

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, March 28, 2016
City Hall, Council Chambers
Meeting No. 06-16

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. Sign in with the City Clerk before addressing the council. 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 March 14, 2016 City Council Workshop Minutes
2. Approval of March 14, 2016 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations
 - a. Council Calendar Update
2. Council Presentations
 - a. Proclamation for Kid City Day of Laughter
3. Consider Approval of the 2015 Parks and Recreation Commission Annual Report

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 Proclaiming Arbor Day
3. Approval Authorizing Parking Lot Paving at East Metro Public Safety Training Center, City Project 09-09
4. Approval of Resolution Approving Final Payment and Acceptance of Project, East Metro Public Safety Training Center Phase I Bid Package 5 Improvements, City Project 09-09
5. Approval of a Temporary Lawful Gambling – Local Permit for Hill-Murray School, 2625 Larpenteur Ave E

H. PUBLIC HEARINGS

None

I. UNFINISHED BUSINESS

1. Consider Approval of Resolution Adopting Revised Assessment Roll, Lakewood-Sterling Street Improvements, Project 15-11
2. Consider Approval of Resolution Adopting Revised Assessment Roll, Beebe Road Street Improvements, Project 13-10

J. NEW BUSINESS

1. Consider Approval of Resolution Approving Plans and Specifications and Advertising for Bids, Fish Creek Improvements, Project 15-19
2. Consider Adoption of Data Request Policies and Procedures Manuals and the Policy for Ensuring the Security of Not Public Data
3. Consider Approval of a Resolution Amending the Rules of Procedure for City Council and Council Meetings Authorizing Disposal of the City Council and Council Meetings Audio/Video Recordings in Accordance With Adopted Schedule
4. Consider Approval of a Noise Control Waiver Request for Zamora Entertainment at the Aldrich Arena, 1850 White Bear Avenue

K. AWARD OF BIDS

None

L. VISITOR PRESENTATIONS – *All presentations have a limit of 3 minutes.*

M. 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 THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are 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:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

1. Approval of February 22, 2016 City Council Workshop Minutes

Councilmember Abrams moved to approve the February 22, 2016 City Council Workshop Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Approval of February 22, 2016 City Council Meeting Minutes

Councilmember Abrams noted a correction to F2c , it should state that Councilmember Juenemann reported on the Racial Equity Project. Councilmember Juenemann noted a correction to section D item e, it should state Maplewood Hill's Grand Opening.

Councilmember Abrams moved to approve the February 22, 2016 City Council Meeting Minutes as amended.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations

a. Council Calendar Update

City Manager Coleman gave the update to the council calendar.

b. Shop, Ship and Share Presentation by Dan Williams

Bishop Dan Williams, Commander of the American Legion Department of Minnesota, 4th District addressed the council to give information about the project and presented award plaques for their support to Mayor Nora Slawik, Police Chief Schnell, and Commander Michael Shortreed.

2. Council Presentations

a. April Outdoor Events

Councilmember Juenemann reported on April 2016 Outdoor Events that will take place in Maplewood – Outdoor Family Expo at the Maplewood Community Center on Saturday, April 16th from 10:00 a.m. to 2:00 p.m.; Saturday, April 23rd is Clean Everything Up Day at Aldrich Arena from 8:00 a.m. to 1:00 p.m.; and the Annual Parks Clean Up will be on Saturday, April 23rd from 8:00 a.m. to 2:00 p.m. with refreshments at the Maplewood Community Center.

b. Trees in Maplewood

Councilmember Juenemann reported on the article “The Wonder of Trees” in the March edition of the Seasons that was included with the City’s newsletter, Maplewood Living.

c. Maplewood Community Center

Councilmember Juenemann reported on how pleased she was to have been at the Community Center and observed the amount of activities that were taking place and the many members enjoying the facility.

d. Paint-a-thon

Councilmember Abrams reported on the Paint-a-thon that is sponsored by the Greater Minneapolis Council of Churches that some homes in the City of Maplewood might qualify for.

e. Joint Oakdale Meeting

Mayor Slawik reported on the joint Oakdale-Maplewood City Council Meeting that took place on Monday, March 7, 2016 at the Maplewood Community Center. City Manager Coleman provided additional information about the meeting.

f. Advancing Racial Equity Cohort

Mayor Slawik reported on the Advancing Racial Equity Cohort Meeting for Elected Officials through the League of Minnesota Cities she attended. Chief Schnell reported on the Advancing Racial Equity Cohort Meeting for City Staff Members.

g. Rush Line Update

Mayor Slawik gave a brief update on the Rush Line Corridor Pre-Project Development Study. There will be a meeting of the Policy Advisory Committee on Thursday, March 17 from 2:00 to 3:30 p.m. at the Maplewood Community Center.

Councilmember Smith took a moment to acknowledge the passing of 5th District Congressman Sabo. Mayor Slawik then memorialized the passing of Washington County Commissioner Ted Bearth and Bernie Brommer who was head of the AFL-CIO.

3. Approval of 2015 Parks and Recreation Commission Annual Report

This item was tabled to a future meeting.

4. Approval of 2015 Community Design Review Board Annual Report

Bill Kempe, Community Design Review Board Commissioner addressed the council and gave the report.

Councilmember Juenemann moved to approve the 2015 Community Design Review Board Annual Report.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

County Sheriff’s Office, the City of Maplewood, and other participating communities.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

10. Approval of a Master Agreement Between the City of Maplewood and the Minnesota State Court System

Councilmember Juenemann moved to approve the resolution approving the Master Joint Powers Agreement and the Courts Subscriber Services Agreement.

Resolution 16-02-1320

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF MAPLEWOOD ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Maplewood on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the City with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the City to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Maplewood, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Maplewood on behalf of its Prosecuting Attorney and Police Department, are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.

2. That the Chief of Police, Paul Schnell, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, [__name or position name] is appointed as the Authorized Representative’s designee.

3. That the City Prosecutor, Joseph Kelly of Kelly & Lemmons. P.A. or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City’s connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Chief of Police is appointed as the Authorized Representative’s designee.

- a. **Assessment Hearing, 7:00 p.m.**
- b. **Resolution Adopting Assessment Roll**
- c. **Resolution Receiving Bids and Awarding Construction Contract**

City Engineer/Deputy Public Works Director Love gave the staff report and answered questions of the council.

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

- 1. Adam Kopp, 1689 Beebe Road
- 2. Jayda Miller, 2119 Southwind Drive

Mayor Slawik closed the public hearing.

Councilmember Juenemann moved to approve the resolutions for Adopting Assessment Roll for the Beebe Road Street Improvements, City Project 13-10.

Resolution 16-02-1323
ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to resolution passed by the City Council on February 22, 2016, calling for a Public Hearing, the assessment roll for the Beebe Road Street Improvements, City Project 13-10 was presented in a Public Hearing, pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the following property owners have filed objections to their assessments according to the requirements of Minnesota Statutes, Chapter 429, summarized as follows:

- a. Parcel 14-29-22-43-0006 – Adam Kopp, 1689 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450.00 per unit. Adam Kopp is requesting a revision of assessment.
- b. Parcel 14-29-22-42-0031 – William Symoniak, 1897 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,318.56 per unit. William Symoniak is requesting a revision of assessment.
- c. Parcel 14-29-22-43-0002 – Diane M Mencke, 2135 Larpenteur Avenue East
It is currently proposed that the property be assessed for 8 units at a rate of \$3,450.00 per unit. Diane M. Mencke is requesting an undeveloped property deferral.
- d. Parcel 14-29-22-43-0022 – Jayda Miller, Trustee, 2119 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Jayda Miller, Trustee, is requesting a revision of assessment, disability deferral, and financial hardship deferral.
- e. Parcel 14-29-22-43-0032 – Donald Sundin, 2132 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Donald Sundin, is requesting a disability deferral.

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

- 7. Such proposed assessment, a copy of which is attached hereto and made a part

hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

8. That the City Engineer and City Clerk are hereby instructed to review the objections received and report to the City Council at the regular meeting on March 28, 2016, as to their recommendations for adjustments.
9. The assessment roll for the Beebe Road Street Improvements as amended, without those property owners' assessments that have filed objections, a copy of which is attached hereto and made a part hereof, is hereby adopted. Said assessment roll shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
10. Such assessments shall be payable in equal annual installments extending over a period of and 8 years for all properties, the first installments to be payable on or before the first Monday in January 2017 and shall bear interest at the rate of 3.75 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
11. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, but no later than November 15, 2016, pay the whole of the assessment on such property, with interest accrued to the date of the payment, to the city clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time after November 15, 2016, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
12. The City Engineer and City Clerk shall forthwith after November 15, 2016, but no later than November 16, 2016, transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the resolution for Receiving Bids and Awarding Construction Contract for the Beebe Road Street Improvements, City Project 13-10, to Asphalt Surface Technologies Corp.

Resolution 16-02-1324

RECEIVING BIDS AND AWARDED CONSTRUCTION CONTRACT

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA that that the bid of Asphalt Surface Technologies Corp in the amount of

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\$543,273.83 is the lowest responsible bid for the construction of Beebe Road Street Improvements, and the Mayor and the City Manager are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the City.

The Finance Director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project as previously approved by the City Council.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

3. Lakewood-Sterling Street Improvements, Project 15-11

- a. **Assessment Hearing, 7:00 p.m.**
- b. **Resolution Adopting Assessment Roll**
- c. **Resolution Receiving Bids and Awarding Construction Contract**

City Engineer/Deputy Public Works Director Love gave the staff report and answered questions of the council.

Mayor Slawik opened the public hearing. No one spoke.

Mayor Slawik closed the public hearing.

Councilmember Xiong moved to approve the resolutions for Adopting Assessment Roll for the Lakewood-Sterling Street Improvements, City Project 15-11.

Resolution 16-02-1325
ADOPTING ASSESSMENT ROLL

WHEREAS, pursuant to resolution passed by the City Council on February 22, 2016, calling for a Public Hearing, the assessment roll for the Lakewood-Sterling Street Improvements, City Project 15-11 was presented in a Public Hearing, pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the following property owners have filed objections to their assessments according to the requirements of Minnesota Statutes, Chapter 429, summarized as follows:

- a. Parcel 12-28-22-42-0019 – Philip N. Lambert, 553 Sterling Street S. It is currently proposed that the property be assessed for 1 unit at a rate of \$2,255.69 per unit. Philip N. Lambert is requesting a revision to the assessment amount, a senior citizen deferral, and a financial hardship deferral.
- b. Parcel 24-28-22-12-0006 – Patricia J. Paczkowski, 1240 Sterling Street S. It is currently proposed that the property be assessed for 4 units at a rate of \$3,450 per unit. Patricia J. Paczkowski is requesting an undeveloped property deferral.
- c. Parcel 24-28-22-12-0012 – Beverly J Stielow, 1285 Sterling Street S. It is currently proposed that the property be assessed for 2 units at a rate of \$3,450 per unit. Beverly J Stielow is requesting an undeveloped property deferral.
- d. Parcel 13-28-22-43-0022 – Kenneth Perry, President, St. Paul Educational Foundation, 1210 Sterling Street South, It is currently proposed that the property be assessed for

325 feet of front footage. Kenneth Perry, on behalf of St. Paul Educational Foundation, is objecting to the assessment on the basis that the assessment will create a financial hardship and is requesting a revision to the assessment amount.

- e. Parcel N.A. – Tom Brudvig, President, Crestview Forest Townhomes Rec. Board, 610 Crestview Forest Drive is located at the southeast corner of Sterling Street and Crestview Forest Drive. It is currently proposed that the property be assessed for 532.53 feet of front footage. Tom Brudvig, on behalf of the Crestview Forest Townhomes Rec. Board, is objecting to the assessment and is requesting a revision to the method of assessment and an undeveloped property deferral.
- f. Parcel 13-28-22-32-0024 – Susan Brennan, 1052 Lakewood Drive S. It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450 per unit. Susan Brennan is requesting a revision to the assessment amount and a financial hardship deferral.

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

- 13. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 14. That the City Engineer and City Clerk are hereby instructed to review the objections received and report to the City Council at the regular meeting on March 28, 2016, as to their recommendations for adjustments.
- 15. The assessment roll for the Lakewood-Sterling Street Improvements as amended, without those property owners' assessments that have filed objections, a copy of which is attached hereto and made a part hereof, is hereby adopted. Said assessment roll shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
- 16. Such assessments shall be payable in equal annual installments extending over a period of and 8 years for all properties, the first installments to be payable on or before the first Monday in January 2017 and shall bear interest at the rate of 3.75 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
- 17. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, but no later than November 15, 2016, pay the whole of the assessment on such property, with interest accrued to the date of the payment, to the city clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time after November 15, 2016, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be

charged through December 31 of the next succeeding year.

The City Engineer and City Clerk shall forthwith after November 15, 2016, but no later than November 16, 2016, transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

Councilmember Xiong moved to approve the resolution for Receiving Bids and Awarding Construction Contract for the Beebe Road Street Improvements, City Project 13-10, to Asphalt Surface Technologies Corp.

Resolution 16-02-1326
RECEIVING BIDS AND AWARDED CONSTRUCTION CONTRACT

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA that that the bid of Midwest Asphalt in the amount of \$972,143.60 is the lowest responsible bid for the construction of Lakewood-Sterling Street Improvements, and the Mayor and the City Manager are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the City.

The Finance Director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project as previously approved by the City Council.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

Agenda item J4 was heard before item J1. After agenda item J4 was heard, Councilmember Abrams left the meeting.

1. Consider Approval of Penalties for Alcohol Compliance Failures

City Clerk/Citizen Services Director Haag gave the staff report and answered questions of the council. Chris Sarrack owner of Sarrack's Int'l Wine & Spirits addressed the council to give information on measures to prevent future compliance failures.

Councilmember Xiong moved to approve the penalties for alcohol compliance failures as recommended by staff.

<u>ORGANIZATION NAME</u>	<u>AMOUNT</u>
Cub Food, 100 County Road B W	\$500

variance for 2214 Woodlynn Avenue East Approval is based on the following reasons:

1. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.
2. Approval of the wetland buffer variance will include the restoration of the remaining wetland buffer, which will improve the water quality of the wetland.
3. Approval would meet the spirit and intent of the ordinance with the construction of a new single family house on a vacant lot that is zoned and guided in the City's comprehensive plan as residential.

Resolution 16-02-1328
VARIANCE RESOLUTION

WHEREAS, Ryan and Sarah Buhl applied for a variance from the wetland ordinance.

WHEREAS, this variance applies to the property located at 2411 Woodlynn Avenue East, Maplewood, MN. The property identification number is 02-29-22-11-0101. The legal description is the Westerly 94.98 Feet of Lots 18 and 19, Block 1, Netnorlin, Ramsey County, Minnesota.

WHEREAS, Section 12-310 of the City's ordinances (Wetlands and Streams) requires a wetland buffer of 50 feet adjacent to Manage C wetlands.

WHEREAS, the applicants are proposing to construct a single family house and grading for the house to within 20 feet of a Manage C wetland, requiring a 30-foot wetland buffer variance.

WHEREAS, the history of this variance is as follows:

1. On January 27, 2016, the Environmental and Natural Resources Commission reviewed the variance and recommended approval of the wetland buffer variance to the Planning Commission and City Council.
2. On February 23, 2016, 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 and Environmental and Natural Resources Commission. The Planning Commission recommended approval of the wetland buffer variance to the City Council.
3. The City Council held a public meeting on March 14, 2016, to review this proposal. The City Council considered the report and recommendations of the city staff, the Environmental and Natural Resources Commission, and the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the City Council approved the above-described variance based on the following reasons:

1. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.

2. Approval of the wetland buffer variance will include the restoration of the remaining wetland buffer, which will improve the water quality and wildlife habitat of the wetland.

3. Approval would meet the spirit and intent of the ordinance with the construction of a new single family house on a vacant lot that is zoned and guided in the City's comprehensive plan as residential.

Approval of the wetland buffer variance shall be subject to the following:

4. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the wetland buffer requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.

5. Approval of the wetland buffer variance will include the restoration of the remaining wetland buffer, which will improve the water quality of the wetland.

6. Approval would meet the spirit and intent of the ordinance with the construction of a new single family house on a vacant lot that is zoned and guided in the City's comprehensive plan as residential.

Approval of the wetland buffer variance shall be subject to the following:

1. Conditions outlined in Jon Jarosch's January 25, 2016, Engineering Plan Review.

2. Prior to issuance of a grading permit for the new single family house the applicants must submit:

a. A tree plan which shows the location, size, and species of all significant trees located on the lot, and the trees that will be removed with the construction of the new single family house. Removal of significant trees with the construction of the single family house must comply with the City's tree preservation ordinance and tree replacement requirements.

b. A revised survey which shows the house shifted four feet to the north, toward the road. This will decrease the impacts to the wetland.

c. A revised grading plan which shows the location of a retaining wall to be constructed approximately 8 to 10 feet from the south side of the house, adjacent the wetland. This will create a flat yard area and reduce the amount of grading and impacts to the wetland.

d. A revised survey which shows the location of the proposed deck on the first floor. The deck footings must not encroach past the proposed retaining wall located in the back yard. This will ensure no additional impacts to the wetland.

- e. A wetland buffer restoration plan to be approved by City staff. This will improve the water quality of the wetland.
 - f. An escrow to cover up to 150 percent of the cost of the wetland buffer restoration.
3. Prior to release of the escrow, the wetland buffer plantings must be established.

Seconded by Councilmember Smith

Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the wetland buffer variance shall be subject to the following:

1. Conditions outlined in Jon Jarosch's January 25, 2016, Engineering Plan Review.
2. Prior to issuance of a grading permit for the new single family house the applicants must submit:
 - a. A tree plan which shows the location, size, and species of all significant trees located on the lot, and the trees that will be removed with the construction of the new single family house. Removal of significant trees with the construction of the single family house must comply with the City's tree preservation ordinance and tree replacement requirements.
 - b. A revised survey which shows the house shifted four feet to the north, toward the road. This will decrease the impacts to the wetland.
 - c. A revised grading plan which shows the location of a retaining wall to be constructed approximately 8 to 10 feet from the south side of the house, adjacent the wetland. This will create a flat yard area and reduce the amount of grading and impacts to the wetland.
 - d. A revised survey which shows the location of the proposed deck on the first floor. The deck footings must not encroach past the proposed retaining wall located in the back yard. This will ensure no additional impacts to the wetland.
 - e. A wetland buffer restoration plan to be approved by City staff. This will improve the water quality of the wetland.
 - f. An escrow to cover up to 150 percent of the cost of the wetland buffer restoration.
3. Prior to release of the escrow, the wetland buffer plantings must be established.

Seconded by Councilmember Smith

Ayes – All

The motion passed.

7. Consider Approval of a Resolution Authorizing a Conditional Use Permit, Galilee Lutheran Church Community Garden, 1958 Rice Street

Planning Technician Lorenz gave the staff report. Planning Commissioner Kempe addressed the council to give additional information. Applicants Kathy Schneider and Ron Peterson addressed the council to give further information about the community garden.

Councilmember Juenemann moved to approve the resolution authorizing a conditional use permit for Galilee Lutheran Church at 1958 Rice Street. Approval is subject to the following conditions:

1. The proposed use must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
2. The city council shall review this permit in one year. Staff may approve minor changes.
3. Applicant shall obtain a grading permit from the city's public works department before any disturbances take place on site.
4. Applicant shall enter a shared parking agreement with McCarron's Pub and Grill to accommodate overflow parking needs for various events.
5. Satisfy the requirements set forth in the staff report authored by environmental planner Shann Finwall, dated January 15, 2016.
6. Applicant shall obtain a building permit and structural engineer's report before constructing a fence that is 7 feet tall or higher along the perimeter of the gardened area.
7. The existing, legal non-conforming parking lot may not be altered or expanded without gaining the required city approvals.

Resolution 16-02-1329
CONDITIONAL USE PERMIT

WHEREAS, Galilee Lutheran Church, has applied for a conditional use permit for a community garden and use of a legal, non-conforming parking lot in a business commercial (BC) zoning district.

WHEREAS, Sections 44-1092 of the city ordinances requires a conditional use permit for a public use in a BC (business commercial) district.

WHEREAS, this permit applies to the property located at 1958 Rice Street. The property's legal description is:

Subj To Drainage Esmt And Sth 49/126; Ex The N 44 Ft Of S 675 Ft Of W 142 Ft Os Sw 1/4 Of Nw 1/4 And Ex N 158 Ft Of S 631 Ft Of W 152 Ft Of Sw 1/4 Of Nw 1/4 And Ex S 158 Ft Of W 150 Ft Of Sw 1/4 Of Nw 1/4; The S 675 Ft Lying Wly Of Soo Line Ry R/w Of The Sw 1/4 Of Nw 1/4 Sec 18 Tn 29 Rn 22

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

1. On February 23, 2016, 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 March 14, 2016, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and 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:

8. The proposed use must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
9. The city council shall review this permit in one year. Staff may approve minor changes.
10. Applicant shall obtain a grading permit from the city's public works department before any disturbances take place on site.
11. Applicant shall enter a shared parking agreement with McCarron's Pub and Grill to accommodate overflow parking needs for various events.

- 12. Satisfy the requirements set forth in the staff report authored by environmental planner Shann Finwall, dated January 15, 2016.
- 13. Applicant shall obtain a building permit and structural engineer's report before constructing a fence that is 7 feet tall or higher along the perimeter of the gardened area.
- 14. The existing, legal non-conforming parking lot may not be altered or expanded without gaining the required city approvals.

Seconded by Councilmember Smith

Ayes – All

The motion passed.

K. AWARD OF BIDS

None

L. VISITOR PRESENTATIONS – *All presentations have a limit of 3 minutes.*

- 1. Bob Zick, North St. Paul Resident
- 2. Kevin Berglund, Maplewood Resident
- 3. Tim Kinley, Maplewood Resident
- 4. John Wykoff, Maplewood Resident

M. ADJOURNMENT

Mayor Slawik adjourned the meeting at 9:48 p.m.

MEMORANDUM

TO: City Council
FROM: Melinda Coleman, City Manager
DATE: March 22, 2016
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. April 11th
 - a. Workshop: Project Proposal: 1706 White Bear Avenue (old Burger King Site)
 - b. City Council Meeting: Public Hearing on Change to Even Year Elections
2. April 25th
 - a. Workshop: Discuss Park Improvement Plan, Ashland Productions / MCC Theater Overview
 - b. City Council Meeting: Update on Fire/EMS Work Group, Strategic Objectives Review – Add Environmental
3. May 9th
 - a. Workshop: Fire/EMS Work Group Findings

Budget Impact

None

Recommendation

No action required.

Attachments

None

MEMORANDUM

TO: City Council
FROM: Lois Knutson, Senior Administrative Assistant
DATE: March 23, 2016
SUBJECT: Proclamation for Kid City Day of Laughter

Introduction

The City of Maplewood will demonstrate its commitment to the Kid City Program by proclaiming May 14, 2016 as the first annual Day of Laughter in Maplewood.

Background

Maplewood has partnered with Z Puppets Rosenschnoz, led by Shari Aronson and Chris Griffith who are award-winning Minneapolis multidisciplinary artists specializing in innovative, interactive experiences for families and youth. We have received a \$107,960 grant from The Minnesota State Arts Board for this project, a \$10,000 MRAC Arts Learning Grant, and have applied for additional funding opportunities.

Kid City, is a youth-driven public art program that mobilizes kid citizens to work in partnership with artists and the City to revitalize Maplewood. *Kid City* responds to risk factors faced by our youth, many of whom are from Maplewood's fastest growing populations (Latino, East African, Hmong, and Karen), receive free and/or reduced lunches, or are at-risk of dropping out of school.

Kid City is working with the entire community to re-imagine Maplewood with a variety of events including **Pop-up Laughter Labs** that bridge communities through the universal act of laughter, a **Teen Videographer Program** that gives teens valuable work experience and a **Kid Council** that uses improvisation and theatre techniques to dream up solutions to the City's challenges.

On May 14 the Maplewood Community Center will host a Kid City Celebration as part of the first annual Day of Laughter in Maplewood.

Budget Impact

None.

Recommendation

The City of Maplewood will demonstrate its commitment to the Kid City Program by proclaiming May 14, 2016 as the first annual Day of Laughter in Maplewood.

Attachment

1. Resolution

Proclamation for Day of Laughter

Whereas, laughter is a natural part of life that is innate, inborn, and universal; and

Whereas, humor and play strengthen relationships by triggering positive feelings and fostering emotional connections; and

Whereas, children and adults from all cultures benefit physically, emotionally and spiritually from laughter; and

Whereas, Maplewood Parks & Recreation have joined together with Z Puppets Rosenschnoz, Maplewood Mall, Harriet Tubman Center East and Trinity Baptist Church to instigate roaring laughter that is far more contagious than any cough, snuffle, or sneeze; and

Whereas, youth and families of Maplewood will come to the Maplewood Community Center to celebrate the City of Maplewood's first Laugh In Event; and

Whereas, this day shall officially designate the City of Maplewood as Kid City;

NOW, THEREFORE, I, Nora Slawik, Mayor of the City of Maplewood, do officially proclaim May 14, 2016 as the first annual Day of Laughter in Maplewood.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Terri Mallet, Chair of the Parks and Recreation Commission

DATE: March 28, 2016

SUBJECT: Consider Approval of the 2015 Parks and Recreation Commission Annual Report

Introduction

Maplewood City Code requires the Parks and Recreation Commission to prepare an annual report for submittal to City Council. The following is a report of actions and activities of the Parks and Recreation Commission in 2015.

2015 Goals

In 2015, the Commissions main goal was to work with the City Council on the implementation of the Parks System Master Plan. Although discussions on this began in 2015 this will be a carryover to 2016. The Commission will be working with staff to develop an implementation strategy to bring to Council that meets the goals the residents set in the Plan. Included in this will be a prioritization strategy for improvements.

2015 Accomplishments

1. Adoption of the Parks System Master Plan.
2. Replacement of the playground at Playcrest Park
3. Installation of a public art project at Joy Park
4. Completion of the Gladstone Savanna Phase 2
5. Completion of the County Road B Safe Routes To School Trail
6. Effectively worked with the county on a partnership to bring Tuj Lub to the Community

In addition, the Parks and Recreation Commission weighed in on:

1. General open space and nature center updates
2. Maplewood Nature Center Updates
3. Maplewood Community Center Updates

2015 Membership Review and Current Roster

In 2015, Parks and Recreation Commission membership had some changes throughout the year.

The current Parks and Recreation Commission Members are:

<u>Name</u>	<u>Appointed</u>	<u>Terms Expire</u>
--------------------	-------------------------	----------------------------

Rick Brandon	11/14/2013	4/30/2016
Craig Brannon	1/1/1997	4/30/2017
Ron Cockriel	2/11/2013	4/30/2016
Terri Mallet	2/11/2013	4/30/2017
Dorothy Molstad	9/14/2015	4/30/2018
Russell Susag	8/10/2015	4/30/2018
Nikki Villavicencio	10/14/2013	4/30/2017

2015 Review and Anticipated 2016 Goals

Many much needed improvements were made to our Parks System in 2015 including the adoption of the Parks System Plan. Although the Commission and staff did not meet the ultimate goal of Parks Plan Implementation, the Commission feel the progress made in addressing safety with the safe routes to school grant, continuation of the playground replacement and maintenance plan, installation of a Public Art, and working on the culturally significant Tuj Lub courts all accomplish significant goals located within the Parks System Plan.

In 2016 the Parks and Recreation Commission has identified the following goals:

1. Continue to work on and put specific details to the Parks System Plan.
2. Create a yearly PRC calendar. The purpose of this is to ensure the Commission receives quarterly updates from a different area of Parks and Recreation.
3. Work with staff to identify and solicit grant funding and partnerships for a 2017 trail project.
4. Implement the plans identified in the Maintenance and Reinvestment portion of the Parks System Plan.
5. Be more aggressive in addressing the littering issue within our parks.

Summary

The Parks and Recreation Commission looks forward to serving the City of Maplewood in 2016 and providing the City Council with advice and guidance on all issues related to Parks and Recreation.

