

AGENDA

MAPLEWOOD CITY COUNCIL
7:00 P.M., Monday, December 8, 1997
Council Chambers, Municipal Building
Meeting No. 97-24

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. APPROVAL OF MINUTES

1. Minutes of Meeting 97-22 (November 24, 1997)

E. APPROVAL OF AGENDA

EA. PRESENTATIONS

1. Planning Commission Appointment - Matt Ledvina

F. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion on these items. If a member of the City Council wishes to discuss an item, that item will be removed from the Consent Agenda and will be considered separately.

1. Approval of Claims
2. Conditional Use Permit Review - Northern (1255 Cope Avenue)
3. Conditional Use Permit Review - Edgerton School (1929 Edgerton Street)
4. Conditional Use Permit Review - Gethsemane Church (2410 Stillwater Road)
5. Conditional Use Permit Review - Crestview Forest Townhomes (Sterling Street South)
6. Preliminary Plat Time Extension - Highwood Fourth Addition (South of Highwood Ave, West of Lakewood Drive)
7. St. Paul Business Center Water Agreement
8. Regular Part-Time Clerk-Typist Position
9. Budget Transfer - Legal Services
10. Fire Services Contract - Landfall
11. 1998 Temporary/Seasonal and Part-Time Wages
12. Certification of Unpaid Sewer Charges
13. Financial Transfers for Unassessed Utility Improvements
14. Dental Self-Insurance Fund Budget Changes
15. Certification of Delinquent False Alarm Bills

G. PUBLIC HEARINGS

1. 7:00 P.M.: Proposed 1998 Budget and Property Taxes
 - a. Citizen Comments _____
 - b. Council Discussion _____
 - c. Resolution to Adopt the 1998 Budget _____
 - d. Resolution to Adopt the Tax Levy for 1998 _____

2. 7:15 P.M.: Forest Lawn Memorial Park
Conditional Use Permit _____
Design Approval _____
3. 7:30 P.M.: Gladstone Area Street Vacations (West of Manton Street, South of Skillman Avenue) _____

H. AWARD OF BIDS

I. UNFINISHED BUSINESS

1. Community Development Department Fee Ordinance (Second Reading) _____
2. Lake Gervais Use Ordinance Revision - Second Reading _____

J. NEW BUSINESS

1. Certification of Sewer Cash Connection Charge _____
2. Write Off Uncollectible Ambulance Bills for 1995 _____
3. Update on Mayor and Council Appointment Process _____

K. VISITOR PRESENTATIONS

L. COUNCIL PRESENTATIONS

1. _____
2. _____
3. _____
4. _____

M. ADMINISTRATIVE PRESENTATIONS

1. _____
2. _____
3. _____

N. ADJOURNMENT

MINUTES OF MAPLEWOOD CITY COUNCIL
7:00 P.M., Monday, November 24, 1997
Council Chambers, Municipal Building
Meeting No. 97-22

A. CALL TO ORDER

A regular meeting of the City Council of Maplewood, Minnesota was held in the Council Chambers, Municipal Building, and was called to order at 7:00 P.M. by Mayor Bastian.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Gary W. Bastian, Mayor	Present
Sherry Allenspach, Councilmember	Present
Dale H. Carlson, Councilmember	Present
Marvin C. Koppen, Councilmember	Present
George F. Rossbach, Councilmember	Present

D. APPROVAL OF MINUTES:

1. Minutes of Council/Manager Workshop of November 3, 1997

Councilmember Carlson moved to approve the minutes of the Council/Manager Meeting of November 3, 1997 as presented.

Seconded by Councilmember Allenspach Ayes - all

2. Minutes of Meeting 97-21 (November 10, 1997)

Councilmember Rossbach moved to approve the minutes of Meeting No. 97-21 (November 10, 1997) as presented.

Seconded by Councilmember Carlson Ayes - all

E. APPROVAL OF AGENDA:

Mayor Bastian moved to approve the Agenda as amended:

L1 Mayor's Update
L2 Succession Session
L3 Workshop Agenda
M1 Closed Session

Seconded by Councilmember Carlson Ayes - all

EA. APPOINTMENTS/PRESENTATIONS

1. Maplewood Athletic Association Donation for Gladstone Park

- a. Manager McGuire introduced the staff report.
- b. Director of Parks & Recreation Anderson presented the specifics of the report.
- c. Jerry Harrigan, President, Maplewood Athletic Association presented a donation of \$50,000 from the MAA to the City for ball field improvements at Gladstone Community Park.

2. Troop 9 - Community Merit Badge

- a. Members of Scout Troop 9, attending the Council meeting in order to fulfill the requirements for their Community Merit Badge were introduced:
 - 1) Mike Moorehead, Chairperson for Troop 9
 - 2) Nick Stalman, 1802 Ross Avenue, St. Paul
 - 3) Steven Evertz, 905 Kennard, St. Paul
 - 4) Bobby Clark, 1849 Case Avenue, St. Paul
 - 5) David Clark, 1849 Case Avenue, St. Paul
 - 6) Brandon Fischer, 1683 Case Avenue, St. Paul
 - 7) Troy Colford, 1710 York Avenue, St. Paul
 - 8) Jake Colford, 1710 York Avenue, St. Paul

F. CONSENT AGENDA:

Councilmember Carlson moved, seconded by Councilmember Koppen; ayes - all, to approve the Consent Agenda, Items F1 thru F8, as recommended.

1. Approval of Claims

Approved the following claims:

ACCOUNTS PAYABLE:	\$ 97,288.14	Checks #7279-#7293 Dated 11-4-97 thru 11-7-97
	\$ 693,811.76	Checks #34718-#34858 Dated 11-11-97
	\$ 18,859.83	Checks #7294-#7297 Dated 11-12-97 thru 11-14-97
	<u>\$ 202,796.82</u>	Checks #34861-#34966 Dated 11-18-97
	\$1,012,756.55	Total Accounts Payable
PAYROLL:	\$ 290,189.32	Payroll Checks and Direct Deposits Dated 11-14-97
	<u>\$ 47,755.92</u>	Payroll Deductions Dated 11-14-97
	\$ 337,945.24	Total Payroll
	<u>\$1,350,701.79</u>	GRAND TOTAL

2. Purchase of Computerized Records Equipment - Confiscated Funds

Authorized the expenditure of \$2,600.00 of asset forfeiture funds to purchase digital archiving equipment for the police records unit in order to expedite processing and storage, facilitate accessibility and ensure safety and integrity of records.

3. Charitable Gambling - Maplewood Athletic Association (The Bird)

Adopted the following Resolution:

97 - 11 - 131

APPROVING CHARITABLE GAMBLING - MAPLEWOOD ATHLETIC ASSOCIATION AT THE BIRD

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the premises permit for lawful gambling is approved for the Maplewood Athletic Association to operate at The Bird, 3035 White Bear Avenue, Maplewood, Minnesota.

FURTHERMORE, that the Maplewood City Council waives any objection to the timeliness of application for said permit as governed by Minnesota Statute §349.213.

FURTHERMORE, that the Maplewood City Council requests that the Gambling Control Division of the Minnesota Department of Gaming approve said permit application as being in compliance with Minnesota Statute §349.213.

NOW, THEREFORE, be it further resolved that this Resolution by the City Council of Maplewood, Minnesota, be forwarded to the Gambling Control Division for their approval.

4. Charitable Gambling - Maplewood Athletic Association (Gulden's)

Adopted the following Resolution:

97 - 11 - 132

APPROVING CHARITABLE GAMBLING - MAPLEWOOD ATHLETIC ASSOCIATION AT GULDEN'S

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the premises permit for lawful gambling is approved for the Maplewood Athletic Association to operate at Gulden's Roadhouse, 2999 North Highway 61, Maplewood, Minnesota.

