City Council have received a copy of the Comprehensive Annual Financial Report (CAFR) and an electronic version is available on our website as well.

Presentations on significant aspects of the CAFR were given to the Council by a representative of Kern, DeWenter, Viere, Ltd. at the May 12<sup>th</sup> Council Workshop.

**Budget Impact**

None.

**Recommendation**

It is recommended that the Council accept the City's Comprehensive Annual Financial Report and approve the City's responses to the audit findings, if any.

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**DATE:** May 7, 2014

**SUBJECT:** Approval of a Side Yard Setback Variance Resolution for the Construction of a New Garage, 798 McKnight Road North

**Introduction**

Stephen Mosner is proposing to build a new 832 square foot garage at his home located at 798 McKnight Road North. The new garage would replace the existing 400 square foot garage. The current garage is setback three feet from the property line. City code now requires new garages to be setback five feet from a side property line. Mr. Mosner is proposing to build his new garage utilizing the existing setback, which requires a two-foot variance.

**Discussion**

Code directs garage setback variance requests to be processed administratively. The applicant is required to get signatures of approval from every neighbor and then submit an application to staff to review. Staff either approves or denies the variance request with the applicant having the option to appeal to the city council. If any neighbor objects to the variance then the city council will consider the request. In this case, Mr. Mosner could not contact all of his neighbors. There has been no stated objection to this request.

When Mr. Mosner's current garage was built it met the setback requirements. Since that time the city has increased the side yard setback to five feet. Mr. Mosner would like to keep the existing setback because his driveway is already in place. The driveway placement and the placement of the house limit his ability to site the garage in a different location. Staff does not have any concern with the applicant utilizing the existing setback to build his new garage. All other code requirements regulating the building of a new garage will be met.

**Department Comments**

*Engineering and Fire Marshal*

No concerns with this proposal.

*Building Official*

Nick Carver, the Maplewood Building Official, had the following comments:

- The wall 3 feet from the property line be one-hour fire resistive construction.

- No openings (windows and doors) on the wall.
- Over-hang is limited to 1 foot, maximum.

### **Commission Action**

#### *Planning Commission*

On May 6, 2014, the planning commission held a public hearing and recommended approval to the city council.

### **Budget Impact**

None.

### **Recommendation**

1. Adopt the resolution approving a side yard setback variance. Approval is based on the following reasons:
  - A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the side yard setback requirement stipulated by the ordinance would prohibit the building of a new garage because of the existing locations of the driveway and house.
  - B. Approval of the requested side yard setback variance would benefit the adjacent properties because the site will be improved.
  - C. Approval would meet the spirit and intent of the ordinance since the proposed garage would be built in an area that is already maintained as a garage.

Approval of the side yard setback variance is based on the findings required by ordinance and subject to the following conditions:

- A. Shall comply with all zoning and building code regulations regarding the building of garages.
- B. Must replace tree that was removed to build new garage.

### **Citizen's Comments**

City Staff surveyed the owners of the 88 properties within 500 feet of the site for their comments about the proposal. Staff did not receive any replies.

**Reference Information**

Figure 1 – Location Map



*Site Description (Figure 1)*

Site size: 0.45 acres  
 Existing Use: Single family home

*Surrounding Land Uses*

North: Single family homes  
 South: Single family homes  
 East: Town house development  
 West: Single family homes in Saint Paul

*Planning (Figure 2)*

Land Use Plan: LDR (low density residential)  
 Zoning: R1 (single dwelling)

Figure 2 – Land Use and Zoning Map



### *Criteria for Variance Approval*

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

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

### **Application Deadline**

City staff received the complete application and plans for this proposal on April 21, 2014. State law requires that the city take action within 60 days of receiving complete applications. Therefore, the deadline for city action is June 20, 2014. If the city needs extra time to review this application, state statute allows the city to take an additional 60 days but must notify the applicant by letter.

### **Attachments**

1. Location Map
2. Site Plans
3. Applicant's Letter of Request dated April 14, 2014
4. Side Yard Setback Variance Resolution

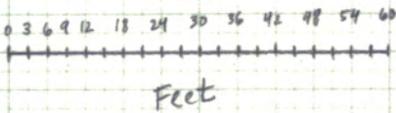
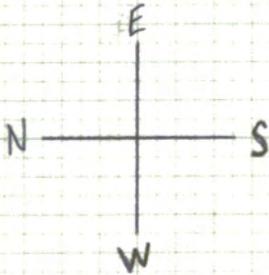
P:\SEC25\McKnight Road\_798\Setback Variance\_2014

**Location Map — 798 McKnight Road North — Proposed Garage**

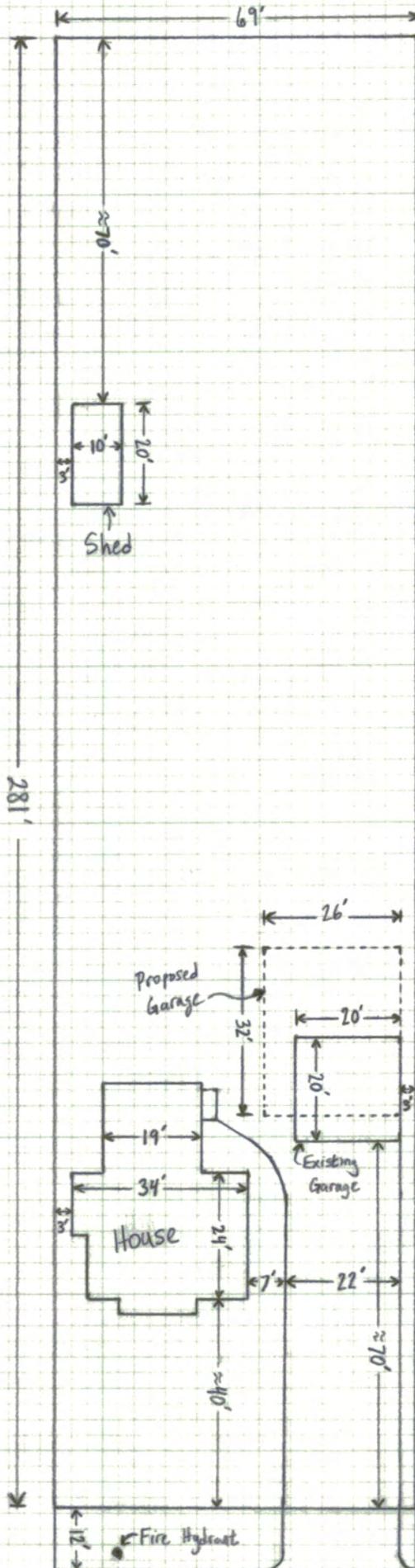


Stephen Mosner  
798 McKnight Rd, N.  
Maplewood, MN 55119

Site Plan



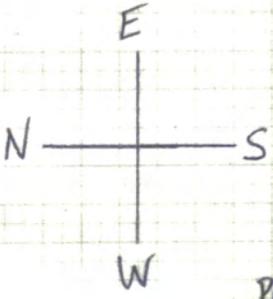
Scale: 1 inch = 30' 0"



Scale: 1 inch = 5' 0"

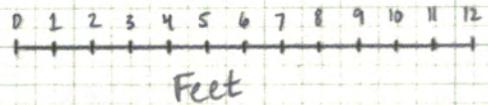
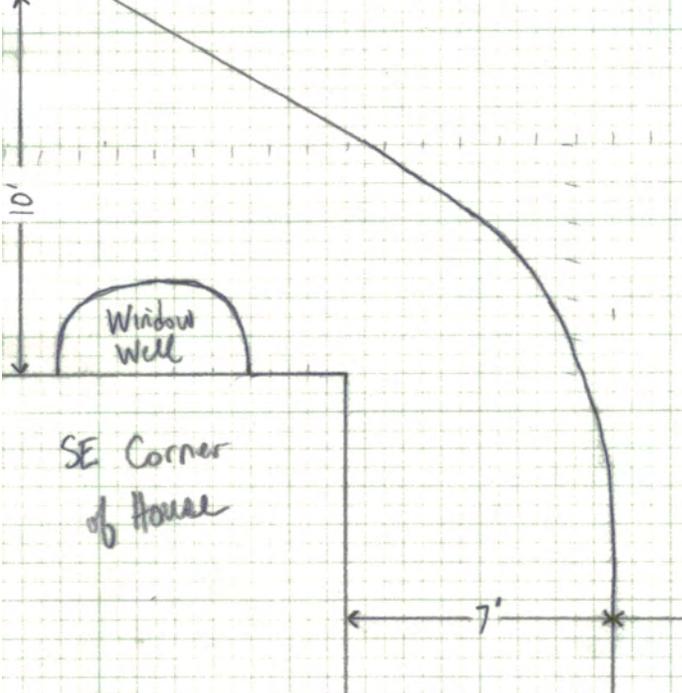
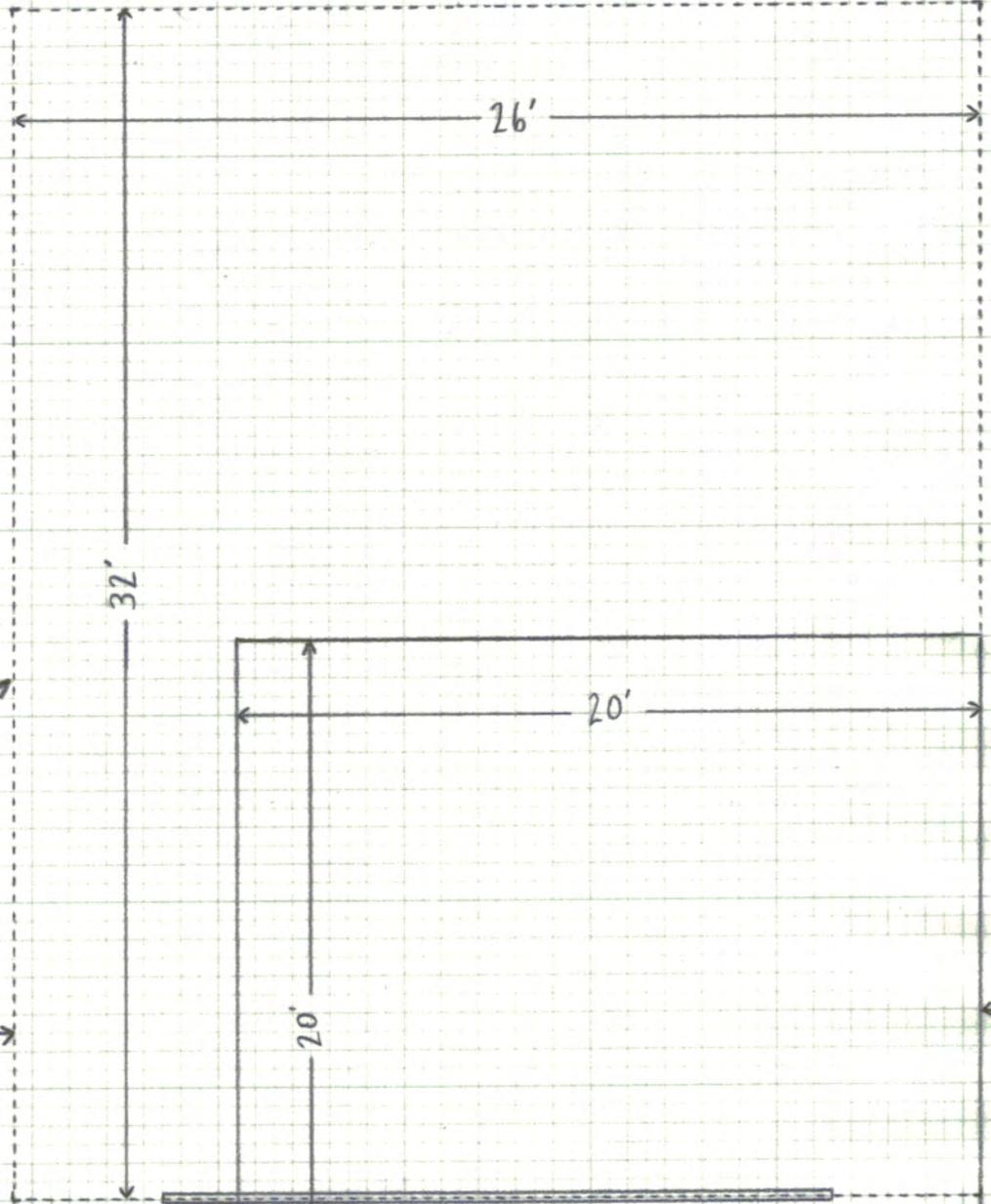
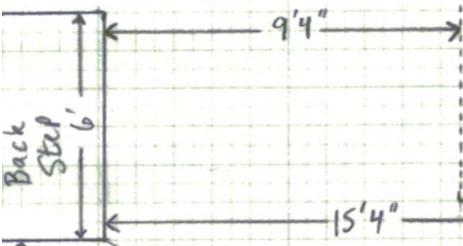
Stephen Mosner  
798 McKnight Rd. N.  
Maplewood, MN 55114

Site Plan



Proposed Garage

Approximate South Property Line



Existing Driveway

To whom it may concern,

Statement regarding Application for Variance for garage replacement project at 798 McKnight Rd. N., Maplewood, MN 55119.

I am need of an approved city variance for this project because I would like to tear down and replace my garage with a larger one, and have it be in the same place from my south property line as the existing garage, which is 3 feet. The city ordinance states that accessory buildings are to be 5 feet from all property lines.

I am requesting the non-administrative variance because I was unable to complete all the requirements for the administrative variance. For the administrative variance, I am required to obtain signatures from all adjacent property owners, stating their approval of my project. I have 7 adjacent owners, and unfortunately, I have not been able to get a hold of 3 of them, by any possible means.

The house across the street, address 803 McKnight Rd. N., St. Paul, MN 55119, had a for sale sign go up about the beginning of March, and not long after it had the Sold sign on it as well. On each attempt to speak with the owner, I received no response at the door, and by just watching carefully, I don't really see any sign of occupancy, day or night. I mailed a letter containing my project details and phone number to the owner (attached for reference) and a stamped return envelope, and have received no response.

One of the units behind me, address 2318 Olivia Ct. E., Maplewood, MN 55119, had a gentleman there who stated he was renting. I asked if he had any contact information for the owner, and he gave me a phone number. I called a few times and eventually left a message asking if the owner could call me back to discuss the variance, but did not get a return call. I then mailed to the owner, at the Olivia Ct. address the same project information, with my phone number and stamped return envelope, hoping that she would have mail forwarded to her current address, but the letter came back saying "unable to forward."

The other unit behind me, address 2320 Olivia Ct. E., Maplewood, MN 55119, has had no sign of life any time I have gone to check. I began to wonder if the occupant is wintering in another state? So again, I mailed the letter described above, and have gotten no response.

The only reason I need the variance is to build the new garage in the same place as the old one, 3 feet from the south property line. The adjacent neighbors I have talked to have been supportive of my project. I believe this project is in harmony with the general purposes and intent of the official control and consistent with the comprehensive plan because I am simply asking to replace the structure in its current location – I am not building a brand new structure where one did not previously exist.

The practical difficulty I would experience by strictly adhering to the ordinance would be that if I were to build the new garage at 5 feet away from the south property line, it would no longer line up with the existing driveway (which is in excellent condition), leaving an unpleasant appearance. I think it would be pretty absurd to require the new structure to be built 5 feet from the property line, and then tear up and replace the driveway, just for the proper aesthetic appearance. I do not think approval of this variance will alter the essential character of the locality, again, because the new garage would be built at the same distance from the property line as the old garage – nothing is changing in that respect.

The contact information for the adjacent property owners is as follows:

Mike & Carrie McCann  
796 McKnight Rd. N.  
Maplewood, MN 55119

William Larson  
2320 Olivia Ct. E.  
Maplewood, MN 55119

Joanne Donley & Inez Matechen  
2318 Olivia Ct. E.  
Maplewood, MN 55119

Nichole Hobbs  
803 McKnight Rd. N.  
St. Paul, MN 55119

Kevin Gustafson  
799 McKnight Rd. N.  
St. Paul, MN 55119

Michael Green  
2321 Stillwater Rd. E.  
Maplewood, MN 55119

Matthew Seggelke  
800 McKnight Rd. N.  
Maplewood, MN 55119

Thank You for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen Mosner", with a long horizontal flourish extending to the right.

Stephen Mosner, homeowner  
798 McKnight Rd. N.  
Maplewood, MN 55119  
(h) 651-330-3804  
(c) 612-812-0840  
mosn0001@tc.umn.edu

### SITE YARD SETBACK VARIANCE RESOLUTION

WHEREAS, Stephen Mosner applied for a variance from the shoreland protection ordinance.

WHEREAS, this variance applies to property located at 2843 Meadowlark Lane North. The property identification number for this property is:

25-29-22-33-0056

WHEREAS, Ordinance Section 44-108 of the R-1 Residence District, requires a setback of 5 feet from the side yard property line for garages and accessory buildings.

WHEREAS, the applicant is proposing a setback of 3 feet, requiring a variance of 2 feet, from the side yard property line.

WHEREAS, the history of this variance is as follows:

1. On May 6, 2014, the planning commission held a public hearing to review this proposal. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of the city staff. The planning commission recommended that the city council approve the variance request.
3. The city council held a public meeting on May 12, 2014, to review this proposal. The council considered the report and recommendations of the city staff and planning commission.

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

- A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the side yard setback requirement stipulated by the ordinance would prohibit the building of a new garage because of the existing locations of the driveway and house.
- B. Approval of the requested side yard setback variance would benefit the adjacent properties because the site will be improved.
- C. Approval would meet the spirit and intent of the ordinance since the proposed garage would be built in an area that is already maintained as a garage.

**Conditions of Approval**

Approval of the side yard setback variance is based on the findings required by ordinance and subject to the following conditions:

- A. Shall comply with all zoning and building code regulations regarding the building of garages.
- B. Must replace tree that was removed to build new garage.

The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_, 2014.

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Karen Guilfoile, Director Citizen Services  
**DATE:** April 23, 2014  
**SUBJECT:** Approval of Resolution Defining Precinct 12 Polling Location

**Introduction**

On or before May 14, 2014, jurisdictions are required to submit any changes in precinct boundaries or polling locations to the Office of the Secretary of State. At the April 14, 2014 City Council meeting, staff proposed changes to polling locations and precinct boundaries. Subsequent to that meeting, the city was notified by ISD 622 that Beaver Lake Elementary would be under construction and would not be available to use as a precinct location.

Beaver Lake Lutheran Church has agreed to permit us to use the church as a polling location.

Following is the recommended change to P12 polling location:

Precinct 12 – Move from Beaver Lake School, 1060 Sterling Street N. to Beaver Lake Lutheran Church, 2280 Stillwater Ave. E.

**Budget Impact**

There is no budget impact to this agenda item.

**Recommendation**

Approve the Resolution for P12 Polling Location Change.