Budget Impact

None

Recommendation

Staff recommends the approval of the Parks and Recreation Commission's 2015 Annual Report.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Joe Rueb, Accounting Supervisor
DATE: March 22, 2016
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:

\$ 109,170.65	Checks # 96970 thru # 97002 dated 03/15/16
\$ 363,463.81	Disbursements via debits to checking account dated 03/07/16 thru 03/11/16
\$ 320,148.60	Checks #97003 thru #97048 dated 03/16/16 thru 03/22/16
\$ 504,597.61	Disbursements via debits to checking account dated 03/14/16 thru 03/18/16
<u>\$ 1,297,380.67</u>	Total Accounts Payable

PAYROLL

\$ 533,624.17	Payroll Checks and Direct Deposits dated 01/15/16
\$ 1,310.03	Payroll Deduction check # 99102102 thru # 99102104 dated 03/11/16
<u>\$ 534,934.20</u>	Total Payroll
<u><u>\$ 1,832,314.87</u></u>	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

03/11/2016

Check	Date	Vendor	Description	Amount	
96970	03/15/2016	05114	BOLTON & MENK, INC.	PROJ 14-02 CNTY RD B TRAIL IMPRV	9,196.53
96971	03/15/2016	05028	ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-MARCH	397.00
	03/15/2016	05028	ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - MARCH	369.00
96972	03/15/2016	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - FEBRUARY	268.25
96973	03/15/2016	04316	CITY OF MINNEAPOLIS RECEIVABLES	WORKFORCE DIRECTOR - 4TH QTR 2015	1,960.00
96974	03/15/2016	01574	T A SCHIFSKY & SONS, INC	RECYCLED BASE-WICKLANDER REPAIR	52.50
96975	03/15/2016	01750	THE WATSON CO INC	MDSE FOR RESALE	170.49
96976	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	15,343.03
	03/15/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,403.57
	03/15/2016	01190	XCEL ENERGY	GAS UTILITY	962.05
	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	923.11
	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	121.62
	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	62.66
	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	22.77
	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	16.18
	03/15/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	15.75
96977	03/15/2016	05632	BUDGET TOWING INC OF ST PAUL	VEHICLE TOW CN: 16005526	175.00
96978	03/15/2016	00279	CEMSTONE PRODUCTS CO.	MIX FOR STORM REPAIR-WICKLANDER	979.00
96979	03/15/2016	05369	CINTAS CORPORATION #470	ULTRA CLEAN SRVS - CITY HALL/PARKS	462.53
	03/15/2016	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES-CITY HALL/PARKS	124.98
96980	03/15/2016	05507	COCA-COLA REFRESHMENTS	MDSE FOR RESALE	477.12
96981	03/15/2016	04032	FRESHWATER SOCIETY	TRAINING REGISTRATION	270.00
96982	03/15/2016	04337	GARY CARLSON EQUIPMENT	ALUMINUM SHEETING-WICKLANDER	1,602.00
	03/15/2016	04337	GARY CARLSON EQUIPMENT	ALUMINUM SHEETING-WICKLANDER	878.54
96983	03/15/2016	05619	LISA GRANT	ACUPUNCTURE SESSIONS - FEB/MARCH	1,008.00
96984	03/15/2016	04846	HEALTHEAST	MEDICAL SUPPLIES	882.48
96985	03/15/2016	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#44	4,344.07
96986	03/15/2016	00910	M S S A	MEMBERSHIP RENEWAL	50.00
96987	03/15/2016	03818	MEDICA	REFUND FOR TRANS MEDIC PATIENT	1,926.15
96988	03/15/2016	05364	CRYSTALIN MONTGOMERY	ACUPUNCTURE SESSIONS JAN/FEB	1,314.00
96989	03/15/2016	00001	ONE TIME VENDOR	REFUND T HALL FOR TRANS MEDIC	801.79
96990	03/15/2016	00001	ONE TIME VENDOR	REFUND S DEMALIGNON -TRANS MEDIC	224.19
96991	03/15/2016	00001	ONE TIME VENDOR	REFUND C KROLL BCBS CREDITS	180.00
96992	03/15/2016	00001	ONE TIME VENDOR	REFUND B COLLINS OVERPD SOFTBALL	10.00
96993	03/15/2016	02653	SIMPLEX GRINNELL LP	FIRE ALARM/SPRINKLER TEST - 1902	981.00
96994	03/15/2016	01836	ST PAUL, CITY OF	RADIO MAINT & SRVS - JANUARY	302.51
96995	03/15/2016	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - FEBRUARY	35,892.88
96996	03/15/2016	05631	TRANSLANGUAGES LLC	TRANSLATION SRVS PD CASE 16005173	355.12
96997	03/15/2016	01669	TWIN CITIES TRANSPORT &	FORFEITED VEHICLE TOWING - FEB	100.00
96998	03/15/2016	01683	UNIFORMS UNLIMITED INC	OFFICER UNIFORM PURCHASE	73.00
96999	03/15/2016	03519	VISU-SEWER, INC.	TV SEWER AT WICKLANDER POND	1,058.75
97000	03/15/2016	02742	WASHINGTON COUNTY SHERIFF'S	TRAINING REGISTRATION	30.00
97001	03/15/2016	02159	WHITE BEAR AREA YMCA	MGMT & MARKETING SRVS MCC - FEB	18,786.48
97002	03/15/2016	05550	ZOLL MEDICAL CORP GPO	RESQCPR SYSTEM	4,596.55

109,170.65

33 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>
3/7/2016	MN State Treasurer	Drivers License/Deputy Registrar	48,434.47
3/8/2016	Sherman Associates Inc	Developer Clean-Up Grant- Villages at Frost/E	70,644.53
3/8/2016	MN State Treasurer	Drivers License/Deputy Registrar	42,261.12
3/9/2016	MN State Treasurer	Drivers License/Deputy Registrar	66,299.58
3/9/2016	Delta Dental	Dental Premium	1,485.22
3/9/2016	Optum Health	DCRP & Flex plan payments	1,870.95
3/10/2016	MN State Treasurer	Drivers License/Deputy Registrar	43,011.24
3/11/2016	MN State Treasurer	Drivers License/Deputy Registrar	33,469.80
3/11/2016	MN Dept of Natural Resources	DNR electronic licenses	1,176.00
3/11/2016	US Bank VISA One Card*	Purchasing card items	49,964.90
3/11/2016	ICMA (Vantagepointe)	Deferred Compensation	4,846.00
			<u><u>363,463.81</u></u>

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
02/29/2016	03/01/2016	CUB FOODS #1599	\$3.42	PAUL BARTZ
02/19/2016	02/23/2016	PAKOR, INC.	\$446.75	REGAN BEGGS
02/26/2016	02/29/2016	OFFICE DEPOT #1090	\$55.14	REGAN BEGGS
02/23/2016	02/24/2016	STK*SHUTTERSTOCK, INC.	\$229.00	CHAD BERGO
02/29/2016	03/01/2016	MAGC	\$75.00	CHAD BERGO
02/29/2016	03/01/2016	FREDPRYOR CAREERTRACK	\$99.00	CHAD BERGO
02/22/2016	02/24/2016	BROWNELLS INC	\$69.49	BRIAN BIERDEMAN
02/29/2016	03/01/2016	L A POLICE GEAR INC	\$94.97	BRIAN BIERDEMAN
03/01/2016	03/02/2016	PSI*RECOIL	\$89.95	BRIAN BIERDEMAN
03/01/2016	03/02/2016	AMAZON MKTPLACE PMTS	\$99.95	BRIAN BIERDEMAN
02/19/2016	02/22/2016	MINNESOTAAS	\$72.00	OAKLEY BIESANZ
03/02/2016	03/03/2016	PETSMART INC 461	\$34.65	OAKLEY BIESANZ
02/29/2016	03/01/2016	FACEBOOK UF4R792HN2	\$30.39	NEIL BRENEMAN
02/23/2016	02/24/2016	U OF M CONTLEARNING	\$25.00	TROY BRINK
02/25/2016	02/29/2016	THE HOME DEPOT 2801	\$25.01	TROY BRINK
02/23/2016	02/24/2016	U OF M CONTLEARNING	\$25.00	BRENT BUCKLEY
02/25/2016	02/26/2016	VIKING ELECTRIC-CREDIT DE	\$40.99	SCOTT CHRISTENSON
02/25/2016	02/29/2016	THE HOME DEPOT 2801	\$6.03	SCOTT CHRISTENSON
02/29/2016	03/01/2016	SQ *MR APPLIANCE OF ST CR	\$90.00	SCOTT CHRISTENSON
02/29/2016	03/02/2016	MENARDS OAKDALE MN	\$3.18	SCOTT CHRISTENSON
02/29/2016	03/04/2016	MINNESOTA AIR OAKDALE	(\$20.39)	SCOTT CHRISTENSON
02/19/2016	02/22/2016	DALCO ENTERPRISES, INC	\$103.43	CHARLES DEAVER
02/26/2016	02/29/2016	ADAMS PEST CONTROL	\$68.90	CHARLES DEAVER
02/19/2016	02/22/2016	THE HOME DEPOT 2801	(\$10.97)	TOM DOUGLASS
02/19/2016	02/22/2016	SUPPLYHOUSE.COM	\$348.95	TOM DOUGLASS
02/23/2016	02/24/2016	COMMERCIAL POOL & SPA SUP	\$423.50	TOM DOUGLASS
02/24/2016	02/25/2016	HENRIKSEN ACE HARDWARE	\$0.73	TOM DOUGLASS
02/25/2016	02/26/2016	HENRIKSEN ACE HARDWARE	\$3.49	TOM DOUGLASS
02/25/2016	02/26/2016	IN *MONKEY WRENCH PRODUCT	\$3,971.50	TOM DOUGLASS
03/01/2016	03/01/2016	SPORTSMITH	\$173.54	TOM DOUGLASS
03/01/2016	03/01/2016	SPORTSMITH	\$286.58	TOM DOUGLASS
03/01/2016	03/02/2016	LESLIES POOLMART WEB	\$549.88	TOM DOUGLASS
03/03/2016	03/04/2016	NUCO2 LLC	\$172.88	TOM DOUGLASS
03/03/2016	03/04/2016	NUCO2 LLC	\$173.18	TOM DOUGLASS
03/03/2016	03/04/2016	NUCO2 LLC	\$165.04	TOM DOUGLASS
03/03/2016	03/04/2016	NUCO2 LLC	\$152.81	TOM DOUGLASS
03/03/2016	03/04/2016	NUCO2 LLC	\$181.61	TOM DOUGLASS
03/03/2016	03/04/2016	INTOXIMETERS	\$305.00	MICHAEL DUGAS
02/24/2016	02/25/2016	U OF M CONTLEARNING	\$25.00	DOUG EDGE
02/24/2016	02/25/2016	HENRIKSEN ACE HARDWARE	\$17.99	DOUG EDGE
02/20/2016	02/22/2016	COMCAST CABLE COMM	\$83.88	CHRISTINE EVANS
02/23/2016	02/23/2016	COMCAST CABLE COMM	\$328.70	CHRISTINE EVANS
03/01/2016	03/02/2016	HOLMESSTAMP	\$49.80	CHRISTINE EVANS
03/01/2016	03/02/2016	THE UPS STORE 2171	\$16.83	PAUL E EVERSON
02/22/2016	02/23/2016	RECYCLING ASSOCIATION OF M	\$155.00	SHANN FINWALL
03/03/2016	03/04/2016	AMERICAN PLANNING ASSOCI	\$500.00	SHANN FINWALL
02/19/2016	02/22/2016	AT SCENE LLC	\$675.00	MYCHAL FOWLDS
02/21/2016	02/22/2016	COMCAST CABLE COMM	\$68.95	MYCHAL FOWLDS
02/21/2016	02/22/2016	IDU*INSIGHT PUBLIC SEC	\$432.60	MYCHAL FOWLDS
03/01/2016	03/02/2016	SUCCESS STORE	\$29.95	MYCHAL FOWLDS
03/01/2016	03/03/2016	MANAGERPLUS	\$898.00	MYCHAL FOWLDS
03/01/2016	03/03/2016	LOFFLER	\$210.00	MYCHAL FOWLDS
03/03/2016	03/04/2016	CDW GOVERNMENT	\$2,526.60	MYCHAL FOWLDS
02/21/2016	02/22/2016	IDU*INSIGHT PUBLIC SEC	\$1,303.98	NICK FRANZEN
02/21/2016	02/22/2016	IDU*INSIGHT PUBLIC SEC	\$1,072.94	NICK FRANZEN
02/23/2016	02/24/2016	IDU*INSIGHT PUBLIC SEC	\$269.58	NICK FRANZEN

02/23/2016	02/24/2016	HP DIRECT-PUBLICSECTOR	\$1,277.25	NICK FRANZEN
02/26/2016	02/29/2016	IDU*INSIGHT PUBLIC SEC	\$290.04	NICK FRANZEN
02/27/2016	02/29/2016	IDU*INSIGHT PUBLIC SEC	\$288.42	NICK FRANZEN
03/03/2016	03/04/2016	IDU*INSIGHT PUBLIC SEC	\$66.96	NICK FRANZEN
02/29/2016	03/01/2016	U OF M CONTLEARNING	\$195.00	VIRGINIA GAYNOR
02/26/2016	02/29/2016	SMOKYLAKEMA	\$415.00	CAROLE GERNES
02/25/2016	02/26/2016	OREILLY AUTO 00020743	\$8.55	CLARENCE GERVAIS
02/26/2016	03/01/2016	IAAI	\$100.00	CLARENCE GERVAIS
02/22/2016	02/23/2016	GRANDMAS BAKERY INC	\$48.48	CHRISTINE GIBSON
02/24/2016	02/26/2016	GRAND CLEANERS	\$88.68	CHRISTINE GIBSON
02/27/2016	02/29/2016	ACE OF SALES	\$20.00	CHRISTINE GIBSON
02/29/2016	03/01/2016	GRANDMAS BAKERY INC	\$80.16	CHRISTINE GIBSON
03/02/2016	03/03/2016	TARGET 00021014	\$78.67	CHRISTINE GIBSON
02/22/2016	02/23/2016	MILLS FLEET FARM 2700	\$53.22	MARK HAAG
02/24/2016	02/25/2016	HENRIKSEN ACE HARDWARE	\$4.57	MARK HAAG
02/24/2016	02/25/2016	MILLS FLEET FARM 2700	\$24.94	MARK HAAG
02/25/2016	02/29/2016	THE HOME DEPOT 2801	\$9.54	MARK HAAG
02/25/2016	02/26/2016	HENRIKSEN ACE HARDWARE	\$5.98	MILES HAMRE
02/23/2016	02/24/2016	OREILLY AUTO 00032565	\$3.95	ANN HUTCHINSON
02/26/2016	02/29/2016	SUNRAY TRUE VALUE	\$18.15	ANN HUTCHINSON
03/03/2016	03/04/2016	DALCO ENTERPRISES	\$788.91	DAVID JAHN
02/19/2016	02/22/2016	CUB FOODS #1599	\$38.93	JUSTIN JAMES
02/26/2016	02/29/2016	TOYS R US #6046	\$16.06	JUSTIN JAMES
03/01/2016	03/03/2016	MENARDS MAPLEWOOD MN	\$30.92	KEVIN JOHNSON
02/23/2016	02/24/2016	U OF M CONTLEARNING	\$25.00	DON JONES
02/22/2016	02/23/2016	PANERA BREAD #601305	\$101.74	LOIS KNUTSON
02/22/2016	02/23/2016	PANERA BREAD #601305	\$9.63	LOIS KNUTSON
02/24/2016	02/25/2016	FIRST SHRED	\$61.60	LOIS KNUTSON
02/24/2016	02/26/2016	OFFICE DEPOT #1090	\$8.60	LOIS KNUTSON
02/24/2016	02/26/2016	OFFICE DEPOT #1079	\$100.79	LOIS KNUTSON
03/03/2016	03/04/2016	PIONEER PRESS SUBSCRIPTI	\$312.00	LOIS KNUTSON
02/25/2016	02/29/2016	FBI NATIONAL ACADEMY ASSO	\$475.00	DAVID KVAM
03/04/2016	03/04/2016	COMCAST CABLE COMM	\$73.82	DAVID KVAM
02/23/2016	02/24/2016	HENRIKSEN ACE HARDWARE	\$11.94	JESSICA LANDEROS CRUZ
02/24/2016	02/25/2016	THE UPS STORE 2171	\$21.62	JESSICA LANDEROS CRUZ
02/19/2016	02/22/2016	LAMETTRY'S COLLISION	\$216.00	STEVE LUKIN
02/19/2016	02/22/2016	FEDEXOFFICE 00006171	\$234.71	STEVE LUKIN
02/19/2016	02/22/2016	M/A ASSOCIATES	\$537.66	STEVE LUKIN
02/20/2016	02/22/2016	REPUBLIC SERVICES TRASH	\$160.28	STEVE LUKIN
02/22/2016	02/23/2016	MAS MODERN MARKETING	\$329.39	STEVE LUKIN
02/24/2016	02/26/2016	EMERGENCY AUTOMOTIVE	\$19.60	STEVE LUKIN
02/24/2016	02/26/2016	HOLIDAY STNSTORE 3519	\$20.09	STEVE LUKIN
02/26/2016	02/29/2016	MENARDS MAPLEWOOD MN	\$41.91	STEVE LUKIN
02/26/2016	02/29/2016	MENARDS MAPLEWOOD MN	\$26.45	STEVE LUKIN
02/26/2016	02/29/2016	OVERHEAD DOOR COMPANY OF	\$1,463.00	STEVE LUKIN
02/26/2016	02/29/2016	HOLIDAY STNSTORE 3519	\$40.04	STEVE LUKIN
03/01/2016	03/03/2016	MENARDS MAPLEWOOD MN	\$21.97	STEVE LUKIN
03/03/2016	03/03/2016	AIRGASS NORTH	\$26.95	STEVE LUKIN
03/03/2016	03/03/2016	COMCAST CABLE COMM	\$2.25	STEVE LUKIN
02/23/2016	02/24/2016	U OF M CONTLEARNING	\$25.00	BRENT MEISSNER
02/18/2016	02/22/2016	BOUND TREE MEDICAL LLC	\$1,582.23	MICHAEL MONDOR
03/02/2016	03/04/2016	SUPERAMERICA 4022	\$32.90	MICHAEL MONDOR
02/23/2016	02/24/2016	MN SOC ARB	\$600.00	BRYAN NAGEL
02/29/2016	03/02/2016	CERTIFIED LABORATORIES	\$200.50	BRYAN NAGEL
02/26/2016	02/29/2016	FASTENAL COMPANY01	\$24.61	JOHN NAUGHTON
02/29/2016	03/01/2016	HENRIKSEN ACE HARDWARE	\$7.18	JOHN NAUGHTON
02/22/2016	02/23/2016	HENRIKSEN ACE HARDWARE	\$18.20	RICHARD NORDQUIST

02/23/2016	02/24/2016	U OF M CONTLEARNING	\$25.00	ERICK OSWALD
02/29/2016	03/02/2016	THE HOME DEPOT 2801	\$5.80	ROBERT PETERSON
02/18/2016	02/22/2016	FRONTIER INC	\$225.69	STEVEN PRIEM
02/19/2016	02/22/2016	AUTO PLUS-LITTLE CANADA	\$658.05	STEVEN PRIEM
02/22/2016	02/23/2016	NUSS TRUCK & EQUIPMENT	\$146.89	STEVEN PRIEM
02/23/2016	02/24/2016	AUTO PLUS-LITTLE CANADA	\$140.95	STEVEN PRIEM
02/23/2016	02/24/2016	AN FORD WHITE BEAR LAK	\$1,024.47	STEVEN PRIEM
02/24/2016	02/25/2016	POMP'S TIRE #021	\$254.84	STEVEN PRIEM
02/24/2016	02/25/2016	FACTORY MOTOR PARTS #19	\$83.96	STEVEN PRIEM
02/25/2016	02/26/2016	FACTORY MOTOR PARTS #19	\$48.50	STEVEN PRIEM
02/26/2016	02/29/2016	FACTORY MOTOR PARTS #19	\$16.66	STEVEN PRIEM
02/26/2016	02/29/2016	AUTO PLUS-LITTLE CANADA	\$160.45	STEVEN PRIEM
02/27/2016	02/29/2016	AUTO PLUS-LITTLE CANADA	\$28.32	STEVEN PRIEM
02/29/2016	03/01/2016	AUTO PLUS-LITTLE CANADA	(\$84.95)	STEVEN PRIEM
03/01/2016	03/02/2016	BAUER BUILT TIRE 18	\$323.10	STEVEN PRIEM
03/01/2016	03/03/2016	EMERGENCY AUTOMOTIVE	\$178.78	STEVEN PRIEM
03/02/2016	03/03/2016	COMO LUBE AND SUPPLIES	\$160.69	STEVEN PRIEM
03/02/2016	03/03/2016	ABLE HOSE	\$173.17	STEVEN PRIEM
03/03/2016	03/04/2016	CERTIFIED LABORATORIES	\$115.16	STEVEN PRIEM
03/03/2016	03/04/2016	METRO PRODUCTS INC	\$68.65	STEVEN PRIEM
03/03/2016	03/04/2016	POLAR CHEVROLET MAZDA	\$231.84	STEVEN PRIEM
02/19/2016	02/22/2016	THE HOME DEPOT 2801	\$5.97	KELLY PRINS
02/22/2016	02/24/2016	TECHNICAL CONCEPTS FOR LE	\$230.08	KELLY PRINS
02/29/2016	03/02/2016	CINTAS 60A SAP	\$1,034.80	KELLY PRINS
03/01/2016	03/03/2016	KEN'S AUTO REPAIR	\$714.50	KELLY PRINS
03/02/2016	03/03/2016	BARTLEY SALES CO INC	\$161.00	KELLY PRINS
03/02/2016	03/04/2016	THE HOME DEPOT 2801	\$37.90	KELLY PRINS
02/29/2016	03/01/2016	HILLYARD INC MINNEAPOLIS	\$774.28	MICHAEL REILLY
03/01/2016	03/02/2016	DALCO ENTERPRISES	\$364.11	MICHAEL REILLY
02/26/2016	02/29/2016	OFFICEMAX/OFFICE DEPOT616	\$126.97	MICHAEL RENNER
02/29/2016	03/02/2016	APPOINTMENT-PLUS/STORMSOU	\$49.00	LORI RESENDIZ
03/01/2016	03/02/2016	ELIVATE	\$232.95	LORI RESENDIZ
03/01/2016	03/02/2016	AMAZON MKTPLACE PMTS	\$14.99	LORI RESENDIZ
03/02/2016	03/02/2016	PPL*INSANITY	\$32.23	LORI RESENDIZ
02/22/2016	02/24/2016	OFFICE DEPOT #1090	\$53.78	AUDRA ROBBINS
02/25/2016	02/26/2016	TARGET 00011858	\$26.93	AUDRA ROBBINS
02/29/2016	03/01/2016	TARGET 00011858	\$57.85	AUDRA ROBBINS
03/01/2016	03/02/2016	CUB FOODS #1599	\$18.32	AUDRA ROBBINS
03/01/2016	03/03/2016	LITTLE CAESARS 1456 0006	\$37.50	AUDRA ROBBINS
02/23/2016	02/24/2016	U OF M CONTLEARNING	\$25.00	RICK RUIZ
02/18/2016	02/22/2016	NORTHERN TOOL EQUIP-MN	\$159.95	ROBERT RUNNING
02/18/2016	02/22/2016	NORTHERN TOOL EQUIP-MN	\$9.98	ROBERT RUNNING
02/22/2016	02/23/2016	IN *EMERGENCY RESPONSE SO	\$838.00	ROBERT RUNNING
02/23/2016	02/25/2016	THE HOME DEPOT 2801	\$152.96	ROBERT RUNNING
02/25/2016	02/26/2016	U OF M CONTLEARNING	\$25.00	ROBERT RUNNING
02/29/2016	03/02/2016	GARY CARLSON EQUIPMENT	\$500.44	ROBERT RUNNING
02/29/2016	03/02/2016	THE HOME DEPOT 2801	\$9.92	ROBERT RUNNING
03/03/2016	03/04/2016	BROCK WHITE 180	\$89.72	ROBERT RUNNING
02/23/2016	02/24/2016	LILLIE SUBURBAN NEWSPAPER	\$123.25	DEB SCHMIDT
02/26/2016	02/29/2016	MINNESOTA HUMANITIES CENT	\$630.00	DEB SCHMIDT
03/02/2016	03/03/2016	LILLIE SUBURBAN NEWSPAPER	\$917.40	DEB SCHMIDT
02/19/2016	02/22/2016	PAYPAL *MACIA	\$50.00	PAUL SCHNELL
02/22/2016	02/23/2016	PANERA BREAD #601305	\$35.31	PAUL SCHNELL
02/26/2016	02/29/2016	DOWNTOWNER CAR09879065	\$15.05	PAUL SCHNELL
02/26/2016	02/29/2016	POLICE EXECUTIVE RESEARCH	\$200.00	PAUL SCHNELL
02/23/2016	02/25/2016	SPOK INC	\$16.12	SCOTT SCHULTZ
02/26/2016	02/29/2016	FLEXIBLE PIPE TOOL COMPAN	\$182.10	SCOTT SCHULTZ

02/29/2016	03/02/2016	ON SITE SANITATION INC	\$77.71	SCOTT SCHULTZ
02/18/2016	02/22/2016	OFFICE DEPOT #1090	\$3.50	FAITH SHEPPERD
02/18/2016	02/22/2016	THE HOME DEPOT 2801	\$11.72	MICHAEL SHORTREED
02/19/2016	02/22/2016	MENARDS MAPLEWOOD MN	(\$67.33)	MICHAEL SHORTREED
02/19/2016	02/22/2016	MENARDS MAPLEWOOD MN	\$34.22	MICHAEL SHORTREED
02/23/2016	02/24/2016	CUB FOODS #1599	\$81.91	MICHAEL SHORTREED
02/23/2016	02/24/2016	CUB FOODS #1599	\$7.48	MICHAEL SHORTREED
02/26/2016	02/29/2016	UNIFORMS UNLIMITED INC.	\$1,496.22	MICHAEL SHORTREED
03/02/2016	03/03/2016	UNIFORMS UNLIMITED INC.	(\$233.97)	MICHAEL SHORTREED
03/03/2016	03/04/2016	HTCIA	\$75.00	MICHAEL SHORTREED
03/03/2016	03/04/2016	U OF M CONTLEARNING	\$95.00	CHRISTINE SOUTTER
02/23/2016	02/24/2016	TARGET 00007518	\$224.94	JAMES TAYLOR
02/25/2016	02/26/2016	PP*DAYTRIPPERS	\$437.25	JAMES TAYLOR
03/02/2016	03/03/2016	BCS*ISD 622 COMMUNITY ED	\$3,428.75	JAMES TAYLOR
02/24/2016	02/25/2016	U OF M CONTLEARNING	\$25.00	TODD TEVLIN
02/25/2016	02/29/2016	MENARDS MAPLEWOOD MN	\$156.82	TODD TEVLIN
02/29/2016	03/02/2016	ALLIED PARKING - TN SQ	\$13.00	MICHAEL THOMPSON
02/22/2016	02/23/2016	DISCOUNT STEEL -MN	\$277.63	JEFF WILBER
02/26/2016	02/29/2016	DISCOUNT STEEL -MN	\$96.40	JEFF WILBER
02/24/2016	02/25/2016	BB *MNCIT OFFCR ASSOC.	\$1,250.00	TAMMY WYLIE
02/24/2016	02/25/2016	BB *MNCIT OFFCR ASSOC.	\$1,250.00	TAMMY WYLIE
02/26/2016	02/26/2016	ULINE *SHIP SUPPLIES	\$145.00	TAMMY WYLIE
02/29/2016	03/01/2016	BB *MNCIT OFFCR ASSOC.	\$625.00	TAMMY WYLIE
03/01/2016	03/02/2016	EB TWIN CITIES ORGANI	\$300.00	TAMMY WYLIE
02/24/2016	02/25/2016	USPS POSTAL ST66100207	\$99.85	SUSAN ZWIEG

\$49,964.90

Check Register
City of Maplewood

03/17/2016

Check	Date	Vendor	Description	Amount	
97003	03/16/2016	02464	US BANK	FUNDS FOR ATMS	10,000.00
97004	03/22/2016	00131	ASPEN EQUIPMENT CO	FORESTRY (BUCKET) TRUCK RENTAL-	3,600.00
97005	03/22/2016	05215	CORESTRONG FITNESS LLC	SOCCER CLINIC INSTRUCTION	844.94
97006	03/22/2016	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES AT FREEDOM - FEB	16.00
97007	03/22/2016	01949	GARY L FISCHLER & ASSOC PA	CANDIDATE SCREENING-FIREFIGHTERS	425.00
	03/22/2016	01949	GARY L FISCHLER & ASSOC PA	CANDIDATE SCREENING-FIREFIGHTERS	425.00
97008	03/22/2016	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - FEB 24358123035	1,008.46
97009	03/22/2016	00908	M R P A	CPSI TRAINING & EXAM - J TAYLOR	635.00
97010	03/22/2016	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - MARCH	9,263.44
	03/22/2016	05353	MANSFIELD OIL CO	CONTRACT DIESEL - MARCH	5,919.70
97011	03/22/2016	05311	WILLIE MCCRAY	BASKETBALL OFFICIALS 3/5 & 3/6	1,810.00
	03/22/2016	05311	WILLIE MCCRAY	BASKETBALL OFFICIALS 3/13	990.00
97012	03/22/2016	04316	CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - JANUARY	756.00
97013	03/22/2016	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING,SEASONS-MARCH	9,457.25
97014	03/22/2016	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - FEBRUARY	30,236.58
	03/22/2016	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - FEBRUARY	5,995.67
	03/22/2016	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - FEBRUARY	461.76
97015	03/22/2016	04845	TENNIS SANITATION LLC	RECYCLING FEE - FEBRUARY	42,831.25
97016	03/22/2016	04192	TRANS-MEDIC	EMS BILLING - FEBRUARY	4,140.00
97017	03/22/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	4,020.48
	03/22/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	3,138.08
	03/22/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	426.11
	03/22/2016	01190	XCEL ENERGY	FIRE SIRENS	54.69
97018	03/22/2016	05630	AMHERST H. WILDER FOUNDATION	2016 RACIAL EQUALITY PARTICIPATION	6,000.00
97019	03/22/2016	04047	ASHLAND PRODUCTIONS	TECH SUPPORT DANCE RECIAL MAY 2015	200.00
	03/22/2016	04047	ASHLAND PRODUCTIONS	TECH SUPPORT DANCE RECIAL DEC 2015	200.00
97020	03/22/2016	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	204.00
97021	03/22/2016	03874	COMMERCIAL FURNITURE SERVICES	RETROFIT POLICE OFFICE #311	1,885.75
97022	03/22/2016	00412	DONALD SALVERDA & ASSOCIATES	LEADERSHIP GROWTH GROUP J RUEB	600.00
97023	03/22/2016	00420	DOWNTOWNER DETAIL CENTER	VEHICLE CLEANING & DETAILING	293.99
97024	03/22/2016	05372	FERRELLGAS	UTILITIES FIRE TRAINING CENTER	474.84
	03/22/2016	05372	FERRELLGAS	UTILITIES FIRE TRAINING CENTER	425.72
97025	03/22/2016	02263	HILLCREST ANIMAL HOSPITAL PA	ANIMAL IMPOUNDS & SRVS - FEB	52.00
97026	03/22/2016	04152	ISD 622 COMMUNITY EDUCATION	COOPERATIVE FACILITY USE AGREEMENT	28,391.07
97027	03/22/2016	05598	KELLY & LEMMONS, P.A.	PROSECUTION SERVICES	11,250.00
97028	03/22/2016	00846	LANGUAGE LINE SERVICES	PD PHONE-BASED INTERPRETIVE SRVS	51.99
97029	03/22/2016	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE LABOR REL-FEB	203.55
97030	03/22/2016	00942	MARSDEN BLDG MAINTENANCE CO	JANITORIAL SERVICES - MARCH	2,887.00
97031	03/22/2016	00986	METROPOLITAN COUNCIL	MONTHLY SAC - FEBRUARY	2,460.15
97032	03/22/2016	05633	NEIGHBORHOOD ENERGY CONNECTION	HOME ENERGY SQUAD VISIT	20.00
97033	03/22/2016	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - FEBRUARY	3,125.61
	03/22/2016	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - MARCH	1,000.00
97034	03/22/2016	00001	ONE TIME VENDOR	REFUND Y XIA FOR TRANS MEDIC	1,278.00
97035	03/22/2016	00001	ONE TIME VENDOR	REFUND L PALMER CN:16005557	300.00
97036	03/22/2016	00001	ONE TIME VENDOR	REFUND H JACKSON BCBS CREDITS	80.00
97037	03/22/2016	00001	ONE TIME VENDOR	REFUND T DESAI BCBS CREDITS	40.00
97038	03/22/2016	00001	ONE TIME VENDOR	REFUND K SCHWARTZ BCBS CREDITS	20.00
97039	03/22/2016	00001	ONE TIME VENDOR	REFUND N MCCANN HP CREDITS	20.00
97040	03/22/2016	01341	RAMSEY CO FIRE CHIEFS ASSN	MEMBERSHIP DUES	60.00
97041	03/22/2016	04225	RAMSEY COUNTY AGRICULTURAL SOC	CHARITALBE GAMBLING RAMSEY CO FAIR	2,150.00
97042	03/22/2016	02008	RAMSEY COUNTY PUBLIC WORKS	PROJ 14-08 TRAFFIC SIGNALS	115,705.28
97043	03/22/2016	02001	CITY OF ROSEVILLE	PHONE SERVICE - FEBRUARY	2,859.49
97044	03/22/2016	00006	SILVER FIT	REFUND DR. S SKIBSTED BCBS CREDITS	400.00
97045	03/22/2016	00006	SILVER FIT	REFUND P TEPLEY BCBS CREDITS	20.00
97046	03/22/2016	01836	ST PAUL, CITY OF	PDI TRAINING EVOC REFRESHER	700.00