FURTHERMORE, that the Maplewood City Council waives any objection to the timeliness of application for said permit as governed by Minnesota Statute §349.213.

FURTHERMORE, that the Maplewood City Council requests that the Gambling Control Division of the Minnesota Department of Gaming approve said permit application as being in compliance with Minnesota Statute §349.213.

NOW, THEREFORE, be it further resolved that this Resolution by the City Council of Maplewood, Minnesota, be forwarded to the Gambling Control Division for their approval.

5. Charitable Gambling - Hill Murray Mothers' Club (Bleachers)

Adopted the following Resolution:

97 - 11 - 133

APPROVING CHARITABLE GAMBLING - HILL MURRAY MOTHERS' CLUB AT BLEACHERS

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the premises permit for lawful gambling is approved for the Hill Murray Mothers' Club to operate at Bleachers, 2220 White Bear Avenue, Maplewood, Minnesota.

FURTHERMORE, that the Maplewood City Council waives any objection to the timeliness of application for said permit as governed by Minnesota Statute §349.213.

FURTHERMORE, that the Maplewood City Council requests that the Gambling Control Division of the Minnesota Department of Gaming approve said permit application as being in compliance with Minnesota Statute §349.213.

NOW, THEREFORE, be it further resolved that this Resolution by the City Council of Maplewood, Minnesota, be forwarded to the Gambling Control Division for their approval.

6. Project 95-11, Century Ave. North of Highwood - No Parking Resolution

Adopted the following Resolution:

97 - 11 - 134

ESTABLISHING NO-PARKING ZONE - WEST SIDE OF CENTURY

NOW, THEREFORE, BE IT RESOLVED by the City Council of Maplewood, Minnesota that a no-parking zone is established on the west side of Century Avenue from Highwood Avenue to Linwood Avenue.

7. Project 93-11, Cave's English Street Third Addition - Final Project Acceptance

Adopted the following Resolution:

97 - 11 - 135

ACCEPTANCE OF PROJECT 93-19, CAVE'S ENGLISH THIRD ADDITION

WHEREAS, the City Engineer for the City of Maplewood has determined that Cave's English Third Addition, City Project 93-19, is complete and recommends acceptance of the project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that City Project 93-19 is complete and maintenance of these improvements is accepted by the City. Release of any retainage or escrow is hereby authorized.

8. Project 96-02, Gervais Ave. - Landscape Contract Final Payment

Adopted the following Resolution:

97 - 11 - 136

ACCEPTING PROJECT 96-02, GERVAIS AVENUE LANDSCAPE IMPROVEMENTS

WHEREAS, the City Engineer for the City of Maplewood has determined that Gervais Avenue Landscape Improvements, City Project 96-02, is complete and recommends acceptance of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that City Project 96-02 is complete and maintenance of these improvements is accepted by the City. Release of any retainage or escrow is hereby authorized.

G. PUBLIC HEARINGS

1. 7:00 P.M. (7:12 P.M.): Rezoning (F to BC) 2500 White Bear Avenue

- a. Mayor Bastian convened the meeting for a public hearing regarding . .
- b. Manager McGuire introduced the staff report.
- c. Director of Community Development Coleman presented the specifics of the report.
- d. Commissioner Milo Thompson presented the Planning Commission report.
- e. Mayor Bastian opened the public hearing, calling for proponents or opponents. The following person was heard:

Ralph Sletten, 2747 Clarence Street North

- f. Mayor Bastian closed the public hearing.
- g. Councilmember Koppen introduced the following Resolution and moved its adoption:

97 - 11 - 137

ZONING MAP CHANGE - F (FARM) TO BC (BUSINESS COMMERCIAL)

WHEREAS, City staff applied for a rezoning from F (farm) to BC (Business Commercial).

WHEREAS, this rezoning applies to a 1.62 acre tract at 2500 White Bear Avenue. The legal description of the property is:

Subject to White Bear Avenue and German Street, the north 150 feet of the south 495 feet of part of northwest 1/4 of the southeast 1/4 of the northwest 1/4 east of the centerline of said avenue in Section 11, Township 29, Range 22 in Maplewood, Minnesota.

WHEREAS, the history of this rezoning is as follows:

1. The Planning Commission reviewed this rezoning on October 20, 1997. They recommended that the City Council approve the rezoning.
2. The City Council held a public hearing on November 24, 1997. The City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners as required by law. The Council gave everyone at the hearing an opportunity to speak and present written statements. The Council also considered reports and recommendations from the City staff and Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve the above-described rezoning for the following reasons:

1. The proposed change is consistent with the spirit, purpose and intent of the zoning code.
2. The proposed change will not substantially injure or detract from the use of the neighboring property or from the character of the neighborhood, and that the use of the property adjacent to the area included in the proposed change or plan is adequately safeguarded.
3. The proposed change will serve the best interests and conveniences of the community where applicable, and the public welfare.
4. The proposed change would have no negative effect upon the logical, efficient and economical extension of public services and facilities, such as public water, sewer, police and fire protection and schools.
5. State law now requires all cities in the metropolitan area to have consistent zoning and land use plans.
6. The Ramsey County Assessor's Office said that the zoning change should not affect the property taxes of the site.

Seconded by Councilmember Carlson

Ayes - all

2. 7:15 P.M. (7:22 P.M.): Rezoning (R-1 to BC-M) 2836 White Bear Avenue
 - a. Mayor Bastian convened the meeting for a public hearing regarding . .
 - b. Manager McGuire introduced the staff report.
 - c. Director of Community Development Coleman presented the specifics of the report.
 - d. Commissioner Thompson presented the Planning Commission report.
 - e. Mayor Bastian opened the public hearing, calling for proponents or opponents. The following person was heard:

Bruce Fisher, 2836 White Bear Avenue, property owner
 - f. Mayor Bastian closed the public hearing.
 - g. Councilmember Carlson introduced the following Resolution and moved its adoption:

97 - 11 - 138

**ZONING MAP CHANGE
R-1 (SINGLE FAMILY RESIDENTIAL) TO BC-M (BUSINESS COMMERCIAL MODIFIED)**

WHEREAS, City staff applied for a rezoning from R-1 (single-family residential) to BC-M (business commercial modified).

WHEREAS, this rezoning applies to a .90 acre tract at 2836 White Bear Avenue. The legal description of the property is:

Subject to White Bear Avenue and except the east 455 feet the south 195 feet of the north 520 feet of part of northeast 1/4 of the southwest 1/4 of the centerline of said avenue in Section 2, Township 29, Range 22 in Maplewood, Minnesota.

WHEREAS, the history of this rezoning is as follows:

1. The Planning Commission reviewed this rezoning on October 20, 1997. They recommended that the City Council approve the rezoning.
2. The City Council held a public hearing on November 24, 1997. The City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners as required by law. The Council gave everyone at the hearing an opportunity to speak and present written statements. The Council also considered reports and recommendations from the City staff and Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the City Council approve the above-described rezoning for the following reasons:

1. The proposed change is consistent with the spirit, purpose and intent of the zoning code.

2. The proposed change will not substantially injure or detract from the use of the neighboring property or from the character of the neighborhood, and that the use of the property adjacent to the area included in the proposed change or plan is adequately safeguarded.
3. The proposed change will serve the best interests and conveniences of the community where applicable, and the public welfare.
4. The proposed change would have no negative effect upon the logical, efficient and economical extension of public services and facilities, such as public water, sewer, police and fire protection and schools.
5. State law now requires all cities in the metropolitan area to have consistent zoning and land use plans.
6. The Ramsey County Assessor's Office said that the zoning change should not affect the property taxes of the site.