**Attachments**

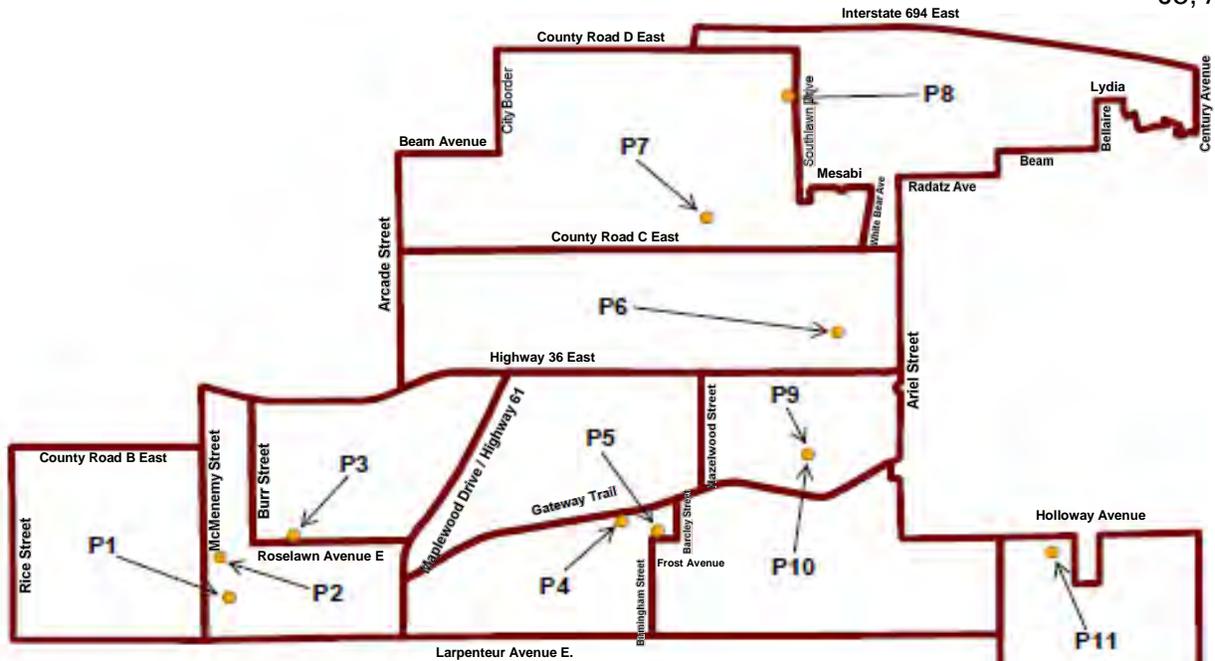
1. Resolution for Polling Location Changes
2. Proposed Polling Location Map

Resolution  
P-12 Polling Location Change

WHEREAS, Beaver Lake School will be under construction and will not be available as a polling location;

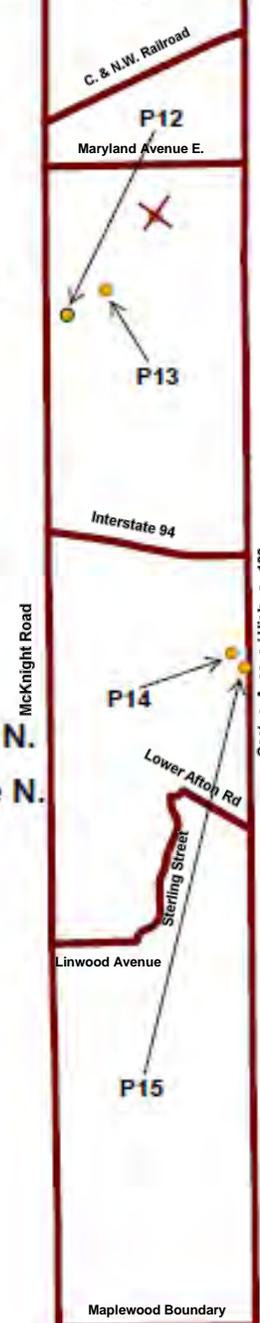
WHEREAS, Beaver Lake Lutheran Church has agreed to allow us to use the church as a polling location.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Maplewood, Minnesota, does hereby approve Beaver Lake Lutheran Church as a Polling Location for Precinct 12 with no changes to the boundary lines.



### 2014 Voting Precincts and Polling Locations

- P1 St. Paul Hmong Alliance Church - 1770 McMenemy Street**
- P2 St Jerome's School - 384 Roselawn Avenue E.**
- P3 Edgerton School - 1929 Edgerton Street**
- P4 Gladstone Fire Station - 1955 Clarence Street**
- P5 Gladstone Community Center - 1955 Manton Street**
- P6 Redeeming Love Church - 2425 White Bear Avenue N.**
- P7 First Evangelical Free Church - 2696 Hazelwood Street**
- P8 Ramsey County Library - 3025 Southlawn Drive**
- P9 Maplewood Community Center - 2100 White Bear Avenue N.**
- P10 Maplewood Community Center - 2100 White Bear Avenue N.**
- P11 Maplewood Middle School - 2410 Holloway Avenue**
- P12 Beaver Lake Lutheran Church - 2280 Stillwater Ave. E.**
- P13 Gethsemane Lutheran School - 2410 Stillwater Road E.**
- P14 Carver School - 2680 Upper Afton Road E.**
- P15 Lutheran Church of Peace - 47 Century Avenue S.**



**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**DATE:** May 7, 2014

**SUBJECT:** Approval of a Shoreland Setback Variance Resolution for the Construction of a Home Addition, 2843 Meadowlark Lane

**Introduction**

David and Kathleen Gabel are proposing to build a 364 square foot addition to their home located at 2843 Meadowlark Lane. Their home is currently 50 feet from the edge of Kohlman Lake. City ordinance requires a 75-foot setback from the lake. The addition would be 45 feet from the lake, thus requiring a 30-foot setback variance.

**Discussion***Shoreland Ordinance*

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

The house is located 50 feet from the ordinary high water mark of Kohlman Lake. City staff calculates the dry land of the lot to be 18,368 square feet in area with 3,475 square feet of impervious surface coverage (19 percent). The lot currently exceeds the shoreland structure setback requirements of 75 feet to the ordinary high water mark but is well below the impervious surface coverage maximums of 30 percent.

The addition will be located within 45 feet of the lake and will require a 30-foot shoreland structure setback variance. As part of the applicant's current plans, they are removing 998 square feet of existing concrete and to be replaced by an 850 square foot permeable paver patio. The applicant has already restored the shoreland with native vegetation.

**Department Comments***Engineering*

The engineering department has no concerns with this proposal.

*Building Official*

Nick Carver, the Maplewood Building Official, had the following comments:

- Must meet all building code requirements.

*Environmental Planner*

Refer to the report by Shann Finwall and Virginia Gaynor dated April 29, 2014. Ms. Finwall and Ms. Gaynor's conditions noted in their report should be made conditions of this project.

**Commission Action***Planning Commission*

On May 6, 2014, the planning commission held a public hearing and recommended approval to the city council.

**Budget Impact**

None.

**Recommendation**

1. Adopt the resolution approving a shoreland setback variance from Kohlman Lake – a Class 4 Public Water. Approval is based on the following reasons:
  - A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the shoreland setback requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
  - B. Approval of the requested shoreland setback variance would benefit the adjacent lake because the site will have its impervious surface area reduced.
  - C. Approval would meet the spirit and intent of the ordinance since the proposed addition would be built in an area that is already maintained as lawn, which is also allowed by ordinance.
  - D. The Minnesota Department of Natural Resources has reviewed the applicant's plans and does not require a permit or have any state statutes that prevent the addition from being built.

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

### **Citizen's Comments**

City Staff surveyed the owner of the 32 properties within 500 feet of the site for their comments about the proposal. Of the 9 replies, were in favor and one had concerns.

#### *In Favor*

- My husband, Vaughn, and I have no objection to the variance request set forth by the Gabels. (Liz Jefferson, 974 Kohlman Lane)
- Thank you for sending the letter and attachment. The plan looks very nice and I have no objection. I met Mr. Gabel last summer when he stopped by to inquire about our shoreline restoration. He strikes me as a thoughtful and considerate neighbor who would not want to negatively impact his neighbors and natural surroundings. (Bill Hjort, 970 Kohlman Lane East)
- OK build it! (John Anderson, 2878 Meadowlark Lane North)
- It's fine with us. (Terry and Shirley Mens, 2856 Meadowlark Lane North)
- Approve (Thomas and Ediner Ogwangi, 2875 Meadowlark Lane North)
- He should be allowed to build. (Edward Komac, 2865 Meadowlark Lane North)
- My husband and I have no issues with this and would approve of the request. (985 Kohlman Lane East)
- We support. It's great to see properties (and values) upgraded and the Gabel family are great stewards of the lake. (Christopher and Kirstin Jacobson, 2846 Meadowlark Lane North)
- I believe the proposed addition would bring value to the neighborhood and am in favor of granting permission. (Ronald Mader, 970 Kohlman Court)

#### *Concerns*

- Thanks for sending out this information. It looks as though there are only a few other homes with this option to expand on Kohlman Lake. I think it would be important to get those neighbors feelings and possibility of them wanting to expand at a later date. If one is OK, can you say no to others? Also where do you stop at; 35' – 20' – 15'... (Bernard and Margaret Flicek, 969 Kohlman Lane East)

**Reference Information**

*Site Description (Figure 1)*

Site size: 0.42 acres  
Existing Use: Single family home

*Surrounding Land Uses*

North: Single family homes  
South: Kohlman Lake  
East: Single family homes  
West: Single family homes

*Planning (Figure 2)*

Land Use Plan: LDR (low density residential)  
Zoning: R1 (single dwelling)

Figure 1 – Location Map

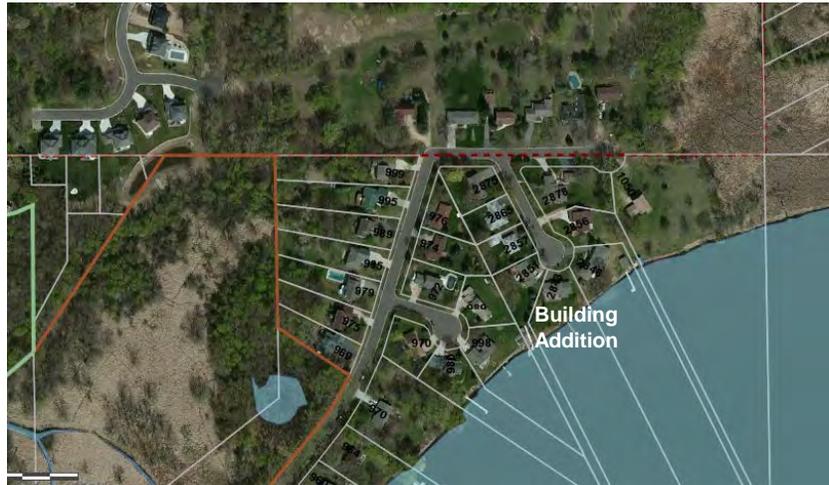


Figure 2 – Land Use and Zoning Map



□ Low Density Residential  
Single Dwelling (r1)

### *Criteria for Variance Approval*

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

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

### **Application Deadline**

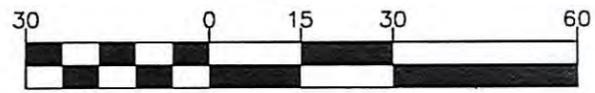
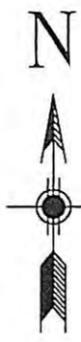
City staff received the complete application and plans for this proposal on April 21, 2014. State law requires that the city take action within 60 days of receiving complete applications. Therefore, the deadline for city action is June 20, 2014. If the city needs extra time to review this application, state statute allows the city to take an additional 60 days but must notify the applicant by letter.

### **Attachments**

1. Location Map
2. Site Plan
3. Building Plans
4. Letter from Watershed District, dated April 11, 2014
5. Applicant's Letter of Request dated April 14, 2014
6. Environmental Plan Review, dated April 29, 2014
7. Shoreland Buffer Variance Resolution

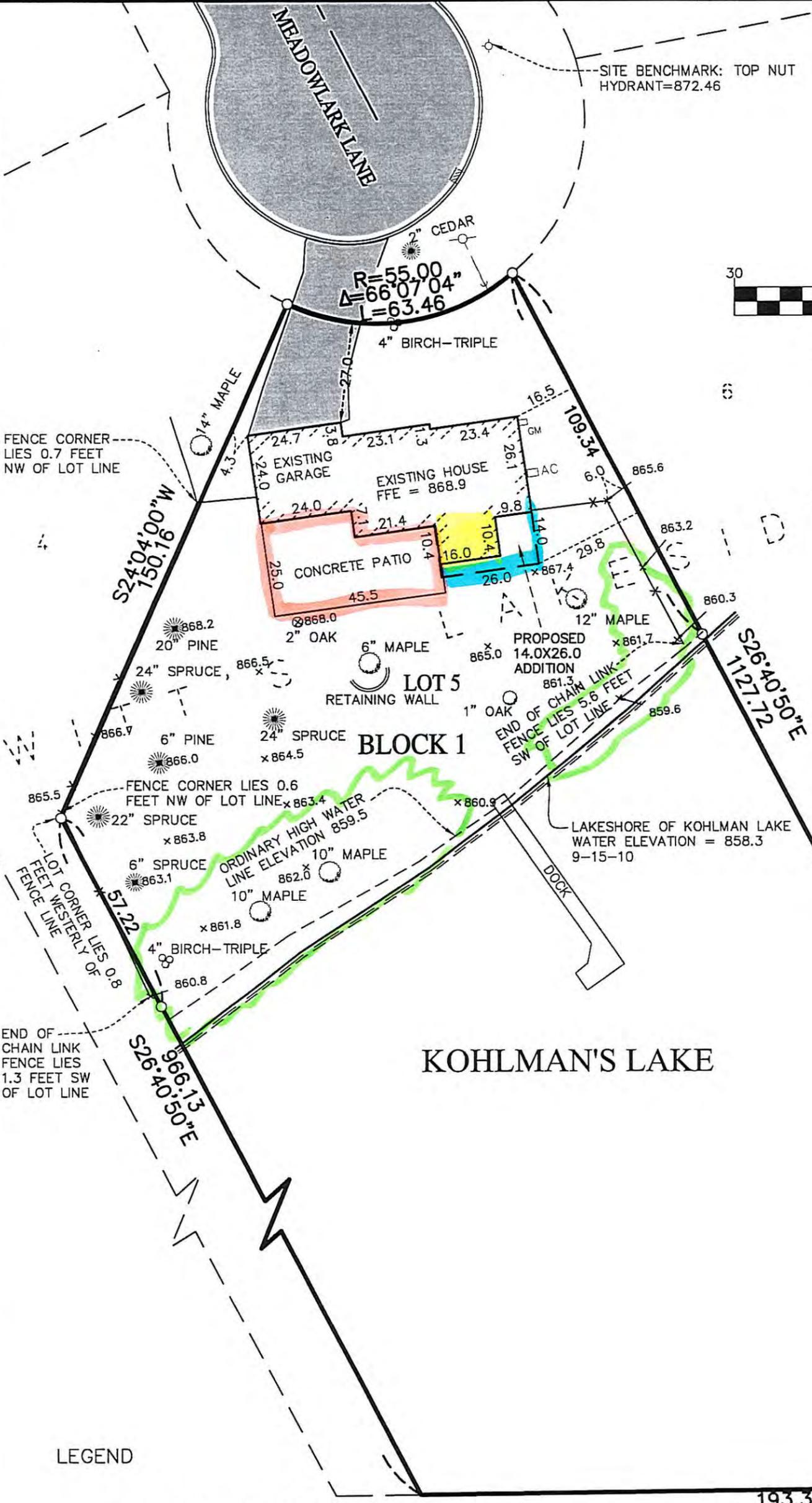
P:\SEC4\Meadowlark Lane\_2843





Scale: 1 Inch = 30 Feet  
BEARINGS ARE ASSUMED

SITE BENCHMARK: TOP NUT HYDRANT=872.46



**SITE BENCHMARKS**  
TOP NUT HYDRANT BETWEEN LOTS 6 AND 7, BLOCK 1, WITT'S LAKESIDE  
ELEVATION=872.46 (SEE DRAWING)

**LEGAL DESCRIPTION**  
Lot 5, Block 1, Witt's Lakeside,  
Ramsey County, Minnesota.

**PROPERTY INFORMATION**  
PID # 04-29-22-31-0005  
RAMSEY COUNTY, MN

**LOT AREA ABOVE OHW LINE**  
18611 SQ.FT  
0.43 ACRES

**IMPERVIOUS SURFACE AREA**

EXISTING HOUSE	2,008 SQ.FT
CONCRETE PATIO	998 SQ.FT
BIT DRIVE	655 SQ.FT
PROPOSED ADDITION	195 SQ.FT

**LEGEND**

- DENOTES SET IRON MONUMENT WITH CAP NO. 20268
- ⊖ DENOTES POWER POLE
- GM DENOTES GAS METER
- AC DENOTES AIR CONDITIONER
- X 862.2 DENOTES EXISTING SPOT ELEVATION

DRAWN	CHECKED
BPN	MBW
PROJECT #	
182.01	
DATE	
4-20-11	

**Eagle Land Surveying, Inc.**



8010 Hwy. 55  
Rockford, MN 55373  
Tele: 763-477-5179  
Fax: 763-477-6046

A Veteran Owned Business

**PROJECT:**

David Gabel  
2843 Meadowlark Lane  
Maplewood, MN 55109-1030

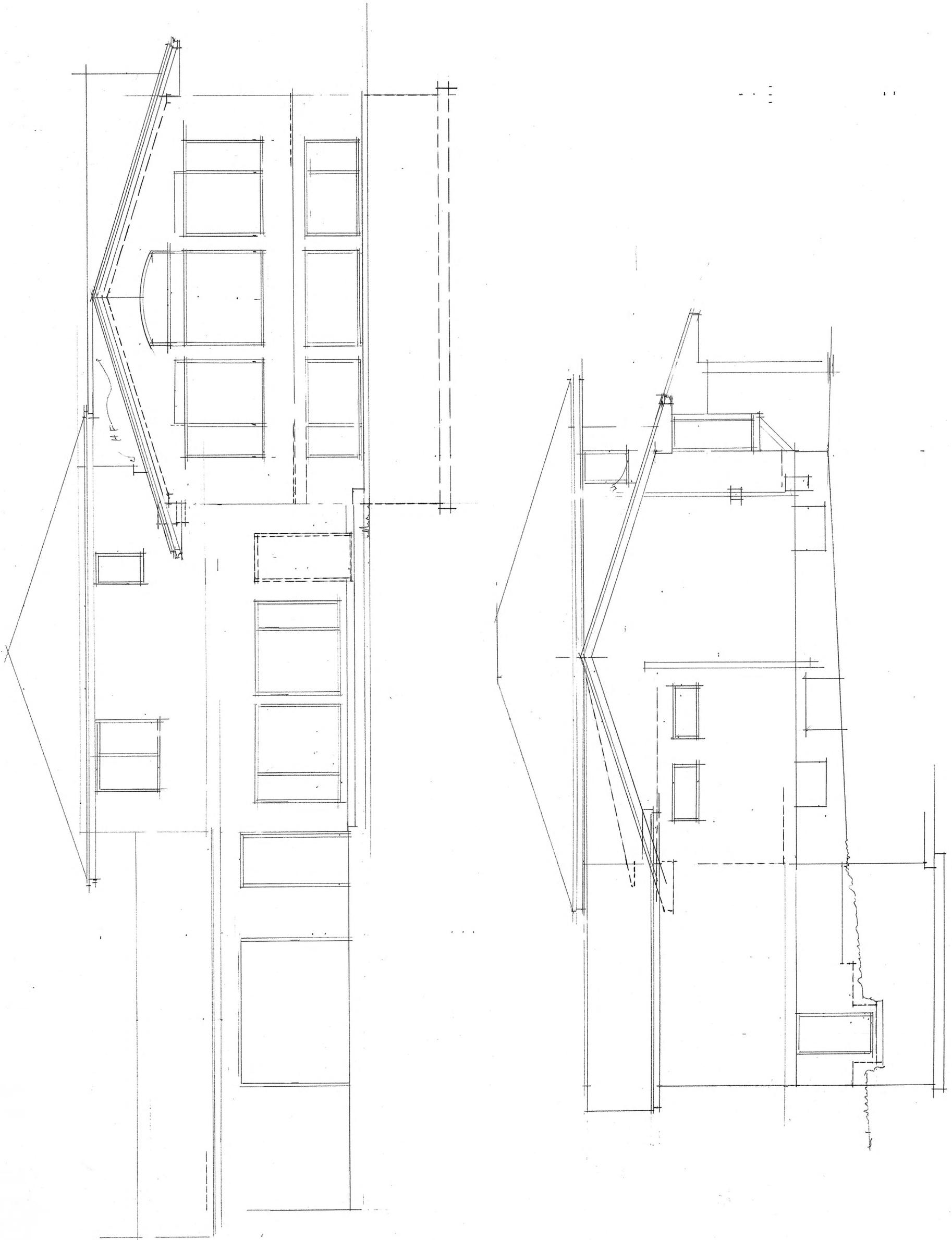
LOT 5, BLOCK 1 WITT'S LAKESIDE  
RAMSEY COUNTY, MN

**CERTIFICATE OF SURVEY**

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

*Wesley S. Stone*  
Wesley S. Stone  
DATE 5-10-11 LIC. NO. 20268

Scan 8/2/11



**Ramsey-Washington Metro**



2665 Noel Drive  
Little Canada, MN 55117  
(651) 792-7950  
fax: (651) 792-7951  
email: [office@rwmwd.org](mailto:office@rwmwd.org)  
website: [www.rwmwd.org](http://www.rwmwd.org)

April 11, 2014

To whom it may concern:

Dave Gabel is a longtime Kohlman Lake shoreland owner with a dedicated interest in preserving and improving water quality and ecosystem function.