G1, Attachments

97047	03/22/2016	01521	STATE FIRE MARSHAL DIVISION	TRAINING - B GERVAIS	135.00
97048	03/22/2016	05241	WARNING LITES OF MN, INC.	TRAFFIC CONTROL SEMINAR FOR 5	199.75
					<hr/>
					320,148.60
					<hr/> <hr/>

46 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>
3/14/2016	MN State Treasurer	Drivers License/Deputy Registrar	68,569.71
3/14/2016	U.S. Treasurer	Federal Payroll Tax	100,502.43
3/14/2016	P.E.R.A.	P.E.R.A.	100,319.94
3/14/2016	Empower - State Plan	Deferred Compensation	31,710.00
3/14/2016	MN State Treasurer	State Payroll Tax	20,362.19
3/14/2016	ICMA (Vantagepointe)	Retiree Health Savings	7,893.59
3/15/2016	MN State Treasurer	Drivers License/Deputy Registrar	32,382.89
3/15/2016	VANCO	Billing fee	134.00
3/15/2016	MidAmerica	HRA Flex plan	18,029.27
3/15/2016	Labor Unions	Union Dues	2,248.88
3/16/2016	MN State Treasurer	Drivers License/Deputy Registrar	42,023.13
3/16/2016	MN Dept of Revenue	MN Care Tax	2,132.46
3/16/2016	Delta Dental	Dental Premium	2,394.87
3/17/2016	MN State Treasurer	Drivers License/Deputy Registrar	19,809.62
3/18/2016	MN State Treasurer	Drivers License/Deputy Registrar	52,191.65
3/18/2016	MN Dept of Natural Resources	DNR electronic licenses	1,021.50
3/18/2016	Optum Health	DCRP & Flex plan payments	2,871.48
			504,597.61

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

<u>CHECK #</u>	<u>CHECK</u>	<u>EMPLO</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversio</u>
	03/11/16	ABRAMS, MARYLEE	456.30	
	03/11/16	JUENEMANN, KATHLEEN	456.30	
	03/11/16	SLAWIK, NORA	518.43	
	03/11/16	SMITH, BRYAN	456.30	
	03/11/16	XIONG, TOU	456.30	
	03/11/16	COLEMAN, MELINDA	7,056.22	
	03/11/16	FUNK, MICHAEL	5,271.14	
	03/11/16	KNUTSON, LOIS	2,528.39	
	03/11/16	CHRISTENSON, SCOTT	2,444.09	
	03/11/16	JAHN, DAVID	2,048.35	
	03/11/16	BURLINGAME, SARAH	2,433.30	
	03/11/16	KNUTSON, ALEC	234.00	
	03/11/16	RAMEAUX, THERESE	4,122.05	
	03/11/16	BAUMAN, GAYLE	5,226.96	
	03/11/16	OSWALD, BRENDA	2,048.65	
	03/11/16	ANDERSON, CAROLE	2,716.13	
	03/11/16	DEBILZAN, JUDY	2,282.59	
	03/11/16	RUEB, JOSEPH	3,554.44	
	03/11/16	ARNOLD, AJLA	1,942.03	
	03/11/16	BEGGS, REGAN	1,820.80	
	03/11/16	HAAG, KAREN	4,907.36	
	03/11/16	LO, CHING	844.09	
	03/11/16	SCHMIDT, DEBORAH	3,281.11	
	03/11/16	CRAWFORD, LEIGH	1,964.19	
	03/11/16	LARSON, MICHELLE	2,042.59	
	03/11/16	MECHELKE, SHERRIE	1,001.99	
	03/11/16	MOY, PAMELA	1,634.07	
	03/11/16	OSTER, ANDREA	2,049.51	
	03/11/16	RICHTER, CHARLENE	1,178.51	
	03/11/16	VITT, SANDRA	1,293.79	
	03/11/16	WEAVER, KRISTINE	2,534.49	
	03/11/16	CORCORAN, THERESA	2,044.89	
	03/11/16	KVAM, DAVID	4,551.02	
	03/11/16	SCHNELL, PAUL	5,248.65	
	03/11/16	SHEA, STEPHANIE	1,610.59	
	03/11/16	SHEPPERD, FAITH	2,023.70	
	03/11/16	SHORTREED, MICHAEL	4,423.36	
	03/11/16	WYLIE, TAMMY	1,801.79	
	03/11/16	ABEL, CLINT	3,162.13	
	03/11/16	ALDRIDGE, MARK	3,421.30	
	03/11/16	BAKKE, LONN	3,580.11	
	03/11/16	BARTZ, PAUL	3,408.93	
	03/11/16	BELDE, STANLEY	3,421.30	
	03/11/16	BENJAMIN, MARKESE	3,293.01	79.99

03/11/16	BIERDEMAN, BRIAN	3,619.80	
03/11/16	BUSACK, DANIEL	4,142.73	
03/11/16	CARNES, JOHN	2,929.94	
03/11/16	CROTTY, KERRY	4,167.22	
03/11/16	DEMULLING, JOSEPH	3,655.43	
03/11/16	DUGAS, MICHAEL	3,926.73	
03/11/16	ERICKSON, VIRGINIA	3,548.23	
03/11/16	FISHER, CASSANDRA	1,560.00	
03/11/16	FORSYTHE, MARCUS	3,212.87	
03/11/16	FRITZE, DEREK	3,651.46	380.08
03/11/16	GABRIEL, ANTHONY	3,626.90	
03/11/16	HAWKINSON JR, TIMOTHY	3,155.96	
03/11/16	HER, PHENG	3,035.88	
03/11/16	HIEBERT, STEVEN	3,430.39	9.09
03/11/16	HOEMKE, MICHAEL	2,690.99	
03/11/16	HOFMEISTER, TIMOTHY	124.00	
03/11/16	JAMES JR, JUSTIN	696.00	
03/11/16	JASKOWIAK, AMANDA	480.00	
03/11/16	JOHNSON, KEVIN	4,000.91	
03/11/16	KONG, TOMMY	3,278.62	
03/11/16	KREKELER, NICHOLAS	1,235.03	
03/11/16	KROLL, BRETT	3,235.13	
03/11/16	LANDEROS CRUZ, JESSICA	471.25	
03/11/16	LANGNER, SCOTT	3,162.13	
03/11/16	LANGNER, TODD	4,118.62	506.18
03/11/16	LYNCH, KATHERINE	3,077.98	
03/11/16	MARINO, JASON	3,462.47	52.60
03/11/16	MCCARTY, GLEN	3,611.28	
03/11/16	METRY, ALESIA	3,580.54	
03/11/16	MICHELETTI, BRIAN	2,909.29	
03/11/16	MULVIHILL, MARIA	2,642.48	
03/11/16	NYE, MICHAEL	3,990.63	
03/11/16	OLDING, PARKER	2,352.55	55.03
03/11/16	OLSON, JULIE	3,162.13	
03/11/16	PARKER, JAMES	316.17	
03/11/16	PETERSON, JARED	2,067.58	
03/11/16	REZNY, BRADLEY	3,548.46	
03/11/16	SCHOEN, ZACHARY	2,642.48	
03/11/16	SLATER, BENJAMIN	2,697.31	54.83
03/11/16	STARKEY, ROBERT	239.25	
03/11/16	STEINER, JOSEPH	4,393.88	
03/11/16	SYPNIEWSKI, WILLIAM	3,098.90	
03/11/16	TAUZELL, BRIAN	3,538.89	
03/11/16	THEISEN, PAUL	3,334.60	
03/11/16	THIENES, PAUL	3,786.81	
03/11/16	VANG, PAM	2,398.16	
03/11/16	WENZEL, JAY	3,584.60	
03/11/16	XIONG, KAO	3,162.13	
03/11/16	ZAPPA, ANDREW	2,700.32	
03/11/16	ANDERSON, BRIAN	311.76	
03/11/16	BAHL, DAVID	659.03	
03/11/16	BASSETT, BRENT	344.25	
03/11/16	BAUMAN, ANDREW	4,255.09	
03/11/16	BEITLER, NATHAN	785.90	

03/11/16	BOURQUIN, RON	952.60	
03/11/16	CAPISTRANT, JACOB	311.77	
03/11/16	CAPISTRANT, JOHN	393.93	
03/11/16	COREY, ROBERT	331.25	
03/11/16	CRAWFORD - JR, RAYMOND	3,703.95	
03/11/16	CRUMMY, CHARLES	311.76	
03/11/16	DABRUZZI, THOMAS	2,818.15	
03/11/16	DAWSON, RICHARD	4,245.27	
03/11/16	EVERSON, PAUL	3,564.42	
03/11/16	HAGEN, MICHAEL	311.77	
03/11/16	HALE, JOSEPH	363.60	
03/11/16	HALWEG, JODI	3,571.48	
03/11/16	HAWTHORNE, ROCHELLE	3,464.18	
03/11/16	HUTCHINSON, JAMES	409.05	
03/11/16	IMM, TRACY	597.55	
03/11/16	JANSEN, CHAD	438.42	
03/11/16	KANE, ROBERT	882.49	
03/11/16	KARRAS, JAMIE	285.78	
03/11/16	KERSKA, JOSEPH	571.57	
03/11/16	KONDER, RONALD	643.01	
03/11/16	KUBAT, ERIC	3,120.48	
03/11/16	LINDER, TIMOTHY	4,735.83	
03/11/16	LOCHEN, MICHAEL	710.12	
03/11/16	MERKATORIS, BRETT	464.40	
03/11/16	MONDOR, MICHAEL	4,025.34	
03/11/16	MORGAN, JEFFERY	696.49	
03/11/16	NEILY, STEVEN	240.33	
03/11/16	NIELSEN, KENNETH	22.73	
03/11/16	NOVAK, JEROME	3,309.28	
03/11/16	NOWICKI, PAUL	214.34	
03/11/16	OLSON, JAMES	9,187.62	7,893.59
03/11/16	OPHEIM, JOHN	227.25	
03/11/16	PACHECO, ALPHONSE	467.64	
03/11/16	PARROW, JOSHUA	155.88	
03/11/16	PETERSON, MARK	215.90	
03/11/16	PETERSON, ROBERT	3,278.85	
03/11/16	POWERS, KENNETH	600.79	
03/11/16	RAINEY, JAMES	1,167.55	
03/11/16	RICE, CHRISTOPHER	467.65	
03/11/16	RODDY, BRETT	77.95	
03/11/16	RODRIGUEZ, ROBERTO	188.36	
03/11/16	SEDLACEK, JEFFREY	3,022.80	
03/11/16	STREFF, MICHAEL	3,061.08	
03/11/16	SVENDSEN, RONALD	3,871.62	
03/11/16	TROXEL, REID	487.13	
03/11/16	GERVAIS-JR, CLARENCE	4,281.98	
03/11/16	LUKIN, STEVEN	4,988.41	
03/11/16	ZWIEG, SUSAN	1,249.98	
03/11/16	CORTESI, LUANNE	1,048.99	
03/11/16	SINDT, ANDREA	2,707.56	
03/11/16	BRINK, TROY	2,606.13	
03/11/16	BUCKLEY, BRENT	2,324.89	
03/11/16	DEBILZAN, THOMAS	2,327.21	
03/11/16	EDGE, DOUGLAS	2,407.10	

03/11/16	JONES, DONALD	2,390.54	
03/11/16	MEISSNER, BRENT	2,367.12	
03/11/16	NAGEL, BRYAN	3,851.10	
03/11/16	OSWALD, ERICK	2,359.71	
03/11/16	RUIZ, RICARDO	2,051.71	
03/11/16	RUNNING, ROBERT	2,884.77	
03/11/16	TEVLIN, TODD	2,367.12	
03/11/16	BURLINGAME, NATHAN	2,612.01	
03/11/16	DUCHARME, JOHN	2,946.32	
03/11/16	ENGSTROM, ANDREW	2,966.89	
03/11/16	JAROSCH, JONATHAN	3,469.87	
03/11/16	LINDBLOM, RANDAL	2,946.33	
03/11/16	LOVE, STEVEN	4,167.22	
03/11/16	THOMPSON, MICHAEL	5,201.32	
03/11/16	ZIEMAN, SCOTT	120.00	
03/11/16	JANASZAK, MEGHAN	543.39	
03/11/16	KONEWKO, DUWAYNE	4,970.12	
03/11/16	SONNEK, MELISSA	1,200.00	
03/11/16	HAMRE, MILES	1,962.40	
03/11/16	HAYS, TAMARA	558.49	
03/11/16	HINNENKAMP, GARY	2,536.80	
03/11/16	NAUGHTON, JOHN	2,324.90	
03/11/16	NORDQUIST, RICHARD	2,312.00	
03/11/16	ORE, JORDAN	2,015.29	
03/11/16	BIESANZ, OAKLEY	1,922.97	
03/11/16	DEAVER, CHARLES	545.49	
03/11/16	GERNES, CAROLE	1,520.78	
03/11/16	HUTCHINSON, ANN	2,873.90	
03/11/16	SOUTTER, CHRISTINE	275.64	
03/11/16	WACHAL, KAREN	1,021.29	
03/11/16	GAYNOR, VIRGINIA	3,513.22	
03/11/16	HOIER, KARA	513.92	225.71
03/11/16	JOHNSON, ELIZABETH	1,610.59	
03/11/16	KROLL, LISA	2,114.59	
03/11/16	FINWALL, SHANN	3,746.04	
03/11/16	LORENZ, DANIELA	476.00	
03/11/16	MARTIN, MICHAEL	3,371.97	
03/11/16	BRASH, JASON	2,941.29	
03/11/16	CARVER, NICHOLAS	4,517.64	
03/11/16	SWAN, DAVID	2,970.59	
03/11/16	SWANSON, CHRIS	1,972.99	
03/11/16	WEIDNER, JAMES	1,584.00	
03/11/16	WELLENS, MOLLY	1,861.38	101.88
03/11/16	ANDERSON, JOSHUA	56.00	
03/11/16	AYD, GWEN	171.00	
03/11/16	BJORK, BRANDON	173.25	
03/11/16	BRENEMAN, NEIL	2,558.95	
03/11/16	ETTER, LAURA	24.50	
03/11/16	FISHER, CHANCE	50.00	
03/11/16	JACOBS, ROCHELLE	172.50	
03/11/16	JORGENSON, SETH	64.00	
03/11/16	KUSTERMAN, KEVIN	40.00	
03/11/16	MIGGLER, ABIGAIL	56.00	
03/11/16	NORDLING, AARON	180.00	

03/11/16	PHENGPHAENG, MAICHOUA	245.25	
03/11/16	PHENGPHAENG, RICKY	96.75	
03/11/16	PIEPER, THEODORE	116.25	
03/11/16	RASMUSSEN, BRADLEY	118.00	
03/11/16	ROBBINS, AUDRA	3,605.73	
03/11/16	ROBBINS, CAMDEN	561.00	
03/11/16	RYCHLICKI, NICHOLE	60.00	
03/11/16	STILP, MADISON	56.00	
03/11/16	TAYLOR, JAMES	3,605.73	
03/11/16	THIELMAN, RICHARD	162.50	
03/11/16	VANG, RICKY	45.00	
03/11/16	WILLIAMS, JAMES	180.00	
03/11/16	XIONG, BLONG	72.50	
03/11/16	ADAMS, DAVID	2,488.70	
03/11/16	HAAG, MARK	2,608.43	
03/11/16	JENSEN, JOSEPH	1,835.29	
03/11/16	SCHULTZ, SCOTT	3,894.83	
03/11/16	WILBER, JEFFREY	1,905.80	
03/11/16	CRANDALL, KRISTA	203.19	
03/11/16	DIONNE, ANN	418.00	
03/11/16	EVANS, CHRISTINE	2,174.03	
03/11/16	GIBSON, CHRISTINE	2,085.77	
03/11/16	HENDRICKS, JENNIFER	527.87	
03/11/16	HERMANN, MICHELLE	357.00	
03/11/16	HOFMEISTER, MARY	1,321.02	16.47
03/11/16	KRECH, TRAVIS	265.50	
03/11/16	KUHN, MATTHEW	283.50	
03/11/16	O'CONNOR, TERRINA	804.75	
03/11/16	ORTIZ, ROSALIA	320.25	
03/11/16	RUZICHKA, JANICE	249.79	
03/11/16	SKRYPEK, JOSHUA	517.00	
03/11/16	ST SAUVER, CRAIG	572.00	
03/11/16	WISTL, MOLLY	292.50	
03/11/16	YANG, YOUA	168.00	
03/11/16	BASSETT, ANDREA	173.00	
03/11/16	BEAR, AMANDA	285.00	
03/11/16	BUTLER, ANGELA	13.69	
03/11/16	DEMPSEY, BETH	400.14	
03/11/16	ERICKSON-CLARK, CAROL	30.75	
03/11/16	GARTNER, DARYL	61.75	
03/11/16	GREGG, PETER	184.50	
03/11/16	GRUENHAGEN, LINDA	559.25	
03/11/16	GUSTAFSON, BRENDA	41.00	
03/11/16	HAASCH, ANGELA	78.50	
03/11/16	HOLMBERG, LADONNA	153.76	
03/11/16	JOHNSON, BARBARA	351.05	
03/11/16	KRASS, JEFFERY	167.00	
03/11/16	LAMSON, ELIANA	27.38	
03/11/16	MCKILLOP, AMANDA	155.26	
03/11/16	MUSKAT, JULIE	199.64	
03/11/16	NITZ, CARA	389.79	
03/11/16	OHS, CYNTHIA	139.88	
03/11/16	RANEY, COURTNEY	1,050.26	
03/11/16	RESENDIZ, LORI	2,837.55	

03/11/16	RICHTER, DANIEL	114.90
03/11/16	ROLLERSON, TERRANCE	78.76
03/11/16	ROMERO, JENNIFER	23.50
03/11/16	SCHERER, KATHLENE	88.38
03/11/16	SCHREIER, ROSEMARIE	151.01
03/11/16	SMITLEY, SHARON	260.42
03/11/16	TREPANIER, TODD	215.45
03/11/16	TRUONG, CHAU	70.00
03/11/16	TUPY, MARCUS	96.00
03/11/16	WAGNER, JODY	331.00
03/11/16	WAKEM, CAITLYN	51.00
03/11/16	YANG, JUDY	121.00
03/11/16	ZIMMERMAN, JANE	225.77
03/11/16	AUBUCHON, IMAGINARA	514.56
03/11/16	BOSLEY, CAROL	96.25
03/11/16	BUTLER-MILLER, JADE	78.39
03/11/16	CHRISTAL, JENNIFER	88.00
03/11/16	ELLISON, LELIA	205.00
03/11/16	GRACE, EMILY	210.00
03/11/16	AUSTIN, CATHERINE	254.25
03/11/16	CRAWFORD, SHAWN	618.75
03/11/16	DOUGLASS, TOM	2,547.44
03/11/16	HEINTZ, JOSHUA	247.50
03/11/16	KRECH, ELAINE	733.96
03/11/16	MALONEY, SHAUNA	234.00
03/11/16	PRINS, KELLY	2,023.70
03/11/16	REILLY, MICHAEL	2,157.59
03/11/16	STEFFEN, MICHAEL	27.00
03/11/16	TRAUTMAN, JACOB	186.75
03/11/16	OJCZYK, CYNTHIA	258.00
03/11/16	PRIEM, STEVEN	2,612.79
03/11/16	WOEHRLE, MATTHEW	2,560.03
03/11/16	XIONG, BOON	1,879.29
03/11/16	BERGO, CHAD	2,936.67
03/11/16	FOWLDS, MYCHAL	4,336.85

MEMORANDUM

TO: Melinda Coleman, City Manager

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

DATE: March 28, 2016

SUBJECT: Approval of Resolution Proclaiming Arbor Day

Introduction

Arbor Day is observed throughout the United States and the world as a day to celebrate trees. Maplewood has scheduled an Arbor Day celebration Saturday, May 7, 2016. Staff requests that the City Council proclaims May 7, 2016 as Arbor Day in Maplewood.

Discussion

National Arbor Day is the last Friday of April, but each state and community varies the date to coincide with planting times. In Minnesota, the month of May is Arbor Month. Minnesota communities observing Arbor Day typically schedule celebrations in late April or in May.

Maplewood has scheduled an Arbor Day celebration for Saturday, May 7th, 1:00-4:00 p.m. This year's celebration – Trees for the Bees – is targeted to Girl Scout troops and will help scouts fulfill requirements for the Cadette Tree Badge. With an emphasis on interaction between trees and pollinators, Maplewood naturalists will lead the scouts in nature and art activities as well as learning about food products that come from trees.

Trees provide numerous benefits to individuals and to the community. They reduce erosion, provide shade, cut heating and cooling costs, moderate temperature, clean the air, produce oxygen, provide habitat for wildlife, and provide wood and paper products. Trees increase property values and enhance the beauty of our community.

An Arbor Day proclamation supports the city's sustainability initiatives and encourages residents to value, plant, and care for trees. A proclamation is also one of the requirements for being designated a Tree City USA. Maplewood has been designated a Tree City each year since 2011, and will continue to reapply annually.

Recommendation

Staff requests that the City Council approves the resolution proclaiming May 7, 2016 as Arbor Day in Maplewood.

Attachments:

1. Arbor Day Proclamation
2. Trees for the Bees flier

RESOLUTION PROCLAIMING ARBOR DAY 2016

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate temperatures, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for homes, fuel for fires, and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees help improve human health by reducing air pollution and reducing exposure to the sun's UV rays, and trees help improve mental health by reducing stress and increasing concentration, and

Whereas, trees are a source of joy and beauty,

NOW, THEREFORE, BE IT RESOLVED THAT, May 7, 2016, is hereby designated Arbor Day in the City of Maplewood.

Further, all citizens are encouraged to celebrate Arbor Day and support efforts to protect our trees and woodlands.

Adopted this 28th day of March, 2016.

SIGNED:

WITNESSED:

Nora Slawik, Mayor

Karen Haag, City Clerk

Date

Date



Trees for the Bees!

GIRL SCOUT ARBOR DAY CELEBRATION

(GIRL SCOUTS, AGES 11-13, ACCOMPANIED BY ADULTS)

Saturday, May 7

1:00 PM-4:00 PM

Schedule your troop to help fulfill requirements for the Cadette Tree Badge. Discover how to protect trees and the pollinators that depend on them!

Explore trees at the nature center, make fun tree art, and learn about food products that come from trees, including maple syrup and wild fruits.

- Note: Tree badges will be available at the end of the day!
- Please dress for the weather; plan on both inside and outside activities.

\$10/child Register beginning January 8 at [Events](https://www.girlscoutsrv.org/events/) (girlscoutsrv.org/events/)

You may also call 800-845-0747.



2004 © Peter M. Dziuk

At
Maplewood Nature Center
2659 East Seventh Street
Maplewood, MN 55119

651-249-2170



MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Michael Thompson, Director of Public Works

DATE: March 15, 2016

SUBJECT: Approval Authorizing Parking Lot Paving at East Metro Public Safety Training Center, City Project 09-09

Introduction

The City Council will consider approval authorizing the bituminous parking lot paving to proceed at the recently completed East Metro Public Safety Training Center, City Project 09-09.

Background / Discussion

The site including the area around the newly completed classroom building is ready for final bituminous paving. The city solicited quotes from contractors and four quotes for the work were received as follows:

<u>Company</u>	<u>Proposal Total</u>
Southwest Paving Inc.	\$111,300.00
Bituminous Roadways	\$ 86,000.00
Minnesota Roadways	\$ 83,983.00
T.A Schifsky & Sons, Inc.	\$ 79,000.00

T.A Schifsky & Sons, Inc. is the low quote. The city has worked with this construction firm on many occasions in the past and staff recommends approval.

It should be noted that upon further review by the fire chief and other joint powers agreement members, the paving area was reduced from 31,800 to 24,400 square feet. Thus the pricing of the work would be reduced from \$79,000.00 to **\$65,000.00**.

Budget Impact

No budget adjustments are proposed for this work in the amount of \$65,000.00.

Recommendation

Based on the lowest responsible quote for services, the reputation of the company, and the company's ability to provide responsive service, staff recommends the City Council authorize the Public Works Director to authorize T.A. Schifsky and Sons, Inc to proceed with the parking lot paving work at the East Metro Public Safety Training Center, City Project 09-09 in an amount of \$65,000.00.

Attachments

1. Low Bidder (T.A. Schifsky Original and Revised Quotes)
2. Request for Quotes (RFQ) Letters

T. A. Schifsky & Sons, Inc.
 2370 Highway 36 East
 North St. Paul, MN 55109
 Phone (651) 777-1313
 Fax (651) 777-7843
www.taschifsky.com



PROPOSAL

Bid To:	City of Maplewood	Attention:	Michael Thompson
Job:	East Metro Public Safety Training Center	Address:	
Location:	Maplewood MN	Phone:	
Addendums:	NA	Fax:	
Date:	10.05.15	Email:	

We propose the following for the above referenced project:

<u>Parking Lot Improvements</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
<i>Pavement Area A - 5,500 SF</i>				
Tolerance Existing Base Aggregate				
Furnish & Install 2.0" of Bituminous (SPNWB330B)				
Furnish & Install 1.5" of Bituminous (SPWEB340B)				
Furnish & Install 1.5" of Bituminous (SPWEB340B)				
Striping				
		Sub Total for Area A =		\$18,500.00
<i>Pavement Area A & B - 16,000 SF</i>				
Tolerance Existing Base Aggregate				
Furnish & Install 2.0" of Bituminous (SPNWB330B)				
Furnish & Install 1.5" of Bituminous (SPWEB340B)				
Furnish & Install 1.5" of Bituminous (SPWEB340B)				
		Sub Total for Area A & B =		\$44,000.00
<i>Pavement Area A & B & C - 31,800 SF</i>				
Tolerance Existing Base Aggregate				
Furnish & Install 2.0" of Bituminous (SPNWB330B)				
Furnish & Install 1.5" of Bituminous (SPWEB340B)				
Furnish & Install 1.5" of Bituminous (SPWEB340B)				
		Sub Total for Area A & B & C =		\$79,000.00

Notes:	<i>Bid is based on SF listed above and provided plan. Not included in bid are permits, unforeseen site conditions, surveying, subgrade correction or excavation, removals, sawcutting, geotextile fabric, Class V, traffic control, and testing. Work for either 2015 - 2016.</i>
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Contractor's Guarantee

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Bid is based on quantities stated. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Prices are for 2015 or 2016.

Thank you for the opportunity to quote. If you have any questions please do not hesitate to call.

T.A. Schifsky & Sons, Inc. (Affirmative Action, Equal Opportunity Employer)

By: _____ Date 10.05.15
 Jonathan Hager - Project Manager/Estimator

Accepted By: _____ Date _____
 (Bid must be signed and returned)

GENERAL NOTES:

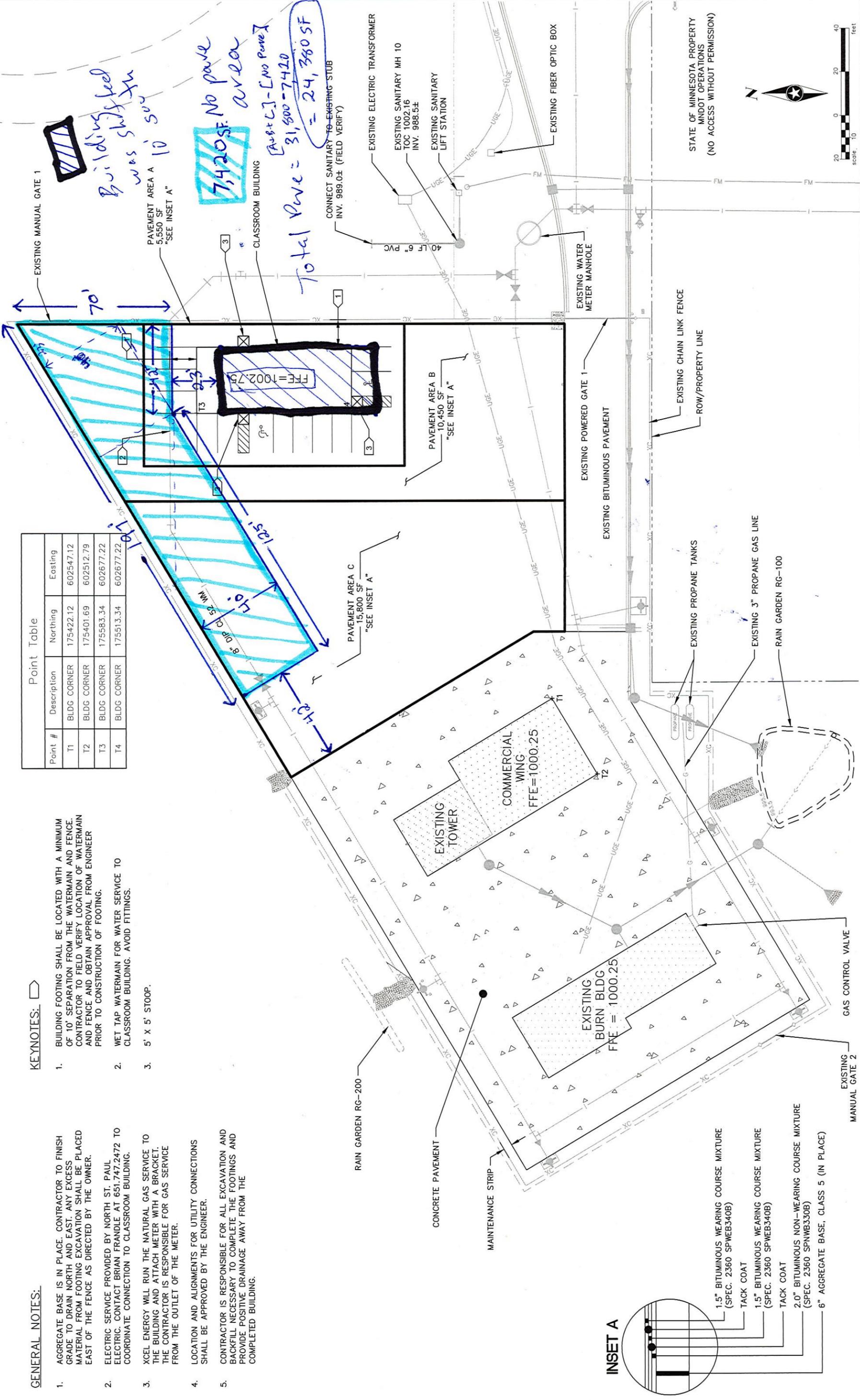
- AGGREGATE BASE IS IN PLACE. CONTRACTOR TO FINISH GRADE TO DRAIN NORTH AND EAST. ANY EXCESS MATERIAL FROM FOOTING EXCAVATION SHALL BE PLACED EAST OF THE FENCE AS DIRECTED BY THE OWNER.
- ELECTRIC SERVICE PROVIDED BY NORTH ST. PAUL ELECTRIC. CONTACT BRIAN FRANDLE AT 651.747.2472 TO COORDINATE CONNECTION TO CLASSROOM BUILDING.
- XCEL ENERGY WILL RUN THE NATURAL GAS SERVICE TO THE BUILDING AND ATTACH METER WITH A BRACKET. THE CONTRACTOR IS RESPONSIBLE FOR GAS SERVICE FROM THE OUTLET OF THE METER.
- LOCATION AND ALIGNMENTS FOR UTILITY CONNECTIONS SHALL BE APPROVED BY THE ENGINEER.
- CONTRACTOR IS RESPONSIBLE FOR ALL EXCAVATION AND BACKFILL NECESSARY TO COMPLETE THE FOOTINGS AND PROVIDE POSITIVE DRAINAGE AWAY FROM THE COMPLETED BUILDING.