Seconded by Councilmember Rossbach

Ayes - all

H. AWARD OF BIDS

NONE

I. UNFINISHED BUSINESS

NONE

J. NEW BUSINESS

1. Buck's Unpainted Furniture Design Appeal (White Bear Avenue, North of Radatz Avenue)

- a. Manager McGuire introduced the staff report.
- b. Director of Community Development Coleman presented the specifics of the report.
- c. Boardmember Marie Robinson presented the Community Design Review Board report.
- d. Mayor Bastian asked if anyone wished to speak before the Council regarding this matter. The following persons were heard:

Randy Buck, owner, Buck's Unpainted Furniture
 Lois Patwell, 1927 Radatz Avenue
 Pat Kelly, City Attorney
 Randy Buck, second appearance

- e. Mayor Bastian moved to amend Condition 2.b. and delete Condition 2.c.3 of the Community Design Review Board's motion to read (additions underlined, deletions crossed out):

2.b. (Before getting a building permit) Revise the landscape plan for staff approval, replacing the shrubs that are within the 25-foot sight triangle with lower growing shrubs and substituting the Amur Maple trees with another species. The applicant shall also show a six-foot-tall, decorative wood screening fence along the west lot line. This fence shall begin at the south end of the building and run north 100 feet. This fence shall be at least 80 percent opaque. The applicant shall submit the fence design to staff for approval.

~~2.c.3. (Before getting a building permit, the applicant shall revise the site plan for staff approval showing) Low profile, ground mounted lights on the west side of the site to illuminate the back driveway. Care should be taken so the intensity of these lights are not so strong that they overly light up the back of the building.~~

2.c.3. An easement must be obtained from the Patwells for preparation, installation and maintenance of the fence.

Seconded by Councilmember Carlson

Ayes - all

2. Moratorium Study Area - South and East of I-494

- a. Manager McGuire introduced the staff report.
- b. Director of Community Development Coleman presented the specifics of the report.
- c. Mayor Bastian asked if anyone wished to speak before the Council regarding this matter. The following persons were heard:

Carl Tollefson, Developer
Jeff Bonsell, 2239 Foxtail, Land O Lakes (Mother is property owner)

d. Councilmember Koppen moved to:

- 1) When Maplewood updates the Comprehensive Plan in 1998,
 - a) Delete the east-west street south of Carver Avenue.
 - b) Show the planned park as a park search area, rather than a specific site.
- 2) Direct staff to prepare a zoning code amendment to add a rural residential zoning district to the code. This new district should include a minimum lot size, a minimum lot width, and the permitted and conditional uses.

Seconded by Councilmember Carlson

Ayes - all

3. Fee Increase - Cigarette License

- a. Manager McGuire introduced the staff report.
- b. City Clerk Guilfoile presented the specifics of the report.

- c. Mayor Bastian asked if anyone wished to speak before the Council regarding this matter. No one appeared.
- d. Councilmember Carlson moved to increase the fee for a cigarette license from \$45.00 to \$75.00, to cover costs of administrative services and the monitoring process.

Seconded by Councilmember Rossbach

Ayes - all

4. Fee Increase - Pawn Shop

- a. Manager McGuire introduced the staff report.
- b. City Clerk Guilfoile presented the specifics of the report.
- c. Mayor Bastian asked if anyone wished to speak before the Council regarding this matter. No one appeared.
- d. Councilmember Koppen moved to have separate licenses for second hand dealers and pawn shops, with increases as follows:
 - 1) Second Hand Dealers: License fee increase by 3%, from \$274.00 to \$282.00;
 - 2) Pawn Shops: License fee increase from \$274.00 to \$8,000 with \$4,000 due January 1 and \$4,000 due June 15.

Seconded by Councilmember Carlson

Ayes - all

K. VISITOR PRESENTATIONS

- 1. Ralph Sletten, 2747 Clarence Street
 - a. Mr. Sletten gave a presentation about the current Beam Avenue compost site.
 - b. Mayor Bastian moved to direct staff to look at the current conditions at the site.

Seconded by Councilmember Carlson

Ayes - all

L. COUNCIL PRESENTATIONS

1. Mayor's Update

- a. Mayor Bastian reminisced about his years with Maplewood, and submitted his resignation, effective at 11:59 P.M. on November 24, 1997

2. Succession Session

- a. Councilmembers Carlson, Koppen and Rossbach explained the process of appointing the Mayor's replacement at the December 1, 1997 Council/Manager workshop and the process for appointing a Councilmember, if necessary.
- b. City Attorney Kelly presented the procedure set by State Statutes for replacing the Mayor and Councilmembers.

3. Workshop Agenda

- a. Mayor and Council agreed that the Workshop Agenda was covered in preceding discussions.

M. ADMINISTRATIVE PRESENTATIONS

1. Closed Session

- a. Mayor Bastian moved entering into a closed session to discuss litigation.

Seconded by Councilmember Carlson

Ayes - all

COUNCIL ENTERED CLOSED SESSION AT 9:08 P.M.

- a. Attorney Kelly presented information regarding:
 - 1) Pending APT alternative sites
 - 2) Four Crowns, Wendy's (loss of income)
 - 3) Schreier - (eminent domain)
- b. Mayor Bastian moved to end the closed session and re-open the Council meeting.

Seconded by Councilmember Carlson

Ayes - all

MAYOR BASTIAN RE-OPENED THE CITY COUNCIL MEETING AT 9:25 P.M.

N. ADJOURNMENT

9:30 P.M.

Karen Guilfoile, City Clerk

EA 1

MEMORANDUM

Action by Council:

TO: City Manager
FROM: Melinda Coleman, Community Development Director
SUBJECT: **PLANNING COMMISSION APPOINTMENT**
DATE: November 21, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

The planning commission has a vacancy created by the resignation of David Kopesky. This term ends on December 31, 1998. Mr. Matt Ledvina, a member of the community design review board, has applied to fill this vacancy. Please see his application materials on pages 2-5.

BACKGROUND

The planning commission's rules of procedure state that the commission shall recommend candidates based on qualifications and a representative geographical distribution of members. (See the planning commission membership map on page 6.) Staff ran notices three different times in recent months to recruit applicants for the planning commission. We had no success in getting new applicants from the notices. Mr. Ledvina is the only person to express an interest in serving on the commission.

COMMISSION ACTION

On November 17, 1997, the planning commission recommended that the council appoint Mr. Ledvina to the planning commission.

RECOMMENDATION

Interview Mr. Ledvina for the planning commission vacancy.

p:/misc/pcappt.mem

Attachments:

1. Matt Ledvina Application
2. Planning Commission Membership Map

31 1997

October 30, 1997

Ms. Melinda Coleman
Director of Community Development
City of Maplewood
1830 East County Road B
Maplewood, MN 55109

Dear Ms. Coleman:

This letter is sent to express my interest in the position that is available for the Planning Commission. Responses to items 4) through 6) of the Applicant Information Form are included in this cover letter. I have enclosed the Applicant Information Form and my professional resume for your review.

I am interested in all aspects of the Planning Commission. I would like to see that development and redevelopment of sites within the City of Maplewood occur with a high degree of environmental sensitivity. This includes preservation of landforms, pollution prevention and ecosystem management. I believe that the concepts of sustainable development can be more explicitly integrated into many aspects of planning decisions.

My wife and I moved to Maplewood in March of 1995 and I became a member of the Maplewood Design Review Board in February 1997. I served as a Planning Commissioner for the City of Chanhassen for three years until the time we moved to Maplewood. I also served as Planning Commission liaison to the Housing and Redevelopment Authority as well as a member of the Bluff Creek Corridor Preservation Task Force. I invite you to contact the City of Chanhassen Mayor Nancy Mancino (474-3861) or Planning Director Kate Aanenson (937-1900, ext. 118) if you would like more information regarding my involvement with the City of Chanhassen.