The Gabels were one of the first property owners to conduct an ecological restoration on their shoreline. This provided a quite valuable demonstration for others on the lake, giving sound alternatives to traditional shore management. The Gabels were presented a Watershed District LEAP (Landscape Ecology Awards Program) Award in 2006.

In addition to shoreland work, Dave has been an active leader in the Kohlman Lake Association. He has given much of his time to improving Kohlman and the watershed.

Sincerely,

A handwritten signature in black ink, appearing to read "William M. Bartodziej", with a long horizontal flourish extending to the right.

William M. Bartodziej  
Natural Resources Specialist  
RWMWD

David & Kathleen Gabel  
2843 Meadowlark Lane North,  
Maplewood, MN 55109-1030  
651-308-2937  
Email: [dpgabel@juno.com](mailto:dpgabel@juno.com)

April 14, 2014

RE: Variance: Residential Set-Back from Kohlman Lake

City of Maplewood  
1902 County Road B East  
Maplewood, MN 55109

To whom it may concern:

Our 1969 constructed home at 2843 Meadowlark Lane North in Maplewood, has a three season porch that needs to be replaced due to age and deteriorating structural integrity. We ask that you approve our proposal to remove the existing porch and replace with a four season structure designed to look as if it was original construction. Due to the existing orientation of the house with the lake shore, we need a variance approval to complete the project as planned. In addition to replacing the porch, we plan to replace the existing 998 square foot concrete patio with a smaller 850 square foot permeable paver patio to reduce rain water runoff.

Since we have lived at this residence we have been good stewards of our property through restoration of 90% of our shoreline to native plants to reduce erosion and improve habitat. In 2006 we received a LEAP "Land Ecology Awards Program" award for our efforts in restoring our shoreline.

Every effort will be made to minimize environmental impact due to our construction project. The builder we have selected to work with "Soderbeck Design and Construction" has experience building near lakes and plans to recycle most of the components from the existing porch to minimize landfill load. Dean Soderbeck is a Certified Green Professional CGP, and a Green Star Associate (GSA).

Attached are the following documents for your reference purposes:

- #1. Certificate of Survey
- #2. Photos of existing structure
- #3. Sketch of proposed structure
- #4. Reference letter from RWMWD

If you have any questions or concerns regarding our proposal, please contact us at 651-308-2937.

Thank you for taking the time to review our proposal.

Best regards,



David & Kathleen Gabel

## Environmental Review

<b>Project:</b>	David and Kathleen Gabel House Addition - Shoreland Setback Variance
<b>Date of Plans:</b>	April 14, 2014
<b>Date of Review:</b>	April 29, 2014
<b>Location:</b>	2843 Meadowlark Lane
<b>Reviewers:</b>	Shann Finwall, Environmental Planner (651) 249-2304; <a href="mailto:shann.finwall@ci.maplewood.mn.us">shann.finwall@ci.maplewood.mn.us</a> Virginia Gaynor, Natural Resources Coordinator (651) 249-2416; <a href="mailto:virginia.gaynor@ci.maplewood.mn.us">virginia.gaynor@ci.maplewood.mn.us</a>

### Background

The applicant is proposing to remove an existing 160 square foot, three season porch from the rear of their home at 2843 Meadowlark Lane, adjacent Kohlman Lake. In its place the applicant proposes to construct a 360 square foot addition.

### Shoreland Ordinance

Kohlman Lake is a Class IV Public Water. The shoreland ordinance requires structures to have a setback of 75 feet to the ordinary high water mark of a Class IV Public Water. The maximum percentage of impervious surface for a single family waterfront lot is 30 percent.

### Existing Conditions

The existing three season porch is located within 50 feet of the ordinary high water mark of Kohlman Lake. City staff calculates the dry land of the lot to be 19,402 square feet in area with 4,367 square feet of impervious surface coverage (23 percent).

### Shoreland Impacts

- **Addition:** The addition will be located 5 feet closer to the lake, maintaining a 45-foot setback to the ordinary high water mark of Kohlman Lake. Rain water runoff from the addition will be channeled through gutters, downspouts, and possibly a rain barrel before draining to the existing rain garden on the east side of the lot. This rain garden was added in 2006 as part of the applicants' shoreline restoration project. In addition to the shoreline improvements, the applicants have planted ten trees on the property. No trees will be removed as part of the project.
- **Patio:** From the rear of the home, the applicant will remove a 998 square foot concrete patio and fencing surrounding the patio. In its place an 850 square foot permeable paver patio will be constructed. The permeable paver patio will be designed with a special drainage base to allow water to infiltrate the soil, with portions of the patio closest to the house foundation (4 to 6 feet) with a more

standard paver design to minimize potential water encroachment to the home. After improvements are made, the impervious surface coverage on the lot will be reduced to approximately 2,816 square feet (not including the new patio which is permeable), which is 15 percent of the lot area.

### **Summary**

The applicants have taken steps to mitigate impacts to the shoreline and Kohlman Lake with the construction of the addition including:

- Decreasing the amount of impervious surface on the lot from 23 percent to 15 percent.
- Ensuring that water runoff from the new addition is infiltrated in a rain garden and not running directly to the lake.
- Good land stewardship with the restoration of the shoreline and tree plantings since 2006.

### **Recommendation**

Staff recommends approval of the shoreline setback variance with the following conditions:

1. Directing all water runoff from the addition through gutters, downspouts, possibly rain barrels, and into the existing rain garden located on the east side of the property.
2. Removal of the 998 square foot concrete patio and replacement with an 850 permeable paver patio designed with a drainage base to allow water to infiltrate the soil, with portions of the patio closest to the house foundation (4 to 6 feet) with a more standard paver design to minimize potential water encroachment to the home.

## SHORELAND SETBACK VARIANCE RESOLUTION

WHEREAS, David and Kathleen Gabel applied for a variance from the shoreland protection ordinance.

WHEREAS, this variance applies to property located at 2843 Meadowlark Lane North. The property identification number for this property is:

04-29-22-31-0005

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

WHEREAS, the applicant is proposing a setback of 45 feet, requiring a variance of 30 feet, from the Class 4 Public Water.

WHEREAS, the history of this variance is as follows:

1. On May 6, 2014, the planning commission held a public hearing to review this proposal. City staff published a notice in the paper and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of the city staff. The planning commission recommended that the city council approve the variance request.
3. The city council held a public meeting on May 12, 2014, to review this proposal. The council considered the report and recommendations of the city staff and planning commission.

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

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

**Conditions of Approval**

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

The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_, 2014.

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**DATE:** May 7, 2014

**SUBJECT:** Approval of a Conditional Use Permit Resolution and Design Plans for a Building Addition to Beaver Lake Elementary School, 1060 Sterling Street

**Introduction**

Mike Boland, representing Independent School District 622, is proposing to add onto the Beaver Lake Elementary School, located at 1060 Sterling Street North. This proposal will also require a conditional use permit (CUP) from the planning commission and design approval from the community design review board (CDRB).

Along with the proposed building addition, the applicant would:

- Upgrade the obsolete and inefficient heating, ventilating and plumbing systems.
- Abate hazardous materials.
- Improve building security.
- Add onto the building to meet space needs due to increased enrollment.

Refer to the enclosed plans.

**Requests**

- Approval of a CUP to add onto the school since the city zoning code requires a CUP for schools.
- Approval of design plans.

**Background**

Beaver Lake Elementary has been in existence for many years. Archived Ramsey County aerial photographs show the school from 1953. It likely predates that.

## **Discussion**

### **Building Design**

The proposed addition would go between the existing east and west wings of the school. Both wings are of different ages and have non-matching brick exteriors. To achieve a uniform southerly appearance on the south elevation, the applicant is proposing to apply a mix of metal panels, brick and cast stone veneer across the entire south elevation. These materials will wrap around each front corner to architecturally terminate these new materials as it blends into the existing east and west walls. Refer to the applicant's colored rendering of the proposed south elevation.

### **Landscaping**

The applicant will be removing four mature trees. Shann Finwall, the city's environmental planner, reviewed this proposal and determined that the removal of the four trees will not be over 20 percent of the overall tree coverage. Therefore, the tree preservation ordinance would require that they replace one tree for each tree removed. Replacement trees must be at least two inches in caliper for deciduous trees or six feet tall for evergreens.

### **Trash Storage**

There is no trash enclosure presently at the school. The applicant should provide a trash enclosure for the two dumpsters that are behind the building as part of the proposed expansion project.

### **Parking Lot Repair**

The parking lot and driveways should be patched due to the many pot holes. Also, there is a graveled parking area behind the building which should be paved. The applicant proposes to repair pot holes with the proposed construction project. Mr. Boland requested to be able to pave the rear parking lot a year from now when they would have the funds to do so. Staff feels that this is reasonable.

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

Nick Carver, the building official, commented that all building codes must be met.

### **Engineer's Report**

Jon Jarosch, staff engineer, has reviewed the proposal. His report is attached. The applicant should comply with Mr. Jarosch's requirements as stated in his report.

### **Assistant Fire Chief's Comments**

Butch Gervais, assistant fire chief, commented that all fire codes must be met.

### **Police Comments**

Chief Paul Schnell has no issues with the proposal.

**Commission Actions**

April 22, 2014: The CDRB moved to approve the plans for the addition with the staff recommendation.

May 6, 2014: The planning commission recommended approval of the CUP with the staff recommendation.

**Budget Impact**

None.

**Recommendation**

Adoption of the attached conditional use permit resolution approving the plans for the addition to Beaver Lake Elementary, located at 1060 Sterling Street North. Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped April 15, 2014. Staff may approve minor changes.
2. The proposed construction shall be substantially started within one year of council approval or this permit shall be null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall plant four trees to replace the four that are to be removed. Replacement trees shall be at least two inches in caliper if they are deciduous or at least six feet tall if they are evergreens. The applicant shall work with staff on this landscaping plan.
5. The applicant shall repair the pot holes in the parking lots and driveway from Stillwater Road. The graveled area on the north side of the building shall be paved within one year.
6. The applicant shall work with staff on the construction of a trash enclosure for the north side of the building to contain the two trash dumpsters. The trash enclosure shall be a material compatible with the building and have closeable gates. The trash enclosure shall be completed along with the construction of the proposed addition.
7. The applicant shall comply with all requirements of the city's engineering department report dated April 15, 2014.

## **Reference Information**

### **Site Description**

Site size: 10.19 acres  
Existing land use: Beaver Lake Elementary School

### **Surrounding Land Uses**

North: Geranium Park and single dwellings  
South: Single Dwellings  
West: Single Dwellings  
East: Maple Oaks Funeral Home

### **Planning**

Land Use Plan designation: G (government)  
Zoning: R1 (single dwelling residential)

### **Code Requirement**

Section 44-1092 (3) requires a CUP for any educational institution.

### **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 applications for these requests were complete on April 15, 2014. State law requires that the city decide on these applications within 60 days. The deadline for city council action is June 14, 2014.

## **Attachments**

1. Conditional Use Permit Resolution
2. Location/Land Use Plan Map
3. Site Plan
4. Aerial Photo
5. Building Elevations
6. Colored Front Elevation
7. Applicant's letter dated April 9, 2014
8. Engineer's Report dated April 15, 2014
9. Community Design Review Board Minutes dated April 22, 2014
10. Plans date-stamped April 15, 2014 (separate attachment)

p:\sec25\Beaver Lake School Addition CC Report 5 14 te

## CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Independent School District 622, has applied for a conditional use permit to construct a building addition to the Beaver Lake Elementary School.

WHEREAS, Section 44-1092 (3) requires a CUP for any educational institution.

WHEREAS, this permit applies to the property located at 1060 Sterling Street North. The legal description of this property is:

This property lies within the NE ¼ of Section 25, Township 29, Range 22, Ramsey County, Minnesota. PID #252922130064

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

1. On May 6, 2014, 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 May 12, 2014, 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 April 15, 2014. Staff may approve minor changes.
2. The proposed construction shall be substantially started within one year of council approval or this permit shall be null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall plant four trees to replace the four that are to be removed. Replacement trees shall be at least two inches in caliper if they are deciduous or at least six feet tall if they are evergreens. The applicant shall work with staff on this landscaping plan.
5. The applicant shall repair the pot holes in the parking lots and driveway from Stillwater Road. The graveled area on the north side of the building shall be paved within one year.
6. The applicant shall work with staff on the construction of a trash enclosure for the north side of the building to contain the two trash dumpsters. The trash enclosure shall be a material compatible with the building and have closeable gates. The trash enclosure shall be completed along with the construction of the proposed addition.
7. The applicant shall comply with all requirements of the city's engineering department report dated April 15, 2014.

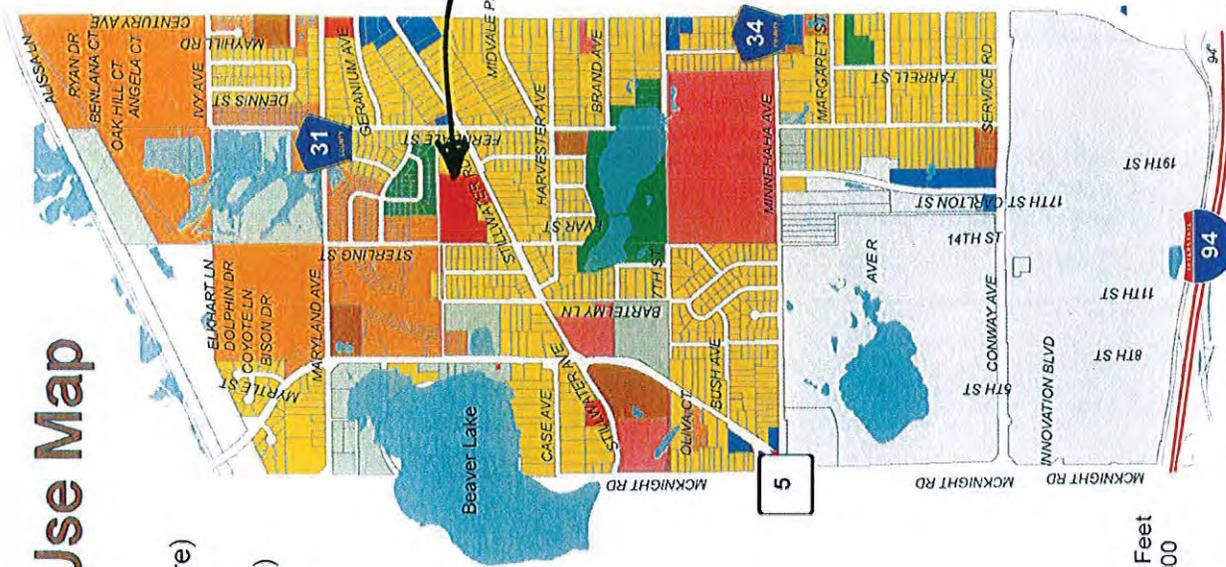
The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_, 2014.