KEYNOTES:

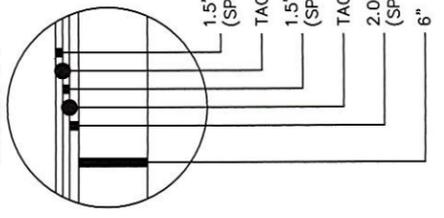
- BUILDING FOOTING SHALL BE LOCATED WITH A MINIMUM OF 10' SEPARATION FROM THE WATERMAIN AND FENCE. CONTRACTOR TO FIELD VERIFY LOCATION OF WATERMAIN AND FENCE AND OBTAIN APPROVAL FROM ENGINEER PRIOR TO CONSTRUCTION OF FOOTING.
- WET TAP WATERMAIN FOR WATER SERVICE TO CLASSROOM BUILDING. AVOID FITTINGS.
- 5' X 5' STOOP.

Point Table

Point #	Description	Northing	Eastng
T1	BLDG CORNER	175422.12	602547.12
T2	BLDG CORNER	175401.69	602512.79
T3	BLDG CORNER	175583.34	602677.22
T4	BLDG CORNER	175513.34	602677.22



INSET A



DRAWN BY: BRH DESIGNER: RBL CHECKED BY: RBL	NO. BY DATE DESIGN TEAM	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. Ronald B. Leaf, P.E. Lic. No. 24411 Date: 08/20/2015	PHONE: 651.490.2000 3535 VADNAIS CENTER DR ST. PAUL, MN 55110-5196 www.sehinc.com	MAPLEWOOD, MINNESOTA EAST METRO PUBLIC SAFETY TRAINING CENTER PAVEMENT OPTIONS	FILE NO. 117956 EXHIBIT A
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October 1, 2015

Rob Stangler
T.A. Schifsky and Sons, Inc.
2370 Highway 36 E
North St. Paul, MN 55109
651-775-8399

RE: Parking Lot Paving at East Metro Public Safety Training Facility (1881 Century Ave N)
Request for Price Quotes – Project 09-09

Dear Mr. Stangler:

The City of Maplewood is seeking price quotes for bituminous paving.

On September 28, 2015 the City awarded a contract to Terra General Contractors for construction of a rectangular classroom building which is shown on the right side of the attached site plan. This building is expected to be completed by the end of 2015 and the adjacent parking area needs to be paved. The City's preference is to have paving occur this year however this depends on coordination with Terra General Contractor's classroom building project. Spring 2016 paving work is also acceptable. Price quotes should stipulate if there is a pricing difference for paving in spring of 2016 versus 2015.

The site already contains the proper depth of aggregate base material and has previously been rough graded per plan. Some fine grading will be necessary to ensure proper drainage. The cost quote shall include fine grading (city staff will provide blue topping as needed for the contractor) of the existing aggregate base. Any excess aggregate base removed during fine grading shall be placed on site in the existing stockpile located to the east. In addition the cost quote shall include a 5-inch thick bituminous section (in 3 layers) as shown in Inset A on the attached site plan. The contractor is encouraged to visit and inspect the site prior to submitting a quote.

Three different prices should be included in your quote which corresponds to the following areas to allow the City flexibility in determining how much work to award for this project:

- 1) Quote for Area A only = 5,550 SF
- 2) Quote for Area A + Area B = 16,000 SF
- 3) Quote for Area A + Area B + Area C = 31,800 SF

In summary, the City is interested in receiving a quote from you. If you are interested please submit your quote to Michael Thompson, Public Works Director, via e-mail in PDF format at michael.thompson@ci.maplewood.mn.us by Tuesday October 13th at 2:00 pm. No late submittals will be considered.

Please contact me if you have any questions or need additional information regarding this RFQ at 651-249-2403. Thank you for the consideration.

Sincerely,
CITY OF MAPLEWOOD

Michael Thompson, P.E.
City Engineer/Director of Public Works

C: Nick Carver, Chief Building Official

Attachment: Exhibit A – Site Plan Paving
Exhibit B – Location Map


MAPLEWOOD
Together We Can

October 1, 2015

 Minnesota Roadways Co.
 4370 Valley Industrial Blvd. S.
 Shakopee, MN 55379
 952-496-2651

 RE: Parking Lot Paving at East Metro Public Safety Training Facility (1881 Century Ave N)
 Request for Price Quotes – Project 09-09

The City of Maplewood is seeking price quotes for bituminous paving.

On September 28, 2015 the City awarded a contract to Terra General Contractors for construction of a rectangular classroom building which is shown on the right side of the attached site plan. This building is expected to be completed by the end of 2015 and the adjacent parking area needs to be paved. The City's preference is to have paving occur this year however this depends on coordination with Terra General Contractor's classroom building project. Spring 2016 paving work is also acceptable. Price quotes should stipulate if there is a pricing difference for paving in spring of 2016 versus 2015.

The site already contains the proper depth of aggregate base material and has previously been rough graded per plan. Some fine grading will be necessary to ensure proper drainage. The cost quote shall include fine grading (city staff will provide blue topping as needed for the contractor) of the existing aggregate base. Any excess aggregate base removed during fine grading shall be placed on site in the existing stockpile located to the east. In addition the cost quote shall include a 5-inch thick bituminous section (in 3 layers) as shown in Inset A on the attached site plan. The contractor is encouraged to visit and inspect the site prior to submitting a quote.

Three different prices should be included in your quote which corresponds to the following areas to allow the City flexibility in determining how much work to award for this project:

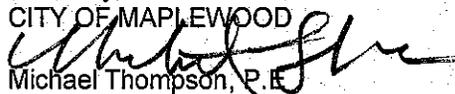
- 1) Quote for Area A only = 5,550 SF
- 2) Quote for Area A + Area B = 16,000 SF
- 3) Quote for Area A + Area B + Area C = 31,800 SF

In summary, the City is interested in receiving a quote from you. If you are interested please submit your quote to Michael Thompson, Public Works Director, via e-mail in PDF format at michael.thompson@ci.maplewood.mn.us by Tuesday October 13th at 2:00 pm. No late submittals will be considered.

Please contact me if you have any questions or need additional information regarding this RFQ at 651-249-2403. Thank you for the consideration.

Sincerely,

CITY OF MAPLEWOOD


 Michael Thompson, P.E.
 City Engineer/Director of Public Works

C: Nick Carver, Chief Building Official

 Attachment: Exhibit A – Site Plan Paving
 Exhibit B – Location Map



October 1, 2015

Southwest Paving, Inc.
700 Railroad Street West
Norwood, MN 55368-4546
952-467-9002

RE: Parking Lot Paving at East Metro Public Safety Training Facility (1881 Century Ave N)
Request for Price Quotes – Project 09-09

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CITY OF MAPLEWOOD


Michael Thompson, P.E.
City Engineer/Director of Public Works

C: Nick Carver, Chief Building Official

Attachment: Exhibit A – Site Plan Paving
Exhibit B – Location Map



October 1, 2015

Bituminous Roadways
 1520 Commerce Drive
 Mendota Heights, MN 55120
 651-686-7001

RE: Parking Lot Paving at East Metro Public Safety Training Facility (1881 Century Ave N)
 Request for Price Quotes – Project 09-09

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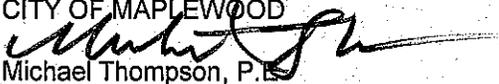
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 CITY OF MAPLEWOOD

 Michael Thompson, P.E.
 City Engineer/Director of Public Works

C: Nick Carver, Chief Building Official

Attachment: Exhibit A – Site Plan Paving
 Exhibit B – Location Map



October 1, 2015

Richfield Blacktop
7745 2nd Ave S
Richfield, MN 55423
612-866-8836

RE: Parking Lot Paving at East Metro Public Safety Training Facility (1881 Century Ave N)
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CITY OF MAPLEWOOD


Michael Thompson, P.E.
City Engineer/Director of Public Works

C: Nick Carver, Chief Building Official

Attachment: Exhibit A – Site Plan Paving
Exhibit B – Location Map



October 1, 2015

Asphalt Driveway Co.
1211 Highway 36 E
Maplewood, MN 55109
651-494-9416

RE: Parking Lot Paving at East Metro Public Safety Training Facility (1881 Century Ave N)
Request for Price Quotes – Project 09-09

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Exhibit B – Location Map

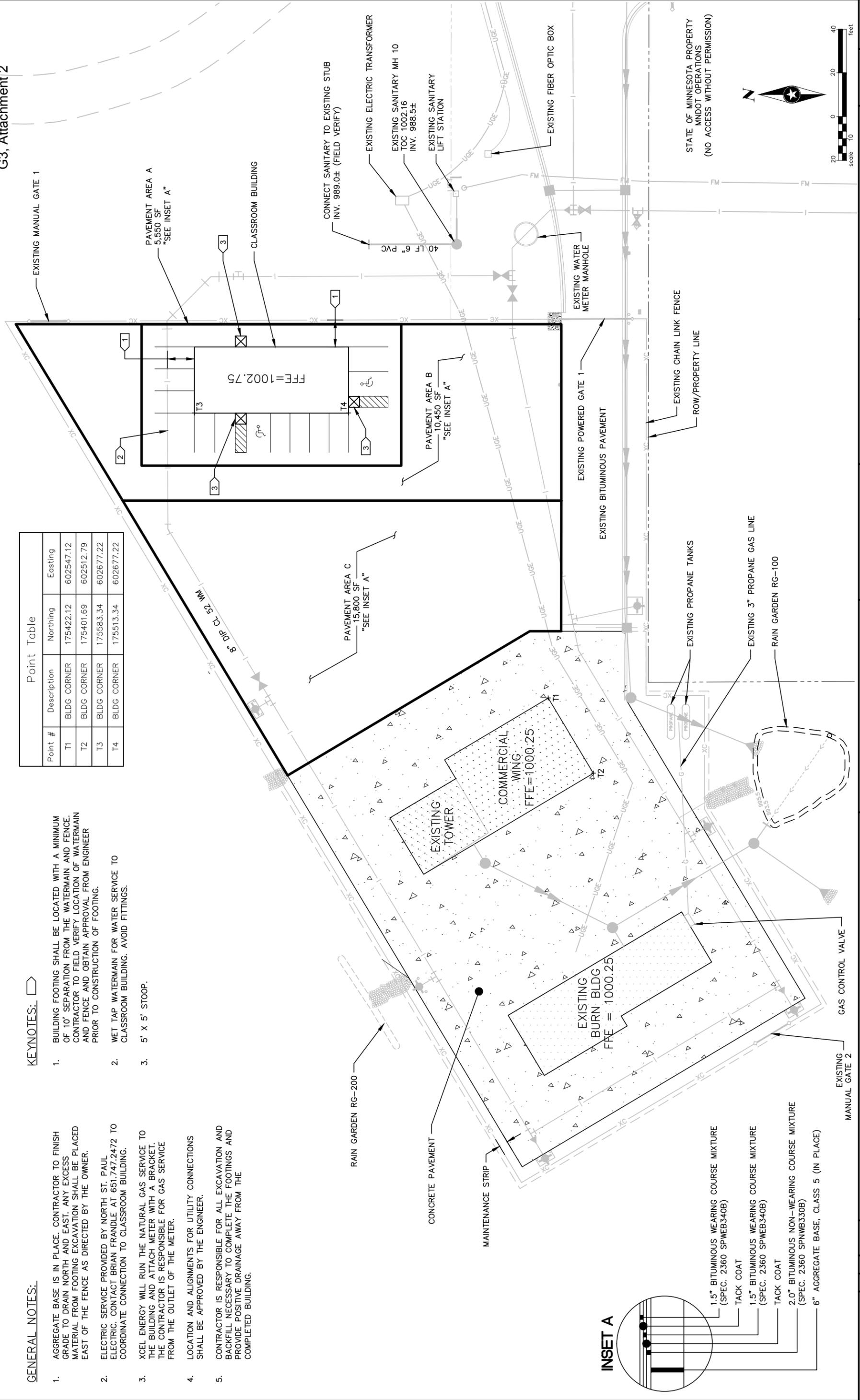
GENERAL NOTES:

1. AGGREGATE BASE IS IN PLACE. CONTRACTOR TO FINISH GRADE TO DRAIN NORTH AND EAST. ANY EXCESS MATERIAL FROM FOOTING EXCAVATION SHALL BE PLACED EAST OF THE FENCE AS DIRECTED BY THE OWNER.
2. ELECTRIC SERVICE PROVIDED BY NORTH ST. PAUL ELECTRIC. CONTACT BRIAN FRANDLE AT 651.747.2472 TO COORDINATE CONNECTION TO CLASSROOM BUILDING.
3. XCEL ENERGY WILL RUN THE NATURAL GAS SERVICE TO THE BUILDING AND ATTACH METER WITH A BRACKET. THE CONTRACTOR IS RESPONSIBLE FOR GAS SERVICE FROM THE OUTLET OF THE METER.
4. LOCATION AND ALIGNMENTS FOR UTILITY CONNECTIONS SHALL BE APPROVED BY THE ENGINEER.
5. CONTRACTOR IS RESPONSIBLE FOR ALL EXCAVATION AND BACKFILL NECESSARY TO COMPLETE THE FOOTINGS AND PROVIDE POSITIVE DRAINAGE AWAY FROM THE COMPLETED BUILDING.

KEYNOTES:

1. BUILDING FOOTING SHALL BE LOCATED WITH A MINIMUM OF 10' SEPARATION FROM THE WATERMAIN AND FENCE. CONTRACTOR TO FIELD VERIFY LOCATION OF WATERMAIN AND FENCE AND OBTAIN APPROVAL FROM ENGINEER PRIOR TO CONSTRUCTION OF FOOTING.
2. WET TAP WATERMAIN FOR WATER SERVICE TO CLASSROOM BUILDING. AVOID FITTINGS.
3. 5' X 5' STOOP.

Point Table			
Point #	Description	Northing	Eastng
T1	BLDG CORNER	175422.12	602547.12
T2	BLDG CORNER	175401.69	602512.79
T3	BLDG CORNER	175583.34	602677.22
T4	BLDG CORNER	175513.34	602677.22



- 1.5" BITUMINOUS WEARING COURSE MIXTURE (SPEC. 2360 SPWEB340B)
- TACK COAT
- 1.5" BITUMINOUS WEARING COURSE MIXTURE (SPEC. 2360 SPWEB340B)
- TACK COAT
- 2.0" BITUMINOUS NON-WEARING COURSE MIXTURE (SPEC. 2360 SPNWB330B)
- 6" AGGREGATE BASE, CLASS 5 (IN PLACE)

DRAWN BY:	BRH	NO.	BY	DATE
DESIGNER:	RBL			
CHECKED BY:	RBL			
DESIGN TEAM				

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.

Ronald B. Leaf, P.E.
Lic. No. 24411

Date: 08/24/2015

SEH
 PHONE: 651.480.2000
 1535
 ST. PAUL, MN 55110-5196
 www.sehinc.com

MAPLEWOOD, MINNESOTA

SITE PLAN
EAST METRO PUBLIC SAFETY TRAINING CENTER
PAVEMENT OPTIONS

FILE NO. 117956

EXHIBIT A

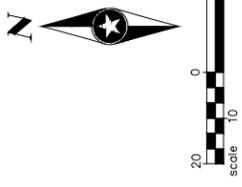


EXHIBIT B - LOCATION MAP

G3, Attachment 2



MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, City Engineer / Public Works Director

DATE: March 5, 2016

SUBJECT: Approval of Resolution Approving Final Payment and Acceptance of Project, East Metro Public Safety Training Center Phase I Bid Package 5 Improvements, City Project 09-09

Introduction

The City Council will consider approving the attached resolution approving final payment and acceptance of project for the East Metro Public Safety Training Center, Phase 1 Bid Package 5 Improvements, City Project 09-09.

Background

On July 8, 2013, the City Council awarded Weber, Inc. a contract for construction of the burn building and the tower portion of the training tower building at the East Metro site in the amount of \$1,518,000.00. There have been four change orders to the contract to date: Change Order 1, in the amount of \$7,580.50 was approved on January 27, 2014; Change Order 2, in the amount of \$6,280.61, was approved on April 14, 2014; Change Order 3, in the amount \$23,601.45, was approved on June 23, 2014; and Change Order 4, in the amount of \$3,748.32, was approved on January 12, 2015.

Discussion

The contractor, Weber, Inc., has completed the project improvements. Final project negotiations with the contractor led to an agreement that the City will realize a credit of \$8,500.00 for certain delay related costs. The contractor has submitted all final project closeout documents required for final acceptance of the project.

Budget Impact

The final construction contract amount is \$1,559,210.88. Final payment however will be adjusted downward by \$8,500.00, to \$1,550,710.88 based on the final negotiations. No adjustment to the approved budget is needed at this time.

Recommendation

Staff recommends that the City Council approve the attached Resolution Approving Final Payment and Acceptance of Project for the East Metro Public Safety Training Center, Phase 1 Bid Package 5 Improvements, City Project 09-09.

Attachments

1. Resolution Approving Final Payment and Acceptance of Project
2. Final Payment Application

**RESOLUTION
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT
PROJECT 09-09**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 09-09, East Metro Public Safety Training Center, Phase 1 Bid Package 5 Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the Public Works Director for the City of Maplewood has determined that the East Metro Public Safety Training Center, Phase 1 Bid Package 5 Improvements, City Project 09-09 is complete and recommends acceptance of the project.

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

1. City Project 09-09, East Metro Public Safety Training Center, Phase 1 Bid Package 5 Improvements is complete and maintenance of these improvements is accepted by the city; the final construction cost is \$1,559,210.88 and a negotiated deduct in the amount of \$8,500.00 shall apply to said amount. Final payment to Weber, Inc., and the release of any retainage or escrow is hereby authorized.

Adopted by the Maplewood City Council on this 28th day of March 2016.

TO OWNER: City of Maplewood
 1830 County Road B East
 Maplewood, MN 55109

PROJECT: E. Metro Public Safety Training Cnt
 VIA ARCHITECT: Short Elliott Hendrickson Inc.
 3535 Vadnais Center Drive
 St. Paul, MN 55110-5196

APPLICATION NO: 00009
 PERIOD TO: 12/5/2014
 PROJECT NOS.: 13-003
 DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Weber, Inc.
 2497 7th Avenue East
 North St. Paul, MN 55109

CONTRACT DATE: 9/9/2013

CONTRACT FOR: General Contractor/Const. Manager

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract.
 Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$1,518,000.00

2. Net change by Change Orders \$41,210.88

3. CONTRACT SUM TO DATE (Line 1 ± 2) \$1,559,210.88

4. TOTAL COMPLETED & STORED TO DATE \$1,559,210.88
 (Column G on G703)

5. RETAINAGE:
 a. 0 % of Completed Work \$0.00
 (Columns D + E on G703)

b. 0 % of Stored Material \$0.00
 (Columns F on G703)

Total Retainage (Line 5a + 5b or Total in Columns I on G703) \$0.00

6. TOTAL EARNED LESS RETAINAGE \$1,559,210.88
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$1,477,689.43
 (Line 6 from prior Certificate)

8. CURRENT PAYMENT DUE \$81,521.45

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$0.00
 (Line 3 less Line 6)

Verified deduction adjustment
 AMOUNT CERTIFIED ~~\$81,521.45~~ \$81,521.45
 (Attach explanation if amount certified differs from the amount applied for. Initial 73,021.45
 all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$37,462.56	\$0.00
Total approved this Month	\$3,748.32	\$0.00
TOTALS	\$41,210.88	\$0.00
NET CHANGES by Change Order		\$41,210.88

By: [Signature] Short Elliott Hendrickson Inc.
 ARCHITECT
 Date: 3/10/2016
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.
 CONTRACTOR: Weber, Inc.
 By: [Signature] Date: 12-8-14

State of: MN
 County of: Dakota
 Subscribed and sworn to before me this 8th day of December
 Notary Public: [Signature]
 My Commission expires: 1-31-2014



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 1 OF 1 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 00009
 APPLICATION DATE: 12/5/2014
 PERIOD TO: 13-003
 ARCHITECT'S PROJECT NO.: 13-003

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
0000000010	Earthwork	\$21,700.00	\$21,700.00	\$0.00	\$0.00	\$21,700.00	\$0.00	\$0.00
0000000020	Concrete	\$134,780.00	\$134,780.00	\$0.00	\$0.00	\$134,780.00	\$0.00	\$0.00
0000000030	Masonry	\$59,800.00	\$59,800.00	\$0.00	\$0.00	\$59,800.00	\$0.00	\$0.00
0000000040	Precast Concrete	\$667,519.00	\$667,519.00	\$0.00	\$0.00	\$667,519.00	\$0.00	\$0.00
0000000050	Metal Fabrication	\$69,314.00	\$69,314.00	\$0.00	\$0.00	\$69,314.00	\$0.00	\$0.00
0000000060	Metal Installation	\$39,500.00	\$39,500.00	\$0.00	\$0.00	\$39,500.00	\$0.00	\$0.00
0000000070	Caulking	\$8,860.00	\$8,860.00	\$0.00	\$0.00	\$8,860.00	\$0.00	\$0.00
0000000080	Doors/Frames/Hardware	\$67,630.00	\$67,630.00	\$0.00	\$0.00	\$67,630.00	\$0.00	\$0.00
0000000090	Doors/Overhead	\$17,063.00	\$17,063.00	\$0.00	\$0.00	\$17,063.00	\$0.00	\$0.00
0000000100	Painting	\$36,813.00	\$36,813.00	\$0.00	\$0.00	\$36,813.00	\$0.00	\$0.00
0000000110	Mechanical - HVAC	\$78,100.00	\$78,100.00	\$0.00	\$0.00	\$78,100.00	\$0.00	\$0.00
0000000120	Mechanical - Plumbing	\$57,000.00	\$57,000.00	\$0.00	\$0.00	\$57,000.00	\$0.00	\$0.00
0000000130	Fire Protection	\$3,400.00	\$3,400.00	\$0.00	\$0.00	\$3,400.00	\$0.00	\$0.00
0000000140	Electrical	\$75,000.00	\$75,000.00	\$0.00	\$0.00	\$75,000.00	\$0.00	\$0.00
0000000150	General Conditions	\$83,310.00	\$83,310.00	\$0.00	\$0.00	\$83,310.00	\$0.00	\$0.00
0000000160	Bonds & Insurance	\$28,211.00	\$28,211.00	\$0.00	\$0.00	\$28,211.00	\$0.00	\$0.00
0000000170	Overhead/Fee	\$70,000.00	\$70,000.00	\$0.00	\$0.00	\$70,000.00	\$0.00	\$0.00
C00001	CHANGE ORDER NO. 001	\$7,580.50	\$7,580.50	\$0.00	\$0.00	\$7,580.50	\$0.00	\$0.00
C00011	CHANGE ORDER NO. 002	\$6,280.61	\$6,280.61	\$0.00	\$0.00	\$6,280.61	\$0.00	\$0.00
C00021	CHANGE ORDER NO. 003	\$23,601.45	\$23,601.45	\$0.00	\$0.00	\$23,601.45	\$0.00	\$0.00
C00031	CHANGE ORDER NO. 004	\$3,748.32	\$0.00	\$3,748.32	\$0.00	\$3,748.32	\$0.00	\$0.00
		\$1,559,210.88	\$1,555,462.56	\$3,748.32	\$0.00	\$1,559,210.88	100.00%	\$0.00

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Karen Haag, Citizen Services Director
DATE: March 22, 2016
SUBJECT: Approval of a Temporary Lawful Gambling – Local Permit for Hill-Murray School, 2625 Larpenteur Ave E

Introduction

An application for a temporary Lawful Gambling – Local permit was submitted by Maureen McDonough on behalf of Hill-Murray School, to be used at the school's annual Pioneer Premier Auction fundraiser, held on the school's property on Saturday, April 30, 2016.

In addition, the applicant has also submitted an Application for Exempt Permit, which is required by MN Statute §349.166, and processed and approved by the Minnesota Gambling Control Board. MN Statute §349.166 also requires that the applying organization notify the local government unit 30 days before the lawful gambling occasion, or 60 days for an occasion held in a city of the first class.

Recommendation

Staff recommends that Council approve the Lawful Gambling – Local Permit for Hill-Murray School's Pioneer Premier Auction fundraiser on April 30, 2016 at 2625 Larpenteur Ave E, Maplewood.

In addition, staff recommends that Council acknowledge the Application for Exempt Permit and waive any objection to the timeliness of said permit, as governed by MN Statute §349.166.

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MEMORANDUM

TO: Melinda Coleman, City Manager

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

DATE: March 1, 2016

SUBJECT: Consider Approval of Resolution Adopting Revised Assessment Roll, Lakewood-Sterling Street Improvements, Project 15-11

Introduction

On March 14, 2016 the assessment hearing was held and objections were received for the Lakewood-Sterling Street Improvements, Project 15-11. Recommendations for action on each of the objections are provided for Council approval in considering adopting the final assessment roll. All property owners have been mailed a notice of staff's recommendation along with the date that the City Council will consider approving the recommendations and adopting the revised assessment roll.

Background

The proposed assessments for the Lakewood-Sterling Street Road Street Improvements were submitted to the City Council for adoption at the March 14, 2016 meeting. Residents were provided with the required advanced notice of the assessment hearing. Residents were required to file a written notice if they objected to the assessment amount. Six (6) property owners provided written objects and are listed below:

1. Parcel N.A. – Tom Brudvig, President, Crestview Forest Townhomes Rec. Board, 610 Crestview Forest Drive is located at the southeast corner of Sterling Street and Crestview Forest Drive. It is currently proposed that the property be assessed for 532.53 feet of assessable footage. Tom Brudvig, on behalf of the Crestview Forest Townhomes Rec. Board, is objecting to the assessment and is requesting a revision to the method of assessment and an undeveloped property deferral.
2. Parcel 13-28-22-32-0024 – Susan Brennan, 1052 Lakewood Drive S. It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450 per unit. Susan Brennan is requesting a revision to the assessment amount and a financial hardship deferral.
3. Parcel 12-28-22-42-0019 – Philip N. Lambert, 553 Sterling Street S. It is currently proposed that the property be assessed for 1 unit at a rate of \$2,255.69 per unit. Philip N. Lambert is requesting a revision to the assessment amount, a senior citizen deferral,

and a financial hardship deferral.

4. Parcel 13-28-22-43-0022 – Kenneth Perry, President, St. Paul Educational Foundation, 1210 Sterling Street South. It is currently proposed that the property be assessed for 325 feet of front footage. Kenneth Perry, on behalf of St. Paul Educational Foundation, is objecting to the assessment on the basis that the assessment will create a financial hardship and is requesting a revision to the assessment amount.
5. Parcel 24-28-22-12-0006 – Patricia J. Paczkowski, 1240 Sterling Street S. It is currently proposed that the property be assessed for 4 units at a rate of \$3,450 per unit. Patricia J. Paczkowski is requesting an undeveloped property deferral.
6. Parcel 24-28-22-12-0012 – Beverly J Stielow, 1285 Sterling Street S. It is currently proposed that the property be assessed for 2 units at a rate of \$3,450 per unit. Beverly J Stielow is requesting an undeveloped property deferral.

Discussion

City Staff reviewed the requests and recommends granting the financial hardship, senior citizen, and undeveloped property deferrals upon approval of proper documentation.

The recommendations are consistent with the City's Assessment Policy. If council chooses to adopt the staff recommendation and a property owner disagrees with the action, there is an opportunity to work with the City Attorney in addition to appealing to the City and District Court.

The following are recommended adjustments by staff to the assessment roll:

1. Parcel N.A. – Tom Brudvig, President, Crestview Forest Townhomes Rec. Board, 610 Crestview Forest Drive is located at the southeast corner of Sterling Street and Crestview Forest Drive. It is currently proposed that the property be assessed for 532.53 feet of assessable footage. Tom Brudvig, on behalf of the Crestview Forest Townhomes Rec. Board, is objecting to the assessment and is requesting a revision to the method of assessment and an undeveloped property deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** an undeveloped property deferral (8 years) for 275 feet of the 532.53 feet of assessable footage being assessed upon approval of necessary paperwork. If the undeveloped property adjacent to the 275 feet of deferred footage lying south of the recreation facility remains undeveloped during the entire 8 year deferral time period the deferred assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

2. Parcel 13-28-22-32-0024 – Susan Brennan, 1052 Lakewood Drive S. It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450 per unit. Susan Brennan is requesting a revision to the assessment amount and a financial hardship deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** a financial hardship deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

3. Parcel 12-28-22-42-0019 – Philip N. Lambert, 553 Sterling Street S. It is currently proposed that the property be assessed for 1 unit at a rate of \$2,255.69 per unit. Philip N. Lambert is requesting a revision to the assessment amount, a senior citizen deferral, and a financial hardship deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** a senior citizen or financial hardship deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

4. Parcel 13-28-22-43-0022 – Kenneth Perry, President, St. Paul Educational Foundation, 1210 Sterling Street South, It is currently proposed that the property be assessed for 325 feet of front footage. Kenneth Perry, on behalf of St. Paul Educational Foundation, is objecting to the assessment on the basis that the assessment will create a financial hardship and is requesting a revision to the assessment amount.