I believe I can make a significant contribution to the community by providing careful review of, and creative input for, the various projects that are undertaken within the City of Maplewood. My educational and professional experiences have enabled me to develop a broad perspective on many complicated issues which must be decided by the City Council with support from the various advisory groups.

Thank you for your consideration regarding the available position.

Sincerely,



Matthew L. Ledvina

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**CITY OF MAPLEWOOD
BOARDS AND COMMISSIONS
APPLICANT INFORMATION FORM**



NAME Matthew Ledvina
 ADDRESS 1173 Lakewood Dr. S. ZIP 55119
 PHONE NO. Work: 559-1423 Home: 578-1658 DATE 10/27/97

- 1) How long have you lived in the City of Maplewood? 2 1/2 years
- 2) Will other commitments make regular attendance at meetings difficult? Yes No

Comments: _____

- 3) On which Board or Commission are you interested in serving? (please check)
- | | |
|------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Community Design Review Board | <input type="checkbox"/> Park & Recreation Commission |
| <input type="checkbox"/> Housing & Redevelopment Authority | <input checked="" type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Human Relations Commission | <input type="checkbox"/> Police Civil Service Commission |
- 4) Do you have any specific areas of interest within this Board's or Commission's scope of responsibilities?

see attached

- 5) List other organizations or clubs in the Community in which you have been or are an active participant:

see attached

- 6) Why would you like to serve on this Board or Commission?

see attached

ADDITIONAL COMMENTS:

THE INFORMATION CONTAINED IN THIS APPLICATION SHALL BE CLASSIFIED AS PUBLIC.

MATTHEW L. LEDVINA, P.E.

EMPLOYMENT:

B. A. Liesch Associates, Minneapolis, MN
Environmental and Engineering Consulting firm.
1987 - Present

J. M. Montgomery and Associates (formerly E.A. Hickok and Associates), Wayzata, MN.
Environmental and Engineering Consulting firm.
1984 - 1987

EDUCATION:

University of St. Thomas, St. Paul, MN
Master of Business Administration
May 1992

University of Wisconsin-Green Bay, Green Bay, WI
Graduate Course Work in Environmental Science
1982 - 1984

University of Wisconsin, Madison, WI
B.S., Civil and Environmental Engineering
May 1982

EXPERIENCE:

Corporate Safety: Served as a Corporate Radiation Safety Officer. Served as a member of the corporate Health and Safety Committee. Conducted in-house radiation safety training refresher seminars. Drafted corporate operating procedures and policies for construction site safety. Prepared numerous site specific safety plans for investigation and work on contaminated sites.

Industrial Solid Waste Management: Prepared numerous Management Plans for Industrial Solid Wastes received at landfills and incinerators. Characterization, evaluation and treatment/disposal/processing recommendations for paint wastes, ashes, resins, PCB wastes, food processing wastes, empty containers, asbestos, paper mill sewage sludge and low level radioactive wastes.

Engineering Design: Preparation of complete engineering plans for landfill liners with leachate collection from the development of conceptual design and MPCA permitting through construction. Economic analysis for alternative landfill liner materials and soil borrow studies for landfill sites. Prepared and implemented closure plans and reports including design of landfill gas venting systems, terrace systems for erosion control and drainage control structures. Conducted investigations of alternative final cover materials such as water treatment lime sludge, paper mill sewage sludge and synthetic membranes.

EXPERIENCE: (continued)

Assisted in the development of engineering plans for ground water removal and treatment systems, soil vapor extraction, in situ groundwater sparging systems and waste water treatment lagoons.

Rules and Administrative Orders: Proficient in the interpretation and applicability of State and Federal Rules including: RCRA Subtitle D, RCRA Subtitle C, RCRA Subtitle I, CERCLA, Clean Air Act Section 111B, NPDES, OSHA 29CFR 1910.120, NRC Title 10, MERLA, MN Solid Waste Facility Rules, MN EQB Rules and WDNR Solid Waste Facility Rules.

Assisted in regulatory negotiations of Request for Response Actions, Consent Orders, Stipulation Agreements and Closure Orders. Served as Project Engineer for conducting remedial investigations, feasibility studies and remedial action plans. Prepared solid waste facility cost estimates and developed mechanisms for complying with regulatory requirements of financial assurance for closure, long term care and contingency actions.

Site Remediation. Conducted studies to define landfill leachate quality and quantities for on-site treatment by aeration lagoons and off-site treatment by publicly owned treatment works. Performed economic analyses of waste water treatment alternatives to identify the most cost effective technique(s). Prepared remedial action plans for landfill and industrial sites to mitigate ground waters contaminated with dissolved metals and volatile organics. Supervised the successful excavation and manifesting of 1,000 tons of hazardous wastes and contaminated soil at an industrial site.

Construction Administration: Prepared design specifications and contract documents for administration of landfill liner/leachate collection system construction, landfill closure construction, and water supply well rehabilitation. Conducted all contract administration tasks for construction projects with budgets up to \$850,000. Involved in surveying and grade staking of liners, closure covers and borrow areas. Quality control work for clay liner placement and "as built" report preparation for construction certification.

Hydrogeologic Investigation: Developed and supervised the undertaking of numerous hydrogeologic investigations at solid waste landfills and industrial sites in various types of glacial and bedrock formations. Implementation of environmental monitoring systems in the evaluation of the magnitude and extent of groundwater contamination. Conducted hydraulic testing of monitoring wells and pumping wells to define aquifer characteristics.

REGISTRATION:

Professional Engineer, States of Minnesota, Wisconsin and New Jersey.

PROFESSIONAL AFFILIATIONS:

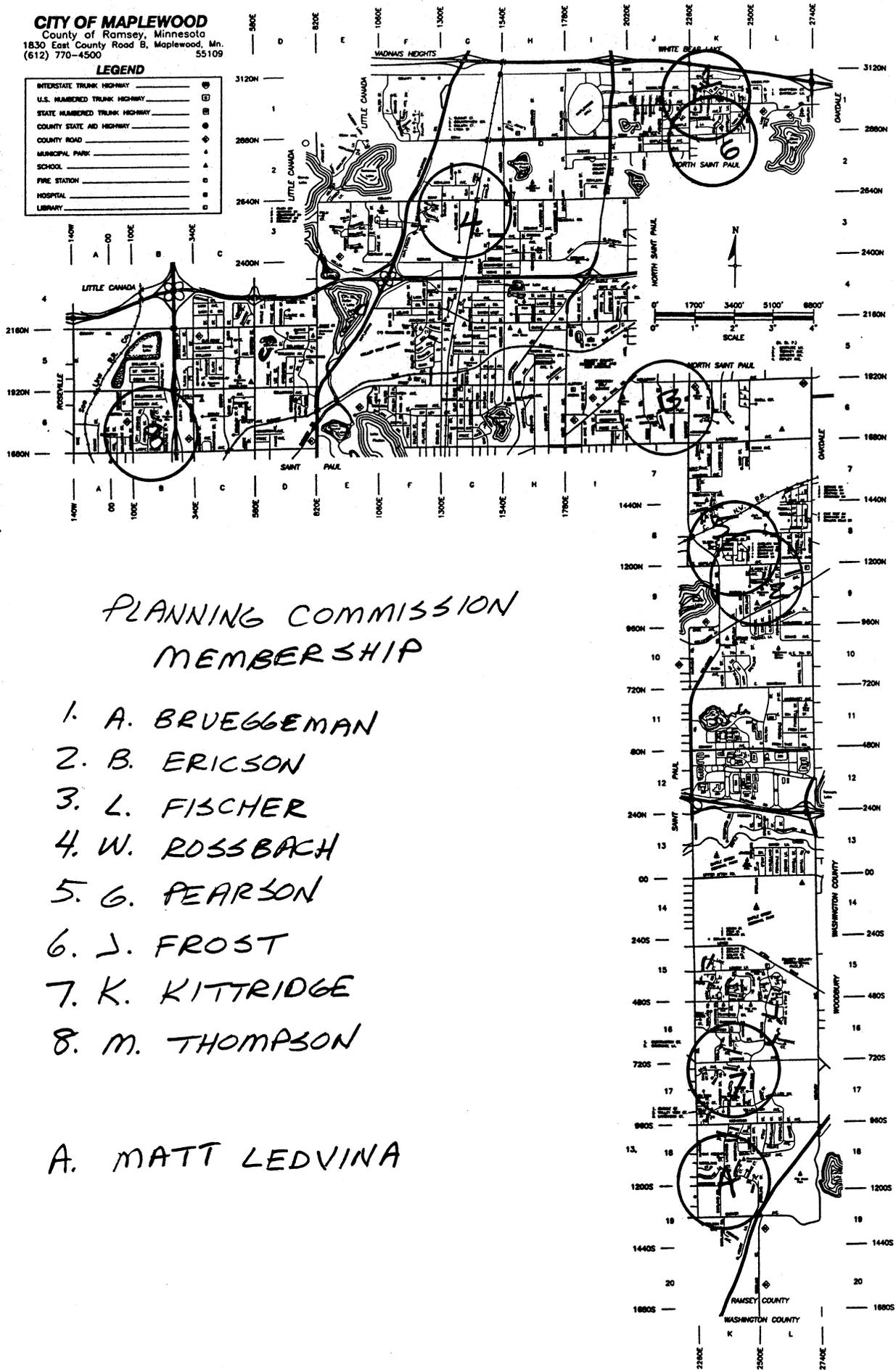
Industrial Council on Environmental Management
MPCA Solid Waste Facility Financial Assurance Task Force
American Society of Civil Engineers
National Society of Professional Engineers