# Beaver Lake - Future Land Use Map

CITY OF MAPLEWOOD  
**2030**  
 COMPREHENSIVE PLAN

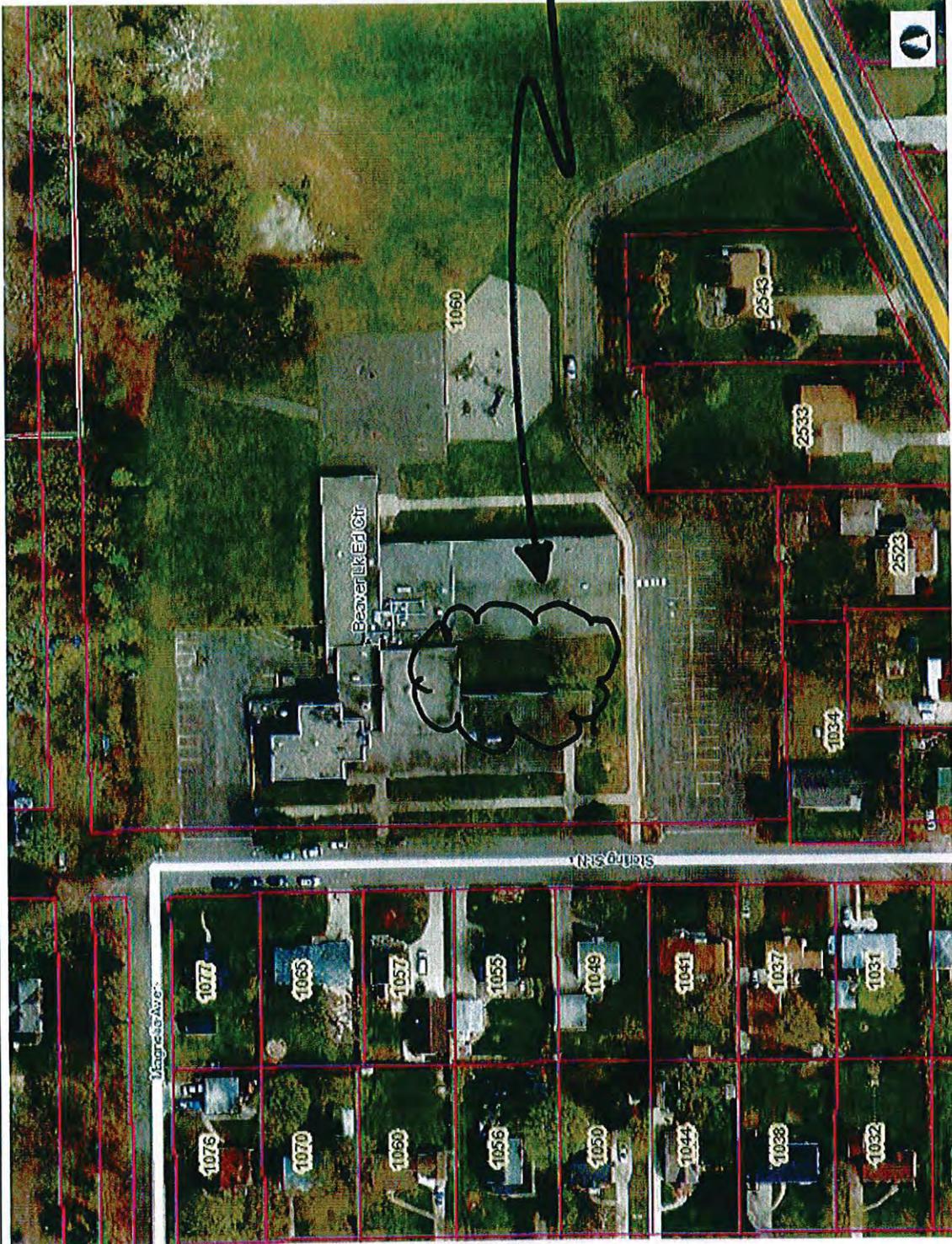
-  Rural/ Low Density Residential (0.5 - 1.5 Units per Acre)
-  Low Density Residential (2.6 - 6.0 Units per Acre)
-  Medium Density Residential (6.1 - 10.0 Units per Acre)
-  High Density Residential (10.1 - 25.0 Units per Acre)
-  Mixed Use (6.0 - 31.0 Units per Acre)
-  Commercial
-  Industrial
-  Government
-  Institutional
-  Park
-  Open Space
-  Water

**Neighborhoods**  
 January 25, 2010





# Beaver Lake Elementary School Proposed Building Addition



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

226.4 0 113.18 226.4 Feet

NAD\_1983\_HARN\_Adj\_MIN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

## Legend



- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

*Proposed Addition to go in this area.*

## Notes

Enter Map Description



mla  
architects  
1110 UNIVERSITY AVENUE  
ST. PAUL, MINNESOTA  
TEL: 651.450.7700  
WWW.MLAARCHITECTS.COM

AMERICAN INSTITUTE OF ARCHITECTS  
The National College  
of Architectural Education  
Chicago, Illinois

Beaver Lake School  
1110 University Avenue  
St. Paul, Minnesota 55102  
Tel: 651.450.7700  
www.mlaarchitects.com

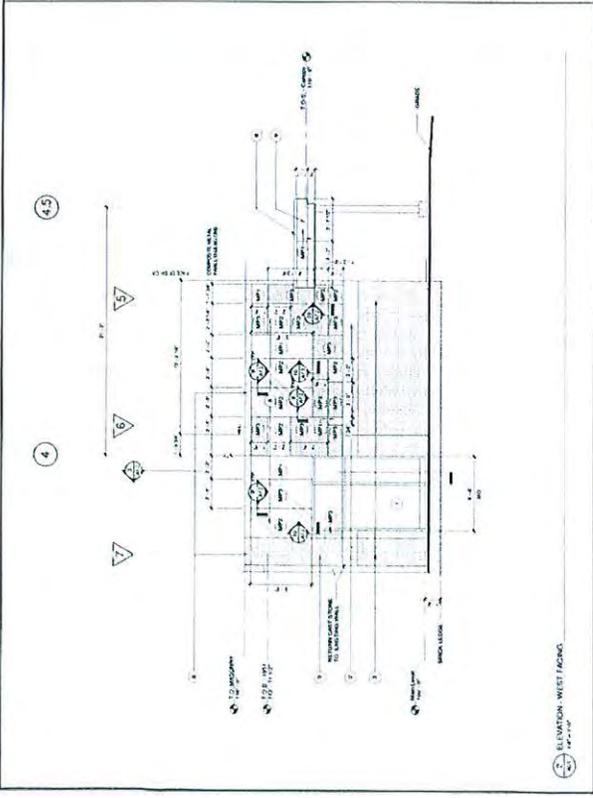
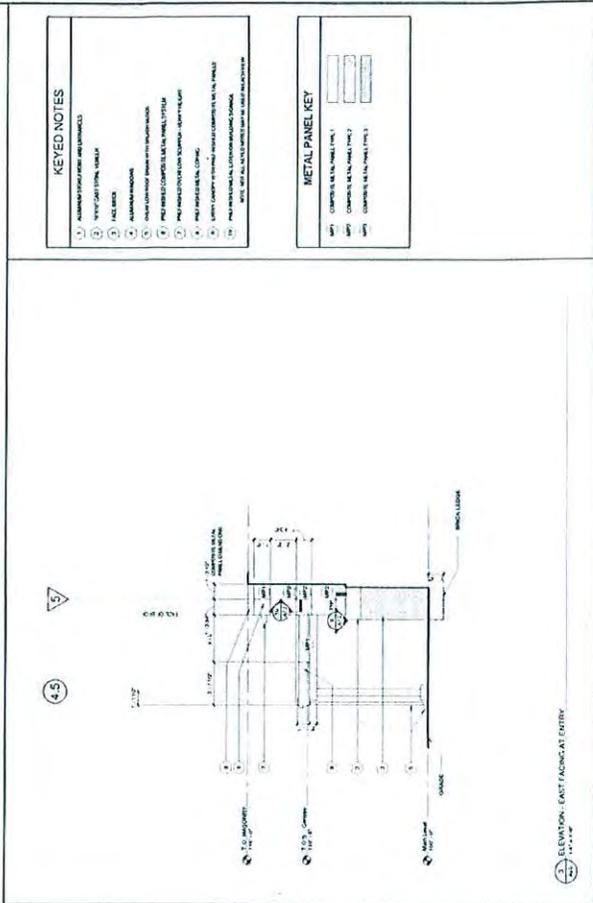
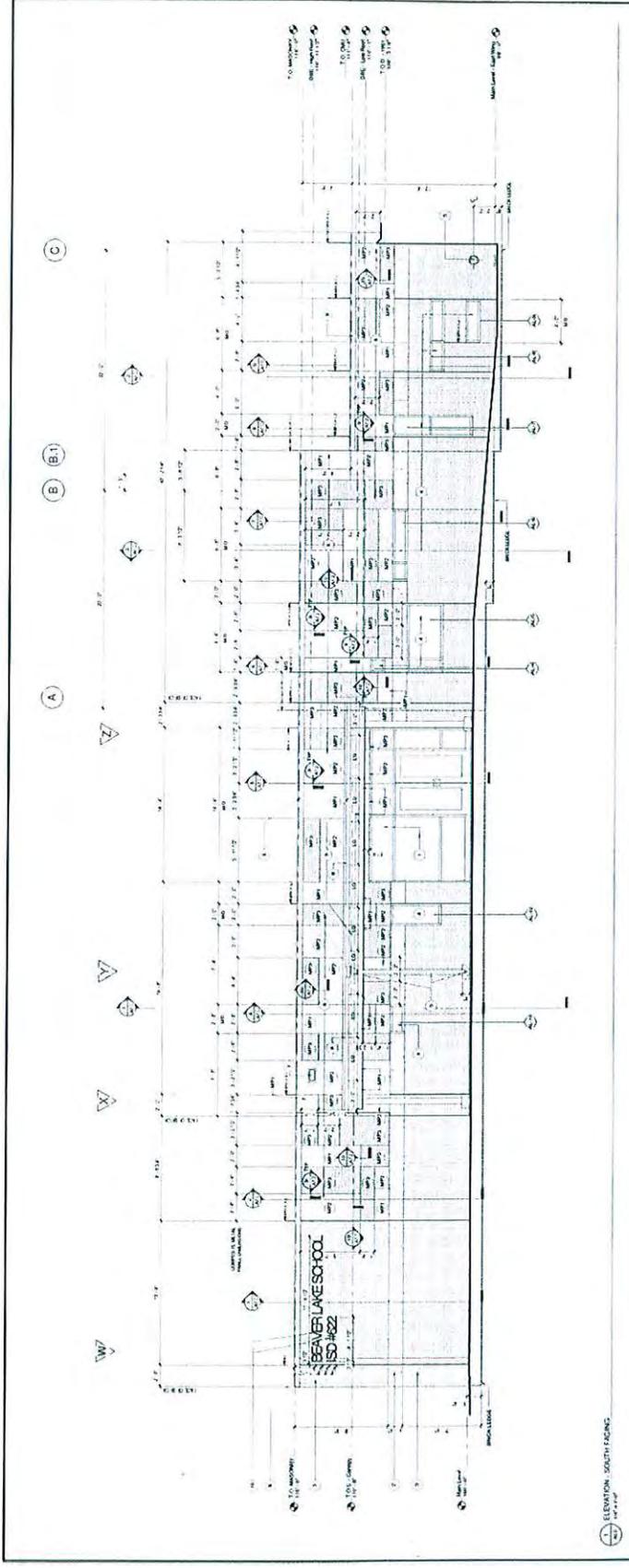
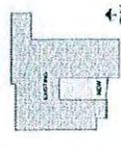
# BEAVER LAKE SCHOOL RENOVATIONS

MAPLEWOOD, MN  
ISD #622

## EXTERIOR ELEVATIONS

NO.	DATE	REVISION/DESCRIPTION

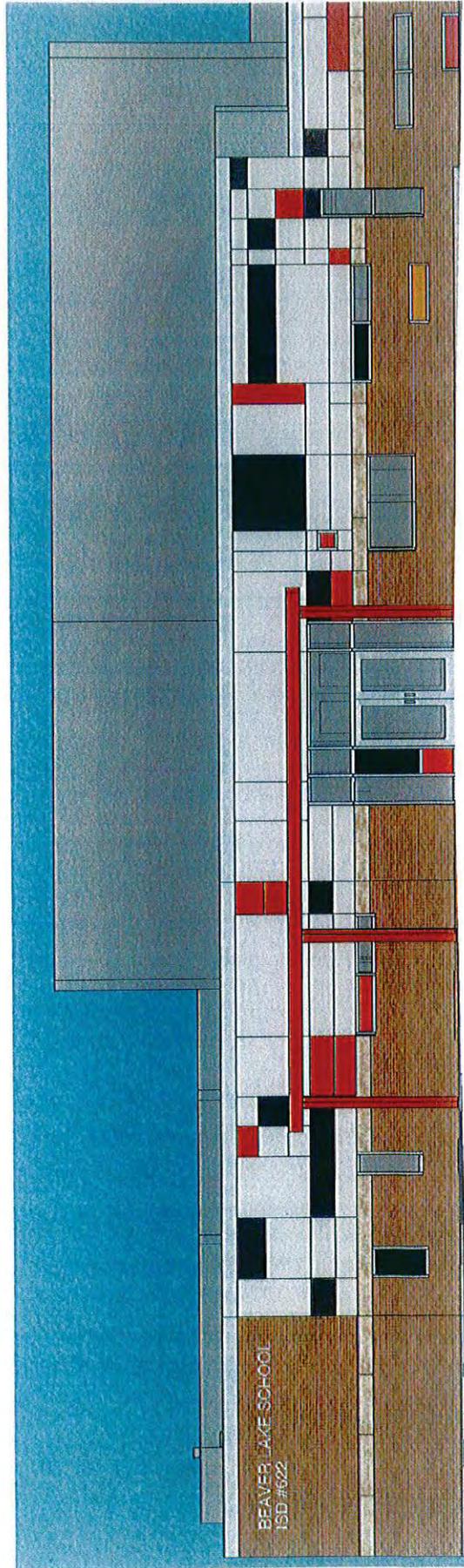
PROJECT NO. 15-0001  
DATE: 07/2014  
DRAWN BY: JLN  
CHECKED BY: M. M.  
SCALE: AS SHOWN  
SHEET NO. A5.0  
TOTAL SHEETS 18



- ### KEYED NOTES
1. MATERIALS TO BE USED
  2. FINISHES TO BE USED
  3. FINISHES TO BE USED
  4. FINISHES TO BE USED
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### METAL PANEL KEY

MP1	ALUMINUM METAL PANEL TYPE 1
MP2	ALUMINUM METAL PANEL TYPE 2
MP3	ALUMINUM METAL PANEL TYPE 3
MP4	ALUMINUM METAL PANEL TYPE 4
MP5	ALUMINUM METAL PANEL TYPE 5
MP6	ALUMINUM METAL PANEL TYPE 6
MP7	ALUMINUM METAL PANEL TYPE 7
MP8	ALUMINUM METAL PANEL TYPE 8
MP9	ALUMINUM METAL PANEL TYPE 9
MP10	ALUMINUM METAL PANEL TYPE 10
MP11	ALUMINUM METAL PANEL TYPE 11
MP12	ALUMINUM METAL PANEL TYPE 12
MP13	ALUMINUM METAL PANEL TYPE 13
MP14	ALUMINUM METAL PANEL TYPE 14
MP15	ALUMINUM METAL PANEL TYPE 15
MP16	ALUMINUM METAL PANEL TYPE 16
MP17	ALUMINUM METAL PANEL TYPE 17
MP18	ALUMINUM METAL PANEL TYPE 18
MP19	ALUMINUM METAL PANEL TYPE 19
MP20	ALUMINUM METAL PANEL TYPE 20



Beaver Lake School  
South Elevation Material Palette





April 9, 2014

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

Re: Conditional Use or PUD Application – Beaver Lake School

To Whom It May Concern:

The proposed project is a result of studying the deficiencies in the current facility and in response to evolving changes in programming which the School District 622 is offering.

The main issues we are addressing are:

1. Obsolete, inefficient heating, ventilating and plumbing systems.
2. Abatement of hazardous materials.
3. Building security.
4. Space needs for specific programs being offered at the school in response to increasing enrollment and needs of the community.

We feel that the project will be a very positive enhancement to the existing facility as well as the community it is located in.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Boland", is written over a white background.

Mike Boland  
Supervisor  
Maintenance and Operations

**Engineering Plan Review**

**PROJECT:** Beaver Lake School Renovations  
**PROJECT NO:**  
**COMMENTS BY:** Jon Jarosch, P.E. – Staff Engineer  
**DATE:** 4-15-2014  
**PLAN SET:** Grading and Utility Plans – Dated 1-10-2014  
**REPORTS:** Storm Water Management Report – Dated 1-10-2014

The Applicant is proposing an addition to the existing Beaver Lake School along with various site improvements. These improvements include the installation of new concrete sidewalks, sanitary sewer improvements, storm sewer installations, underground infiltration areas, and site restoration. Two alternates are also proposed including the expansion of the north parking lot and reconstructing the southerly parking lot. The project is proposed to disturb more than ½ acre, which will require the applicant to meet the City's storm water quality and rate control requirements. It appears that the storm-water management plan meets the City's requirements as it pertains to infiltration and rate control.

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

The scope of this review includes aspects of site design including, but not limited to, geometrics, paving, grading, utilities, and temporary sediment and erosion control. The scope of the review also includes storm water management. The comments contained herein are to be addressed by the applicant.

The following comments act as conditions prior to the issuance of permits:

**Drainage and Stormwater Management**

- 1) The applicant is proposing underground infiltration. A test of the drawdown capacity of the in-situ soils in the vicinity of the infiltration areas, with City or Ramsey-Washington Metro Watershed District (RWMWD) observation is required on site. This test is required to verify the infiltration capacity of the soils as it relates to the assumptions made in the storm water calculations.
- 2) The applicant shall provide updated storm-water calculations, as necessary, depicting the project as ultimately proposed for construction (Base Bid Only, Base Bid + Both

- 15) Cleanouts shall be provided every 100-feet and at bends on sanitary sewer services.
- 16) A sanitary sewer permit shall be submitted for the proposed sanitary sewer service and its connection to the existing system.
- 17) Any proposed water service modifications are subject to the review and conditions of Saint Paul Regional Water Services (SPRWS). The applicant shall submit plans and specifications to SPRWS for review and meet all requirements they may have prior to the issuance of a grading permit by the City.

Other

- 18) A right-of-way permit shall be obtained from the City of Maplewood for any work within the public right-of-way. The restoration of disturbed areas shall be as described in the City's right-of-way ordinance including the restoration of pavement areas.
- 19) The applicant shall submit all necessary permit fees and letters of credit/escrow prior to the issuance of any permits.
- 20) The applicant shall submit a fully executed copy of the MPCA's construction storm water permit (SWPPP) to the city before the city will issue a grading permit for this project.
- 21) The Owner shall satisfy all requirements of all permitting and reviewing agencies including the Department of Labor and Industry, MPCA, SPRWS and RWMWD.
- 22) The Owner shall sign a maintenance agreement, prepared by the City, for all storm water treatment devices (sumps, basins, infiltration systems, etc.).

**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, APRIL 22, 2014**

**a. Approval of Design Plans for Beaver Lake Elementary School, 1060 Sterling Street**

- i. Planner, Mike Martin gave the report and answered questions of the board.
- ii. Operations Supervisor, Mike Boland, ISD 622 addressed and answered questions of the board.
- iii. Architect, Raj Dhital, MLA Architects, answered questions of the board.

Boardmember Shankar moved to approve the plans date-stamped April 15, 2014, for the proposed building addition to Beaver Lake Elementary at 1060 Sterling Street North. Approval is subject to the following conditions:

1. Approval of design plans is good for two years. If the applicant has not begun construction within two years, this design review shall be repeated. Staff may approve minor changes to these plans.
2. The applicant shall obtain a conditional use permit from the city council for the proposed building addition prior to construction.
3. The applicant shall plant four trees to replace the four that are to be removed. Replacement trees shall be at least two inches in caliper if they are deciduous or at least six feet tall if they are evergreens. The applicant shall work with staff on this landscaping plan.
4. The applicant shall repair the pot holes in the parking lots and driveway from Stillwater Road. The graveled area on the north side of the building shall be paved within one year.
5. The applicant shall work with staff on the construction of a trash enclosure for the north side of the building to contain the two trash dumpsters. The trash enclosure shall be a material compatible with the building and have closeable gates. The trash enclosure shall be completed along with the construction of the proposed addition.
6. The applicant shall comply with all requirements of the city's engineering department for grading, storm water management and erosion control.

Seconded by Boardmember Lamers.

Ayes – All

The motion passed.

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**DATE:** May 7, 2014

**SUBJECT:** Approval of a Conditional Use Permit Resolution to Reduce the Parking Lot Setback for the Hobby Lobby Dock Addition at the Plaza 3000 Shopping Center, 3000 White Bear Avenue

**Introduction**

Azure Properties, owner of the Plaza 3000 Shopping Center, is requesting approval of a conditional use permit (CUP) to reduce the parking lot setback on the south side of the building by Lydia Avenue. The affected parking lot driveway is adjacent to the new dock addition recently approved for the Hobby Lobby.

On January 28, 2014, the community design review board (CDRB) approved the design plans for the new front entrance and rear dock additions at the Plaza 3000 for Hobby Lobby. One matter that had not yet been determined was whether the rear driveway would need to be widened behind the building due to the dock addition. Azure Properties was able to design the site plan so they would not need to widen the rear driveway. However, this resulted in making this driveway suitable only for one-way traffic adjacent to the new dock.