The City's Special Assessment Policy allows for the use of an adjustment factor to the assessable footage for properties that have little to no direct frontage adjacent to the improvement, but access is available directly to and from the improvement. Staff recommendation is to **grant** a revision of assessment based on applying an adjustment factor that takes into account the sites unique conditions. The revised equivalent front footage is 29.64 feet.

5. Parcel 24-28-22-12-0006 – Patricia J. Paczkowski, 1240 Sterling Street S. It is currently proposed that the property be assessed for 4 units at a rate of \$3,450 per unit. Patricia J. Paczkowski is requesting an undeveloped property deferral.

Staff recommendation is to **grant** an undeveloped property deferral (8 years) for 3 of the 4 assessed units upon approval of necessary paperwork. If the property remains undeveloped during the entire 8 year deferral time period the assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

6. Parcel 24-28-22-12-0012 – Beverly J Stielow, 1285 Sterling Street S. It is currently proposed that the property be assessed for 2 units at a rate of \$3,450 per unit. Beverly J Stielow is requesting an undeveloped property deferral.

Staff recommendation is to **grant** an undeveloped property deferral (8 years) for 1 of the 2 assessed units upon approval of necessary paperwork. If the property remains undeveloped during the entire 8 year deferral time period the assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

Budget Impact

The project budget will not be affected by approving the recommendations above.

Recommendation

It is recommended that the City Council consider approving the attached resolutions for Adopting Revised Assessment Roll for the Lakewood-Sterling Street Improvements, City Project 15-11.

Attachments

1. Resolution Adopting Revised Assessment Roll
2. Project Location Map
3. Final Assessment Roll
4. Assessment Objections

RESOLUTION
ADOPTING REVISED ASSESSMENT ROLL

WHEREAS, pursuant to a resolution passed by the City Council on March 14, 2016, the assessment roll for the Beebe Road Street Improvements, City Project 15-11 was presented in a Public Hearing format, pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, six (6) the following property owners have filed objections to their assessments according to the requirements of Minnesota Statutes, Chapter 429, summarized as follows:

1. Parcel N.A. – Tom Brudvig, President, Crestview Forest Townhomes Rec. Board, 610 Crestview Forest Drive is located at the southeast corner of Sterling Street and Crestview Forest Drive. It is currently proposed that the property be assessed for 532.53 feet of assessable footage. Tom Brudvig, on behalf of the Crestview Forest Townhomes Rec. Board, is objecting to the assessment and is requesting a revision to the method of assessment and an undeveloped property deferral.
2. Parcel 13-28-22-32-0024 – Susan Brennan, 1052 Lakewood Drive S. It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450 per unit. Susan Brennan is requesting a revision to the assessment amount and a financial hardship deferral.
3. Parcel 12-28-22-42-0019 – Philip N. Lambert, 553 Sterling Street S. It is currently proposed that the property be assessed for 1 unit at a rate of \$2,255.69 per unit. Philip N. Lambert is requesting a revision to the assessment amount, a senior citizen deferral, and a financial hardship deferral.
4. Parcel 13-28-22-43-0022 – Kenneth Perry, President, St. Paul Educational Foundation, 1210 Sterling Street South, It is currently proposed that the property be assessed for 325 feet of front footage. Kenneth Perry, on behalf of St. Paul Educational Foundation, is objecting to the assessment on the basis that the assessment will create a financial hardship and is requesting a revision to the assessment amount.
5. Parcel 24-28-22-12-0006 – Patricia J. Paczkowski, 1240 Sterling Street S. It is currently proposed that the property be assessed for 4 units at a rate of \$3,450 per unit. Patricia J. Paczkowski is requesting an undeveloped property deferral.
6. Parcel 24-28-22-12-0012 – Beverly J Stielow, 1285 Sterling Street S. It is currently proposed that the property be assessed for 2 units at a rate of \$3,450 per unit. Beverly J Stielow is requesting an undeveloped property deferral.

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

A. That the City Engineer and City Clerk are hereby instructed to make the following adjustments to the assessment roll for the Beebe Road Street Improvements, City Project 13-10:

1. Parcel N.A. – Tom Brudvig, President, Crestview Forest Townhomes Rec. Board, 610 Crestview Forest Drive is located at the southeast corner of Sterling Street and Crestview Forest Drive. It is currently proposed that the property be assessed for 532.53 feet of assessable footage. Tom Brudvig, on behalf of the Crestview Forest Townhomes Rec. Board, is objecting to the assessment and is requesting a revision to the method of assessment and an undeveloped property deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** an undeveloped property deferral (8 years) for 275 feet of the 532.53 feet of assessable footage being assessed upon approval of necessary paperwork. If the undeveloped property adjacent to the 275 feet of deferred footage lying south of the recreation facility remains undeveloped during the entire 8 year deferral time period the deferred assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

2. Parcel 13-28-22-32-0024 – Susan Brennan, 1052 Lakewood Drive S. It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450 per unit. Susan Brennan is requesting a revision to the assessment amount and a financial hardship deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** a financial hardship deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

3. Parcel 12-28-22-42-0019 – Philip N. Lambert, 553 Sterling Street S. It is currently proposed that the property be assessed for 1 unit at a rate of \$2,255.69 per unit. Philip N. Lambert is requesting a revision to the assessment amount, a senior citizen deferral, and a financial hardship deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** a senior citizen or financial hardship deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

4. Parcel 13-28-22-43-0022 – Kenneth Perry, President, St. Paul Educational Foundation,

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The City's Special Assessment Policy allows for the use of an adjustment factor to the assessable footage for properties that have little to no direct frontage adjacent to the improvement, but access is available directly to and from the improvement. Staff recommendation is to **grant** a revision of assessment based on applying an adjustment factor that takes into account the sites unique conditions. The revised equivalent front footage is 29.64 feet.

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Staff recommendation is to **grant** an undeveloped property deferral (8 years) for 3 of the 4 assessed units upon approval of necessary paperwork. If the property remains undeveloped during the entire 8 year deferral time period the assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

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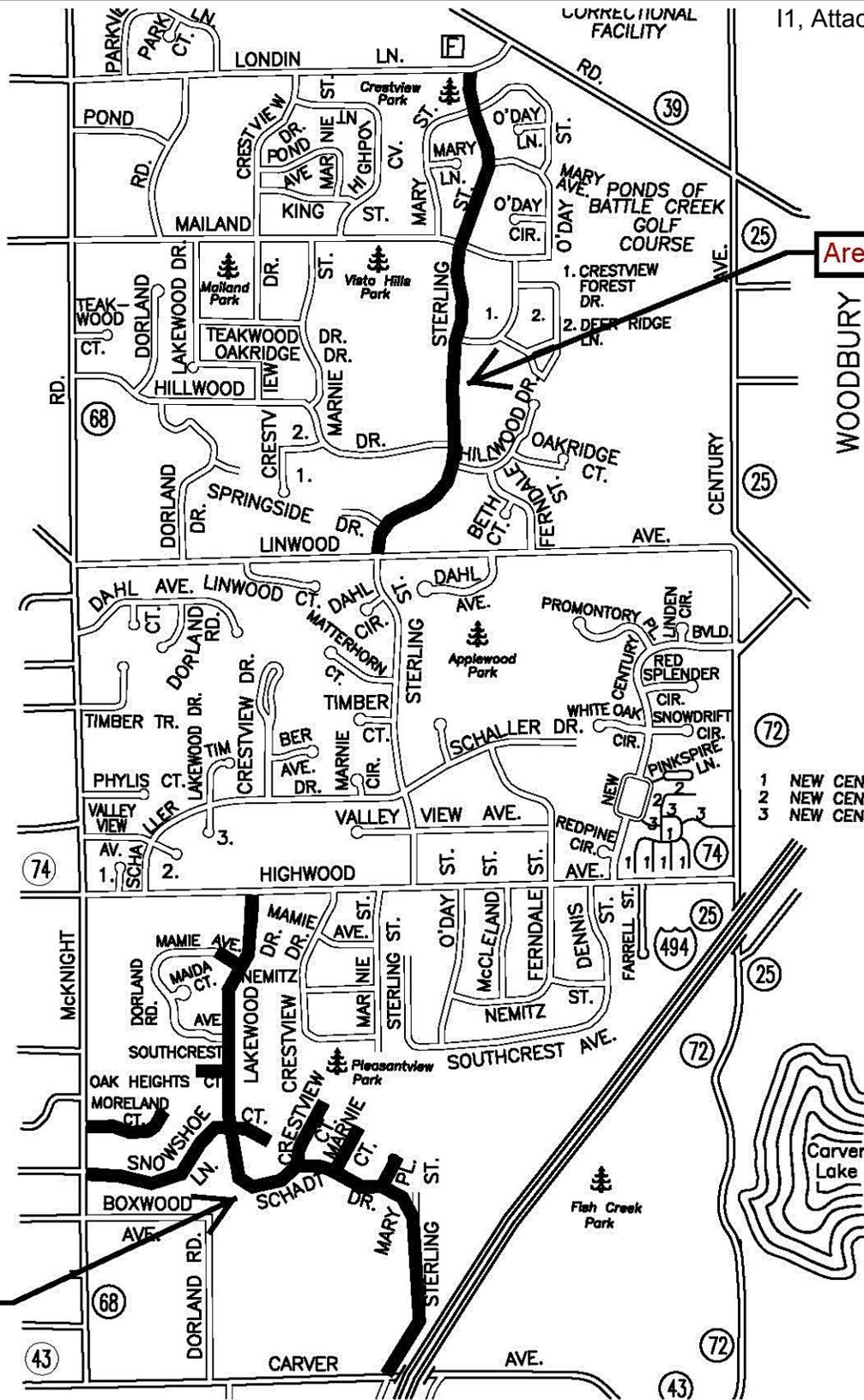
Staff recommendation is to **grant** an undeveloped property deferral (8 years) for 1 of the 2 assessed units upon approval of necessary paperwork. If the property remains undeveloped during the entire 8 year deferral time period the assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

- B. The assessment roll for the Lakewood-Sterling Street Improvements, City Project 15-11, as amended, is hereby accepted, a copy of which is attached hereto and made a part hereof. Said assessment roll shall constitute the special assessment against the lands named therein, and each track of land therein included is hereby found to be benefited by the proposed improvements in the amount of the assessment levied against it.
- C. Such assessments shall be payable in equal annual installments extending over a period of 8 years for residential, commercial, townhomes, and multi-family properties, the first installments to be payable on or before the first Monday in January 2017 and shall bear interest at the rate of 3.75 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
- D. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, but no later than November 15, 2016, pay the whole of the assessment on such property, with interest accrued to the date of the payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time after November 15,

2016, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the next succeeding year.

- E. The City Engineer and City Clerk shall forthwith after November 15, 2016, but no later than November 16, 2016, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax list of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

Approved this 28th day of March 2016.



- 1. HUNTINGTON CT.
- 2. OAKRIDGE LN.

- 1. CURRIE CT.
- 2. VALLEY VIEW CT.
- 3. LAKEWOOD CT.

Area #2

Area #1

- 1 NEW CENTURY PL
- 2 NEW CENTURY TER
- 3 NEW CENTURY LN

PROPOSED STREET IMPROVEMENT

NO SCALE

Lakewood / Sterling Area Street Improvements

Project Location Map

City Project 15-11



ParcelID	TaxPayer	BuildingNumber	StreetNameAll	Units	Total Assessment
132822340016	Christopher Micko	1120	Crestview Ct S	1	\$3,450.00
132822340017	Thor Haugen	1130	Crestview Ct S	1	\$3,450.00
132822340015	Renee A Wolff	1131	Crestview Ct S	1	\$3,450.00
132822340018	Richard D Benson	1140	Crestview Ct S	1	\$3,450.00
132822340014	James B Mosner	1141	Crestview Ct S	1	\$3,450.00
132822340019	Thomas J Rubbelke	1150	Crestview Ct S	1	\$3,450.00
132822340013	Christopher D Nalezny	1151	Crestview Ct S	1	\$3,450.00
132822340020	Dan W Stelter	1160	Crestview Ct S	1	\$3,450.00
132822340012	Ryan C Puchreiter	1161	Crestview Ct S	1	\$3,450.00
132822340011	Margaret A Hutsell	1167	Crestview Ct S	1	\$3,450.00
132822310075	Dennis C Elvy	962	Lakewood Dr S	1	\$3,450.00
132822310076	Yer Vang	972	Lakewood Dr S	1	\$3,450.00
132822320078	Daley Properties Minnesota Llc	975	Lakewood Dr S	1	\$3,450.00
132822310077	Phuong H Phan	982	Lakewood Dr S	1	\$3,450.00
132822320042	Sulaiman Hemani	983	Lakewood Dr S	1	\$3,450.00
132822320038	Merridee R Harding	991	Lakewood Dr S	1	\$3,450.00
132822310078	Dana M Mcnamara	992	Lakewood Dr S	1	\$3,450.00
132822320039	Timothy H Boyd	1001	Lakewood Dr S	1	\$3,450.00
132822310079	John M Mcnamara	1002	Lakewood Dr S	1	\$3,450.00
132822310093	Sandra S Crouch	1012	Lakewood Dr S	1	\$3,450.00
132822310092	David A Sutton	1016	Lakewood Dr S	1	\$3,450.00
132822320031	Michael Thao	1021	Lakewood Dr S	1	\$3,450.00
132822320021	Christopher W Boline	1022	Lakewood Dr S	1	\$3,450.00
132822320032	Robert P Platzer	1031	Lakewood Dr S	1	\$3,450.00
132822320022	Paul M Patnaude	1032	Lakewood Dr S	1	\$3,450.00
132822320023	Scott R Weik	1042	Lakewood Dr S	1	\$3,450.00
132822320033	Dawn T Duerre	1043	Lakewood Dr S	1	\$3,450.00
132822320024	Susan Brennan	1052	Lakewood Dr S	1	\$3,450.00
132822320034	Robert B Matthew	1053	Lakewood Dr S	1	\$3,450.00
132822320025	Kristina M Gravem	1062	Lakewood Dr S	1	\$3,450.00
132822320035	Nicholas H Riley	1063	Lakewood Dr S	1	\$3,450.00
132822320026	Noah J Lamont	1072	Lakewood Dr S	1	\$3,450.00
132822320028	Jeffrey L Harrison	1081	Lakewood Dr S	1	\$3,450.00
132822320027	Jeffrey T Boston	1082	Lakewood Dr S	1	\$3,450.00
132822330051	Gregory P Sorenson	1092	Lakewood Dr S	1	\$3,450.00
132822330052	Frank C Gilbertson	1102	Lakewood Dr S	1	\$3,450.00
132822330053	Ernest J Laviolette	1112	Lakewood Dr S	1	\$3,450.00
132822330075	George A Andres	1113	Lakewood Dr S	1	\$3,450.00
132822330054	Debra Mauer	1122	Lakewood Dr S	1	\$3,450.00
132822330076	Kolar Trustee, James C	1123	Lakewood Dr S	1	\$3,450.00
132822330055	Levi T Kinsey	1132	Lakewood Dr S	1	\$3,450.00
132822330077	Steven C Anderson	1133	Lakewood Dr S	1	\$3,450.00
132822330056	Paula M Aherns	1142	Lakewood Dr S	1	\$3,450.00
132822330061	Martin W Coughlin	1151	Lakewood Dr S	1	\$3,450.00
132822330057	Martha J Arko	1152	Lakewood Dr S	1	\$3,450.00
132822330062	Amanda Tottingham	1161	Lakewood Dr S	1	\$3,450.00
132822330058	Mariann L Amundson	1162	Lakewood Dr S	1	\$3,450.00
132822330063	Jill M Grosz	1169	Lakewood Dr S	1	\$3,450.00
132822330059	Leslie Johnson	1172	Lakewood Dr S	1	\$3,450.00
132822330064	Matthew L Ledvina	1173	Lakewood Dr S	1	\$3,450.00
132822330065	Marlene F Ziemski	1179	Lakewood Dr S	1	\$3,450.00
132822330066	Dezhi & Liao	1185	Lakewood Dr S	1	\$3,450.00

132822320030	Paul C Madson	2360	Mamie Ave E	1	\$3,450.00
132822340024	Gary R Smith	1129	Marnie Ct S	1	\$3,450.00
132822340025	Bruce T Thompson	1132	Marnie Ct S	1	\$3,450.00
132822340026	Guy A Vogt	1138	Marnie Ct S	1	\$3,450.00
132822340023	William Thomas Shaffer	1139	Marnie Ct S	1	\$3,450.00
132822340027	Monir Am Amro	1142	Marnie Ct S	1	\$3,450.00
132822340022	S Prabhakara Rao Trustee	1149	Marnie Ct S	1	\$3,450.00
132822340028	Faizullah Khan	1152	Marnie Ct S	1	\$3,450.00
132822340021	Scott T Reddy	1159	Marnie Ct S	1	\$3,450.00
132822340029	Scott K Richards	1162	Marnie Ct S	1	\$3,450.00
132822340033	Charles L Garr	1127	Mary Pl S	1	\$3,450.00
132822340034	Barbara J Berthiaume	1128	Mary Pl S	1	\$3,450.00
132822340032	Malcolm D Olatunde	1137	Mary Pl S	1	\$3,450.00
132822340035	Myles P Conway	1138	Mary Pl S	1	\$3,450.00
132822340031	Richard F Theissen	1147	Mary Pl S	1	\$3,450.00
132822340036	Samuel M Bjellos	1148	Mary Pl S	1	\$3,450.00
132822340030	Peter M Glass	1157	Mary Pl S	1	\$3,450.00
132822340037	Paul J Kennedy	1164	Mary Pl S	1	\$3,450.00
132822330021	Byron M Meyer Trustee	2260	Moreland Ct E	1	\$3,450.00
132822330006	Kevin W Meeder	2261	Moreland Ct E	1	\$3,450.00
132822330020	Hung N Nguyen	2268	Moreland Ct E	1	\$3,450.00
132822330007	Steven M Weber	2269	Moreland Ct E	1	\$3,450.00
132822330019	Gary R Schwartz	2276	Moreland Ct E	1	\$3,450.00
132822330008	Terry M Engfer	2277	Moreland Ct E	1	\$3,450.00
132822330018	Edward P Fitzgerald	2284	Moreland Ct E	1	\$3,450.00
132822330009	Athula I Abeyratne	2285	Moreland Ct E	1	\$3,450.00
132822330017	Thomas D Peterson	2292	Moreland Ct E	1	\$3,450.00
132822330010	Gail Mullaney	2299	Moreland Ct E	1	\$3,450.00
132822330016	Michael R Ohlhauser	2300	Moreland Ct E	1	\$3,450.00
132822330015	John T Kisch	2308	Moreland Ct E	1	\$3,450.00
132822330011	Mitchell D Maristuen	2309	Moreland Ct E	1	\$3,450.00
132822330014	Mark E Schwartz	2316	Moreland Ct E	1	\$3,450.00
132822330012	James L Zawacki	2319	Moreland Ct E	1	\$3,450.00
132822330013	Bradley Jacob Meade	2324	Moreland Ct E	1	\$3,450.00
132822330072	Roxanne K Schallinger	2328	Oak Heights Ct E	1	\$3,450.00
132822330071	Bruce B Cunningham	2329	Oak Heights Ct E	1	\$3,450.00
132822330073	Sheng Yang	2334	Oak Heights Ct E	1	\$3,450.00
132822330070	Matthew G Minder	2339	Oak Heights Ct E	1	\$3,450.00
132822330074	Fifth Third Mortgage Company	2342	Oak Heights Ct E	1	\$3,450.00
132822330069	Thomas E Valen	2345	Oak Heights Ct E	1	\$3,450.00
132822340008	Carol B Jaskulka	2381	Schadt Dr E	1	\$3,450.00
132822340038	Satoru Sudoh	2382	Schadt Dr E	1	\$3,450.00
132822340009	Donald J Seigler	2389	Schadt Dr E	1	\$3,450.00
132822340039	Steven L Bonfig	2390	Schadt Dr E	1	\$3,450.00
132822340010	Brian A Saben	2397	Schadt Dr E	1	\$3,450.00
132822340040	Louis C Hoffman	2398	Schadt Dr E	1	\$3,450.00
132822340041	Arnold R Kaiser	2406	Schadt Dr E	1	\$3,450.00
132822340042	Steven E Gravem	2414	Schadt Dr E	1	\$3,450.00
132822340043	Terry A Sands	2422	Schadt Dr E	1	\$3,450.00
132822340044	Robert Pien	2430	Schadt Dr E	1	\$3,450.00
132822340045	Randall G Koza	2438	Schadt Dr E	1	\$3,450.00
132822340046	James V Schaefer	2446	Schadt Dr E	1	\$3,450.00
132822340047	Biljana Nedich	2454	Schadt Dr E	1	\$3,450.00
132822340048	Sophy Lim	2462	Schadt Dr E	1	\$3,450.00
132822340049	Nicholas Jalonack	2470	Schadt Dr E	1	\$3,450.00

132822340050	Anna Song Yang	2478	Schadt Dr E	1	\$3,450.00
132822340003	Rhoda P Erhardt	2379	Snowshoe Ct E	1	\$3,450.00
132822340007	Justin Hammiller	2380	Snowshoe Ct E	1	\$3,450.00
132822340004	Louise C Berg Trustee	2387	Snowshoe Ct E	1	\$3,450.00
132822340006	Daniel R Brady	2388	Snowshoe Ct E	1	\$3,450.00
132822340005	Diane L Koenig	2396	Snowshoe Ct E	1	\$3,450.00
132822330031	Polly M Smith	2262	Snowshoe Ln E	1	\$3,450.00
132822330022	Gillespie, Schuyler	2263	Snowshoe Ln E	1	\$3,450.00
132822330032	Todd & Harmening	2270	Snowshoe Ln E	1	\$3,450.00
132822330023	Travale Haynes	2271	Snowshoe Ln E	1	\$3,450.00
132822330033	Mark Strand	2278	Snowshoe Ln E	1	\$3,450.00
132822330024	Robert D Crew	2279	Snowshoe Ln E	1	\$3,450.00
132822330034	Michael J Plasch	2286	Snowshoe Ln E	1	\$3,450.00
132822330025	Timothy A Bowlin	2287	Snowshoe Ln E	1	\$3,450.00
132822330035	Chris D Holmgren	2292	Snowshoe Ln E	1	\$3,450.00
132822330026	Bradley C Greiman	2293	Snowshoe Ln E	1	\$3,450.00
132822330036	Michael J Webster	2298	Snowshoe Ln E	1	\$3,450.00
132822330027	John S Hanks	2299	Snowshoe Ln E	1	\$3,450.00
132822330037	Jeffrey J Harper	2304	Snowshoe Ln E	1	\$3,450.00
132822330028	Christopher Given	2305	Snowshoe Ln E	1	\$3,450.00
132822330038	Steven A Stmartin	2310	Snowshoe Ln E	1	\$3,450.00
132822330029	Richard J Carlson	2311	Snowshoe Ln E	1	\$3,450.00
132822330039	James F Long	2316	Snowshoe Ln E	1	\$3,450.00
132822330030	Gerald F Pillar	2317	Snowshoe Ln E	1	\$3,450.00
132822330040	Steven Fischer	2322	Snowshoe Ln E	1	\$3,450.00
132822330081	Arthur H Thyen	2323	Snowshoe Ln E	1	\$3,450.00
132822330041	Daniel Cashman	2328	Snowshoe Ln E	1	\$3,450.00
132822330080	Nola Gail Comfort	2329	Snowshoe Ln E	1	\$3,450.00
132822330060	Ryan L Crowley	2334	Snowshoe Ln E	1	\$3,450.00
132822330079	Kenneth J Bearth	2335	Snowshoe Ln E	1	\$3,450.00
132822330078	Ryan R Walton	2341	Snowshoe Ln E	1	\$3,450.00
*132822430022	St Paul Education Foundation	1210	Sterling St S	29.64	\$2,045.16
132822430015	Patrick J Lyons	1230	Sterling St S	1	\$3,450.00
242822120006	Patricia J Paczkowski	1240	Sterling St S	4	\$13,800.00
242822210012	Beverly J Stielow	1285	Sterling St S	2	\$6,900.00

Total Assessment Amount: \$502,295.16

ParcelID	TaxPayer	BuildingNumber	StreetNameAll	Units	Rehabilitate/Pavement Replacement Assessment	Total Assessment
122822340057	Michael G Anderson	2466	Springside Dr E	1	\$3,450.00	\$3,450.00
122822130001	Anthony J Omelian	362	Sterling St S	1	\$3,450.00	\$3,450.00
122822130002	Bac Home Loans Servicing Lp	368	Sterling St S	1	\$3,450.00	\$3,450.00
122822130029	Rosalyn L Johnson	386	Sterling St S	1	\$3,450.00	\$3,450.00
122822130058	Clauzel Gamble	387	Sterling St S	1	\$3,450.00	\$3,450.00
122822130028	Sean Vang	398	Sterling St S	1	\$3,450.00	\$3,450.00
122822130059	Keith A Piotrowski	399	Sterling St S	1	\$3,450.00	\$3,450.00
122822130060	Gordon O Fritsche	411	Sterling St S	1	\$3,450.00	\$3,450.00
122822130061	William E Hydukovich	423	Sterling St S	1	\$3,450.00	\$3,450.00
122822130039	Michael Sans Crainte	424	Sterling St S	1	\$3,450.00	\$3,450.00
122822130062	Joseph P Incorvaja	431	Sterling St S	1	\$3,450.00	\$3,450.00
122822130046	Donald R Duff	432	Sterling St S	1	\$3,450.00	\$3,450.00
122822130047	Gwen Plaster	442	Sterling St S	1	\$3,450.00	\$3,450.00
122822130063	Roberto P Cocchiarella	443	Sterling St S	1	\$3,450.00	\$3,450.00
122822130064	Ka Ying Moua	449	Sterling St S	1	\$3,450.00	\$3,450.00
122822130048	Stanley A Swenson	450	Sterling St S	1	\$3,450.00	\$3,450.00
122822130050	Jon A Melander	458	Sterling St S	1	\$3,450.00	\$3,450.00
122822130065	Debra Tallarico	459	Sterling St S	1	\$3,450.00	\$3,450.00
122822130051	Stephen E Krampe	466	Sterling St S	1	\$3,450.00	\$3,450.00
122822130066	Lori J Tauer	467	Sterling St S	1	\$3,450.00	\$3,450.00
122822130067	Jeremy E Ballard	477	Sterling St S	1	\$3,450.00	\$3,450.00
122822420183	Judith D Dahl	480	Sterling St S	1	\$2,255.69	\$2,255.69
122822420044	William Colby Newton	481	Sterling St S	1	\$2,255.69	\$2,255.69
122822420182	Renee J Tait	482	Sterling St S	1	\$2,255.69	\$2,255.69
122822420043	Kimberly D Osland	483	Sterling St S	1	\$2,255.69	\$2,255.69
122822420181	Sharon L Briggs	484	Sterling St S	1	\$2,255.69	\$2,255.69
122822420042	Kenneth L Scheel	485	Sterling St S	1	\$2,255.69	\$2,255.69
122822420180	Margaret J Burney	486	Sterling St S	1	\$2,255.69	\$2,255.69
122822420041	Mark J Paulson	487	Sterling St S	1	\$2,255.69	\$2,255.69
122822420040	Jacquelyn D Bush	489	Sterling St S	1	\$2,255.69	\$2,255.69
122822420039	Jeannette A Erickson	491	Sterling St S	1	\$2,255.69	\$2,255.69
122822420038	Julie A Arends	493	Sterling St S	1	\$2,255.69	\$2,255.69
122822420037	Rodney Rowe	495	Sterling St S	1	\$2,255.69	\$2,255.69
122822420029	Susan M Greenlee	501	Sterling St S	1	\$2,255.69	\$2,255.69
122822420030	Jennifer R Miller	503	Sterling St S	1	\$2,255.69	\$2,255.69
122822420031	Maria B Ortiz Maya	505	Sterling St S	1	\$2,255.69	\$2,255.69
122822420032	Shelley A Bratholdt	507	Sterling St S	1	\$2,255.69	\$2,255.69
122822420033	Glen E Oppenheimer	509	Sterling St S	1	\$2,255.69	\$2,255.69
122822420179	Donald W Treichel	510	Sterling St S	1	\$2,255.69	\$2,255.69
122822420034	Barbara E Schaber	511	Sterling St S	1	\$2,255.69	\$2,255.69
122822420035	Alfons Roskowinski	513	Sterling St S	1	\$2,255.69	\$2,255.69
122822420036	Shirley A Bahneman	515	Sterling St S	1	\$2,255.69	\$2,255.69
122822420178	Barbara J Hall	516	Sterling St S	1	\$2,255.69	\$2,255.69
122822420028	Terry A Richards	521	Sterling St S	1	\$2,255.69	\$2,255.69
122822420027	Jeff J Black	523	Sterling St S	1	\$2,255.69	\$2,255.69
122822420026	Lucia F Pierson Trustee	525	Sterling St S	1	\$2,255.69	\$2,255.69
122822420025	Bonita J Prokosch	527	Sterling St S	1	\$2,255.69	\$2,255.69
122822420024	Rose M Huber	529	Sterling St S	1	\$2,255.69	\$2,255.69
122822420174	Candice Lee	530	Sterling St S	1	\$2,255.69	\$2,255.69
122822420023	Miriam Schliesing	531	Sterling St S	1	\$2,255.69	\$2,255.69
122822420175	Karen Schultz	532	Sterling St S	1	\$2,255.69	\$2,255.69
122822420022	Richard J Chlebeck	533	Sterling St S	1	\$2,255.69	\$2,255.69
122822420176	Renae C Plath Trustee	534	Sterling St S	1	\$2,255.69	\$2,255.69
122822420021	Floyd Arthur Oursler	535	Sterling St S	1	\$2,255.69	\$2,255.69
122822420177	Betty C Rodengen	536	Sterling St S	1	\$2,255.69	\$2,255.69
122822420013	Miland H Meek Trustee	541	Sterling St S	1	\$2,255.69	\$2,255.69
122822420014	Edward Ruiz	543	Sterling St S	1	\$2,255.69	\$2,255.69
122822420015	Matthew Mills	545	Sterling St S	1	\$2,255.69	\$2,255.69
122822420016	Assaad M Haddad	547	Sterling St S	1	\$2,255.69	\$2,255.69
122822420017	Jessica Lynn Pearson	549	Sterling St S	1	\$2,255.69	\$2,255.69
122822420018	Diane Mccarty	551	Sterling St S	1	\$2,255.69	\$2,255.69
122822420019	Philip N Lambert	553	Sterling St S	1	\$2,255.69	\$2,255.69
122822420020	Sandra L Hupp	555	Sterling St S	1	\$2,255.69	\$2,255.69
122822420060	George Albert Haun	563	Sterling St S	1	\$2,255.69	\$2,255.69

122822420059	Robert E Channer	565	Sterling St S	1	\$2,255.69	\$2,255.69
122822420058	Diane K Williams	567	Sterling St S	1	\$2,255.69	\$2,255.69
122822420057	James T Wakefield	569	Sterling St S	1	\$2,255.69	\$2,255.69
122822420056	June L House	573	Sterling St S	1	\$2,255.69	\$2,255.69
122822420055	Donald S Detmar	575	Sterling St S	1	\$2,255.69	\$2,255.69
122822420054	Kevin Svenby	577	Sterling St S	1	\$2,255.69	\$2,255.69
122822420053	Alice Marie Simpson	579	Sterling St S	1	\$2,255.69	\$2,255.69
122822420052	Gerald G Guertin Trustee	583	Sterling St S	1	\$2,255.69	\$2,255.69
122822420051	Donna M Chapp Trustee	585	Sterling St S	1	\$2,255.69	\$2,255.69
122822420050	Olivia K Moris	587	Sterling St S	1	\$2,255.69	\$2,255.69
122822420049	Towle, Daniel A	589	Sterling St S	1	\$2,255.69	\$2,255.69
122822420048	Dina R Morelli	593	Sterling St S	1	\$2,255.69	\$2,255.69
122822420047	Tracy R Woodward	595	Sterling St S	1	\$2,255.69	\$2,255.69
122822420046	Candace Kane	597	Sterling St S	1	\$2,255.69	\$2,255.69
122822420045	Mary Ann Bares	599	Sterling St S	1	\$2,255.69	\$2,255.69
**	Crestview Forest Recreation Association	610	Crestview Forest Dr	1	\$36,744.57	\$36,744.57
122822430007	Roger W Butenhoff	601	Sterling St S	1	\$3,450.00	\$3,450.00
122822430013	Dale L Koziol	602	Sterling St S	1	\$3,450.00	\$3,450.00
122822430014	Joseph F Knight	606	Sterling St S	1	\$3,450.00	\$3,450.00
122822430008	Linda Y Her	607	Sterling St S	1	\$3,450.00	\$3,450.00
122822430015	Keith R Cardinal	610	Sterling St S	1	\$3,450.00	\$3,450.00
122822430009	Gary A Kloncz	613	Sterling St S	1	\$3,450.00	\$3,450.00
122822430010	Thomas S Baecker	619	Sterling St S	1	\$3,450.00	\$3,450.00
122822430016	Joan C Niedfeldt	620	Sterling St S	1	\$3,450.00	\$3,450.00
122822430011	Bill J Darst	625	Sterling St S	1	\$3,450.00	\$3,450.00
122822430017	C N Buzicky	626	Sterling St S	1	\$3,450.00	\$3,450.00
122822430018	Russell J Vanderwiel	632	Sterling St S	1	\$3,450.00	\$3,450.00
122822430019	Kim M Atkinson	656	Sterling St S	1	\$3,450.00	\$3,450.00
122822430021	Joshua S Whiting	672	Sterling St S	1	\$3,450.00	\$3,450.00
122822340065	Steven A Koemptgen	681	Sterling St S	1	\$3,450.00	\$3,450.00
122822430022	Cary H Mielke	682	Sterling St S	1	\$3,450.00	\$3,450.00
122822340064	Kim M Swift	691	Sterling St S	1	\$3,450.00	\$3,450.00
122822340068	Michael F Thompson	692	Sterling St S	1	\$3,450.00	\$3,450.00
122822340063	Carl A Archer	701	Sterling St S	1	\$3,450.00	\$3,450.00
122822340067	Naimul Karim	702	Sterling St S	1	\$3,450.00	\$3,450.00
122822340062	Scott A Bestland	705	Sterling St S	1	\$3,450.00	\$3,450.00
122822340066	Robert J Julich	712	Sterling St S	1	\$3,450.00	\$3,450.00

Total Assessment Amount: \$312,474.78

Dear City Clerk, City of Maplewood

Received

March 7, 2016

11, Attachment 4

3/08/16

8:49 A.M.

Dan Haag

We are writing in appeal to ask the City's help in assuring a fair and equitable distribution of street assessment cost across the owners of the Crestview Forest Townhomes that is likely to occur, in several stages, over the next 5 years beginning with the street improvement project on Sterling St. north of Linwood scheduled for 2016.

Our townhome association was established prior to the Minnesota Common Interest Ownership Act (MCIOA) and we were recently reminded by our attorney, regarding a different issue, that we do not have legal authority within our association to assign special assessments to individual owners or group of owners. Any assessments must be applied to all owners.

Our Rec. Board, a sub-unit of our two townhome associations, recently received notice of a \$36,744.57 assessment for the frontage assessment of Sterling Ave. along Block 10 as shown on the Official Plat for Crestview Forest filed Feb 20, 1981.

Block 10 serves as our activities and Green Acres/Park area for Crestview Forest members and the Rec. Board oversees the maintenance of this area, it has no assessment authority related to the homeowners but receives its funding as an annual grant from the two Townhome associations that comprise Crestview Forest. The Board is comprised of board members of the two governing Townhome associations.

1. We would like to point out that nearly 300 ft of the south half of Block 10 remains undeveloped at this time even though it would be possible to construct at least another 8 units (2 quads). We believe the assessment for this portion of Block 10 should be deferred as undeveloped at this time. Crestview Forest currently has no intention to develop this property further and we would like to know if it is possible to attain a "green acres status" for this property. This property is critical to maintaining a wooded, wildlife corridor between the golf course area on the east and the Vista Hills Park area. We would be eager to discuss this with the City at your earliest convenience.
2. We are asking that the city use the same approach uniformly to incorporate the assessment costs for Block 10 along Sterling St. as it did for calculating the individual property assessment for the front footage of the wooded area in the northeast quadrant of the intersection of Sterling St. and Crestview Forest Drive. This cost should then be incorporated into the assessments for the housing units in Block 9 and Outlot B.

We also ask that this same approach be used when the street improvements are done on Crestview Forest Drive and Deer Ridge Lane when these next two stages of street repaving is done.

We have attached a color coded map to demonstrate our request which we feel will provide the most equitable distribution of street assessments across our owners over the next several years.

Sincerely,

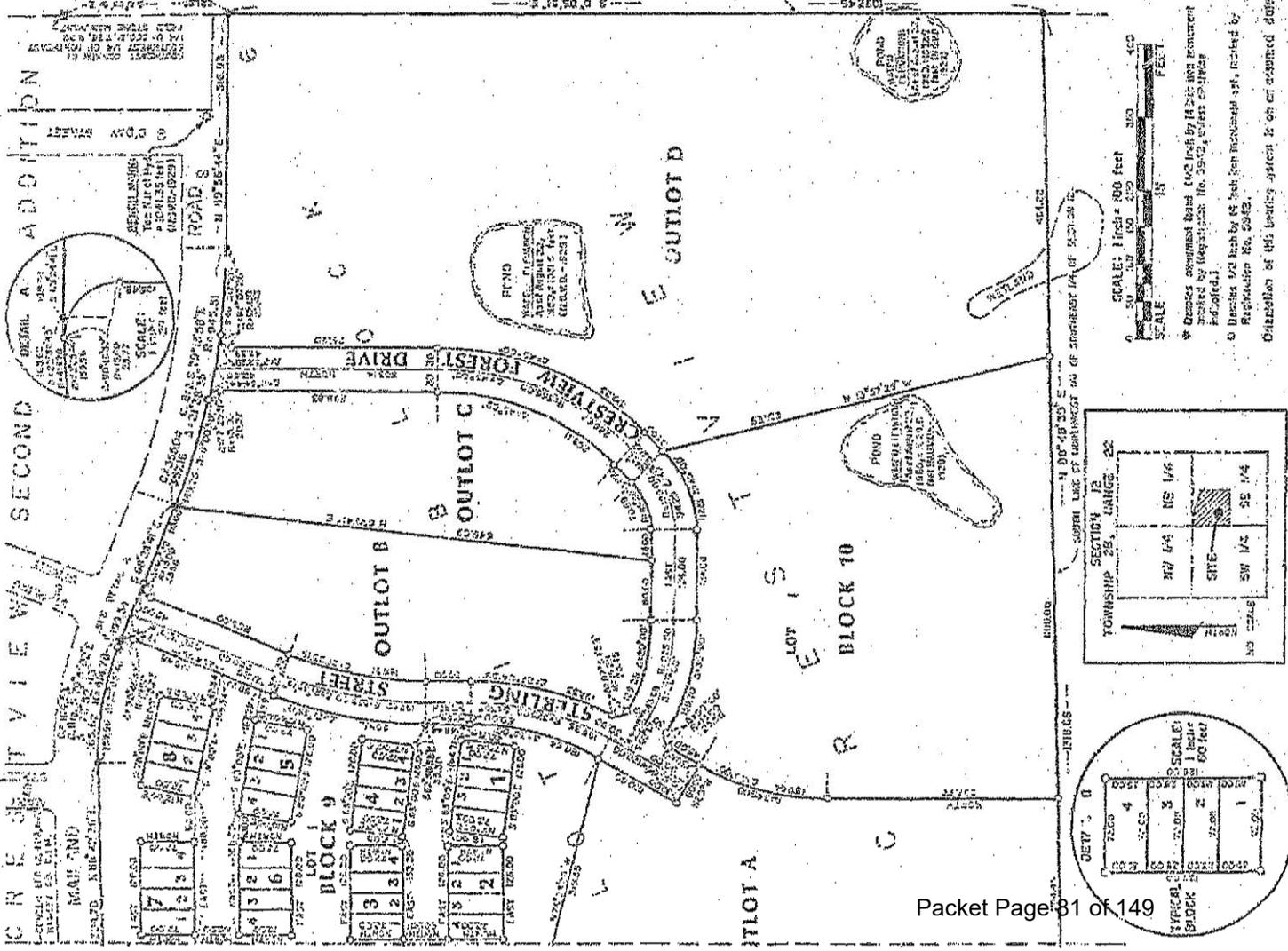


Tom Brudvig, President

Crestview Forest Townhomes Rec. Board

610 Crestview Forest Drive

CRESTVIEW FOREST



FROM ALL PERSONS BY THESE PRESENTS that J.R. Walker & Sons, Inc., a Minnesota Corporation, and Marvin H. Anderson Construction Company, a Minnesota Corporation, contractors for and on behalf of the following described property, situated in the City of Mankato, County of Ramsey, State of Minnesota:

1st, Block 9, Chapter 7, Minnesota, according to the plat thereof on file and of record in the office of the County Recorder, Ramsey County, Minnesota.

have caused this same to be surveyed, plotted, and shown as aforesaid, and do hereby declare to the public for the purpose of the Street, and also as an easement over said street, that the

1st, Block 10, for drainage and utility purposes. In witness whereof, we, J.R. Walker & Sons, Inc., and Marvin H. Anderson Construction Company, have caused these presents to be signed by its respective officers and the corporate seal to be hereunto affixed this 24th day of December, 1926, and the same to be duly attested by the Secretary of each of the said corporations, and the same to be hereunto affixed this 24th day of December, 1926.

SIGNED:

Marvin H. Anderson
MARVIN H. ANDERSON, PRESIDENT

J.R. Walker
J.R. WALKER, PRESIDENT

Marvin H. Anderson
MARVIN H. ANDERSON CONSTRUCTION COMPANY
Marvin H. Anderson, Vice-President

J.R. Walker
J.R. WALKER & SONS, INC.
J.R. Walker, President and Robert H. Walker, Secretary of J.R. Walker & Sons, Inc., a Minnesota Corporation, on behalf of the corporation.

State of Minnesota
County of Hennepin
The foregoing instrument was acknowledged before me this 24th day of December, 1926, by Marvin H. Anderson, President and Robert H. Walker, Secretary of Marvin H. Anderson Construction Company, a Minnesota Corporation, and J.R. Walker & Sons, Inc., a Minnesota Corporation, and the same to be hereunto affixed this 24th day of December, 1926.

I, Calvin B. Rothlund, hereby certify that I have surveyed and plotted the property described in the foregoing instrument, and that this plat is a correct representation of said property in the field and that the same is in accordance with the laws of the State of Minnesota and that there are no encumbrances, easements or public highway obstructions shown on the plat.

Calvin B. Rothlund
Calvin B. Rothlund, Land Surveyor
Minnesota Registration No. 9942

State of Minnesota
County of Hennepin
The Surveyor to the City Council of the City of Mankato, Minnesota, this 24th day of December, 1926.

Calvin B. Rothlund
Calvin B. Rothlund, Land Surveyor
Minnesota Registration No. 9942

Marvin H. Anderson
Marvin H. Anderson Construction Company
J.R. Walker & Sons, Inc.

J.R. Walker
J.R. Walker & Sons, Inc.

Calvin B. Rothlund
Calvin B. Rothlund, Land Surveyor
Minnesota Registration No. 9942

Marvin H. Anderson
Marvin H. Anderson Construction Company
J.R. Walker & Sons, Inc.

J.R. Walker
J.R. Walker & Sons, Inc.

Calvin B. Rothlund
Calvin B. Rothlund, Land Surveyor
Minnesota Registration No. 9942

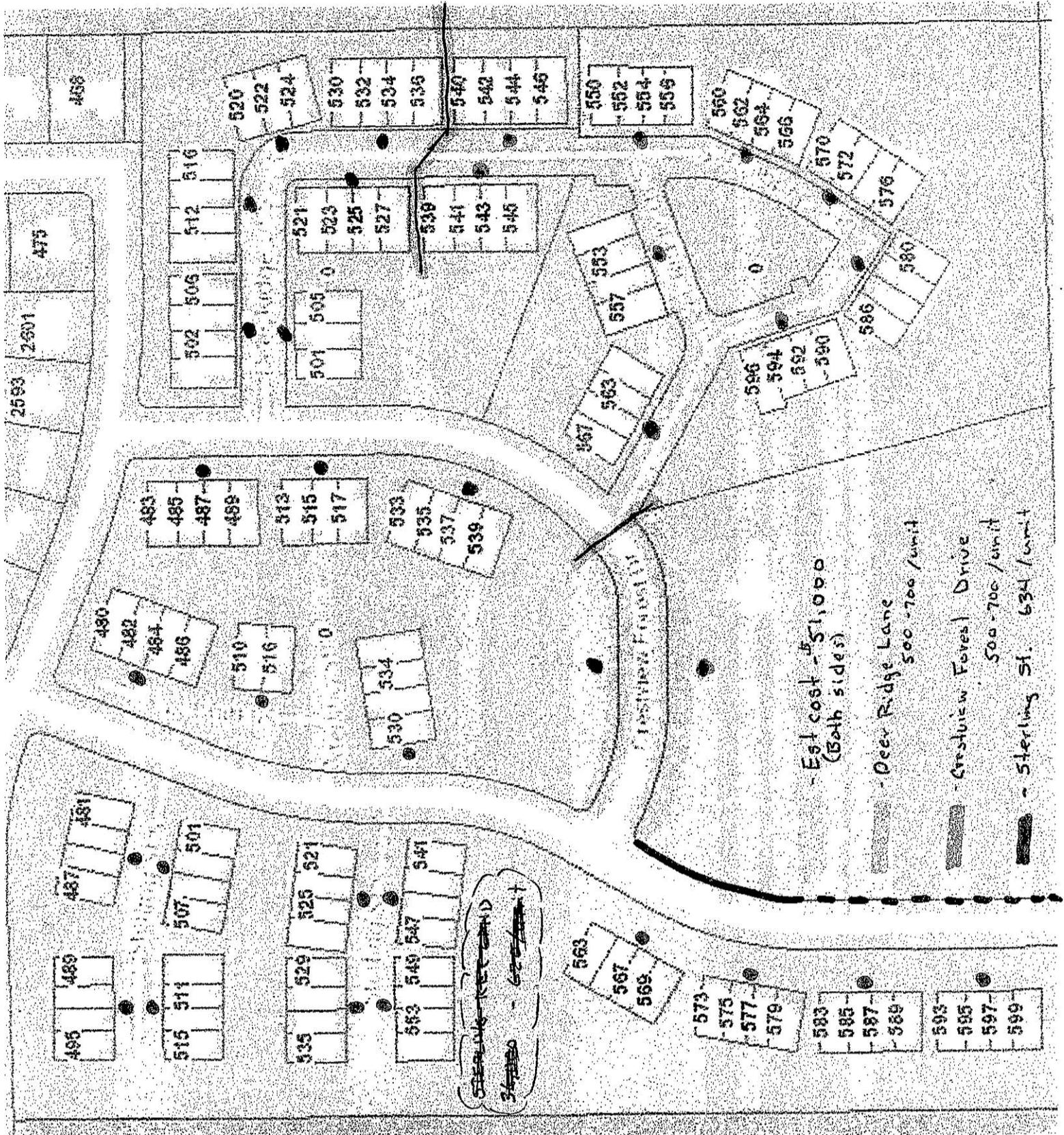
Marvin H. Anderson
Marvin H. Anderson Construction Company
J.R. Walker & Sons, Inc.

J.R. Walker
J.R. Walker & Sons, Inc.

Calvin B. Rothlund
Calvin B. Rothlund, Land Surveyor
Minnesota Registration No. 9942

Marvin H. Anderson
Marvin H. Anderson Construction Company
J.R. Walker & Sons, Inc.







City of Maplewood
Department of Public Works / Office of the City Engineer
1902 County Road B East, Maplewood, MN 55109
Phone: 651-249-2400

STATEMENT OF ASSESSMENT

**City Project #15-11: Lakewood-Sterling Area Street Improvements
Assessment Public Hearing Date – March 14, 2016 at 7:00 p.m.**

It is important that you read and fully understand your rights and obligations concerning this assessment as stated on the attached Notice Of Assessment Hearing.

The final assessment for **Parcel Identification Number (PIN) Not Available** is as follows:

TOTAL ASSESSMENT for this parcel is \$36,744.57

Written objections to this assessment will be accepted by the City Clerk until the close of the assessment hearing. Absolutely no objections (oral or in writing) to any part of this assessment statement will be accepted by the City Clerk or the Maplewood City Council after the close of the assessment hearing.

ASSESSMENT HEARING DATE: March 14, 2016

Payment Options:

- **Full or partial** (25% minimum) payment will be accepted from March 15, 2016 to November 15, 2016. Send payment with detached bottom portion to the City of Maplewood. No interest will be applied to payments received on or before April 13, 2016.
- Certify to property taxes for payment of assessment and interest over 8 years. This option requires **no action** by the property owner.

NOTE: No payments will be accepted by the city after **November 15, 2016** at which time all unpaid balances will be certified to Ramsey County for collection with **property taxes beginning in 2017**.
(Payment options and financing requirements are established by MN State Statute 429)

Detach here and remit with payment if choosing to make a full or partial payment.

City project #15-11: Lakewood-Sterling Area Street Improvements

Property Owner of Record:
Crestview Forest Recreation Association
C/O Tom Brudvig
534 Deer Ridge Lane S
Maplewood MN 55119

**This is the ONLY
statement you
will receive**

Property Tax Legal Description

PROPERTY ADDRESS : 610 Crestview Forest Dr PIN: Not Available
Lot 1, Block 10, CRESTVIEW FOREST, according to the recorded plat thereof, Ramsey County, Minnesota

TOTAL ASSESSMENT AS LEVIED: \$36,744.57

If after April 13, 2016, call 651-249-2400 for interest amount: _____

VIA EMAIL – Jon.Jarosch@ci.maplewood.mn.us

March 14, 2016

City of Maplewood
Maplewood Administrative Building
1830 County Road B East
Maplewood, Minnesota
Attn: City Council

Re: OBJECTION TO ASSESSMENT
City Project #15-11: Lakewood-Sterling Area
Gonyea's Oak Heights Third Addition Lot 4, Blk 1
Parcel Identification Number: 132822320024
Property Owner of Record: Susan Brennan
1052 Lakewood Dr. S.
Maplewood, MN 55119-3608
Assessment amount: \$3,450.00

City Council:

I am the owner of the property located at 1052 Lakewood Dr. S. I am in receipt of the assessment referenced above, and I am writing to object to the size of the assessment, and the lack of foundation/support for the assessment which has been provided. I spoke with Mr. Jarosch, the Project Manager for this City Project, and requested information about the foundation for the assessment number. He indicated that he could not provide a copy of the appraisal that was used as the foundation for the assessment, and I had to make that request through Alan Kentrud (I have done so by email at alan.kantrud@maplewoodmn.gov).

However, what I do understand from Mr. Jarosch is that the appraisal assessed the value of the improvements to each property the same, and did not appear to distinguish in any respect between the size of home, home value, number of vehicles/drivers at each property, number of frontage feet on the road, location of the property, etc. I also asked about how they determined the "value" to property owners, and was not provided the analysis of what "benefit" a property owner abutting such an improvement would experience, and am unclear how this was assessed (was it an increase in property value, or just some assumed "benefit"?) and how it compared with the benefits that any number of other parties who access or drive through this area would experience. None of this information was readily available for assessment and review. For all of these reasons, including the fact that the assessment value appears not to have a logical nexus to the benefit I will experience, if any, I object to this assessment.

The amounts of the assessment here is significant, and almost equals a full year of income tax for my property (currently approximately \$3,800,) and is equal to 1.5% of the entire original purchase price of my property. The payment of such an amount is onerous and burdensome for me at my income level.

I am unable to attend tonight's City of Maplewood meeting, but would like to register my objection, and have the opportunity to further review information regarding the dollar amount of the project, my assessment and the calculation methodology, so that I can provide a more meaningful objection.

Sincerely,

Susan Brennan

Susan G. Brennan

March 14, 2016

To: City of Maplewood

Re: Public Improvement Project 15-11

Lakewood-Sterling Area Street

We own and reside in a townhome at 553 Sterling St. S in Maplewood. We are both retired and collecting Social Security, living on a fixed income. The assessment we have been given for the road improvement of Sterling St. S is \$2255.69. Obviously, this assessment amount will be a hardship to us.

While we have a Sterling St S address, we actually live at the end of ONE driveway off Sterling St S, which is shared by 16 townhome units (Court B). This road is approximately 350 ft. long and is maintained (snow removal, resurfacing, etc.) by our townhome association, for which we pay a \$275 monthly fee.

Sterling St. S is a major artery in South Maplewood, on which hundreds of cars, commercial trucks and school buses travel daily. If Court B is considered ONE driveway off the street, that ONE driveway assessment should be divided by 16 units.

Also, our Ramsey Co. property tax proposal increases to approximately \$3130 for 2016. Isn't part of our property tax supposed to cover road maintenance?

We respectfully request a reconsideration of this assessment amount for the above reasons.



Philip and Connie Lambert

* 553 Sterling St. S

PIN 12282242 0019

Maplewood, MN 55119

651-731-3229

Regan Beggs

From: Regan Beggs
Sent: Monday, March 07, 2016 11:21 AM
To: Steve Love
Subject: ASSESSMENT HEARING OBJECTION FORM
Attachments: 03072016111846.pdf

COPY

Hi Steve,

The attached was received today at 8:37am.

Please let me (or Karen) know if you have any questions!

ASSESSMENT HEARING OBJECTION FORM

Lake Wood - Sterling Area Street IMPROVEMENTS

CITY PROJECT 15-11

Address of assessed parcel 1210 Sterling Street South

Property identification number: 1 3 - 2 8 - 2 2 - 4 3 - 0 0 2 2
(12 digit number)

Do you wish to address the city council at the public hearing?

Yes No

Please complete this form if you intend to appeal to the city council to defer, revise or cancel your assessment. This form must be completed and filed with the city clerk no later than the close of the city council's assessment hearing. Your request will become part of the public hearing record. I request that the city council consider (check one):

1. Deferral of assessment due to:

- a. Senior citizen deferment (over 65 years of age)
- b. Permanent and total disability
- c. National Guard/Military in Active Service
- d. Financial Hardship (must provide documentation as required)
- e. Undeveloped Property

2. Cancellation of assessment

3. Revision of assessment

Reason for the request:

Please review the attached documents detailing the reasons for this request.

Kenneth Perry, President, St. Paul Educational Foundation Kenneth Perry 3/17/16
Print Name Signature Date

PO Box 50778 Mendota Heights, MN (55150) 651-450-7557
Address of Property Owner Zip Telephone

Revised April 2010

The proposed assessment of \$22,425, based upon Maplewood's Residential Unit Method #5 is clearly exorbitant and threatens the very existence of an organization that has provided a valuable service to the youth of the community over the last 131 years. As noted on the attached analysis of the assessment as a percentage of the SPEF's annual revenue, the assessment is 74% of our average annual revenue. Revenue that is sorely needed to maintain the facilities and provide youth ski jumping programs. If you were to review our property, the majority of the property cannot be developed for housing. The area at the bottom of the hill is subject to flooding and contains a water holding pond maintained by the City of Maplewood to hold the runoff from the surrounding developments. With a great deal of infrastructure investment, maybe 3 homes could be built on the area at the top of the hill. We have a pipeline on the west boundary of the property and the former extension of Sterling Street was abandoned by the city several years ago and dedeed to the SPEF. A move that would not have been made if the city thought it was viable for development.

The SPEF foundation would gladly pay for 1 unit for the much needed improvement of Sterling Street South. An assessment of more than 1 unit would seriously jeopardize the ability of the SPEF to continue providing the valued opportunities to the youth of the area and our surrounding neighbors.

St. Paul Educational Foundation				
Fundraising by Year				
FYE		Cell Revenue		Maplewood Street Assessment as % Revenue
8/31/2015		34,574		65%
8/31/2014		31,263		72%
8/31/2013		31,263		72%
8/31/2012		29,598		76%
8/31/2011		29,371		76%
8/31/2010		29,723		75%
8/31/2009		27,175		83%
7 Year Average		30,424		74%

St. Paul Educational Foundation, Inc

Rationale for Maplewood Street Assessment Objection

The St Paul Educational Foundation (SPEF) is the parent organization of the St. Paul Ski Club located at 1210 Sterling Street South in Maplewood. Established in 1885, the St. Paul Ski Club is the oldest active ski club in the United States. The rich history of the club is well documented in the book "On Wings of Wood" by Tom Harrington and Wally Wakefield. At its Carver's Lake/Harrington Hill facility in Maplewood, the St. Paul Ski Club functions as a strictly volunteer organization self-funded throughout its history. It operates under the auspices of the St. Paul Educational Foundation. Charitable gambling in the form of Bingo and Pull Tabs played a major role in establishing and operating the current facility. The SPEF now funds ski club activities, facility maintenance and operating expenses with income from cell phone antenna space rental on our 46 meter tower. Plastic on the 20 meter and 46 meter jumps enables jumping in the summer and fall. Our annual Christmas training camp introduces the sport of ski jumping to interested youth throughout the area.

The SPEF is a Non Stock, Non Profit Operating Foundation exempt from tax under Section 501(c)(3) of the Internal Revenue Code. The SPEF is an "operating" foundation, which means it operates a service that is donated rather than merely donating funds to other charities. Whereas significant funds have been donated and gifted to the organization over the years, the most material donations have been from individual services. A year-round ski jumping facility is operated on the SPEF property. Snow is made, ski jumping hills are groomed, youth skiers are equipped and trained, scheduled competitions are held, supervised administrative meetings are run by the youngsters and significant improvements to the facilities are all accomplished by individual members contributing their services free of charge, a donation.

The annual membership fee for youth is \$25. This fee entitles the youth participant to ski free, be coached, attend training camps, participate in scheduled weekend competitions and be completely equipped with skis, boots, jumping suits and helmets. The membership fee also entitles the youth participant to free admission to various award banquets and other social events.

The SPEF is a privately held public playground. Maplewood and other nearby fire departments and public emergency service providers have used the property for training without charge. The property is also available free to neighboring residents to walk their dogs or use in any other reasonable way. There are absolutely no restrictions as to participation in the SPEF or on who is allowed to use the facilities of the organization. All are welcome. The primary focus of the organization is on youth. Adults may participate in ski jumping but they rarely to anything other than donate their time to the charitable operations of the SPEF. Refer to the next page for the mission statement of the St. Paul Ski Club and the attached North Stars Factors Survey.

Mission Statement of the St Paul Ski Club

To use the sport of ski jumping to enhance the self worth, character, and quality of life for all people involved in the Club.

Ski Jumpers

Provide facilities that are safe, challenging, and rewarding; and coaching in accordance with their individual aspirations.

Adolescents

Educate them to value and respect themselves and others through providing a fun, safe and balanced approach to the sport of Ski Jumping. Teach them interdependence through being active participants in the St. Paul Junior Ski Club.

Teenagers

Teach them the value of disciplined training and work ethic by providing an environment which allows each individual the opportunity to get out of the sport what they put into it. Teach them leadership and cooperation through being active in administering the St. Paul Junior Ski Club.

Adults

Provide an environment for friendly competition and an opportunity to help develop the youth through leading by example.

Members

Provide the opportunity to "give back" to the sport, and to experience the joys of service, fellowship, and camaraderie.

Parents

Afford the peace of mind that their children are not only getting the benefits of physical activity, but are also learning some of the larger lessons of life. Encourage the parent's involvement to the degree that they desire.

Neighbors

The Club operates within the regulatory guidelines the Maplewood public parks, and strives to be a "good neighbor".

USSA

SPSC is member club in good standing, abides by USSA rules/regulations, and functions as a "feeder" organization in terms of ski jumping and administrative talent.

Community

Produce/provide better citizens that will make a positive contribution to society.