Though, one-way traffic meets code and satisfies the Assistant Fire Chief's requirements for building accessibility, the property owner would prefer that the driveway be widened to allow two-way traffic for a more convenient traffic flow within the site.

To do this, the applicant would need to reduce the parking lot setback from eleven feet six inches to six feet ten inches. Being that the parking lot is currently setback 11.5 feet, rather than 15 feet, as code requires, the applicant is asking for approval of a CUP to "expand a non-conforming use."

**Request**

Approve a CUP for the expansion of a non-conforming use by reducing a parking lot setback from 11.5 feet to six feet ten inches.

**Background**

1974: The city council approved plans for the Plaza 3000 Shopping Center.

January 28, 2014: The CDRB approved the design plans for the addition of the Hobby Lobby at the Plaza 3000. This approval included the following additions:

- A 15-foot by 59-foot front vestibule.
- A receiving dock on the back of the building with an adjacent trash compactor pad.
- A 2 ½ foot sidewalk extension in front of the proposed vestibule to provide a five-foot sidewalk around the proposed vestibule.

One condition of approval by the CDRB was that:

*If because of the dock addition, the applicant proposes to widen the parking lot drive aisle to provide 24 feet of drive aisle width this alteration must not reduce the parking lot setback less than the required 15 feet. If either the drive aisle or the parking lot setback is lessened to fail to comply with code requirements, the applicant or property owner shall apply for a variance before obtaining a building permit.*

## **Discussion**

### **Existing Parking Lot Setbacks**

The applicant has provided a certificate of survey showing that their parking lot setbacks around the entire site are often under the code requirement for 15 feet. They range from eight feet at the narrowest point to 29 feet at the widest. Staff cannot find why this is the case. The records back in 1974 do not address the parking lot setbacks. The site plan, however, was approved by the city council and the setbacks were approved as they are. The existing parking lot setback along Lydia is the most constant one at 11.5 feet lying between the shopping center's southerly driveway entrance and Ariel Street.

### **Assistant Fire Chief's Comments**

Butch Gervais, the assistant fire chief, requires that there be at least 20 feet of driveway width south of the proposed dock addition. This would be provided by the applicant. An increase to 24 feet, to allow two-way traffic, is even better and supported by the Mr. Gervais.

### **Police Comments**

Chief Paul Schnell has no issues with the proposal.

### **Engineer's Comments**

Jon Jarosch, staff engineer, has no issues with this request.

### **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.

### **Staff's Determination**

The proposal would meet these findings for CUP approval. Staff is supportive of this request provided the applicant replants this area to replace the six trees that will be removed. There will not be much room on site remaining, though, after nearly five feet of lawn is removed for the parking lot widening. There would be approximately 6.75 feet left on site for planting.

Staff would like to see this area replanted, but trees with spreading roots should be avoided. Shrub varieties that grow tall enough to provide some screening, but not massive enough to have a substantial root spread, are preferred. Staff suggests six planting groupings of three shrubs each (18 shrubs) to replace the six trees to be removed.

### **Commission Actions**

April 22, 2014: The CDRB moved to approve the plans for the proposed parking lot setback reduction. The board directed the applicant to work with the trash hauler to see if the trash compactor could be colored to match the color of the proposed dock addition.

May 6, 2014: The planning commission recommended approval of the CUP.

### **Budget Impact**

None.

### **Recommendation**

Adoption of the attached conditional use permit resolution approving the plans for the widening of the Plaza 3000 Shopping Center parking lot on the south side of the building. This approval allows a parking lot setback reduction from 11.5 feet to six feet 10 inches. Approval is based on the findings required by ordinance and subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped March 27, 2014. Staff may approve minor changes.
2. The proposed parking lot widening shall be substantially started within one year of council approval of this permit shall be null and void. The council may extend this deadline for one year.

3. The city council shall review this permit in one year.
4. The property owner shall replace the six trees that would be removed due to this parking lot widening. They shall plant shrub varieties that grow tall enough to provide some screening, but not massive enough to have a substantial root spread that would interfere with nearby buried cables in the street boulevard. The property owner shall plant six planting groupings of three shrubs each (18 shrubs total) to replace the six trees to be removed. The planting plan shall be subject to staff approval.

### **Reference Information**

#### **Site Description**

Site size: 10.18 acres

Existing land use: The Plaza 3000 Shopping Center

#### **Surrounding Land Uses**

North: The Plaza 3000 North Annex Shopping Center, Denny's and Firestone

East: The Salvation Army Church

South: Half Price Books, Michaels and Concordia Arms

West: Maplewood Square Shopping Center

#### **Planning**

Land Use Plan designation: C (commercial)

Zoning: BC (business commercial)

#### **Code Requirement**

Section 44-12 (e) requires a CUP to enlarge, reconstruct or structurally alter a non-confirming use.

#### **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 March 27, 2014. State law requires that the city decide on zoning applications within 60 days, however, the city may extend this review deadline an additional 60 days if more time is needed to complete the review. Staff has extended this review period to make sure that there is sufficient time to conclude the review

since the anticipated council date to act on this request falls on Memorial Day. The deadline for action by the city council is now July 25, 2014.

### **Attachments**

1. Conditional Use Permit Resolution
2. Applicant's letter dated March 21, 2014
3. Location Map
4. Aerial Photo of the Plaza 3000
5. Certificate of Survey
6. Site Plan Detail—Current Parking Lot Setback
7. Site Plan Detail—Proposed Parking Lot Setback
8. Community Design Review Board minutes dated April 22, 2014
9. Plans date-stamped March 27, 2014 (separate attachment)

p:\sec2N\Plaza 3000 Parking Lot Setback Reduction CUP CC Report 5 14 te

## CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Azure Properties has applied for a conditional use permit to reduce their parking lot setback on the south side of the building from the Lydia Avenue right-of-way.

WHEREAS, Section 44-12 (e) of the city ordinances requires a conditional use permit to enlarge, reconstruct or structurally alter a non-confirming use.

WHEREAS, this permit applies to the property located at 3000 White Bear Avenue. The legal description of this property is:

That part of the South  $\frac{1}{2}$  of the Northeast  $\frac{1}{4}$  of the Northwest  $\frac{1}{4}$ , lying southerly of the north line of Woodlynn Avenue, subject to Woodlynn Avenue, and lying easterly of White Bear Avenue as now located by Final Certificate recorded as Document Number 1813704, Section 2, Township 29 North, Range 22 West, City of Maplewood, Ramsey County, Minnesota.

And

The west 329.31 feet of the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$  Section 2, Township 29 North, Range 22 West, except the north 1321.33 feet, thereof, City of Maplewood, Ramsey County, Minnesota.

And

Part of the south 640.00 feet of the north 1321.33 feet of the west 329.31 feet of the Northwest  $\frac{1}{4}$ , of the Northeast  $\frac{1}{4}$ , Section 2, Township 29 North, Range 22 West, City of Maplewood, Ramsey County, Minnesota.

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

1. On May 6, 2014, 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 \_\_\_\_\_ this permit.
2. On \_\_\_\_\_, 2014, 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 March 27, 2014. Staff may approve minor changes.
2. The proposed parking lot widening shall be substantially started within one year of council approval of this permit shall be null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The property owner shall replace the six trees that would be removed due to this parking lot widening. They shall plant shrub varieties that grow tall enough to provide some screening, but not massive enough to have a substantial root spread that would interfere with nearby buried cables in the street boulevard. The property owner shall plant six planting groupings of three shrubs each (18 shrubs total) to replace the six trees to be removed. The shrubs shall be at least three feet tall upon planting. The planting plan shall be subject to staff approval.

The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_, 2014.

# Azure

Properties, Inc.

95 South Owasso Blvd. W.  
Little Canada, MN 55117

651.484.0070  
fax 651.486.3444

March 21, 2014

Planning Staff  
City of Maplewood  
1830 County Road B East  
Maplewood, MN 55109

RE: Plaza 3000 Shopping Center  
Conditional Use Application

Dear Sirs and Madams,

Azure Properties has signed a Lease with Hobby Lobby Stores, Inc. for a 48,000 sf new store in the Plaza 3000 Shopping Center located at 3000 White Bear Avenue. The new Hobby Lobby store will occupy all of the shopping center area from the Allstate Insurance store to Old Country Buffet. With the new occupancy of Hobby Lobby, the shopping center will increase the percentage of leased area from 65% to 98%.

Hobby Lobby which established operations in 1972 is considered a leader in the arts and crafts industry. Hobby Lobby has 601 stores across the nation that average 55,000 sf and offer more than 67,000 crafting and home décor products. Hobby Lobby is listed as a major private corporation in Forbes and Fortunes list of America's largest private companies.

The request for a Conditional Use Permit is to accommodate two-way traffic around the shopping center and the new loading dock which will be constructed at the rear of the shopping center. It is possible that the traffic around the shopping center could be limited to one-way traffic with a narrower road. However, we feel that it is in the best interest of the shopping center and the City that two-way traffic be accommodated around the perimeter of the shopping center.

This new Hobby Lobby store is very exciting news for Plaza 3000 and the entire Maplewood Mall retail area. With the addition of Hobby Lobby, Plaza 3000 will be a strong, stable shopping center for years to come.

Thank you for your consideration. Please call to discuss any concerns.

Sincerely,

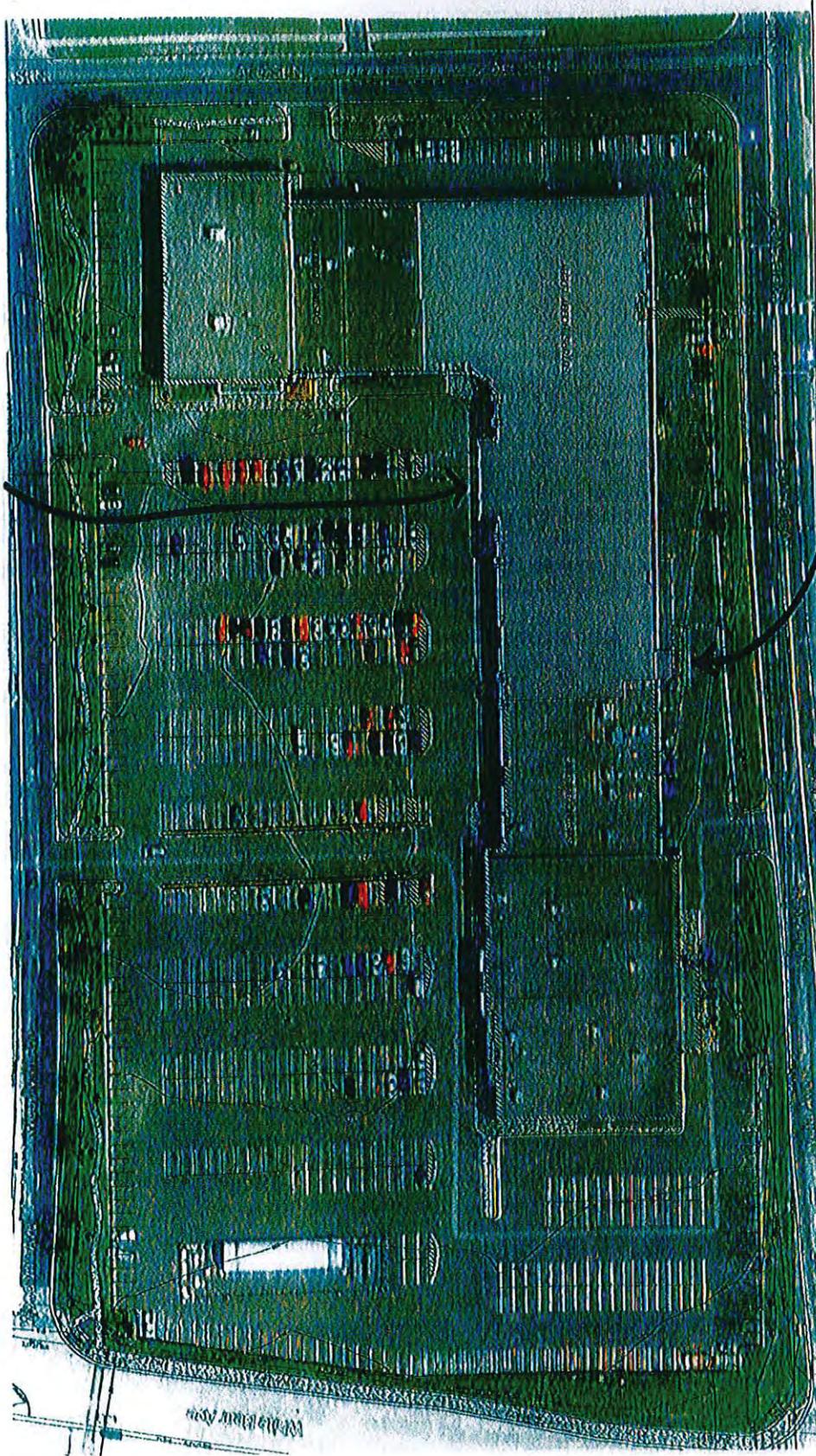


Thomas M. Schuette  
On behalf of Azure Properties, Inc.  
[tschuette@azureproperties.com](mailto:tschuette@azureproperties.com)

TMS/kl



Proposed Entry vestibule



Maplewood, MN  
Site Plan

Proposed  
Dock

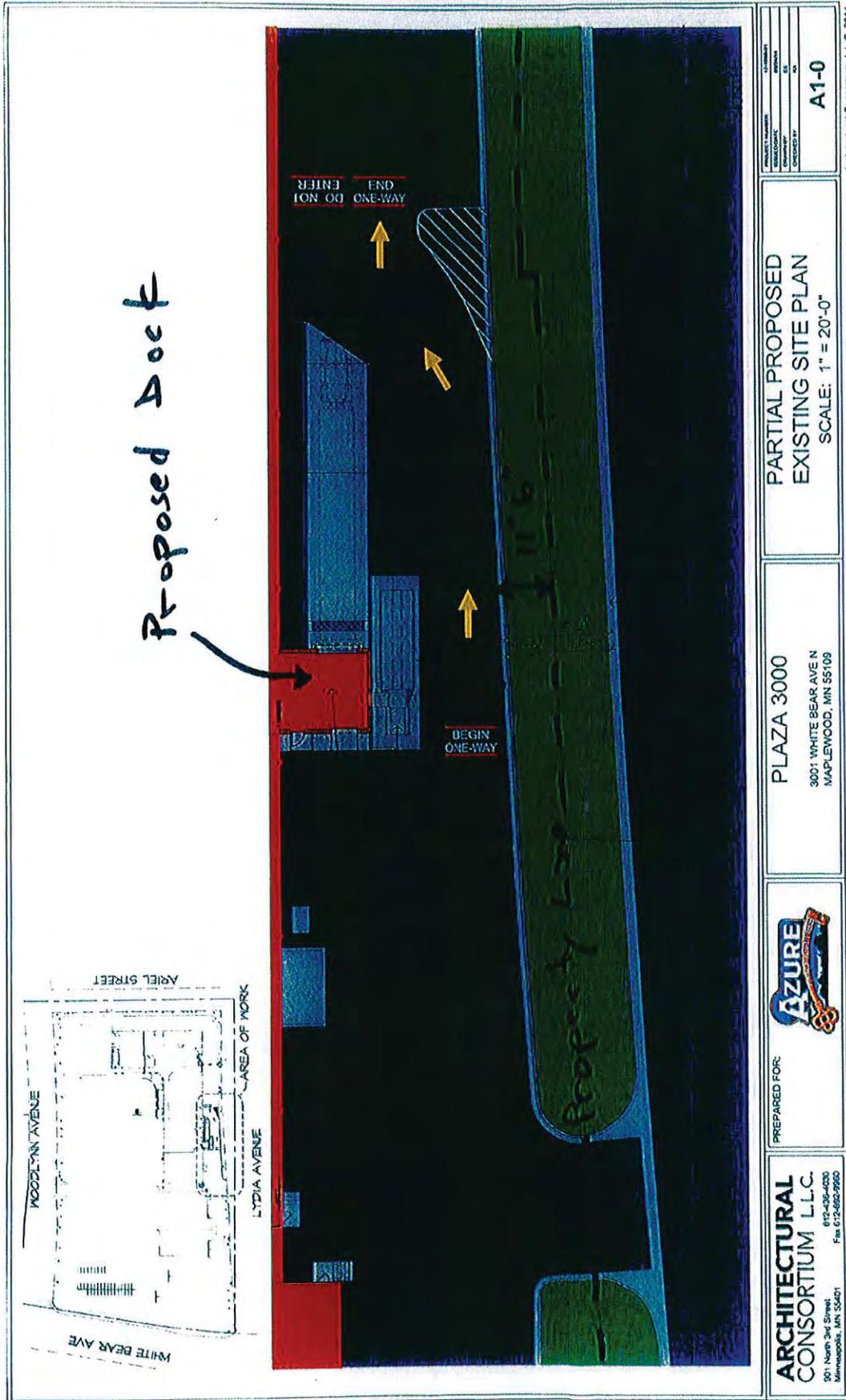
**HOBBY  
LOBBY**

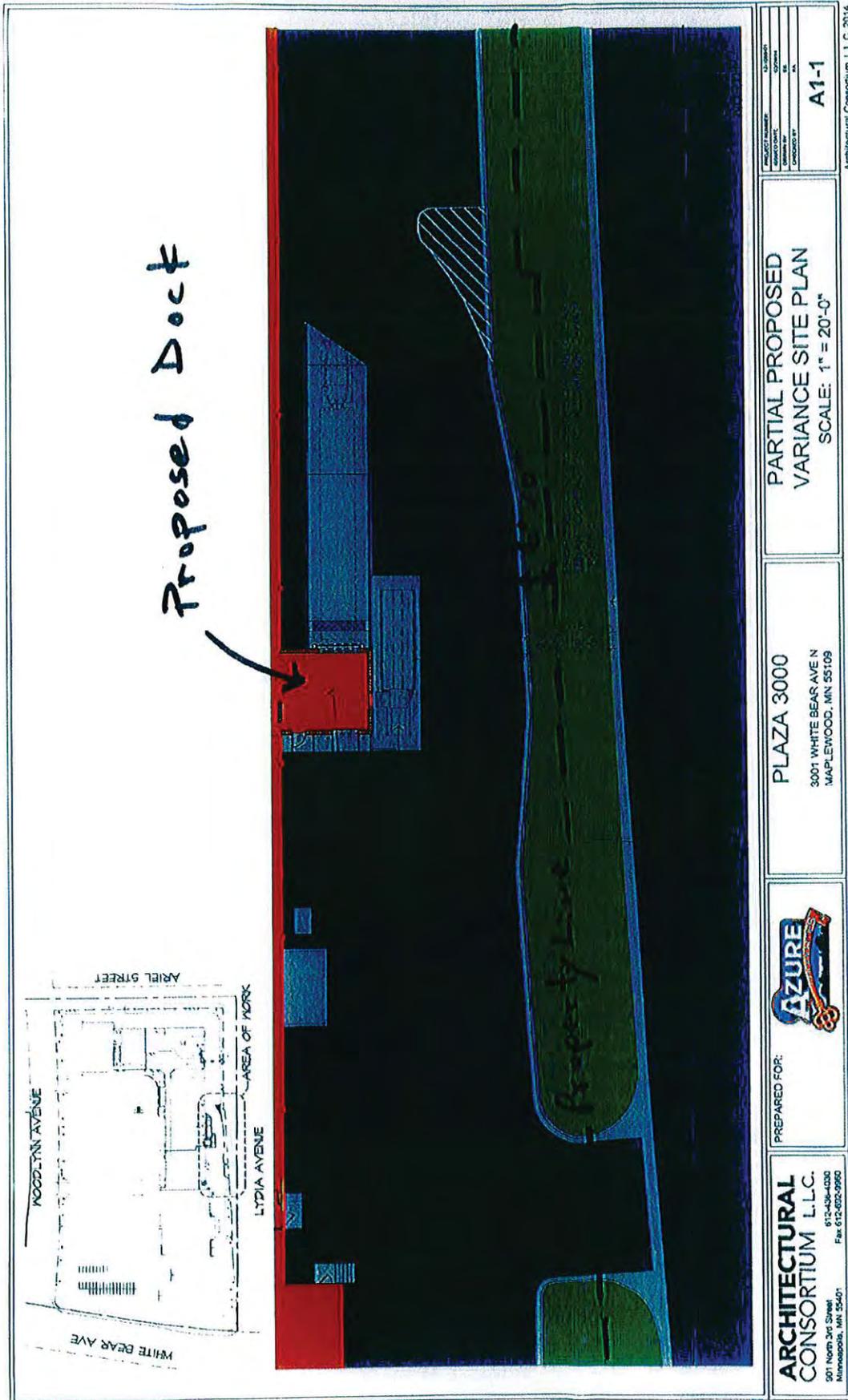
January 06, 2014

**pb2**  
Architectural  
-Engineering

Maplewood, MN  
Site Plan  
January 06, 2014  
Architectural - Engineering  
pb2  
Maplewood, MN  
Site Plan  
January 06, 2014  
Architectural - Engineering  
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**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, APRIL 22, 2014**

- a. Approval of Parking Lot Setback Variance for the Hobby Lobby at the Plaza 3000 Shopping Center, 3000 White Bear Avenue**
- i. Planner, Mike Martin gave the report and answered questions of the board.
  - ii. Representative for the applicant, Tom Schuette, Azure Properties addressed and answered questions of the board.