North Stars Factors Survey			
Owner:	St. Paul Educational Foundation, Inc. (hereinafter referred to as the SPEF)	Date:	1-29-2016
Address:	mailing address is PO Box 50778 Mendota, MN 55150, property address is 1210 Sterling St., Maplewood, MN		
Parcel ID(s):	13.28.22.43.0022	Contact:	Gerald Slater 651-450-7557
	<small>Name</small>	<small>Telephone</small>	
<p>In order to process your Application for Property Tax Exemption as an "Institution for Purely Public Charity," please review and respond to the following questions pertaining to MN Statute 272.02, subd. 7, established per the 2009 MN House Bill 1298, Chapter 88. All factors must be satisfied, unless your organization can provide a reasonable justification for failing to meet factors 2, 3, and 5.</p>			
1. To what extent is the stated purpose of the undertaking "to be helpful to others without immediate expectation of material reward"?			
<p>Please see the Revised and Restated Articles of Incorporation, Article II, which requires compliance with this factor.</p> <p>The SPEF has faithfully and consistently followed and adhered to its Articles of Incorporation since the SPEF was founded in 1968.</p>			
2. To what extent does the entity involved rely on support from material donations, gifts, or government grants to carry out services to the public? (For the purposes of this question, a grant is a written or electronic document defining a legal relationship between a granting agency and a grantee, when the principal purpose of the relationship is to transfer cash or something of value to the grantee to support a public purpose.)			
<p>The SPEF is a Non Stock, Non Profit Private Operating Foundation exempt from tax under Section 501(c)(3) on the Internal Revenue Code. The SPEF is an "operating" foundation, which means it operates a service that is donated rather than merely donating funds to other charities. Whereas significant funds have been donated and gifted to the organization over the years, the most material donations have been from individual services. A year-round ski jumping facility is operated on the SPEF property. Snow is made, ski jumping hills groomed, youth skiers are equipped and trained, scheduled competitions are held, supervised administrative meeting are run by the youngsters and significant improvements to the facilities are all accomplished by individual members contributing their services free of charge, a donation.</p>			
3. a) Does anyone who benefits from your charity receive the benefits and services at reduced or no cost? b) Does your organization provide services to the public that alleviate burdens or responsibilities that would otherwise be borne by the government?			
a)	The annual membership fee for youth is \$25. This fee entitles the youth participant to ski free, be coached, attend training camps, participate in scheduled weekend competitions and be completely equipped with skis, boots, jumping suits and helmets. The membership fee also entitles the youth participant to free admission to various award banquets and other social events.		
b)	The SPEF is a privately held public playground. Maplewood and other nearby fire departments and public emergency service providers have used the property for training without charge. The property is also available free to neighboring residents to walk their dogs or use in any other reasonable way.		
4. Does the income received, including material gifts and donations, produce a profit to the charitable institution that is not distributed to private interests?			
<p>The SPEF does not operate with the intent to earn a long-term profit. See the enclosed Federal 990 annual tax returns for the fiscal years ending August 31, 2013, 2014 and 2015. Any profit retained for more than one year is usually generated from gains on investments. Prior to the year 2000, profits generated by gaming activities were put into an endowment fund to ensure the organization has sufficient funding to continue operations in future years. The Revised and Restated Articles in Article X address this endowment fund and how its use is restricted. Occasionally on an annual basis the SPEF may receive more cash inflow than outflow. These excesses are set aside for major capital improvements to the property, that in turn support our charitable activities.</p>			
5. Are the beneficiaries of the charity restricted or unrestricted? If they are restricted, do the class of persons to whom the charity is made available have a reasonable relationship to the charitable objectives?			
<p>There are absolutely no restrictions as to participation in the SPEF or on who is allowed to use the facilities of the organization. All are welcome. The primary focus of the organization is on youth. Adults may participate in ski jumping, but they rarely do anything other than donate their time to the charitable operations of the SPEF.</p>			
6. Are dividends, in any form or substance, or assets upon dissolution, available to private interests?			
Please see the Revised and Restated Articles of Incorporation Articles II and VI which prohibit such activities.			

Please include a completed copy of this survey with your "Institution of Purely Public Charity" exempt application.

ASSESSMENT HEARING OBJECTION FORM

La Keewood - Sterling Area IMPROVEMENTS

CITY PROJECT #15- 11

Address of assessed parcel 1240 Sterling St. S.

Property identification number: 24-28-22-12-0006
(12 digit number)

Do you wish to address the city council at the public hearing?

Yes No

Please complete this form if you intend to appeal to the city council to defer, revise or cancel your assessment. This form must be completed and filed with the city clerk no later than the close of the city council's assessment hearing. Your request will become part of the public hearing record. I request that the city council consider (check one):

- 1. Deferral of assessment due to:
 - a. Senior citizen deferment (over 65 years of age)
 - b. Permanent and total disability
 - c. National Guard /Military in Active Service
 - d. Financial Hardship (must provide documentation as required)
 - e. Undeveloped Property
- 2. Cancellation of assessment
- 3. Revision of assessment

Reason for the request:

no assessment on undeveloped property

<u>PATRICIA J. PACZKOWSKI</u>	<u>Patricia J Paczkowski</u>	<u>2-26-16</u>
<u>RUDOLPH PACZKOWSKI</u>	<u>Rudolph Paczkowski</u>	<u>2-26-16</u>
Print Name	Signature	Date

<u>1240 S. Sterling St</u>	<u>(55119)</u>	<u>651 7380965</u>
Address of Property Owner	Zip	Telephone

ASSESSMENT HEARING OBJECTION FORM

Lakewood-Sterling Area ^{street} IMPROVEMENTS

CITY PROJECT 15-11

Address of assessed parcel 1285 S Sterling St

Property identification number: 24-28-22-21-0012 (12 digit number)

Do you wish to address the city council at the public hearing? Yes No

Please complete this form if you intend to appeal to the city council to defer, revise or cancel your assessment. This form must be completed and filed with the city clerk no later than the close of the city council's assessment hearing. Your request will become part of the public hearing record. I request that the city council consider (check one):

- 1. Deferral of assessment due to: a. Senior citizen deferment (over 65 years of age) b. Permanent and total disability c. National Guard /Military in Active Service d. Financial Hardship (must provide documentation as required) e. Undeveloped Property 2. Cancellation of assessment 3. Revision of assessment

Reason for the request: Only has improvements for one lot not two lots

Beverly Stielow owner Lon Stielow (son) representative Jon R Stielow 3-8-10

1285 S. Sterling ST 55119 (651) 739-7140

MEMORANDUM

TO: Melinda Coleman, City Manager

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

DATE: March 16, 2016

SUBJECT: Consider Approval of Resolution Adopting Revised Assessment Roll, Beebe Road Street Improvements, Project 13-10

Introduction

On March 14, 2016 the assessment hearing was held and objections were received for the Beebe Road Street Improvements, Project 13-10. Recommendations for action on each of the objections are provided for Council approval in considering adopting the final assessment roll. All property owners have been mailed a notice of staff's recommendation along with the date that the City Council will consider approving the recommendations and adopting the revised assessment roll.

Background

The proposed assessments for the Beebe Road Street Improvements were submitted to the City Council for adoption at the March 14, 2016 meeting. Residents were provided with the required advanced notice of the assessment hearing. Residents were required to file a written notice if they objected to the assessment amount. Five (5) property owners provided written objects and are listed below:

1. Parcel 14-29-22-43-0006 – Adam Kopp, 1689 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450.00 per unit. Adam Kopp is requesting a revision of assessment.
2. Parcel 14-29-22-42-0031 – William Symoniak, 1897 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,318.56 per unit. William Symoniak is requesting a revision of assessment.
3. Parcel 14-29-22-43-0002 – Diane M Mencke, 2135 Larpenteur Avenue East
It is currently proposed that the property be assessed for 8 units at a rate of \$3,450.00 per unit. Diane M. Mencke is requesting an undeveloped property deferral.
4. Parcel 14-29-22-43-0022 – Jayda Miller, Trustee, 2119 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Jayda Miller, Trustee, is requesting a revision of assessment, disability deferral, and financial hardship deferral.

5. Parcel 14-29-22-43-0032 – Donald Sundin, 2132 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Donald Sundin, is requesting a disability deferral.

Discussion

City Staff reviewed the requests and recommends granting the financial hardship, senior citizen, and undeveloped property deferrals upon approval of proper documentation.

The recommendations are consistent with the City's Assessment Policy. If council chooses to adopt the staff recommendation and a property owner disagrees with the action, there is an opportunity to work with the City Attorney in addition to appealing to the City and District Court.

The following are recommended adjustments by staff to the assessment roll:

1. Parcel 14-29-22-43-0006 – Adam Kopp, 1689 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450.00 per unit. Adam Kopp is requesting a revision of assessment.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.

2. Parcel 14-29-22-42-0031 – William Symoniak, 1897 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,318.56 per unit. William Symoniak is requesting a revision of assessment.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.

3. Parcel 14-29-22-43-0002 – Diane M Mencke, 2135 Larpenteur Avenue East
It is currently proposed that the property be assessed for 8 units at a rate of \$3,450.00 per unit. Diane M. Mencke is requesting an undeveloped property deferral.

Staff recommendation is to **grant** an undeveloped property deferral (8 years) for the entire property (8 units) upon approval of necessary paperwork. If the property remains undeveloped during the entire 8 year deferral time period the assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

4. Parcel 14-29-22-43-0022 – Jayda Miller, Trustee, 2119 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Jayda Miller, Trustee, is requesting a revision of assessment, disability deferral, and financial hardship deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** a disability or financial hardship deferral (8 years)

upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

5. Parcel 14-29-22-43-0032 – Donald Sundin, 2132 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Donald Sundin, is requesting a disability deferral.

Staff recommendation is to **grant** a disability deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

Budget Impact

The project budget will not be affected by approving the recommendations above.

Recommendation

It is recommended that the City Council consider approving the attached resolutions for Adopting Revised Assessment Roll for the Beebe Road Street Improvements, City Project 13-10.

Attachments

1. Resolution Adopting Revised Assessment Roll
2. Project Location Map
3. Final Assessment Roll
4. Assessment Objections

RESOLUTION
ADOPTING REVISED ASSESSMENT ROLL

WHEREAS, pursuant to a resolution passed by the City Council on March 14, 2016, the assessment roll for the Beebe Road Street Improvements, City Project 13-10 was presented in a Public Hearing format, pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, five (5) the following property owners have filed objections to their assessments according to the requirements of Minnesota Statutes, Chapter 429, summarized as follows:

1. Parcel 14-29-22-43-0006 – Adam Kopp, 1689 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450.00 per unit. Adam Kopp is requesting a revision of assessment.
2. Parcel 14-29-22-42-0031 – William Symoniak, 1897 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,318.56 per unit. William Symoniak is requesting a revision of assessment.
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It is currently proposed that the property be assessed for 8 units at a rate of \$3,450.00 per unit. Diane M. Mencke is requesting an undeveloped property deferral.
4. Parcel 14-29-22-43-0022 – Jayda Miller, Trustee, 2119 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Jayda Miller, Trustee, is requesting a revision of assessment, disability deferral, and financial hardship deferral.
5. Parcel 14-29-22-43-0032 – Donald Sundin, 2132 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Donald Sundin, is requesting a disability deferral.

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

- A. That the City Engineer and City Clerk are hereby instructed to make the following adjustments to the assessment roll for the Beebe Road Street Improvements, City Project 13-10:

1. Parcel 14-29-22-43-0006 – Adam Kopp, 1689 Beebe Road North
It is currently proposed that the property be assessed for 1 unit at a rate of \$3,450.00 per unit. Adam Kopp is requesting a revision of assessment.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.

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It is currently proposed that the property be assessed for 8 units at a rate of \$3,450.00 per unit. Diane M. Mencke is requesting an undeveloped property deferral.

Staff recommendation is to **grant** an undeveloped property deferral (8 years) for the entire property (8 units) upon approval of necessary paperwork. If the property remains undeveloped during the entire 8 year deferral time period the assessment will be cancelled. If at any point during the 8 year deferral period the property is developed the assessment would come due with interest.

4. Parcel 14-29-22-43-0022 – Jayda Miller, Trustee, 2119 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Jayda Miller, Trustee, is requesting a revision of assessment, disability deferral, and financial hardship deferral.

Staff recommendation is to **deny** the request for revision of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff further recommends **granting** a disability or financial hardship deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

5. Parcel 14-29-22-43-0032 – Donald Sundin, 2132 Southwind Drive
It is currently proposed that the property be assessed for 1 unit at a rate of \$1,056.49 per unit. Donald Sundin, is requesting a disability deferral.

Staff recommendation is to **grant** a disability deferral (8 years) upon approval of necessary paperwork. After the 8 year deferral time period the assessment would become due in total with interest.

- B. The assessment roll for the Beebe Road Street Improvements, City Project 13-10, as amended, is hereby accepted, a copy of which is attached hereto and made a part hereof. Said assessment roll shall constitute the special assessment against the lands named therein, and each track of land therein included is hereby found to be benefited by the proposed improvements in the amount of the assessment levied against it.
- C. Such assessments shall be payable in equal annual installments extending over a period of 8 years for residential, commercial, townhomes, and multi-family properties, the first installments to be payable on or before the first Monday in January 2017 and shall bear interest at the rate of 3.75 percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2016. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
- D. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, but no later than November 15, 2016, pay the whole of

the assessment on such property, with interest accrued to the date of the payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time after November 15, 2016, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the next succeeding year.

- E. The City Engineer and City Clerk shall forthwith after November 15, 2016, but no later than November 16, 2016, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax list of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

Approved this 28th day of March 2016.

Hall

MSEY COUNTY
SING HOME AND
AIR GROUNDS

29

68

150

GOODRICH
GOLF
COURSE

150

N. ST. PAUL RD.
PL.
Goodrich
Park

HAZEL ST.

RIPLEY AVE.

KINGSTON ST.

PRICE AVE.

30

STANICH

RUTH

AVE.

SOUTH WIND

SOUTH WIND

BEEBE

RD.

RD.

HOLL OWAY

FURNESS ST.

ST.

HOWARD

RIPLEY

RD.

McKNIGHT

MC

PROPOSED STREET IMPROVEMENT

NO SCALE

Beebe Road Street Improvements

Project Location Map
City Project 13-10



ParcelID	TaxPayer	Street Number	Street	Total Assessment
142922430006	Adam Kopp	1689	Beebe Rd N	\$3,450.00
142922430014	Beebe Apartments Llc	1701	Beebe Rd N	\$6,884.13
142922430015	Nathan Ebeling	1711	Beebe Rd N	\$6,884.13
142922430016	Oak Knoll Property Management Llc	1721	Beebe Rd N	\$6,884.13
142922430017	Oak Knoll Property Management Llc	1731	Beebe Rd N	\$6,884.13
142922430065	Mary K Fuller	1743	Beebe Rd N	\$3,450.00
142922430066	Edward B Kuehnel Trustee	1749	Beebe Rd N	\$3,450.00
142922430067	Fern O Pfaff	1757	Beebe Rd N	\$3,450.00
142922430068	Robert L Johnson	1763	Beebe Rd N	\$3,450.00
142922430069	Roger M Schlicht	1769	Beebe Rd N	\$3,450.00
142922430070	Suzanne M Swits	1775	Beebe Rd N	\$3,450.00
142922430071	Benjamin Drwall	1783	Beebe Rd N	\$3,450.00
142922420002	Maple Pond Limited Partnershi	1816	Beebe Rd N	\$68,107.14
142922420008	Scott J Hamlett	1890	Beebe Rd N	\$3,406.42
142922420009	Gloria Vanruden	1892	Beebe Rd N	\$3,406.42
142922420010	Kenneth Lee Ebbens Trustee	1896	Beebe Rd N	\$3,406.42
142922420031	William Symoniak	1897	Beebe Rd N	\$3,318.56
142922420011	Jerrol J Hanson Trustee	1898	Beebe Rd N	\$3,406.42
142922420032	Mary Elizabeth Glaeser	1899	Beebe Rd N	\$3,318.56
142922420033	Doug Osland	1901	Beebe Rd N	\$3,318.56
142922420012	Jim E Anderson	1902	Beebe Rd N	\$3,406.42
142922420034	Leslie C Robinson	1903	Beebe Rd N	\$3,318.56
142922420013	Doreen A Grundhauser	1904	Beebe Rd N	\$3,406.42
142922430075	Mounds Park Academy	2051	Larpenteur Ave E	\$75,071.31
142922430002	Diane M Mencke	2135	Larpenteur Ave E	\$27,600.00
142922430021	Daniel J Brinkman	2117	Southwind Dr	\$1,056.49
142922430022	Trustees Of Irrevocable Special Needs Trust Of Daniel Soria Br	2119	Southwind Dr	\$1,056.49
142922430073	Doris M Klingbeil	2122	Southwind Dr	\$1,056.49
142922430023	Jack C Davis	2123	Southwind Dr	\$1,056.49
142922430024	Lowell J Bishop	2125	Southwind Dr	\$1,056.49
142922430034	Adelheid Steinberg Trustee	2126	Southwind Dr	\$1,056.49
142922430033	Louise J Dinehart	2128	Southwind Dr	\$1,056.49
142922430032	Donald Sundin	2132	Southwind Dr	\$1,056.49
142922430031	Patricia D Trumble	2134	Southwind Dr	\$1,056.49
142922440081	Robert Boyden	1724	Southwind Ln	\$1,056.49
142922440080	Edward A Altermatt Trustee	1726	Southwind Ln	\$1,056.49
142922440079	Jean M Woog	1730	Southwind Ln	\$1,056.49
142922440078	Barbara L Wolfe	1732	Southwind Ln	\$1,056.49
142922440077	Jeffrey S Pridie	1736	Southwind Ln	\$1,056.49
142922440076	Diane J Arndt	1738	Southwind Ln	\$1,056.49
142922440075	Roger A Mohror	1742	Southwind Ln	\$1,056.49
142922440074	Karen E Schreiner	1744	Southwind Ln	\$1,056.49
142922440073	Roger E Mackenroth	1748	Southwind Ln	\$1,056.49
142922440072	Kathleen M Tracy	1750	Southwind Ln	\$1,056.49
142922440071	George T Rivers Trustee	1754	Southwind Ln	\$1,056.49
142922440070	Edward J Gooder	1756	Southwind Ln	\$1,056.49
142922440069	Edward C Combe	1760	Southwind Ln	\$1,056.49
142922430052	Sharon Pignato	1762	Southwind Ln	\$1,056.49
142922430030	Marilyn L Blais	1766	Southwind Ln	\$1,056.49
142922430029	Lawrence Brown	1768	Southwind Ln	\$1,056.49
142922430025	John A Nierengarten	1771	Southwind Ln	\$1,056.49
142922430028	Mary E Horak Binger	1772	Southwind Ln	\$1,056.49
142922430026	Patricia J Ture Trustee	1773	Southwind Ln	\$1,056.49
142922430027	Thomas Burke	1774	Southwind Ln	\$1,056.49
142922430059	Marlys Jensen	2121	Southwind Rd	\$1,056.49

EXHIBIT 4
BEEBE ROAD STREET IMPROVEMENTS, CITY PROJECT 13-10 ASSESSMENT ROLL

I2, Attachment 3

142922430060	Mary J Driscoll	2123	Southwind Rd	\$1,056.49
142922430058	Evelyn L Warn Trustee	2124	Southwind Rd	\$1,056.49
142922430057	Christine A Burbach	2126	Southwind Rd	\$1,056.49
142922430061	Mary A Harrison	2127	Southwind Rd	\$1,056.49
142922430062	Owen Lee Johnson	2129	Southwind Rd	\$1,056.49
142922430056	Carlos Nunez	2130	Southwind Rd	\$1,056.49
142922430055	Susan J Kulander	2132	Southwind Rd	\$1,056.49
142922430063	Paula P Dellis	2133	Southwind Rd	\$1,056.49
142922430064	Joyce L Cairnes	2135	Southwind Rd	\$1,056.49
142922430054	Randy Mack	2136	Southwind Rd	\$1,056.49
142922430053	Peggy A Karnuth	2138	Southwind Rd	\$1,056.49

\$302,943.81

ASSESSMENT HEARING OBJECTION FORM

Beebe Road Street IMPROVEMENTS

CITY PROJECT 13-10

X Address of assessed parcel 1689 Beebe Rd. N

Property identification number: 14-29-22-43-0006
(12 digit number)

Do you wish to address the city council at the public hearing? Yes No

Please complete this form if you intend to appeal to the city council to defer, revise or cancel your assessment. This form must be completed and filed with the city clerk no later than the close of the city council's assessment hearing. Your request will become part of the public hearing record. I request that the city council consider (check one):

- 1. Deferral of assessment due to:
 - a. Senior citizen deferment (over 65 years of age)
 - b. Permanent and total disability
 - c. National Guard /Military in Active Service
 - d. Financial Hardship (must provide documentation as required)
 - e. Undeveloped Property
- 2. Cancellation of assessment
- 3. Revision of assessment

Reason for the request:

Assessment of property is the same as other properties along Beebe Rd. I disagree the benefits of this project are equal across all homes/properties.

The installation of a bituminous walkway negatively impacts my property more than others along Beebe Rd.

Adam Kopp [Signature] 3-14-2016
Print Name Signature Date

1689 Beebe Rd. (651) 260-2071
Address of Property Owner Zip Telephone

Revised April 2010

ASSESSMENT HEARING OBJECTION FORM

Beebe Rd

IMPROVEMENTS

CITY PROJECT 13 10

Address of assessed parcel 1897 Beebe Rd

Property identification number: 14-29-22-42-0031
(12 digit number)

Do you wish to address the city council at the public hearing?

Yes No

Please complete this form if you intend to appeal to the city council to defer, revise or cancel your assessment. This form must be completed and filed with the city clerk no later than the close of the city council's assessment hearing. Your request will become part of the public hearing record. I request that the city council consider (check one):

1. Deferral of assessment due to:

- a. Senior citizen deferment (over 65 years of age)
- b. Permanent and total disability
- c. National Guard /Military in Active Service
- d. Financial Hardship (must provide documentation as required)
- e. Undeveloped Property

2. Cancellation of assessment

3. Revision of assessment

Reason for the request:

Presentation stated Townhouse assessment is \$69/
linear foot. My assessment is \$3318.56. I'm confused
about the math.

Billy Luba Symonick
Print Name

[Signature] 3/14/16
Bill Symonick 3/14/16
Signature Date

1897 Beebe Rd
Address of Property Owner

65109 651 200 3669
Zip Telephone

Revised April 2010

651 or 470 3553
~~2007~~

ASSESSMENT HEARING OBJECTION FORM

Beebe Road IMPROVEMENTS

CITY PROJECT 13-10

Address of assessed parcel 2135 East Larpenteur Avenue

Property identification number: 14-29-22-43-0002
(12 digit number)

Do you wish to address the city council at the public hearing? Yes No

Please complete this form if you intend to appeal to the city council to defer, revise or cancel your assessment. This form must be completed and filed with the city clerk no later than the close of the city council's assessment hearing. Your request will become part of the public hearing record. I request that the city council consider (check one):

- 1. Deferral of assessment due to:
 - a. Senior citizen deferment (over 65 years of age)
 - b. Permanent and total disability
 - c. National Guard /Military in Active Service
 - d. Financial Hardship (must provide documentation as required)
 - e. Undeveloped Property
- 2. Cancellation of assessment
- 3. Revision of assessment

Reason for the request:

The property is completely undeveloped

Diane M Mencke Diane M Mencke March 7, 2016
Print Name Signature Date

2135 Margaret St - St Paul, Mn 55119 (55119) 651-739-2714
Address of Property Owner Zip Telephone

March 14, 2016

City Of Maplewood
Department of Public Works
1902 Cty Rd B East
Maplewood, MN 55109

Daniel Soria Bravo
Jayda Miller, Trustee
X 2119 Southwind Dr.
Maplewood, MN 55109

Re: City Project 13-10 Beebe Rd

To Whom It May Concern:

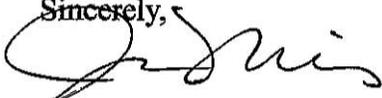
We are writing to thank the City of Maplewood for the fine job it does in trying to keep up with all the road improvements necessary. We are in complete agreement that Beebe Rd. must be repaired, and are grateful for the work that will be done to it.

However, since Daniel is Quadriplegic, and his situation will not change, and his family has enormous medical expenses, not to mention very little income, we are requesting a reduction in the amount of assessment he is required to pay. If at all possible, either a discount, or application for some kind of grant by City or County that would help with the cost of this assessment would be very appreciated.

Also, we formally request that the days and times when there will be no access to Beebe Rd. be scheduled in a way where we could make advance plans so that Daniel's PCA care and therapy appointments could either be moved or accommodated. If we have at least 24 hours notice, we can make sure the home health care worker is at the home before the block-in commences.

Thank you so much for your kind consideration of this request, and please feel free to contact me by phone or email as listed below for any and all arrangements.

Sincerely,



Jayda Miller, Trustee
651-325-8369
pataamarilla@hotmail.com

From: [Jon Jarosch](#)
To: [Steve Love](#)
Subject: FW: Beebe Road Improvements, City Project 13-10
Date: Tuesday, March 15, 2016 12:16:09 PM
Attachments: [image22faef.PNG](#)

FYI



Jon Jarosch | 651-249-2405

From: Deb [mailto:linkd5555@hotmail.com]
Sent: Tuesday, March 15, 2016 12:15 PM
To: Jon Jarosch
Subject: Beebe Road Improvements, City Project 13-10

My name is Don Sundin and I talked to you this morning on the phone. My address is **2132 Southwind Drive, Maplewood, MN 55109**. We were not on your mailing list and did not receive any of the notices of Public Hearings regarding the proposed street repairs on Beebe Road.

I have certification of a permanent and total disability. I have a 100% service connected disability through the Department of Veterans Affairs and it would be a financial hardship for me to make the payment assessed. I am eligible for property tax exemption for this same reason.

Please accept this as my request to have the assessment amount deferred.

Thank you - Don Sundin
715-505-1717

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MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Virginia Gaynor, Natural Resource Coordinator
James Taylor, Park Manager
Steven Love, City Engineer / Deputy Public Works Director
Jon Jarosch, Civil Engineer II

DATE: March 17, 2016

SUBJECT: Consider Approval of Resolution Approving Plans and Specifications and Advertising for Bids, Fish Creek Improvements, Project 15-19

Introduction

Final plans and specifications for the above referenced project have been completed and are ready to be advertised for bids. The bid opening for this project is tentatively proposed for 10:00 a.m., Thursday, April 21, 2016. The next step after approving the advertisement for bids is to award a construction contract for the Fish Creek Improvements, City Project 15-19.

Background

On October 22, 2012 the City Council approved the Fish Creek Master Plan. On August 24, 2015 the City Council authorized city staff to proceed with the Fish Creek Improvements, City Project 15-19. On January 25, 2016 the City Council approved updates to the Fish Creek Master Plan. Attached to this report is a project location map that shows the location of the proposed bituminous trail.

The City of Maplewood was awarded a \$318,000 grant from the Metropolitan Council in 2014 for improvements at the 70-acre Fish Creek site. The improvements to the Fish Creek site must be completed by July 31, 2018 to receive the grant money. The goal of the Fish Creek Improvements project is to design an accessible paved bituminous trail while minimizing the amount of area that will be impacted by construction activities.

This is a joint project between the City of Maplewood's Park and Recreation Department and the Public Works Department. During the design process this item was brought before the Parks and Recreation Commission, Environmental and Natural Resources Commission, Heritage Preservation Commission, Community Design Review Board, and City Council. Additionally, staff held an open house meeting to gather input from the public.

Discussion

The proposed project is focused primarily on an accessible paved bituminous trail while minimizing the amount of area that will be impacted by construction activities. The project also includes the construction of low maintenance rain gardens which are needed to meet the storm water runoff quality treatment requirements for this project.

The City Council authorized city staff to proceed with design of the proposed trail project on August 24, 2015 as mentioned above.

Budget Impact

The total project cost is estimated at \$373,380.33. This estimate cost includes 15% contingencies. The Public Works Department has supplied the in-house engineering for the design. Additionally, the Public Works Department will be providing the in-house construction management and project inspection. The official total project budget will be established after bids have been opened and accepted. The preliminary financing plan is as follows:

ESTIMATED PROJECT COST RECOVERY		
FUNDING SOURCE	TOTAL AMOUNT	% OF TOTAL PROJECT
METROPOLITAN COUNCIL GRANT	\$318,000	85%
PARK AVAILABILITY CHARGE	\$55,380	15%
TOTAL FUNDING	\$373,380	100%

It is anticipated the City will receive bids on April 21, 2016. This item will then be brought back to City Council on May 9, 2016 to consider awarding a construction contract for the Fish Creek Improvements, City Project 15-19.

Recommendation

It is recommended that the City Council approve the attached resolutions for the Fish Creek Improvements, City Project 15-19, Approving Plans and Advertisement for Bids.

Attachments

1. Resolution Approving Plans and Advertising for Bid
2. Project Location Map

RESOLUTION
APPROVING PLANS
ADVERTISING FOR BIDS

WHEREAS, the City Council on August 24, 2015 authorized city staff to proceed with the Fish Creek Improvements, City Project 15-19,

WHEREAS, city staff has prepared plans and specifications under the direction of the City Engineer, who has presented such plans and specifications to the council for approval,

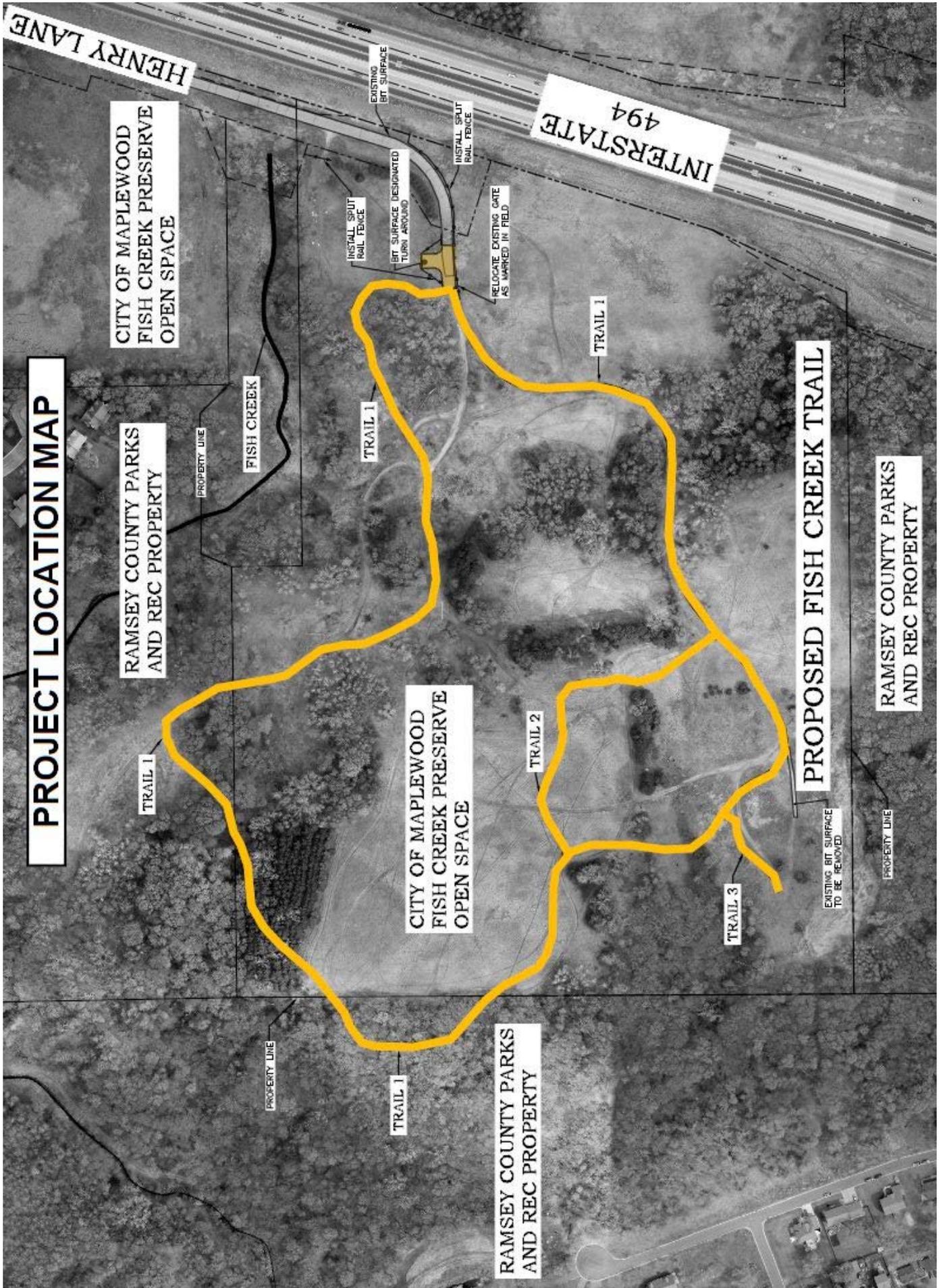
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MINNESOTA:

1. Such plans and specifications, a copy of which are attached hereto and made a part hereof, are hereby approved and ordered placed on file in the office of the City Engineer.

2. The City Clerk or office of the City Engineer shall prepare and cause to be inserted into the official paper and Finance and Commerce an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published twice, at least twenty-one days before the date set for bid opening, shall specify the work to be done, shall state that bids will be publicly opened and considered by the council at 10:00 a.m. on the 21st day of April, 2016, at city hall and that no bids shall be considered unless sealed and filed with the clerk and accompanied by a certified check or bid bond, payable to the City of Maplewood, Minnesota for five percent of the amount of such bid.

3. The City Clerk and City Engineer are hereby authorized and instructed to receive, open, and read aloud bids received at the time and place herein noted, and to tabulate the bids received. The council will consider the bids, and the award of a contract, at the regular city council meeting of May 9, 2016.

Approved this 28th day of March 2016.



MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Citizen Services Director
Ajla Arnold, Citizen Services

DATE: March 18th 2016

RE: Consider Adoption of Data Request Policies and Procedures Manuals and the Policy for Ensuring the Security of Not Public Data

Introduction

Staff has updated several documents that relate to the public's access to government data the city maintains and is asking the council to consider their formal adoption through an attached resolution. The documents attached are:

1. Data Practices Policy for Data Subjects
2. Data Practices Policy for Members of the Public
3. Policy for Ensuring the Security of Not Public Data

Background

Minnesota Statutes, Chapter 13.025, subd.2 and 3 require the city to develop written data access policy that governs its responsibilities in responding to the public's requests for government data and explains the public's rights in obtaining government data from the city. The Information Policy Analysis Division (IPAD) is mandated by state law to prepare a model policy to assist government entities in fulfilling their duties under SS13.025 (2 and 3). This set of document, which has served as our operating manual since the designation of City Clerk as the responsible authority in 2004, has undergone several versions, the latest one being completed following major legislative changes in data practices in 2014. These changes specifically relate to the breach of data security and unauthorized access of not public data by government employees. As mentioned, staff has updated our current policies to incorporate these additions and is asking the council to consider a resolution adopting these policies and direct staff to notify the IPAD Commissioner of adoption of its model policies as required by SS 13.073, subd. 6.

Budget Impact

There is no budget impact related to this agenda item.

Recommendation

It is recommended that the City Council adopts the following attached documents:

- Attachment 1. Data Practices Policy for Data Subjects
- Attachment 2. Data Practices Policy for Members of the Public
- Attachment 3. Policy for Ensuring the Security of Not Public Data
- Attachment 4. Resolution Adopting Data Practices Policies and a Policy for Ensuring the Security of Not Public Data



City of Maplewood

**Data Practices Policy for Data
Subjects**

March 2016

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DATA ACCESS POLICY FOR DATA SUBJECTS

Data about You

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

Public data: We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data.

The following is an example of public data about you: salary range; an employee's actual gross salary; an applicant's job history; most permit/license application data; the name, age, sex and last known address of any adult person cited, arrested or incarcerated; etc.

Private data: We cannot give private data to the general public, but you have access to private data when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order.

The following is an example of private data about you: your Social Security number; an employee home address; an employee medical data; absentee voter names before the close of voting; an identity of a juvenile suspect or arrestee; etc.

Confidential data: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you: real property estimated or appraised values until negotiating parties enter into an agreement for the purchase/sale of the property; an identity of an individual who registers a complaint concerning the use of real property; civil/criminal investigative data while the investigation is ongoing; etc.

Your Rights under the Government Data Practices Act

The city of Maplewood must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to your data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask the City of Maplewood not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interest.

- **When we collect data from you**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

- **Protecting your data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your data are inaccurate and/or incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian. Make your written request for data to the appropriate individual listed in the Data Practices Contacts

on page 5. You may make your written request by mail, fax or email, using the data request form on page 7.

If you choose not to use the data request form, your written request should include:

- You are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you.
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.
- Identifying information that proves you are the data subject, or data subject's parent/guardian.

The City of Maplewood requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity document located on page 8.

How We Respond to a Data Request

Once you make your written request, we will work to process your request.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
 - Provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 6.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request). If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Data Practices Policy for Data Subjects

Data Practices Contacts for the City of Maplewood

The City of Maplewood has appointed the following position to administer this system.

Responsible Authority and Compliance Official:

Karen Haag
City Clerk/Director of Citizen Services
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
(651) 249-2002 Phone
(651) 249-2009 Fax
karen.haag@maplewoodmn.gov

Positions appointed as designees in system administration are as follows:

Law Enforcement Data Designee:

Paul Schnell
Police Chief
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
(651) 249-2602 Phone
(651) 249-2699 Fax
paul.schnell@maplewoodmn.gov

Personnel Data Designee:

Terrie Rameaux
Human Resources Coordinator
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
(651) 249-2054 Phone
(651) 249-2059 Fax
terrie.rameaux@maplewoodmn.gov

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

Copy Costs for Data Subjects

The City of Maplewood charges data subjects the actual cost for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3. In determining the actual cost of making copies, the City considers factors including but not limited to:

- Employee time to :
 - make, certify, compile, or electronically transmit copies

Please note: the cost of employee time should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to make, certify, compile, or electronically transmit copies, we will calculate those charges at the higher salary/wage. The cost of search and retrieval of data shall not be charged to the data subject per State Statute.

- The cost of the materials onto which we are copying the data:
 - single sided, black/white page: \$0.08 (based on a nationally recognized copy service center)
 - single sided, color copy: \$0.89 (based on a nationally recognized copy service center)
 - CD/DVD: \$0.50
- Mailing cost: standard USPS mailing fee



City of Maplewood | **Citizen Services Department**
1830 County Road B East | Maplewood, MN 55109
651-249-2000 | 651-249-2009 (fax)
karen.haag@maplewoodmn.gov

Data Request Form – Data Subjects

Data subject name: _____

Parent/Guardian name (if applicable): _____

Address: _____

Phone number: _____ Email address: _____

To request data as a data subject, you must show a valid state ID, such as a driver’s license, military ID, or passport as proof of identity.

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Date of request: _____

Signature of Data Subject _____

Signature of Parent Guardian _____

STAFF VERIFICATION
Identification provided

The City of Maplewood will respond to your request with 10 business days.

Standards for Verifying Your Identity

The City of Maplewood requires any one of the following applicable documents be provided in order to verify the data subject's identity:

- An **adult individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
 - a state driver's license
 - a military ID
 - a passport
 - a Minnesota ID
 - a Minnesota Tribal ID
 - a Minnesota school ID

- The **parent or guardian of a minor** must provide a valid photo ID and either
 - a certified copy of the minor's birth certificate or
 - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
 - a court order relating to divorce, separation, custody, foster care
 - a foster care contract
 - an affidavit of parentage

- The **legal guardian for an individual** must provide a valid photo ID and a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
 - court order(s)
 - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either their notarized or certified copies of the documents that are required or an affidavit of ID.



City of Maplewood

Data Practices Policy for Members of the Public

March 2016

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DATA ACCESS POLICY FOR MEMBERS OF THE PUBLIC

Right to Access Public data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Maplewood must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

You can look at data, or request copies of data that the City of Maplewood keeps. Make your written request for data to the appropriate individual listed in the Data Practices Contacts on page 3. You may make your written request by mail, fax or email using the data request form on page 5.

If you choose not to use the data request form, your written request should include:

- You are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Whether you would like to inspect the data, have copies of the data, or both.
- A clear description of the data you would like to inspect or have copied.

The City of Maplewood cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request

Upon receiving your written request, we will work to process it.

- If it is not clear what data you are requesting, we will ask you for clarification.
- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 4.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (for example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Request for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request - you may use the data request form on page 5 - we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Data Practices Contacts for the City of Maplewood

The City of Maplewood has appointed the following position to administer this system.

Responsible Authority and Compliance Official:

Karen Haag
City Clerk/Director of Citizen Services
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
(651) 249-2002 Phone
(651) 249-2009 Fax
karen.haag@maplewoodmn.gov

Positions appointed as designees in system administration are as follows:

Law Enforcement Data Designee:

Paul Schnell
Police Chief
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
(651) 249-2602 Phone
(651) 249-2699 Fax
paul.schnell@maplewoodmn.gov

Personnel Data Designee:

Terrie Rameaux
Human Resources Coordinator
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
(651) 249-2054 Phone
(651) 249-2059 Fax
terrie.rameaux@maplewoodmn.gov

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

Copy Costs – Members of the Public

The City of Maplewood charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25 cents for a one-sided copy, or 50 cents for a two-sided copy.

Most Other Types of Copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Employee time to:
 - search and retrieve data
 - make, certify, compile, or electronically transmit copies

Please note: the cost of employee time should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

- The cost of the materials onto which we are copying the data:
 - single sided, back/white page: \$0.08 (based on a nationally recognized copy service center)
 - single sided, color copy: \$0.89 (based on a nationally recognized copy service center)
 - CD/DVD: \$0.50
- Mailing cost: standard USPS mailing fee



City of Maplewood | **Citizen Services Department**
1830 County Road B East | Maplewood, MN 55109
651-249-2000 | 651-249-2009 (fax)
karen.haag@maplewoodmn.gov

Data Request Form – Members of the Public

Name:

Address:

Phone number: _____ **Email address:** _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

I am requesting access to data in the following way:

Inspection Copies Both Inspection and Copies

These are the data I am requesting:

Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Date of request: _____

The City of Maplewood will respond to your request as soon as reasonably possible.



City of Maplewood

Policy for Ensuring the Security of Not Public Data

Policy for Ensuring the Security of Not Public Data

Legal requirement

The adoption of this policy by the City of Maplewood satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in the City of Maplewood Data Inventory (required by Minnesota Statutes, section 13.025, subd. 1), the Policy limits access to not public data to employees whose work assignment reasonably requires access.

Please direct all questions regarding this policy to the City of Maplewood Data Practices Compliance Official (DPCO):

Karen Haag

karen.haag@maplewoodmn.gov

Phone: 651-249-2002

Fax: 651-249-2009

1830 County Road B E

Maplewood MN 55109

Procedures implementing this policy

Data inventory

Under the requirement in Minnesota Statutes, section 13.025, subd. 1, the City of Maplewood has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by the City. To comply with the requirements in section 13.05, subd. 5, the City of Maplewood has also modified its Data Inventory to represent the employees who have access to not public data.

In the event of a temporary duty as assigned by a supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in the Data Inventory, the Responsible Authority/ Data Practices Compliance Official (DPCO), the Department Heads, and the City's Legal Counsels may have access to *all* not public data maintained by the City of Maplewood if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Employee position description

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data sharing with authorized entities or individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, section 13.04) or the City of Maplewood will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that not public data are not accessed without a work assignment

Within the City of Maplewood, department may assign tasks by employee or by job classification. If a department maintains not public data that all employees within its division do not have a work assignment allowing access to the data, the department will ensure that the not public data are secure. This policy also applies to the departments that share workspaces with other departments within the City of Maplewood where not public data are maintained.

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles, limiting access to appropriate shared network drives, and implementing password protections for not public electronic data
- Password protecting employee computers and locking computers before leaving workstations
- Securing not public data within locked work spaces and in locked file cabinets
- Shredding not public documents before disposing of them

Penalties for unlawfully accessing not public data

The City of Maplewood will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

Inventory of Private/Confidential Data on Individuals Maintained by the City of Maplewood

March 2016

This document identifies the name, title and address of the Responsible Authority for the City of Maplewood and describes private or confidential data on individuals maintained by the City of Maplewood (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Maplewood procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd.5).

Responsible Authority:

Karen Haag
 City Clerk/Citizen Services Director
 1830 County Road B East
 Maplewood MN 55109
 Phone: 651-249-2002
 Fax: 651-249-2009
karen.haag@maplewoodmn.gov

Law Enforcement Data Designee:

Paul P. Schnell
 Police Chief
 1830 County Road B East
 Maplewood MN 55109
 Phone: 651-249-2002
 Fax: 651-249-2699
paul.schnell@maplewoodmn.gov

Personnel Data Designee

Terrie Rameaux
 HR Coordinator
 1830 County Road B East
 Maplewood MN 55109
 Phone: 651-249-2054
 Fax: 651-249-2059
terrie.rameaux@maplewoodmn.gov

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
Absentee Ballot Applications	Applications for ballots or a list of persons applying for an absentee ballot	Private until the close of voting on election day. Voter's date of birth, ID number and SSN remain private	§203B.04(d); §203B.12	Citizen Services Elections Staff; Absentee Ballot Board; Appointed Challengers
Absentee Ballots	Sealed absentee ballots prior to opening by an election judge	Private	§13.37 (2)	Citizen Services Elections Staff; Absentee Ballot Board
Ambulance Patient Care Report/EMSRB State Report	Entire report is private data pursuant to §144.807. However, any data from the report that become part of a report relating to a request for service or response/incident data are public pursuant to §13.82.	Private	§144.807 HIPAA Privacy Rules	EMS/Fire Department; Police Department; Finance Department
Applicant Data	Data about current and former applications for city employment except those listed in §13.43(3)	Private	§13.43 (4)	HR; Department Heads; other employees on an as needed basis as part of specific work assignment
Appointment Files-approved and not approved	Lists appointments of individuals by mayor and or board, or council to various boards, commissions and committees including applications	Public/Private	§13.601	City Manager's Office; City Clerk; Commission Staff Liaison; other employees on an as needed basis as part of specific work assignment

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
Appraisal Data	Estimated or appraised values in appraisals made for the purpose of selling or acquiring land are confidential until: submitted to a court appointed condemnation commissioner or presented in court in condemnation proceedings; when parties enter into agreement for the purchase/sale of the property; upon a majority vote of the city council to make such data public	Confidential/Public	§13.44 (3)	City Council on an as needed basis; EEDD staff on an as needed basis as part of specific work assignment; General Counsel
Attorney Data	Civil investigation files; investigative files; data related to attorney work product or data protected by attorney-client privilege	Private/Confidential	§13.39; §13.393	General Counsel; Prosecuting Attorney; HR Attorney; other employees on an as needed basis as part of specific work assignment
Automated License Plate Reader Data	License plate numbers, date, time and location data on vehicles, pictures of license plates, vehicles and areas surrounding the vehicles	Private	§13.824	Police Department staff on an as needed basis as part of specific work assignment
Background Checks	Local records check on individual for employment or licensing	Private	§13.87 (2)	Police Department; Department Heads and other staff on an

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
Bids-Sealed	Sealed bids, including the number of bids received, until the solicitation due date. Then, the names and dollar amounts become public while all other data are private until the completion of the selection process.	Private/Public	§13.37 (2); §13.591 (3.a)	as needed basis as part of specific work assignment City Council and various staff on an as needed basis as part of specific work assignment
Civil Investigative Data	Data collected as part of an active investigation undertaken to commence or defend a pending civil litigation, or which are retained in anticipation of a pending civil litigation. Includes data contained in city attorney's letters, memos, reports, research files, other correspondence. Confidential data become public when an active investigation becomes inactive.	Confidential/Private (Complainant's statement)/Public upon occurrence of certain conditions	§13.39	City Attorney; Police Department; Code Enforcement staff on an as needed basis as part of specific work assignment; Department Heads
Complainant Data	The identities of persons who register complaints with the city concerning violations of state laws/local ordinances	Private	§13.44 (1)	Police Department; Code Enforcement Department; other staff on an as needed basis as part of specific work

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
	concerning the use of real property			assignment
Correspondence with Elected/Appointed Officials	Letters and electronic correspondence with city council/commission members	Private/Public	§13.601 (2)	City Council/Commission members; Responsible Authority and designees; other staff on an as needed basis as part of specific work assignment
Employee of Contractor or Subcontractor with the City (current and former)	Personal telephone number, home address, email address	Private	§13.43 (19)	HR; other employees on an as needed basis as part of specific work assignment
Employee Personnel Data/General	All data, records and files pertaining to current and former city employees, volunteers, independent contractors collected in the course of their work history with the city. Exceptions to private data are listed in §13.43 (2).	Private	§13.43 (4)	HR; Department Heads; other employees on an as needed basis as part of specific work assignment
Employee Personnel Data/Discipline/Investigations	Active personnel discipline investigation file. Certain private/confidential data become public upon occurrence of certain conditions listed in §13.43 (2)	Private/Confidential/Public	§13.43 (4)	HR; Department Heads, City Council on an as needed basis
Employee Personnel Data/Medical and Legal	Includes such data, records and files relating to emergency contact	Private/Confidential	§13.43 (4)	HR; Department Heads on an as needed basis, Finance

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
	information, employee medical records, benefit enrollment forms; employee dependent(s) data, OSHA reports, worker's compensation forms, etc.			Department, HR Attorney; other employees on an as needed basis as part of specific work assignment
Labor Relations Information	Management positions that have not been presented during the collective bargaining process or interest arbitration, including information collected or created to prepare the management position	Private	§13.37 1(c)	City Manager's Office; HR Director; HR Attorney
Law Enforcement Data	911 audio recording; child abuse victim data (active and inactive); inactive crime photos clearly offensive to common sensibilities; pawnshop customer data; vulnerable adult identity data (active and inactive); inactive vulnerable adult maltreatment data if committed by a person/facility responsible for care; vulnerable adult mandated reporter identity data; victim of CSC or sex trafficking	Private	§13.82 (various subsections)	Police Department; Prosecuting Attorney; other employees on an as needed basis as part of specific work assignment

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
	identity data; firearms application data; local background checks; employment and license applicants criminal background checks; juvenile suspect/arrestee ID (except age and sex); predatory offender registration data; person's financial account and transaction numbers in financial transaction investigation data; victim of CSC identity data; undercover police officer ID			
Law Enforcement Data	Child abuse reporter data (active or inactive); State Accident Reports submitted to the DPS; domestic abuse data until a temporary court order is executed or served upon the respondent	Confidential	§13.82 (various subsections)	Police Department; Prosecuting Attorney; other employees on an as needed basis as part of specific work assignment
Motor Vehicle Data (DMV)	Vehicle registration data	Private	§168.346; USC 18, sec. 2721	DMV staff
National Night Out Participant List	Names, addresses, phone numbers, email addresses	Private	§13.37 (1.a)	PD staff on an as needed basis as part of specific work assignment;

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
Notification Data	Telephone numbers, email addresses, user names and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for the city's electronic periodic publications as requested by the individual	Private	§13.356	volunteers who participate in the program; City Council members who participate in the event Various staff as part of specific work assignment
Parks and Rec Mailing List, Registration Forms, Rosters	Mailing lists of program participants, form for participation, participants' personal data collected for the purpose of enrolling in a program	Private	§13.548	Parks and Rec and MCC staff on an as needed basis as part of specific work assignment
Planning Surveys/Questionnaires	Names and addresses of individuals and the legal description of property owned by individuals when collected in surveys conducted by the city for the purpose of planning, development and redevelopment	Private	§13.59 (1)	City Council and various commissions on an as needed basis as part of specific work assignment, EEDD staff on an as needed basis as part of specific work assignment
Request for Proposal (RFP)	All data are private until the end of the submission	Private/Public	§13.591 (3.b)	City Council and various staff on an as

Inventory of Private/Confidential Data on Individuals (§13.025; Minn. Rules 1205.2000, subd.5)

NAME OF RECORD, FILE, SYSTEM OR PROCESS	DESCRIPTION OF RECORD, FILE, SYSTEM OR PROCESS	DATA CLASSIFICATION	STATE STATUTE CITATION FOR CLASSIFICATION	EMPLOYEE WORK ACCESS
	deadline, then the names become public. All other data remain private until the completion of the evaluation process.			needed basis as part of specific work assignment
Social Security Number	In part or in whole	Private	§13.355	Certain employees on an as needed basis as part of specific work assignment

RESOLUTION NO. _____

A RESOLUTION ADOPTING THE DATA PRACTICES POLICIES FOR DATA SUBJECTS AND MEMBERS OF THE PUBLIC AND THE POLICY FOR ENSURING THE SECURITY OF NOT PUBLIC DATA

WHEREAS, Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act (MGDPA), requires that the City of Maplewood have policies setting out the process by which individuals can inspect or get copies of government data; and

WHEREAS, the MGDPA requires that the City of Maplewood must have one policy explaining the rights the public has to get access to public data (Minnesota Statutes, section 13.025, subd.2) and one policy explaining the rights data subjects have to get access to data about themselves (Minnesota Statutes, section 13.025, subd. 3); and

WHEREAS, Minnesota Statutes, section 13.05, subd.5, as amended, further requires that the City of Maplewood create procedures ensuring that data that are not public are only accessible to persons whose work assignment reasonably requires access to the data and develop an additional policy incorporating these procedures; and

WHEREAS, Minnesota Statutes, section 13.025, subd.1, further requires that the City of Maplewood create a data inventory document that identifies and describes any private or confidential data maintained by the City; and

WHEREAS, the Maplewood City Council desires to comply with the requirements of the MGDPA and wishes to adopt the above referenced policies as required under the statute.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the Data Practices Policy for Data Subjects, the Data Practices Policy for Members of the Public and the Policy for Ensuring the Security of Not Public Data.

Passed and adopted by the Maplewood City Council on this 28th day of March 2016.

By: Nora Slawik
Its Mayor

Attest: Karen Haag
Its City Clerk

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Citizen Services Director
Ajla Arnold, Citizen Services

DATE: March 18th 2016

RE: Consider Approval of a Resolution Amending the Rules of Procedure for City Council and Council Meetings Authorizing Disposal of the City Council and Council Meetings Audio/Video Recordings in Accordance With Adopted Schedule

Introduction

The city council passed a resolution adopting the General Records Retention Schedule in February 2013. The city has submitted the required notification to the State Archives about the adoption in August 2013, which formally extends the authority to the city to start disposing of the records in accordance with the approved schedule. Staff is asking the council to formally approve disposal of the current volume of old audio tapes, VHS tapes and DVDs of the city council/commissions/boards meetings that are well passed the retention period and approve attached resolution establishing the administrative procedures for future retention and disposal of those types of records.

Background/Discussion

This request is part of an ongoing effort by the city to migrate to electronic storage of all long term and permanent paper official records and to continue the process of disposing of all records with the expired retention period according to said schedule. A formal adoption of the records retention schedule authorizes the city to begin the process of records disposal based on the approved schedule. The only requirement is to inventory the records and log them on a prescribed form that has to be kept in perpetuity. Staff has completed an inventory of all audio and video recordings of all city council and council meetings currently in storage. The records date back to 1970's through current date. The current records retention schedule recommends disposal of audio/video recordings three months after the approval of the minutes. The exceptions for closed meetings are as follows: meetings involving labor negotiations – 3 years; meetings involving security information – 4 years; meetings involving purchase/sale of property – 8 years.

According to the current Rules of Procedure for City Council and Council Meetings, the meetings that are webstreamed are kept accessible to the public on the city website for 18 months.

The attached resolution would allow the city to better manage and streamline the process of electronic records retention by allowing the city to move away from the actual physical media storage of the recorded meetings while providing the same content to the public beyond the prescribed minimum retention period through webstreaming on the city website. This would cut down the cost of employee time and materials involved in managing the records. For closed meetings, in the interest of long term transparency, staff is recommending that all closed

meetings be kept for eight years, unless State Law prescribes a longer timeframe. The following language would be stricken out from the current Rules of Procedure for City Council and Council Meetings as there is no requirement to record these types of meetings and the underlined language would be added (see attachment 2):

Section 14

Council Administrative Policies

D. Other Matters

~~Ad hoc committees and council appointed task force meetings shall be audio recorded and retained for one year after the completion of the reason for the committee or task force or for one year after the project is completed.~~

All closed meetings shall be audio recorded and kept for eight years, unless State Law mandates a longer retention period for a specific type of closed meetings, in which case the longest timeframe becomes the default retention period for all closed city meetings.

Budget Impact

Staff has reached out to First Shred, our current shredding company, and has received a cost estimate at \$20 per standard size box. Staff is estimating there would be approximately 15-20 boxes of various media that will be shredded at our location. No other costs are estimated for the project completion.

Recommendation

It is recommended that the council approves the attached resolution:

Attachment 1. Revision to the Rules of Procedure for City Council and Council Meetings, Section 14, Council Administrative Policies, D. Other Matters

Attachment 2. Resolution Amending the Rules of Procedure for City Council and Council Meetings Authorizing Disposal of the City Council and Council Meetings Audio/Video Recordings in Accordance With Adopted Schedule

D. Other Matters

Web streaming of city council meetings will be available on the city website as soon as is practical after each meeting and will remain available on the website for no less than 18 months after any given meeting.

~~Ad hoc committees and council appointed task force meetings shall be audio recorded and retained for one year after the completion of the reason for the committee or task force or for one year after the project is completed.~~

All closed meetings shall be audio recorded and kept for eight years, unless State Law mandates a longer retention period for a specific type of closed meetings, in which case the longest timeframe becomes the default retention period for all closed city meetings.

Permit fees for events sponsored by the City may be waived by the City Manager or his/her designee.

The City, at the discretion of the City Manager, may allow the building to be closed early on the day before Christmas and the day before New Year's.

The council chambers will be made available for non-partisan political meetings, non-political town hall meetings and candidate forums at no charge for a maximum use of 4 hours during periods when not otherwise required for City business and when a building custodian is scheduled to be on the premises.

No political articles or ads are permitted in the Maplewood Monthly except for announcing details of a non-partisan forum or informational meeting being held by a local, state or federal official currently holding office. During municipal General Elections candidates may have an equal opportunity to submit a bio and statement of why they are running for office along with their picture.

City Council members may will have the opportunity to submit articles in the Maplewood Monthly. The schedule will be rotated so that the Mayor has three articles and each councilmember having two. The City Manager will also submit a recap article in the December issue. In the event that a councilmember files for an office on the ballot they will be omitted from the rotation until the election is held and they are no longer on the ballot or have been elected to the office. A councilmember may have the option to assign his/her scheduled newsletter article month to any other councilmember or to the Mayor if they so chose.

A group picture of the city council will be included in the Monthly. In the "Council Corner" section of the Monthly the picture of the council member writing the article will appear with the following disclaimer below it: The Council Corner is a space that is rotated between the Mayor and Councilmembers Editorial views expressed are those of the author and may not necessarily represent or reflect the views and opinions of the City of Maplewood.

RESOLUTION NO. _____

**AMENDING THE RULES OF PROCEDURE FOR CITY COUNCIL AND COUNCIL MEETINGS
AUTHORIZING DISPOSAL OF THE CITY COUNCIL AND COUNCIL MEETINGS
AUDIO/VIDEO RECORDINGS IN ACCORDANCE WITH ADOPTED SCHEDULE**

WHEREAS, it is the responsibility of the City Council of the City of Maplewood to establish and maintain an active, continuing program for the economical and efficient management of the records for the City, according to Minn. Stats. 138.17, subd.7; and

WHEREAS, the City Council of the City of Maplewood has formally adopted the "Minnesota General Records Retention Schedule for Cities" which authorizes the city to dispose of municipal records according to said schedule; and

WHEREAS, in accordance with the General Records Retention Schedule, the City Council of the City of Maplewood authorizes disposal of all city council/commissions/boards meetings currently stored on any type of physical media storage currently in the possession of the city; and

WHEREAS, in accordance with the Rules of Procedure for City Council and Council Meetings, web streaming of city council and council meetings will be available on the city website as soon as is practical after each meeting and will remain available on the website for no less than 18 months after any given meeting; and

WHEREAS, in accordance with the Rules of Procedure for City Council and Council Meetings, all closed meetings shall be audio recorded and kept for eight years, unless State Law mandates a longer retention period for a specific type of closed meetings, in which case the longest timeframe becomes the default retention period for all closed city meetings.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Maplewood, Minnesota amends the Rules of Procedure for City Council and Council Meetings to include above provisions; and

BE IT FURTHER RESOLVED, that following approval of the resolution, the City Clerk's office is authorized to commence disposal of said records as set forth in said schedule.

Passed and Adopted by the Maplewood City Council on this 28th day of March 2016.

By: Nora Slawik
Its Mayor

Attest: Karen Haag
Its City Clerk

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Karen Haag, Citizen Services Director
DATE: March 23, 2016
SUBJECT: Consider Approval of a Noise Control Waiver Request for Zamora Entertainment, at the Aldrich Arena, 1850 White Bear Avenue

Introduction

An application for a Noise Control Waiver Request has been submitted by Alia Dinga on behalf of Zamora Entertainment for an indoor event at the Aldrich Arena on Saturday, April 9th, 2016.

Background

The City of Maplewood's noise control ordinance states that there shall be no excessive noise or disturbance between the hours of 7:00 PM and 7:00 AM Monday through Saturday, and all day Sunday, unless a waiver has been obtained. The waiver has been applied for in conjunction with a Latino concert showcasing a DJ and three (3) bands, with doors opening at 8:30 PM and live music beginning at 9:15 PM until 1:30 AM.

Recommendation

Staff recommends that Council approve the Noise Control Waiver Request for Zamora Entertainment at the Aldrich Arena, 1850 White Bear Avenue on Saturday, April 9, 2016 from 8:30 PM to 1:30 AM on Sunday, April 10, 2016.

City of Maplewood
City Council Meeting Sign-Up Sheet
For Agenda Items and Visitor Presentations

*By putting your name and address on this sheet, you are indicating
which agenda item you would like to discuss with the City Council*

Date: March 28, 2016

Name - First & Last
(please print clearly)

Address

Agenda Item

- | | | | |
|-----|--------------------|-------------------------------------|------------------|
| 1. | <u>JOHN WYKOFF</u> | <u>2345</u> | <u></u> |
| 2. | <u>Bob Zick</u> | <u>NSP Inside Insight News Hour</u> | <u>F3, J2, L</u> |
| 3. | <u></u> | <u></u> | <u></u> |
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| 15. | <u></u> | <u></u> | <u></u> |