Boardmember Lamers moved to approve adoption of the attached conditional use permit resolution approving the plans for the widening of the Plaza 3000 Shopping Center parking lot on the south side of the building. This approval allows a parking lot setback reduction from 11.5 feet to six feet 10 inches. Approval is based on the findings required by ordinance and subject to the following conditions: (changes or additions to the motion are in bold and underlined.)

1. All construction shall follow the site plan approved by the city date-stamped March 27, 2014. Staff may approve minor changes.
2. The proposed parking lot widening shall be substantially started within one year of council approval of this permit shall be null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The property owner shall replace the six trees that would be removed due to this parking lot widening. They shall plant shrub varieties that grow tall enough to provide some screening, but not massive enough to have a substantial root spread that would interfere with nearby buried cables in the street boulevard. The property owner shall plant six planting groupings of three shrubs each (18 shrubs total) to replace the six trees to be removed. The shrubs shall be at least three feet tall upon planting. The planting plan shall be subject to staff approval.
5. **The applicant shall plant trash compactor a color that is consistent with the building, unless there is a technical reason the machine cannot be painted.**

Seconded by Boardmember Kempe.

Ayes – All

The motion passed.

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**DATE:** May 7, 2014

**SUBJECT:** Approval of a Conditional Use Permit Revision Resolution and Design Plans for Verizon Wireless Ground Equipment at Hillwood Drive and Sterling Street

**Introduction**

Verizon Wireless is proposing to:

- Add cell phone antennas to the water tower at the corner of Hillwood Drive and Sterling Street.
- Place a 12-foot by 30-foot prefabricated equipment room/generator room structure at the base of the water tower.
- Place an 8- by 16-foot, six foot tall chain link fence on the northwest end of the proposed building to surround ground equipment. This fence would have a black vinyl coating.

The antennas are permitted by ordinance as “co-locations.” This proposal, however, will require a conditional use permit (CUP) revision and design approval because of the proposed building. Refer to the attachments.

**Requests**

- Approval of a CUP revision for the proposed expansion of the existing communications facility by adding the proposed prefabricated building.
- Approval of the design plan for the proposed structure.

**Background**

April 11, 2005: The city council approved a conditional use permit (CUP) to allow Ramsey County to install 800MHz antennas and the ground structure at the water tower site. The CUP was subject to the following conditions:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.

2. The proposed construction of the new antenna facility 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. Any antenna or equipment that is not used for a year shall be deemed abandoned and the city may require the owner to remove it.
5. Ramsey County shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by this facility. The county shall make any such corrections or changes in a timely manner.

The city council also approved the design plans subject to the following conditions:

1. Repeat this review in two years if the city has not issued permits for this project.
2. Before the city issues a building permit, city staff must approve the following:
  - a. A certificate of survey for the project area that shows the proposed new construction, the location of the property lines and existing site features around the proposed lease area.
  - b. A revised landscape and screening plan that:
    - (1) Shows the preservation of as much of the existing vegetation as possible.
    - (2) Shows the clean-up and the restoration of all turf areas with sod.
  - c. A driveway, sidewalk, grading, drainage and erosion control plan for the project site.
  - d. The plans for the equipment building that show the proposed exteriors with the designs, colors and materials.
  - e. Project plans and specifications that meet all the requirements of the city building official.
3. Before getting a certificate of occupancy, the applicant shall remove and dispose of any debris and ensure that the site is cleaned up.
4. If any required work is not done, the city may allow temporary occupancy if:
  - a. The city determines that the work is not essential to the public health, safety or welfare.
  - b. The city receives a cash escrow or an irrevocable letter of credit for the required work. The amount shall be 150% of the cost of the unfinished work.
5. All work shall follow the approved plans. The director of community development may approve minor changes.

## Discussion

### **Building Design**

The proposed 12-foot by 30-foot equipment building would have a brick-embossed concrete exterior and be colored dark walnut. The structure would be 10.5 feet tall and would be placed on the property, not constructed on site. The existing equipment structure on site for Ramsey County is also a brick-embossed structure. Staff recommends that the proposed structure match the color of the existing one.

There would also be an 8-foot by 16-foot, six-foot-tall chain link fence installed at the northerly end of the proposed structure to enclose and protect external electrical equipment referred to as the "cable bridge section." The proposed fence would be chain link material with a black vinyl coating. The black vinyl coating would make the fence less visible and is, therefore, a good choice.

### **Building Placement**

The planning commission recommended approval of the proposed CUP with the staff recommendation. They did, however, consider having the proposed building moved further from the homes on the east side. They directed staff to work with the applicant to see if there are better alternative locations.

Staff did as requested and the applicant responded with the following justification for their proposed building placement:

*Please see the excerpt below from the design team regarding the first and second site walk for this site.*

*"He said they originally choose to place the equipment shelter on the Northwest side of the water tower. After we received the prelim survey, we noticed the 100' easement from the gas lines to the west of the water tank. So the original equipment shelter location fell inside of that easement. Also, the first location would have been ultimately denied, because we fell inside of the water tower drip edge.*

*On the second site walk, Design 1 met with Verizon and the City of Maplewood, and decided on the location where we are proposing currently. The main reason they choose the current location, is because it was the flattest area surrounding the water tank. This site drops off pretty well on all sides of the water tank, and this was the most logical (and maybe only) location for the equipment shelter. They city was good with the proposed equipment shelter location as long as we relocated the existing trees, and the equipment shelter was properly screened from the two streets."*

With this explanation, staff is supportive of the proposed location as shown on the site plan.

### **Landscaping**

Seven evergreen trees would be removed for the new structure and seven replacement evergreens planted. The new trees should be at least six-feet-tall to comply with code.

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

Dave Fisher, the former building official, commented that he will need signed plans from a design professional. Also, he will need approval of this project by the St. Paul Regional Water Services since the proposal is on their site.

### **Engineer's Report**

Refer to the engineering report from Steve Love, assistant city engineer. The applicant would need to comply with Mr. Love's conditions as stated in his report.

### **Assistant Fire Chief's Comments**

Butch Gervais, assistant fire chief, commented that there are no issues.

### **Police Comments**

Chief Paul Schnell has no issues with the proposal.

### **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 12- by 30-foot structure would meet the above criteria and would not create any negative issues. The applicant is proposing to plant evergreen trees to buffer the proposed structure which will help to screen it. Also, the elevation of the site is considerably higher than surrounding homes which would diminish its visibility.

### **Neighbor's Comments**

Staff surveyed the 52 neighboring property owners within 500 feet of the site. There was only one reply. That resident only asked about the mailing radius for our notification. There were no comments for or against the proposal.

### **Commission Actions**

March 18, 2014: The planning commission recommended approval of the proposed CUP with the staff recommendation. They did, however, consider having the proposed building moved further from the homes on the east side. They directed staff to work with the applicant to see if there are better alternative locations.

April 22, 2014: The community design review board reviewed the building design and landscaping plans and recommended approval. The board added the following conditions:

- The applicant shall review with staff the possibility of moving the proposed building closer to the water tower.
- The existing fence around Ramsey County's equipment should be continually maintained.
- The applicant shall revise the landscape plan to show the planting locations of the trees to be staggered into two rows, instead of a single row. The applicant shall also work with staff on increasing the number of trees to the landscape plan to bolster the screening provided.

Staff has added the board's third condition to the recommendation for design approval. Staff feels that there is no suitable opportunity to move the proposed building closer to the water tower. Doing so would place the building either on the north side of the tower making it more visible to neighbors or conflict with the driveway and causing its relocation or widening to accommodate the building placement. The west side of the tower is not feasible due to the pipeline easement and the existing building is in the way on the south side of the water tower.

Regarding the fence around Ramsey County's equipment, this fence is in good condition and the Maplewood fence-maintenance code requires that fences be continually maintained. Staff, therefore, is not recommending a condition change for the existing fence.

### **Budget Impact**

None.

### **Recommendation**

- A. Adopt the conditional use permit revision resolution approving the expansion of the cell phone and public safety communications facility at the St. Paul Regional Water Services water tower site at the corner of Hillwood Drive and Sterling Street. Approval is based on the findings required by ordinance and subject to the following conditions (additions are underlined):
1. All construction shall follow the site plan approved by the city date-stamped February 18, 2014. The director of community development may approve minor changes.

2. The proposed construction of the new antenna facility 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. Any antenna or equipment that is not used for a year shall be deemed abandoned and the city may require the owner to remove it.
  5. Ramsey County shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by this facility. The county shall make any such corrections or changes in a timely manner. Ramsey County shall be responsible only for their communications equipment.
  6. Verizon shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by their communications equipment.
  7. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
  8. The applicant shall provide written approval of this project by the St. Paul Regional Water Services since the proposal is on their site.
- B. Approve the plans date-stamped February 18, 2014 for the proposed equipment building for Verizon Wireless to locate on the water tower site at the corner of Hillwood Drive and Sterling Street. Approval is subject to the following conditions:
1. Approval of design plans is good for two years. If the applicant has not begun construction within two years, this design review shall be repeated. Staff may approve minor changes to these plans.
  2. The applicant shall obtain a conditional use permit from the city council for the proposed expanded use of the site with an additional building and equipment by Verizon Wireless.
  3. The applicant shall revise the landscape plan to show the planting locations of the trees to be staggered into two rows, instead of a single row. The applicant shall also work with staff on increasing the number of trees to the landscape plan to bolster the screening provided. The minimum height of these trees shall be six feet tall. The applicant shall make sure to maintain these trees and keep them watered.
  4. If the building project results in a need for a retaining wall at the base of the proposed pre-fabricated building due to grades, the applicant shall provide a detail of this wall for staff approval.
  5. The proposed structure shall match the pattern and color of the existing structure.

6. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
  
7. The applicant shall provide an irrevocable letter of credit or cash escrow in the amount of 150 percent of the cost of installing the landscaping, before getting a building permit.

## **Reference Information**

### **Site Description**

Site size: 1.36 acres

Existing land use: Water tower with antennas and ground equipment to serve Ramsey County public safety needs

### **Surrounding Land Uses**

The water tower site is surrounded by single family homes.

### **Planning**

Land Use Plan designation: G (government)

Zoning: R1 (single dwelling residential)

### **Application Date**

The applications for these requests were complete on February 18, 2014. State law requires that the city decide on these applications within 60 days. Staff, however, has extended the review period an additional 60 days because the applicant requested a postponement of the design review because of a meeting conflict. The deadline for city council action is now extended to June 25, 2014.

## **Attachments**

1. Conditional Use Permit Revision Resolution
2. Land Use Plan Map
3. Zoning Map
4. Location Map
5. Site Plan
6. Aerial Photo
7. Building Design Plan
8. Engineer's Report dated February 13, 2014
9. PC Minutes dated March 18, 2014
10. CDRB Minutes dated April 22, 2014
11. Plans date-stamped February 18, 2014 (separate attachment)

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## CONDITIONAL USE PERMIT REVISION RESOLUTION

WHEREAS, Verizon Wireless has applied for a conditional use permit revision be allowed to expand the wireless communications facility which is in place at the St. Paul Regional Water Services water tower site.

WHEREAS, Section 44-1327 of the city ordinances requires a conditional use permit for communications towers, including their support equipment, in residential zoning districts.

WHEREAS, this permit applies to the property located at the southwest corner of Hillwood Drive and Sterling Street. The legal description of this property is:

Outlot B, Beth Heights First Addition, according to the recorded plat in Section 12, Township 28, Range 22 in Ramsey County, Minnesota. (PIN 12-28-22-43-0012)

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

1. On March 18, 2014, 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 \_\_\_\_\_, 2014, 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 February 18, 2014. The director of community development may approve minor changes.
2. The proposed construction of the new antenna facility 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. Any antenna or equipment that is not used for a year shall be deemed abandoned and the city may require the owner to remove it.
5. Ramsey County shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by this facility. The county shall make any such corrections or changes in a timely manner. Ramsey County shall be responsible only for their communications equipment.
6. Verizon shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by their communications equipment.
7. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
8. The applicant shall provide written approval of this project by the St. Paul Regional Water Services since the proposal is on their site.

The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_, 2014.

# Vista Hills - Future Land Use Map

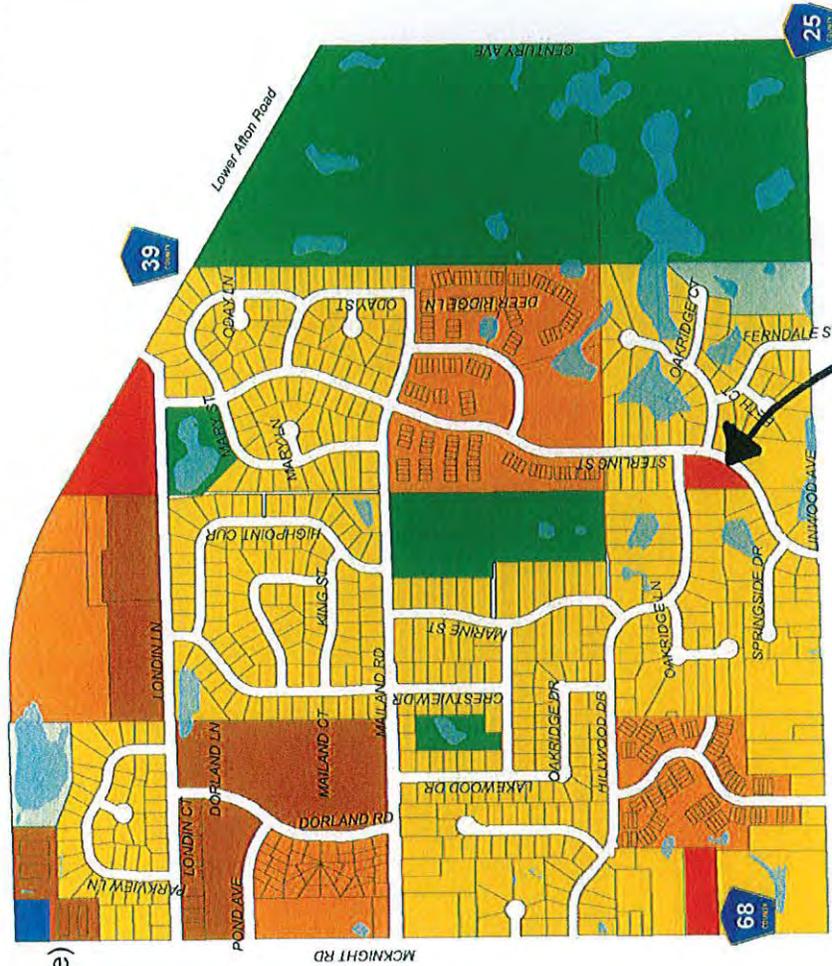
CITY OF MAPLEWOOD  
**2030**  
 COMPREHENSIVE PLAN

-  Rural/ Low Density Residential (0.5 - 1.5 Units per Acre)
-  Low Density Residential (2.6 - 6.0 Units per Acre)
-  Medium Density Residential (6.1 - 10.0 Units per Acre)
-  High Density Residential (10.1 - 25.0 Units per Acre)
-  Mixed Use (6.0 - 31.0 Units per Acre)

-  Commercial
-  Industrial
-  Government
-  Institutional
-  Park
-  Open Space
-  Water

**Neighborhoods**

January 25, 2010



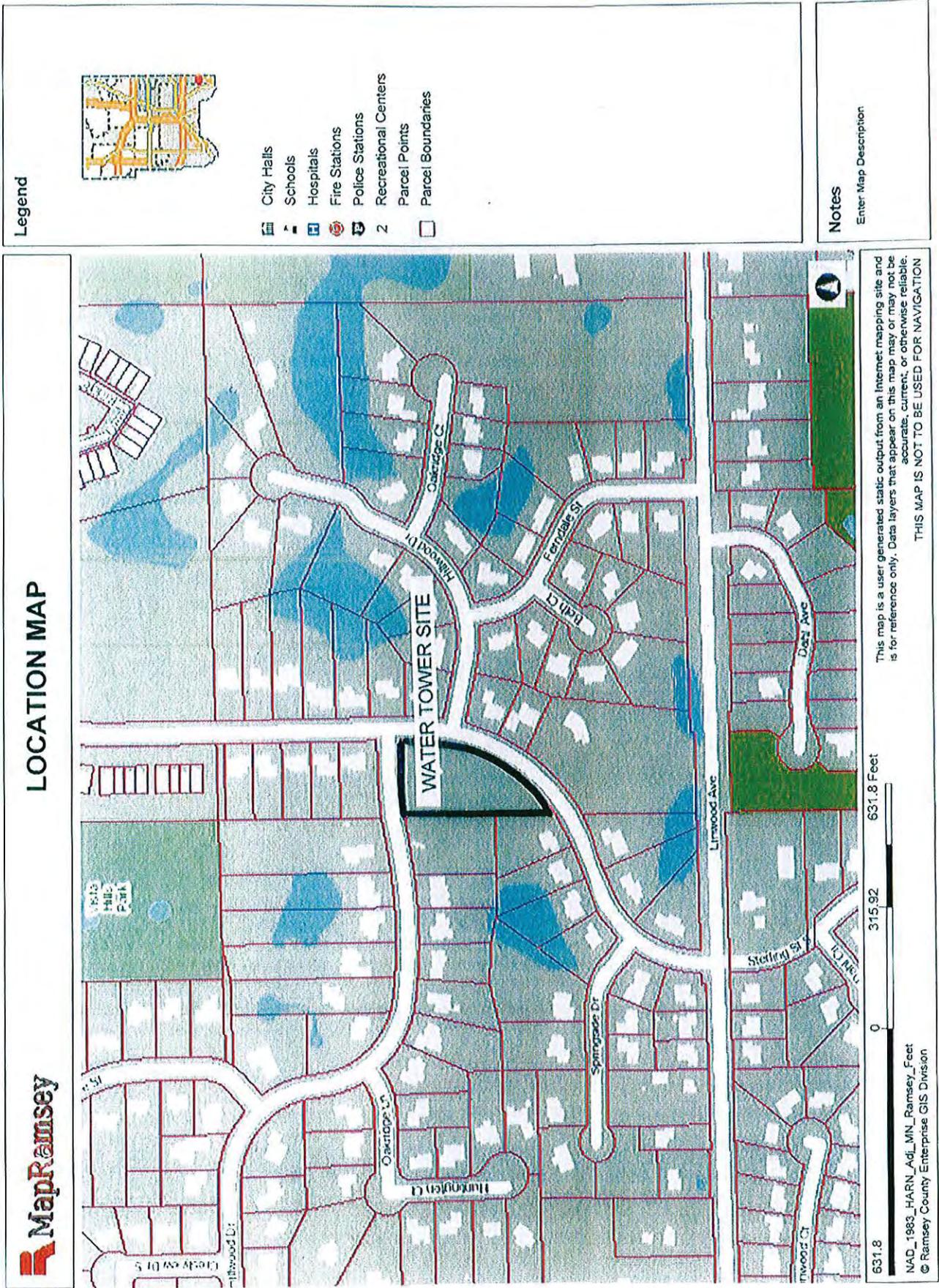
WATER TOWER SITE IS CLASSIFIED G (GOVERNMENT)

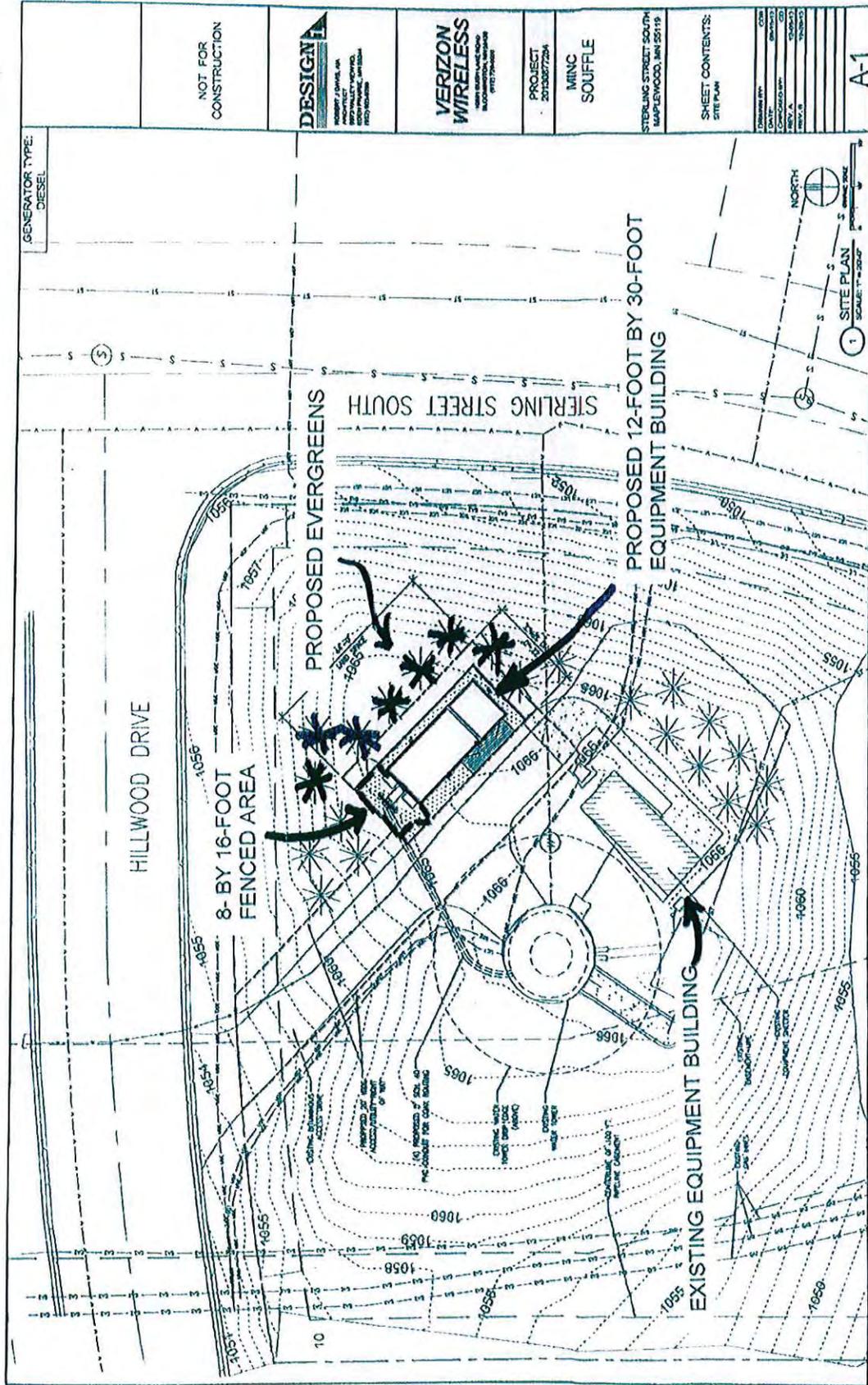
# Maplewood Base Map



## ZONING MAP

THE WATER TOWER SITE AND ALL SURROUNDING PROPERTIES ARE ZONED R1 (SINGLE DWELLING RESIDENTIAL)





SITE PLAN

PROPOSED 12-FOOT BY 30-FOOT  
EQUIPMENT BUILDING



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

Legend

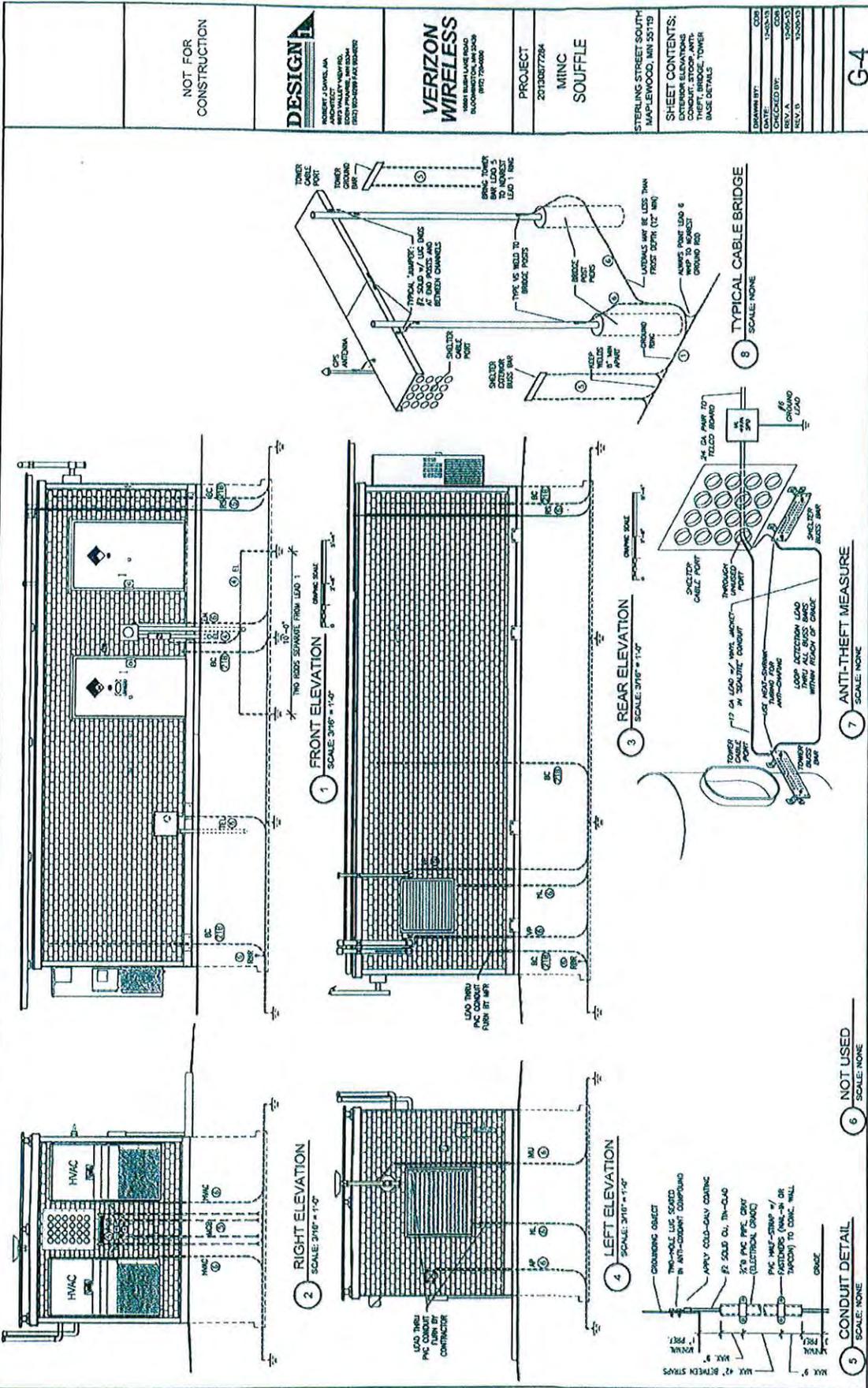


- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries

Notes

Enter Map Description

PROPOSED 12-FOOT BY 30-FOOT  
EQUIPMENT BUILDING



BUILDING DESIGN

Engineering Plan Review

**PROJECT:** Equipment Shelter – SPRWS Water Tower Site  
**PROJECT NO:**  
**COMMENTS BY:** Steven Love, P.E., P.L.S. – Assistant City Engineer  
**DATE:** 2-13-2014  
**PLAN SET:** Design Review Request Packet

Verizon Wireless is requesting a review of a proposed equipment shelter and additional antennas as the Saint Paul Regional Water Service (SPRWS) water tower property located at 645 Sterling Street S. The antennas are to be located on the SPRWS water tower. The proposed equipment shelter is proposed to be located just to the northeast of the water tower. The following are engineering review comments and act as conditions prior to issuing demolition, grading, sewer, and building permits:

Drainage and Stormwater Management

- 1) A grading and drainage plan shall be prepared by a professional engineer and submitted for review.
  - a. Submitted plans shall show the proposed grading, any proposed retaining walls, and details of any new proposed storm sewer.
  - b. Submitted plans shall show the proposed area to be disturbed and how the proposed grades tie into the existing driveway.
  - c. The use of retaining walls may be required if maintainable slopes (3:1 max) are unable to be achieved.

Grading and Erosion Control

- 2) A grading and erosion control plan shall be provided detailing how the project proposes to address erosion control for the site during construction of the equipment shed.
  - a. The Applicant shall meet all requirements of the City that result from review of the grading and erosion control plan.

Sanitary Sewer and Water Service

- 3) The applicant shall verify whether or not any sanitary or water service is required for the proposed equipment shed.
- 4) Any proposed water service is subject to the review and conditions of Saint Paul Regional Water Services (SPRWS). The applicant shall submit plans and specifications,

if changes area proposed, to SPRWS for review and meet all requirements they may have prior to the issuance of a grading permit by the City.

Other

- 1) The developer shall pay all permit fees, escrows, and charges (SAC, WAC, and PAC) associated with this project prior to permit issuance. The developer shall work with the Parks Director in regards to the PAC fee.
- 2) The Owner shall satisfy all requirements of all permitting and reviewing agencies.

**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, MARCH 18, 2014**

**5. PUBLIC HEARING**

**a. Approval of a Conditional Use Permit Revision and Design Plans for Verizon Wireless Ground Equipment at Hillwood Drive and Sterling Street**

- i. Senior Planner, Tom Ekstrand gave the report and answered questions of the commission.
- ii. Verizon Wireless Representative, Sarah Hill addressed and answered questions of the commission.

Chairperson Desai opened the public hearing.

There were no visitors to address the commission for the public hearing.

Chairperson Desai closed the public hearing.

Commissioner Tripler moved to approve the conditional use permit revision resolution approving the expansion of the cell phone and public safety communications facility at the St Paul Regional Water Services water tower site at the corner of Hillwood Drive and Sterling Street. Approval is based on the findings required by ordinance and subject to the following conditions (additions are underlined):

1. All construction shall follow the site plan approved by the city date-stamped February 18, 2014. The director of community development may approve minor changes.
2. The proposed construction of the new antenna facility 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. Any antenna or equipment that is not used for a year shall be deemed abandoned and the city may require the owner to remove it.
5. Ramsey County shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by this facility. The county shall make any such corrections or changes in a timely manner. Ramsey County shall be responsible only for their communications equipment.
6. Verizon shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by their communications equipment.
7. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
8. The applicant shall provide written approval of this project by the St Paul Regional Water Services since the proposal is on their site.

March 18, 2014

Planning Commission Meeting Minutes

Seconded by Commissioner Bierbaum.

Ayes - All

The motion passed.

The planning commission directed staff to work with the applicant on alternative locations of the structure on the site to see if there may be less visible placement options.

MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, APRIL 22, 2014

1. DESIGN REVIEW

a. Approval of Design Plans for Verizon Wireless Ground Equipment at Hillwood Drive and Sterling Street

- i. Planner, Mike Martin gave the report and answered questions of the board.
- ii. Randy Iskierka, Verizon Wireless addressed and answered questions of the board.

Boardmember Lamers moved to approve the plans date-stamped February 18, 2014, for the proposed equipment building for Verizon Wireless to locate a new building on the water tower site at the corner of Hillwood Drive and Sterling Street. Approval is subject to the following conditions: (changes or additions to the motion are in bold and underlined)

1. Approval of design plans is good for two years. If the applicant has not begun construction within two years, this design review shall be repeated. Staff may approve minor changes to these plans.
2. The applicant shall obtain a conditional use permit from the city council for the proposed expanded use of the site with an additional building and equipment by Verizon Wireless.
3. The applicant shall replace all evergreen trees that are removed for the proposed equipment building with at least the same number of trees. The replacement trees shall be at least six feet tall. The applicant shall make sure to maintain these trees and keep them watered.
4. If the building project results in a need for a retaining wall at the base of the proposed prefabricated building due to grades, the applicant shall provide a detail of this wall for staff approval.
5. The proposed structure shall match the pattern and color of the existing structure.
6. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
7. The applicant shall provide an irrevocable letter of credit or cash escrow in the amount of 150 percent of the cost of installing the landscaping, before getting a building permit.
8. **The applicant shall review with staff the possibility of moving the proposed building closer to the water tower.**
9. **The existing fence around Ramsey County's equipment should be continually maintained.**
10. **The applicant shall revise the landscape plan to show the planting locations of the trees to be staggered into two rows, instead of a single row. The applicant shall also work with staff on increasing the number of trees to the landscape plan to bolster the screening provided.**

Seconded by Boardmember Shankar.  
The motion passed.

Ayes – All

**MEMORANDUM**

**TO:** City Council

**FROM:** Charles Ahl, City Manager

**DATE:** May 5, 2014

**SUBJECT:** Call Special Meeting to Consider Options and Schedule to Fill City Manager Position

**Introduction/Background**

The City Council should consider appointing a City Manager to fill my position after my planned retirement on May 30, 2014. This discussion and consideration should be done as part of a council meeting and transparent to our citizens. The Council will need to consider appointing an Interim City Manager as well as establish a process to consider filling the position on a permanent basis.

Assistant City Manager Melinda Coleman is a very qualified candidate and has experience as a City Manager. Her contract provides that she fill the City Manager position in the absence of the City Manager on a temporary basis until the Council makes other arrangements. Due to Council Member Abram's absence from the May 12<sup>th</sup> meeting and the fact that the Memorial Day Holiday falls on the fourth Monday [our regular meeting date], a special meeting will be necessary. The length and terms of Ms. Coleman's appointment will be part of the May 20<sup>th</sup> discussion. We will also discuss whether the Council wishes to conduct a search process at the May 20<sup>th</sup> meeting when all members are present.

The date of May 20<sup>th</sup> at 5:00 pm is proposed. It is anticipated that the meeting will last approximately 45-60 minutes. The rules of procedure require that only the item specified be discussed as part of a Special Meeting, so the Council should add any other topics that they may wish to consider to this motion calling the meeting.

**Budget Impact**

None.

**Recommendation**

It is recommended that the City Council adopt a motion calling a special meeting of the City Council for Tuesday, May 20<sup>th</sup> at 5:00 pm to be held in the City Council chambers for the purpose of considering options and a schedule to fill the City Manager position.

**Attachments**

None.

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**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, Assistant City Manager  
**DATE:** May 6, 2014  
**SUBJECT:** Council 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 announcements of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars. No action is required.

**Upcoming Agenda Items & Work Session Schedule**

1. May 26 –Meeting cancelled due to Memorial Day Conflict
2. June 9 – Commissioner Interview for Human Rights Commission
3. June 9 – Johnson – Berwald Annexation
4. June 9 – Update on the Park Master Plan
5. June 23 – Recreation Program Update and Quick Primer on CAPRA (Commission for Accreditation of Park and Recreation Agencies)

**Budget Impact**

None.

**Recommendation**

No action required.

**Attachments**

None.

Meeting Date: 05-12-2014

Agenda Item#: N4

**ACTION PACKAGE NO. 34**

**RAMSEY/WASHINGTON COUNTIES SUBURBAN CABLE COMMUNICATIONS COMMISSION II**

<b>ACTION REQUESTED BY:</b>  Executive Director	<b>DATE:</b>  May 2, 2014
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**ACTION REQUESTED:**

Review and approve recommended changes to Bylaws:

1. Article IX, Official Address: Update to 2460 East County Road F, White Bear Lake, MN 55110, (651) 747-3800.
2. Attach an updated certified calculation of votes.
3. Attach a list of regular meetings for the Commission and Executive Committee.
4. Consider establishing ad-hoc By-Laws Committee to review the Bylaws and report to the full Commission any recommendations for additional changes.

**BUDGET IMPLICATIONS:**

Not applicable.

**SUPPORTING DOCUMENTATION (ATTACHED):**

1. March 27, 2014, memorandum from Mike Bradley.
2. Commission bylaws dated March 1995, marked with edits as proposed by Executive Director.

**STAFF COMMENTS AND/OR RECOMMENDATIONS:**

Commission Office - Telephone: 651-747-3800 Fax: 651-747-3849

**ACTION TAKEN:** \_\_\_\_\_ **DATE OF ACTION:** \_\_\_\_\_



Bradley  
Guzzetta, LLC

## MEMORANDUM

To: Timothy W. Finnerty  
From: Michael R. Bradley  
Re: Regular Meeting Requirement of the Bylaws  
and Commission Cable Payment Policy  
Date: March 27, 2014

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### Background

At the last Commission meeting, one of the Commission Directors asked whether the Commission was acting outside of its authority by not meeting as a full Commission each month. The Commission's Bylaws state:

Regular meetings of the Commission shall be held on the second Thursday of each month, at a time and place designated by the Commission.

*See Commission Bylaws, Art. IV, Sec. 1.*<sup>1</sup> Over the years, the Commission determined that it was unnecessary to meet every month, because there was simply not enough business for the Commission to conduct monthly and, therefore, meeting as a full Commission every month was an inefficient use of public resources. For probably over twenty years, the Commission has met as a full Commission on the second Thursday of the month, every other month. On the alternating months, the Executive Committee meets. When the Executive Committee meets, it has "all the powers and authority of the Commission in the management of the property, business and affairs of the Commission during the intervals between meetings of the Commission." *See Commission Bylaws, Art. VII, Sec. 2.*

The Commission has always made the public aware of its meeting schedule at the beginning of each year. *See, e.g., Attachment A.* It also publishes notice of its full Commission and Executive Committee meetings monthly all in accordance with the Minnesota Open Meeting Law. *See Minn. Stat. Ch. 13D.*

A Commission Director also raised an issue with the Commission's policy of paying for certain cable services for its Commission Directors. It is the policy of the Commission to pay

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<sup>1</sup> This Bylaw provision is consistent with Minn. Stat. Sec. 412.191, Subd. 2, which states that "Regular meetings of the council shall be held at such times and places as may be prescribed by its rules."

Comcast through a bulk contract to provide certain cable and internet services to all of its Commission Directors and eligible Alternates. These specified services do not include additional services and equipment, such as additional set-top boxes, pay-per-view programs, on-demand purchases, or phone services. These types of additional services are billed separately and directly to the Commissioner/Alternate.

**I. The Bylaws Do Not Require the Full Commission to Meet Monthly, but do require its Regular Meetings to be held on the Second Thursday of the Month.**

While the Commission has not been meeting as a full Commission every month as the Bylaws allow, the full Commission or the Executive Committee, which essentially has the same authority as the full Commission, has met every month.<sup>2</sup> Regardless, while the Commission's Bylaws state when the regular meetings may be held, it does not require the Commission to hold a regular full Commission meeting each month; it does however require that when a regular meeting is held, it must be on the second Thursday of the month in which it meets.

There is nothing, for example, that would prohibit the Commission from canceling a regular meeting. For example, when there is no business to conduct, the Bylaws are not so draconian as to require the Commission to meet. That would be a waste of limited governmental resources and poor governance. So long as the Commission is holding a regular meeting on the second Thursday of a month, it is in compliance with its Bylaws. The Commission could decide to hold regular meetings quarterly and still be in compliance with its Bylaws, provided it met on the second Thursday of the month.

In practice, that is what has happened. There is no need for this Commission to meet as a full Commission each month. It would be meeting purely for the sake of meeting. Therefore, the Commission's practice has been to meet every other month with the Executive Committee meeting in the alternating months. It is simply the best governing practice and most efficient use of public resources for this Commission.

The main purpose of the Bylaws is to let its members and the public know when and how the Commission will conduct its business. Save for a rare Special Meeting, this Commission has always conducted its business on the second Thursday of the month since before 1995. No member of the public has ever complained, to my knowledge, of not understanding when the Commission would be conducting its business.

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<sup>2</sup> See Commission Bylaws, Art. VII, Sec. 2. "The Executive Committee shall have all the powers and authority of the Commission in the management of the property, business and affairs of the Commission during the intervals between meetings of the Commission..."; and Section 3 "Meetings of the Executive Committee shall be held whenever called by the Chair or two (2) members of the Executive Committee up at three (3) days advance written notice. The date and place of each meeting shall be fixed by the person or persons calling it..."

In my opinion, the Commission has followed its Bylaws at all times and may continue its practice of meeting in alternating months. Since the Bylaws have not been updated since 1995, the Commission may also wish to have the Bylaws updated and to eliminate any concerns that current Commission Directors may have at this time.

**II. The Commission may Pay for Commission Directors' Cable and Internet Service because Both Services are Necessary for the Commission Directors to Carry Out Their Duties.**

With regard to the Commission's policy of paying for certain cable services for its Commission Directors, there is no conflict of interest of the Commission paying Comcast for these services. A citizen raised this issue a couple of years ago; apparently under the mistaken belief that Comcast was providing the services to the Commission Directors/Alternates directly as a gift. That is not the case here. It is the Commission, not Comcast paying for the cable services. There, of course, is no conflict of interest for the Commission Directors/Alternates under Minnesota Statutes Section 10A.07, since Commission Directors/Alternates receive cable and Internet services that are paid by the Commission rather than Comcast.

Detailed knowledge of the services and customer experience provided by Comcast is important for Commission Directors/Alternates in order to allow them to fully understand the concerns and problems encountered by constituents who subscribe to such services, as well as to make necessary policy and regulatory decisions relative to the franchise and the franchisee (*i.e.*, Comcast). Receiving the bulk services helps assure that every Commission Director/Alternate is able to receive subscriber services regardless of their personal ability to pay for such service and to better discharge their responsibilities as a Commission Director/Alternate. Full, informed and knowledgeable participation is a requirement of the job, and receiving cable and Internet service helps in that regard. Although the Commission does not have specific authority to regulate Internet service, it was included since the Commission inevitably receives complaints about Internet service because there is no other place for subscribers to turn to for effective dispute resolution. In fact, the FCC has referred complaints related to Internet service to local governments. Telephone service is not included in the Commission's bulk service contract with Comcast because telephone-related complaints can be sent to the Minnesota Public Utilities Commission.

Whether the Commission must send the Commission Directors/Alternates an IRS Form 1099 is an accounting question that I will not opine upon.

**Attachment A**  
**2014 Regular Meeting Notice**

The Ramsey/Washington Suburban Counties Cable Communications Commission II and its Executive Committee have scheduled regular meetings for 2014 on the following dates:

**2014**  
**Full Commission Meetings**

January 9, 2014  
March 13, 2014  
May 8, 2014  
July 10, 2014  
September 11, 2014  
November 13, 2014

Full Commission Meetings are scheduled to be held at 5:30 p.m. at:  
Commission Office  
2460 East County Road F  
White Bear Lake, MN

**2014**  
**Executive Committee Meetings**

February 13, 2014  
April 10, 2014  
June 12, 2014  
August 14, 2014  
October 9, 2014  
December 11, 2014

Executive Committee Meetings are scheduled to be held at 5:30 p.m. at:  
Commission Office  
2460 East County Road F  
White Bear Lake, MN

These meetings are open to the public. For more information, contact the Commission office at 651-747-3800

TIMOTHY W. FINNERTY  
EXECUTIVE DIRECTOR

September, 1995

RAMSEY/WASHINGTON COUNTIES SUBURBAN  
CABLE COMMUNICATIONS COMMISSION II

**BYLAWS**

**ARTICLE I.**  
**DEFINITIONS**

For the purposes of these Bylaws, the terms defined in this Article shall have the following meanings:

- Section 1.** "Board of Directors" or "Board" means the governing body of the Commission.
- Section 2.** "Commission" means the Ramsey/Washington Counties Suburban Cable Communications Commission II, created pursuant to the Joint and Cooperative Agreement.
- Section 3.** "City" or "Cities" or "Municipality" or "Municipalities" means any city, town or township.
- Section 4.** "Director" means a person appointed by a Member Municipality to be its representative on the Commission, and such person's appointed alternate.
- Section 5.** "Executive Director" means the person hired to be the chief administrative officer or coordinator of the Commission.
- Section 6.** "Joint and Cooperative Agreement" means the agreement between the municipalities of Birchwood Village, Dellwood, Lake Elmo, Mahtomedi, Maplewood, North St. Paul, Oakdale, Vadnais Heights, White Bear Lake, White Bear Township, Willernie and Grant Township, Minnesota, creating this Commission, and which supersedes and replaces the prior Joint and Cooperative Agreement entered into in 1981 by the member Municipalities.
- Section 7.** "Member" or "Member Municipality" means a municipality which has entered into the Joint and Cooperative Agreement prior to October 15, 1995, or subsequently joins the Commission pursuant to the terms of the Joint and Cooperative Agreement.

**ARTICLE II.**  
**OFFICERS**

- Section 1. Election.** The officers of the Commission shall consist of a Chair, Vice Chair, Secretary and Treasurer. Each officer shall be elected at the annual meeting of the Commission in November of each year. Officers shall serve for a term of one (1) year, and shall be eligible for re-election for successive one (1) year terms.
- Section 2. Removal.** Any officer may be removed by the same affirmative vote of the Commission which was required for election.
- Section 3. Vacancies.** If any vacancy shall occur in any office by reason of removal, resignation, death, or otherwise, the Commission shall elect a person to fill such vacancy for the unexpired term of the person whom he/she replaces. Vacancies may be filled at any regular meeting of the Commission.

- Section 4. Resignation.** Any officer may resign by filing a written notice thereof with the Secretary of the Commission. If the officer resigning holds the position of Secretary, said notice shall be filed with the Chair.
- Section 5. Absence.** If both the Chair and Vice Chair are absent from any Commission or Executive Committee meeting, as the case may be, the Chair may, prior to such meeting, name a temporary Chair in writing to serve at the Commission or Executive Committee meeting, as the case may be. In the event the Chair neglects to appoint a temporary Chair prior to such a meeting, the Commission or the Executive Committee, as the case may be, shall name a temporary Chair.
- Section 6. Chair.** The chair shall preside at all meetings of the Commission and the Executive Committee, shall generally supervise the business and affairs of the Commission, and shall have primary responsibility for seeing that all orders and resolutions of the Commission are carried into effect. He/she shall sign, with any other officer of the Commission, any contracts, resolutions, orders, instruments or other official actions of the Commission which the Commission has authorized to be executed. He/she shall, in general, perform all duties incidental to the office of the Chair and such other duties as may be prescribed from time to time by the Commission. The Chair shall be a member of the Executive Committee.
- Section 7. Vice Chair.** In the absence of the Chair, or in the event of the Chair's inability to act, the vice Chair shall perform the duties of the Chair and, when so acting, shall have all the power of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform other duties as from time to time may be assigned to him/her by the Chair or the Commission. The vice Chair shall be a member of the Executive Committee.
- Section 8. Secretary.** The Secretary shall cause to be kept the minutes of the Commission and of the Executive Committee and these Bylaws; see that all notices required of the Commission are duly given as required by law and these Bylaws; shall be custodian of the Commission's records and cause to be kept a register of the name and post office address of each Member, Director, and officer of the Commission; and shall generally perform all the duties incidental to the office of Secretary and such other duties as may from time to time be assigned to him/her by the Chair or by the Commission. The Secretary shall be a member of the Executive Committee.
- Section 9. Treasurer.** The treasurer shall be responsible for all funds and securities of the Commission, and shall generally perform all the duties as may from time to time be assigned to him/her by the Chair or by the Commission. The treasurer shall cause to be disbursed the funds of the Commission, as ordered by the Commission, taking the proper vouchers for such disbursements, and shall render to the Commission, at its regular meetings, or whenever it may require, an account of all transactions and of the financial condition of the Commission. The Treasurer shall be a member of the Executive Committee.
- Section 10. Other.** The Commission and the Executive Committee shall keep minutes of each meeting. All approved minutes shall be filed with the Executive Director and be available for inspection at the Commission's administrative offices. Minutes of the Executive Committee meetings shall be given to all directors as a part of the Commission's regular agenda.

ARTICLE III.  
DIRECTORS

- Section 1. Representation.** Each Member shall be entitled to one (1) Director to represent it on the Commission. Each Director is entitled to vote in direct proportion to the percentage of annual revenues attributable to the Member represented by the Director to the total annual revenues of the system for the prior year rounded to the nearest whole number: provided, however, that each Director shall have at least one (1) vote, all in accordance with the Joint and Cooperative Agreement.
- Section 2. Appointment.** A director shall be appointed by each Member. A Member shall notify the Commission office in writing of the appointment of any director. A Director shall serve until a successor is appointed and qualifies. Directors shall serve without compensation from the Commission, but this shall not prevent a Member from compensating a Director if such compensation is authorized by law. Directors shall serve at the pleasure of the Member.
- Section 3. Alternates.** Each Member shall appoint at least one (1) alternate Director which may exercise all powers of a Director, in the absence of the Director, at any meeting of the Commission. A Member shall notify the Commission office in writing of the appointment of any alternate Director.
- Section 4. Vacancies.** A vacancy in the office of director will exist for any of the reasons set forth in Minn. Stat. § 351.02, or upon a revocation of a Director's appointment duly filed by a member with the Commission. Vacancies shall be filled by appointment by the council of the Member whose position on the Board is vacant.

ARTICLE IV.  
MEETINGS

- Section 1. Regular Meetings.** Regular meetings of the Commission shall be held ~~on the second Thursday of each month, at a time and place~~ as designated by the Commission and the date, time, and location of such meetings shall be attached to these Bylaws as Attachment A. The Commission shall update Attachment A annually.
- Section 2. Special Meetings.** Special meetings of the Commission may be called by (a) the Chair, or (b) the Secretary upon the written request of a majority of the Directors. Notice of a special meeting shall include the date, time, place and subject matter for the meeting and shall be provided to the Directors at least three (3) days prior to the meeting. Business at special meetings shall be limited to the subject(s) stated in the meeting notice.
- Section 3. Quorum.** The presence of a majority of the Directors representing a majority of the total authorized votes of all Directors shall constitute a quorum.
- Section 4. Open Meetings.** All meetings of the Commission, Executive Committee, or any other committee of the Commission shall be open to the public, except as permitted by the Minnesota Open Meeting Law.
- Section 5. Notice of Meeting.** The Secretary shall cause to be provided no less than five (5) days notice of regularly scheduled Commission meetings.

**Section 6. Robert's Rules.** The rules contained in the current edition of Robert's Rules of Order shall govern the Commission and the Executive Committee to the extent that they are not inconsistent with these Bylaws.

ARTICLE V.  
VOTING

**Section 1. Official Actions.** All official actions of the Commission must receive two-thirds (2/3) of all authorized votes cast in the affirmative on that issue at a duly constituted meeting of the Commission and the affirmative vote of a majority of the total appointed Directors or six (6) Directors, whichever is less. Abstentions shall not be considered authorized votes cast.

**Section 2. Proportional Voting.** The annual revenues for each member and the total annual revenues as of December 31 of each year shall be determined by the records of the cable operator filed with the Commission with the franchise fee payments. Prior to the first Commission meeting in March of each year, the Secretary shall determine the number of authorized votes for each Member in accordance with these Bylaws and the Joint and Cooperative Agreement and certify the results to the Chair. The certified results shall be attached to these Bylaws as Attachment B, which shall be updated annually in accordance with this section.

**Section 3. Proxies.** There shall be no voting by proxy. All votes must be cast in person at Commission meetings by the Director.

ARTICLE VI  
ANNUAL REPORTS

**Section 1. General.** On or before August 1, the Commission shall approve and transmit to each Member Municipality a report, including the Commission's annual audit, describing the past year's activities of the Commission and the Commission's goals for the upcoming year.

**Section 2. Proposed Budget.** In accordance with the Joint and Cooperative Agreement, a proposed budget for the ensuing calendar year including a clear accounting of anticipated carry-over and projected reserves shall be formulated by the Commission and submitted to the Members on or before August 1.

ARTICLE VII  
EXECUTIVE COMMITTEE

**Section 1. Membership.** There shall be an Executive Committee which shall consist of the four (4) officers of the Commission.

**Section 2. Powers.** The Executive Committee shall have all the powers and authority of the Commission in the management of the property, business and affairs of the Commission during the intervals between meetings of the Commission, except as otherwise directed by the Commission and except for the power to amend these Bylaws. The Executive Committee shall not unreasonably modify any action taken by the Directors or dispose of matters which the Bylaws reserve to the Commission.

**Section 3. Meetings.** Regular meetings of the Executive Committee shall be held in accordance with the schedule in Attachment A. Otherwise, meetings of the

Executive Committee shall be held whenever called by the Chair or two (2) members of the Executive Committee upon at least three (3) days advance written notice. The date and place of the meeting shall be fixed by the person or persons calling it. Written notice of each meeting shall be given to all Directors and Members; however, notice may be waived by any Member who actually attends the meeting or who gives written waiver of such notice for a specified meeting.

**Section 4. Quorum and Manner of Acting.** Three (3) officers present at any meeting shall constitute a quorum of the Executive Committee. All official actions of the Executive Committee must receive the affirmative vote of a majority of those officers present and voting at a duly constituted meeting. All meetings of the Executive Committee shall be in accordance with the procedures prescribed by these Bylaws and the Joint and Cooperative Agreement.

**Section 5. Minutes.** All minutes of the Executive Committee shall be provided to all Directors and filed with the Executive Director.

#### ARTICLE VIII. COMMITTEES

**Section 1. Committees.** The Commission or Executive Committee may establish and appoint committees as it shall, from time to time, deem necessary or appropriate to fulfill the purposed of the Commission. Any such committee shall conduct the business in a manner consistent with the Joint and Cooperative Agreement and these Bylaws.

**Section 2. Reports to Commission.** Each advisory committee shall provide an update to the Commission on its activities at the next regular meeting following its meeting. Minutes shall be filed with the Executive Director for all committee meetings.

#### ARTICLE IX OFFICIAL ADDRESS

**Section 1.** The official address and telephone number of the Commission shall be 7245 Stillwater Boulevard North, Oakdale, Minnesota 55128, (612) 779-7144-2460 East County Road F, White Bear Lake, Minnesota 55110, (651) 747-3800.

#### ARTICLE X AMENDMENT OF BYLAWS

The Commission may amend the Bylaws from time to time upon the affirmative vote of two-thirds (2/3) of the total appointed Directors.

#### ARTICLE XI DISTRIBUTION OF MATERIALS

All materials distributed at Commission meetings shall be made available to interested parties upon request. Copies of all such materials shall be maintained at the Business Office of the Commission.

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 1995.

Ramsey/Washington Counties Suburban  
Cable Communications Commission

By: \_\_\_\_\_  
Its Chair

By: \_\_\_\_\_  
Its Secretary

## ATTACHMENT A

The Ramsey/Washington Suburban Counties Cable Communications Commission II and its Executive Committee have scheduled regular meetings for 2014 on the following dates:

<u>2014</u> <u>Full Commission Meetings</u>
January 9, 2014
March 13, 2014
May 8, 2014
July 10, 2014
September 11, 2014
November 13, 2014
Full Commission Meetings are scheduled to be held at 5:30 p.m. at: Commission Office 2460 East County Road F White Bear Lake, MN

<u>2014</u> <u>Executive Committee Meetings</u>
February 13, 2014
April 10, 2014
June 12, 2014
August 14, 2014
October 9, 2014
December 11, 2014
Executive Committee Meetings are scheduled to be held at 5:30 p.m. at: Commission Office 2460 East County Road F White Bear Lake, MN

These meetings are open to the public. For more information, contact the Commission office at 651-747-3800

TIMOTHY W. FINNERTY  
EXECUTIVE DIRECTOR

## ATTACHMENT B

### CERTIFIED MUNICIPAL VOTES for 2014

<b>Municipality</b>	<b>Votes</b>
Birchwood	1
Dellwood	1
Grant	2
Lake Elmo	5
Mahtomedi	6
Maplewood	25
North St. Paul	7
Oakdale	18
Vadnais Heights	9
White Bear Lake	17
White Bear Township	8
Willernie	1
<b>Total</b>	<b>100</b>

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