References Available on Request.

CITY OF MAPLEWOOD
County of Ramsey, Minnesota
1830 East County Road B, Maplewood, Mn.
(612) 770-4500 55109

LEGEND

INTERSTATE TRUNK HIGHWAY	⊙
U.S. NUMBERED TRUNK HIGHWAY	⊠
STATE NUMBERED TRUNK HIGHWAY	⊡
COUNTY STATE AID HIGHWAY	⊢
COUNTY ROAD	⊣
MUNICIPAL PARK	⊤
SCHOOL	⊥
FIRE STATION	⊦
HOSPITAL	⊧
LIBRARY	⊨



*PLANNING COMMISSION
MEMBERSHIP*

- 1. A. BRUEGGEMAN
- 2. B. ERICSON
- 3. L. FISCHER
- 4. W. ROSSBACH
- 5. G. PEARSON
- 6. J. FROST
- 7. K. KITTRIDGE
- 8. M. THOMPSON

A. MATT LEDVINA

**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
NOVEMBER 17, 1997**

E. Planning Commission Interview—Matt Ledvina

Ken Roberts, associate planner, presented the staff report. Mr. Ledvina responded positively to all questions that were asked by the commissioners.

Commissioner Frost moved the Planning Commission recommend Matt Ledvina for appointment to the planning commission vacancy.

Commissioner Pearson seconded. Ayes—all

The motion passed.

AGENDA REPORT

Action by Council:

Endorsed _____
 Modified _____
 Rejected _____
 Date _____

TO: City Council
FROM: Finance Director *[Signature]*
RE: APPROVAL OF CLAIMS
DATE: December 1, 1997

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**

\$118,457.33	Checks #7298 thru #7304 dated 11-18-97 thru 11-21-97
\$99,709.40	Checks #34968 thru #35063 dated 11-25-97
\$830.00	Checks #7305 thru #7306 dated 11-26-97 thru 11-26-97
\$96,390.10	Checks #35069 thru #35158 dated 12-2-97
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\$315,386.83	Total Accounts Payable

PAYROLL:

\$284,422.26	Payroll Checks and Direct Deposits dated 11-26-97
\$46,664.60	Payroll Deduction check #62350 thru #62362 dated 1-26-97
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\$331,086.86	Total Payroll

\$646,473.69 GRAND TOTAL

Attached is a detailed listing of these claims. Please call me at 770-4513 if you have any questions on the attached listing. This will allow me to check the supporting documentation on file if necessary.

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 Attachments

VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
7298	11/18/97	942440	WILLMAN, DEANNE	DEPOSIT FOR STORM SEWER WORK	2,500.00	2,500.00
7299	11/19/97	722200	F.E.R.A.	PERA 11/14/97 - KOPPEN	32.00	32.00
7300	11/19/97	722200	F.E.R.A.	PERA DEDUCTION PAYABLE PERA CONTRIBUTIONS	14,172.30 18,064.56	32,236.86
7301	11/19/97	672505	OAK RIDGE ESTATES, INC.	LAND PURCHASE/OUTLOT B	75,000.00	75,000.00
7302	11/20/97	661755	NORTHERN STATES POWER	UTILITIES 220 UTILITIES 2501 UTILITIES 2741 UTILITIES 2501 UTILITIES 63 UTILITIES 2001	3.14 4.71 3.14 254.75 7.57 45.90	319.21
7303	11/21/97	190400	DEPT. OF NATURAL RESOURCES	DNR LICENSE FEES PAYABLE	896.00	896.00
7304	11/21/97	541440	MINN. STATE TREASURER STAX	SEPT SURTAX SEPT SURTAX OCT SURTAX OCT SURTAX	3,824.17 25.00- 3,699.09 25.00-	7,473.26
34968	11/25/97		BLUE CROSS/BLUE SHIELD	REFUND/OVERPAYMENT OF AMB BILL	111.75	111.75
34969	11/25/97		MEDICA CHOICE	REFUND OVERPAYMENT AMB BILL	281.06	281.06
34970	11/25/97		E.T. HEIGHTS CONSTRUCTION CO.	REFUND/BLDG PERMIT 32151 REFUND/BLDG PERMIT 32151 REFUND/BLDG PERMIT 32151	112.25 2.75 56.13	171.13
34971	11/25/97		TIA DR KENT GRAVES	REFUND/ELEC PERMIT 97-1105 REFUND/ELEC PERMIT 97-1105	16.00 .50	16.50
34972	11/25/97		AMERICAN BURNER SERVICE	REFUND OF HTG PERMIT 18288 REFUND OF HTG PERMIT 18288	25.00 .50	25.50
34973	11/25/97		SOLBERG ELECTRIC, INC.	REFUND OF ELEC.PERMITS REFUND OF ELEC.PERMITS	220.00 2.00	222.00
34974	11/25/97		CINDY CARLSON	REFUND-FLOOR HOCKEY	30.00	30.00
34975	11/25/97		MIKE WETTELAND	REFUND YOUTH BASKETBALL	55.00	55.00
34976	11/25/97		JEFFERY LUFLOW	REFUND INTRO TO BASKETBALL	30.00	30.00
34977	11/25/97		CONNIE HARSTAD	REFUND-INTRO TO BASKETBALL	30.00	30.00
34978	11/25/97		CHRISTOPHER JANSEN	REFUND-YOUTH BASKETBALL	50.00	50.00
34979	11/25/97	020410	AIRTOUCH CELLULAR	CELL PHONE CHARGES	32.15	32.15

VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
34980	11/25/97	021175	AMERICAN ESTATE HOMES	652 HUNTINGTON CT S 652 HUNTINGTON CT S	1,000.00 11.37	1,011.37
34981	11/25/97	021200	AMERICAN FASTENER OF MN, INC.	NUTS & BOLTS	34.77	34.77
34982	11/25/97	021250	AMERICAN LINEN SUPPLY	MAT SERVICE	22.47	22.47
34983	11/25/97	021700	AMOCO OIL COMPANY	GASOLINE CHARGE	9.29	9.29
34984	11/25/97	030660	ANIMAL CONTROL SERVICES, INC.	ANIMAL CONT. SERV 11/10-16/97	679.95	679.95
34985	11/25/97	041500	ASPEN MILLS	JACKET/RESERVES JACKET/CSO PARAMEDICS	106.50 183.00	289.50
34986	11/25/97	061906	BAUER BUILT	BATTERIES	128.88	128.88
34987	11/25/97	080925	BOARD OF WATER COMMISSIONERS	UTILITIES 1830 UTILITIES 1902 UTILITIES 63 UTILITIES 1685 UTILITIES 1845 UTILITIES 1980 UTILITIES 2100	45.92 16.40 4.92 4.92 4.82 6.16 705.24	788.18
34988	11/25/97	081230	BOYER TRUCK PARTS	STRAP-MFLR	42.73	42.73
34989	11/25/97	120515	CENTRAL STORES		20.66	20.66
34990	11/25/97	131100	PREMIUM WATERS, INC.	BOTTLED WATER	102.09	102.09
34991	11/25/97	152250	COORDINATED BUSINESS SYS. LTD	MAINT. AGREE. FAX 9/26/97-98	334.95	334.95
34992	11/25/97	180100	D.C.A., INC.	DENTAL CLAIMS	2,992.08	2,992.08
34993	11/25/97	180290	D.P.D. INC.	DEP--DIANA PIERCE DEC 11-12	2,500.00	2,500.00
34994	11/25/97	230900	DANKA OFFICE IMAGING CO.	OCT MINIMUM/SEPT USAGE OCT MINIMUM/SEPT USAGE	184.27 9.72 110.45 247.96 151.43 13.53 98.37 337.14 174.02	1,326.89
34995	11/25/97	300500	G & K SERVICES	UNIFORMS & CLOTHING SUPPLIES - JANITORIAL UNIFORMS & CLOTHING SUPPLIES - JANITORIAL UNIFORMS & CLOTHING	32.35 27.44 12.39 4.00 79.11	

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VOUCHER/CHECK REGISTER
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VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
				UNIFORMS & CLOTHING	58.84	
				UNIFORMS & CLOTHING	27.21	241.34
34996	11/25/97	310650	GOPHER DISPOSAL	OCTOBER RECYCLING	16,213.12	16,213.12
34997	11/25/97	310710	GOPHER STATE ONE-CALL, INC.	OCTOBER SERVICE	138.25	138.25
34998	11/25/97	320250	GRAF, DAVE	KARATE INSTRUCTION FOR NOV	157.80	157.80
34999	11/25/97	320285	GRAYBAR ELECTRIC COMPNAY, INC.	MISC. ELECTRIC SUPPLY	61.58	61.58
35000	11/25/97	340400	HELLE, KERRY	LUNCHES AT MEDIC SCHOOL	18.21	18.21
35001	11/25/97	370080	HUNT ELECTRIC	REFRIG.-ICE MACH.REPAIR AT MCC	691.28	691.28
35002	11/25/97	380860	IMPERIAL, INC.	PIPE SEALANT	25.10	25.10
35003	11/25/97	400650	J.R.'S APPLIANCE DISPOSAL INC.	RECYCLED AIR COND/APPLIANCES	148.00	
				RECYCLED APPLIANCES/WATER HTRS	170.00	
				RECYCLED AIR COND/APPLIANCES	128.00	
				RECYCLED AIR COND/APPLIANCES	269.00	
				RECYCLED AIR COND/APPLIANCES	214.00	929.00
35004	11/25/97	401615	JOHNSON, JOE	PERSONAL TRAINING FEES	140.00	140.00
35005	11/25/97	410155	K.D. HOMES	855 CRESTVIEW DR S	1,000.00	
				855 CRESTVIEW DR S	13.70	1,013.70
35006	11/25/97	410251	K-MART	WHIFFLE BALLS	31.63	31.63
35007	11/25/97	410370	KATH	HALOGEN BULB	14.71	
				BRAKEPADS, BRAKESHOES	53.14	
				BRAKE SHOES-SEAL	74.31	142.16
35008	11/25/97	430300	KNOWLAN'S SUPER MARKETS, INC.	PAPER BAGS, SUET	5.05	
				SUET	17.50	22.55
35009	11/25/97	440100	KREMER SPRING & ALIGNMENT	AUTO. AIR RIDE INSTALLED	852.63	
				FR. AUTO AIR KIT-PROT. VALVE	908.09	1,760.72
35010	11/25/97	450301	LAKE COUNTRY CHAPTER, IBCO	MEMBERSHIPS-OSTROM & CARVER	40.00	40.00
35011	11/25/97	490500	LUNDSTEN, LANCE	LUNCH-M.S.S.A. MEETING	10.05	10.05
35012	11/25/97	510500	MAPLEWOOD BAKERY	BIRTHDAY CAKES	178.75	
				BUNS, SWEET ROLLS, COOKIES	340.65	519.40
35013	11/25/97	510580	MAPLEWOOD DEVELOPMENT	ESCROW BALANCE REFUND	273.86	273.86
35014	11/25/97	530500	MEMARDS	WIRESTRIPPER/OUTLET	43.79	
				SHOVELS	55.23	

VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
				1/4X8X4 & 1X6X3 OAK BOARDS	68.86	167.88
35015	11/25/97	530730	METRO ATHLETIC SUPPLY	BASKETBALLS	255.79	255.79
35016	11/25/97	533000	MID-AMERICA BUSINESS SYSTEMS	2-KDX LEKTRIEVER SERIES 80 FIL	12,247.50	12,247.50
35017	11/25/97	540175	MIDWEST COCA-COLA BOTTLING CO.	DESIGNATED SUPPLIER-BEVERAGES	691.55	691.55
35018	11/25/97	543000	MN ASPHALT PAVEMENT ASSOC.	SEMINAR REGISTRATION-B.PRIEKE	120.00	120.00
35019	11/25/97	550180	MINN BLUE DIGITAL-A	BLACK LINE FILM	194.99	194.99
35020	11/25/97	610400	MUNICILITE CO.	2 WIRE HYD HOSE-50	174.13	174.13
35021	11/25/97	630740	NAT'L ENVIRONMENTAL HEALTH	MEMBERSHIP DUES BOB WENGER	85.00	85.00
35022	11/25/97	640550	NELSON, JEAN	MILEAGE REIMBURSEMENT	21.95	21.95
35023	11/25/97	640810	NEWMAN SIGNS	NO PARKING ANYTIME SIGNS	184.03	184.03
35024	11/25/97	661109	NORTH SUBURBAN DEVELOP INC.	0000 WALTER ST 0000 WALTER ST	5,000.00 909.18	5,909.18
35025	11/25/97	661111	NORTH SUBURBAN TOBACCO COMP	PROJECT FEES-TOBACCO COMPLIANCE	2,121.59	2,121.59
35026	11/25/97	661755	NORTHERN STATES POWER	UTILITIES 1830 UTILITIES 1830 UTILITIES 1830 UTILITIES 2701 UTILITIES 2725 UTILITIES 63 UTILITIES 1882 UTILITIES 2250	5,785.56 1,423.65 7,868.64 8.02 129.80 32.26 141.70 37.39	15,427.02
35027	11/25/97	662250	NORTHWESTERN SERVICE INC	REPAIR AIR UNIT-1810 CO RD B	458.25	458.25
35028	11/25/97	691150	ONE HOUR MOTO PHOTO	FILM PHOTO SERVICES-CITIZEN ACAD.	74.02 192.77	266.79
35029	11/25/97	700900	PARK SUPPLY, INC.	SEAT SETS-REBUILD KITS	111.14	111.14
35030	11/25/97	711400	PETSMART	PUMP	6.91	6.91
35031	11/25/97	712100	PITNEY BOWES INC.	POSTAGE METER RESET CHARGES	19.00	19.00
35032	11/25/97	720640	POWERPHONE, INC.	DOMESTIC VIOLENCE SEMINAR	129.00	129.00
35033	11/25/97	720760	PRECISION BUSINESS SYSTEMS	REPAIR FAX MACHINE	210.71	210.71
35034	11/25/97	722200	P.E.R.A.	FOR DAVE ARNOLD LEAVE	5,937.03	5,937.03

VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
35035	11/25/97	722280	PUBLIC SAFETY EQUIPMENT CO.	CALIBRATION OF RADAR UNITS	335.00	335.00
35036	11/25/97	741200	RAINBOW FOODS	HOT DOG BUNS COCOA, TISSUES, PRETZELS, COOKIES SYRUP, JUICE, CUPS COOKIES, BUNS COOKIES, PUNCH-CITIZEN ACAD COFFEE	11.34 37.15 57.93 109.52 27.24 13.98	257.16
35037	11/25/97	742110	REGIONS HOSPITAL	PARAMEDIC DRUGS	73.18	73.18
35038	11/25/97	742535	RATNER STEEL SUPPLY	3/BX3X20 & 2 1/4 RND STOCK	108.50	108.50
35039	11/25/97	742205	ROSSMAN, DAVID	LUNCHES/MEDIC SCHOOL	23.60	23.60
35040	11/25/97	780300	S&T OFFICE PRODUCTS INC.	SUPPLIES - OFFICE OFFICE - SUPPLIES FILE, LABELS CALCULATOR	149.08 135.54 132.67 12.73	430.02
35041	11/25/97	780600	SAM'S CLUB DIRECT	CORE RETURNED-CREDIT BATTERIES/FLOOR SCRUBBER FOR BATTERIES FLOOR, GLASS CLEANER CHIPS, CRACKERS, CANDY	20.00- 203.14 9.49 109.97 84.87	387.47
35042	11/25/97	790191	SCHREIER, LEONARD	1982,84,86 CLARK ST N 1982,84,86 CLARK ST N	1,000.00 18.36	1,018.36
35043	11/25/97	810500	SHERWIN WILLIAMS	PAINT - CRAFT ROOM	32.26	32.26
35044	11/25/97	840405	ST. PAUL, CITY OF	REPAIR SERVICE & MAINT. 10-97 REPAIR SERVICE & MAINT. 10-97 PARAMEDIC SUPPLIES	163.35 486.83 496.78	1,146.96
35045	11/25/97	850320	SUBURBAN SPORTSWEAR, INC.	YOUTH/ADULT T-SHIRTS SCARLET PINNIE	526.75 79.25	606.00
35046	11/25/97	850395	SUNRAY B-T-B	FILTERS FILTER	43.65 7.25	50.90
35047	11/25/97	850820	SWEEPER SERVICES	SWEEPER REPAIR	891.85	891.85
35048	11/25/97	860320	T.R.F. SUPPLY CO.	UNIFORMS & CLOTHING POP UP TOWLES	107.40 158.21	265.61
35049	11/25/97	860410	TSE, INC.	69 HRS OF JANITORIAL SERV.-OCT	699.66	699.66
35050	11/25/97	860680	TARTAN HIGH SCHOOL	POINSETTA PLANTS FOR MCC	192.00	192.00
35051	11/25/97	860700	TAUTGES, REDPATH & CO., LTD.	'96 TIF FORMS PREPARATION	993.60	

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VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
				1996 TIF REPORTING FORMS	1,520.76	
				1996 TIF REPORTING FORMS	293.25	
				1996 TIF REPORTING FORMS	2,115.54	
				1996 TIF REPORTING FORMS	1,810.56	
				1996 TIF REPORTING FORMS	108.33	
				1996 TIF REPORTING FORMS	57.96	4,900.00
35052	11/25/97	861520	TESSMAN CO	6-24" SNOW SHOVELS	85.31	85.31
35053	11/25/97	861618	THE ENGRAVING SHOP	ANT/ENTERTAINMENT PLAQUE	400.00	400.00
35054	11/25/97	871600	TOUSLEY FORD, INC.	WHEELS FOR SNOW TIRES	117.98	117.98
35055	11/25/97	880800	TRUCK UTILITIES MFG.	PARKER 45 D ELBOW-HYD FITTING	20.77	20.77
35056	11/25/97	890980	UWS - UNITED WASTE SYSTEM	RECYCLE METAL CONTAINER	50.00	
				RECYCLE METAL CONTAINERS	573.19	623.19
35057	11/25/97	900100	UNIFORMS UNLIMITED	UNIFORMS & CLOTHING	137.34	
				UNIFORMS & CLOTHING	68.26	
				UNIFORMS & CLOTHING	254.07	
				UNIFORMS & CLOTHING	85.05	
				UNIFORMS & CLOTHING	181.75	
				UNIFORMS & CLOTHING	346.36	
				UNIFORMS & CLOTHING	181.75	
				UNIFORMS & CLOTHING	390.51	
				UNIFORMS & CLOTHING	181.75	
				UNIFORMS & CLOTHING	66.37	
				UNIFORMS & CLOTHING	302.13	
				UNIFORMS & CLOTHING	363.50	
				UNIFORMS & CLOTHING	22.45	
				UNIFORMS & CLOTHING	181.75	
				UNIFORMS & CLOTHING	363.50	
				UNIFORMS & CLOTHING	363.50	
				UNIFORMS & CLOTHING	399.85	
				UNIFORMS & CLOTHING	75.51	
				UNIFORMS & CLOTHING	1,064.00	
				UNIFORMS & CLOTHING	35.86	
				UNIFORMS & CLOTHING	158.22	
				UNIFORMS & CLOTHING	202.27	
				UNIFORMS & CLOTHING	31.45	
				UNIFORMS & CLOTHING	215.23	5,672.43
35058	11/25/97	900824	UNIVERSITY OF MINNESOTA	PLANT SAMPLE INFO	5.98	5.98
35059	11/25/97	901300	UPPER MIDWEST SALES CO.	PAPER TOWELS, TRASH BAGS	334.29	334.29
35060	11/25/97	910320	VAN O LITE, INC.	SQUAD LIGHT BULBS	30.80	30.80
35061	11/25/97	931300	WALSH, WILLIAM F.	COMM. PLUMBING INSPECTIONS	240.00	
				DEFERRED REVENUE -PLBG.PERMIT	300.00	

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VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
				PLUMBING	300.00-	240.00
35062	11/25/97	970800	YOUNGREN, JAMES G.	CLOTH. ALLOW. FOR INVESTIGATOR	178.70	178.70
35063	11/25/97	980800	ZIEGLER INC.	ELBOW TUBE	18.41 34.92	53.33
				TOTAL CHECKS		218,166.73

VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
35069	12/02/97		GREG L. CHRISTENSON	REFUND-MENS A/B VOLLEYBALL	300.00	300.00
35070	12/02/97		SHIRLEY BALIGRODZKI	REFUND TO PATIENT	213.51	213.51
35071	12/02/97		HEALTH PARTNERS	REF. TO HEALTH PARTNERS F16967	248.24	248.24
35072	12/02/97		EMIL VOLLMER	REF. TO PATIENT F17019	62.06	62.06
35073	12/02/97		ATTN: CASH SCREENING	REF. TO BLUE PLUS-PD IN ERROR	78.73	78.73
35074	12/02/97	010000	3M CLUB SYMPHONY ORCHESTRA	CONCERT FEE	203.95	203.95
35075	12/02/97	010083	A BETTER PHONE CENTER	REBUILT VOL CONTROL G6 HANDSET	89.70	89.70
35076	12/02/97	010464	A T & T WIRELESS SERVICES	CELLULAR PHONE SERVICE CELLULAR PHONE SERVICE CELLULAR PHONE ACCOUNT 4163515 2710432 CELL PHONES 10-15 - 11-16-97	47.34 179.24 28.58 108.44 181.77	545.37
35077	12/02/97	020300	AIR FILTERS UNLIMITED	AIR FILTERS POOL/GYM	506.49	506.49
35078	12/02/97	020442	ALBINSON, INC.	METER CHARGE MAINTENANCE	180.43 27.00	207.43
35079	12/02/97	020870	ALLIED MEDICAL ACCOUNT CONTROL	COM. DUE FOR COLLECTION SERV.	477.41	477.41
35080	12/02/97	021200	AMERICAN FASTENER OF MN, INC.	SHOP MAINT. SUPPLIES	159.72	159.72
35081	12/02/97	030660	ANIMAL CONTROL SERVICES, INC.	ANIMAL CONTROL SERV. 11/17-23	568.46	568.46
35082	12/02/97	041500	ASPEN MILLS	SHIRTS, PATCHES, COLLAR BRASS	179.88	179.88
35083	12/02/97	060100	BCA/TRAINING & DEVELOPMENT	TRIAL PREP. II POLICE PERSONEL MGMT COURSE POLICE PERSONEL MGMT COURSE	80.00 80.00 80.00	240.00
35084	12/02/97	061906	BAUER BUILT	BATTERIES RECAPPED TIRES/SPOT REPAIRS	97.79 423.66	521.45
35085	12/02/97	070180	BECKER ARENA PRODUCTS, INC.	PROTECT ALL FLOORING/APTON PARK BLDG	2,032.02	2,032.02
35086	12/02/97	081250	BRAD RAGAN INC.	TIRES	388.51	388.51
35087	12/02/97	110093	CO2 SERVICES	POOL CHEMICALS	67.40	67.40
35088	12/02/97	110850	CATCO	COUPLERS, FITTINGS COUPLERS, FITTINGS FITTINGS	229.49 229.49 9.50	9.50
35089	12/02/97	120515	CENTRAL STORES	SUPPLIES - OFFICE	174.84	174.84

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35090	12/02/97	140465	COCCHIARELLA, MARIO	5460 REFUND GRADING ESCROW 5460 REFUND GRADING ESCROW	3,000.00 153.56	3,153.56
35091	12/02/97	150175	COLLINS ELECT. CONST. CO.	REPAIR/CK WARNING SIRENS 2 & 5 REPAIR/CK WARNING SIRENS 2 & 5	725.64 14.51-	711.13
35092	12/02/97	152400	COPY EQUIPMENT, INC.	SUPPLIES - OFFICE	22.87	22.87
35093	12/02/97	180985	DANKO EMERGENCY EQUIPMENT CO.	REPL. CENS. IN GAS MONITORS	640.00	640.00
35094	12/02/97	190040	DEAN JOHNSON CONST	10971 REFUND ESCROW 10971 REFUND ESCROW	1,000.00 44.52	1,044.52
35095	12/02/97	230925	EBERT CONSTRUCTION	10044 REFUND ESCROW 10044 REFUND ESCROW	2,000.00 185.07	2,185.07
35096	12/02/97	240150	ELSMORE AQUATIC	SWIM CAPS	85.10	85.10
35097	12/02/97	240350	EMBEDDED SYSTEMS INC.	REPAIR SIREN 5 AT 1530 CO RD C	93.02	93.02
35098	12/02/97	250300	ESS BROTHERS & SONS INC.	24' FRAME & COVERS	302.46	302.46
35099	12/02/97	260290	FARMER BROS. CO.	COFFEE, COCOA	278.60	278.60
35100	12/02/97	270190	KATHY FLEMING	BATTERIES, AUDIO CABLES	71.49	71.49
35101	12/02/97	310240	GOOD VALUE HOMES	10850 REFUND ESCROW 10850 REFUND ESCROW 10751 REFUND ESCROW 10751 REFUND ESCROW	1,000.00 48.63 1,000.00 52.19	2,100.82
35102	12/02/97	320266	GRAINGER	THERMOMETER, D CELL FLASHLIGHT	50.14	50.14
35103	12/02/97	320860	H & L MESABI	SNOW PLOW	662.75	662.75
35104	12/02/97	330407	HAYMAN, JANET GREW	CRAFT SUPPLIES MILEAGE REIMBURSEMENT 38.1 MI.	7.38 10.67	18.05
35105	12/02/97	340400	HELLE, KERRY	MEALS AT MEDIC SCHOOL	30.45	30.45
35106	12/02/97	350924	HOLIDAY CO.	5412 REFUND ESCROW 5412 REFUND ESCROW	2,910.00 190.91	3,100.91
35107	12/02/97	361830	HUDSON MAP COMPANY	1998 HUDSON'S STREET ATLAS	92.32	92.32
35108	12/02/97	370100	HUTCHINSON, ANN	RABBIT PELLETS / BEDDING MILEAGE REIMBURSEMENT 34.7 MI.	29.27 9.72	38.99
35109	12/02/97	390300	INDUSTRIAL SUPPLY	DRIVE BELTS	51.45	51.45
35110	12/02/97	410370	KATH	WATER PUMP CORE CREDIT	6.39-	

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				IDLER / BRAKE SHOE CORES	20.42-	
				BRAKE SHOE CORE - CREDIT	20.02-	
				WATER PUMP	35.89	
				HEADLIGHTS	20.33	
				ACCY HANGER	37.15	
				TRANS. FILTER	19.18	
				GAS CAP	10.68	
				STOPLIGHT SWITCH	3.88	
				DISC BRAKE PADS	65.60	145.88
35111	12/02/97	410530	KEVIN SNYDER CONSTRUCTION	12636 REFUND GRADING ESCROW	1,000.00	
				12636 REFUND GRADING ESCROW	3.56	1,003.56
35112	12/02/97	410630	KEYLAND HOMES	11934 REFUND GRADING ESCROW	1,000.00	
				11934 REFUND GRADING ESCROW	12.74	1,012.74
35113	12/02/97	420170	KLAGER, WENDY	LODGING MG FOA CONFERENCE	178.92	
				MILEAGE REIMBURSEMENT 340 MI	95.20	
				MILEAGE REIMBURSEMENT 30 MI.	8.40	282.52
35114	12/02/97	450450	LAKE SUPERIOR COLLEGE	RECERT. TRAIN. PRIEBE/LINBLOM	100.00	100.00
35115	12/02/97	500300	M.A. ASSOCIATES	TRUCK WASH BRUSHES	155.60	155.60
35116	12/02/97	501225	MAC QUEEN EQUIPMENT	SNOW PLOW BLADES	5,373.99	5,373.99
35117	12/02/97	501420	MAGNATAG	12 MD. 4X6 PLANNING BOARD	687.15	
				SALES TAX PBL. OUT QF STATE	38.06-	649.09
35118	12/02/97	510755	MAPLEWOOD POLICE RESERVES	CHAR. GAMB. - FOOD & TOY DRIVE	4,000.00	4,000.00
35119	12/02/97	511600	MASYS CORP	HARDWARE/SOFTWARE MAINT. 11-97	1,840.75	1,840.75
35120	12/02/97	520500	MCGUIRE, MICHAEL	DEC. CAR ALLOWANCE	450.00	450.00
35121	12/02/97	530500	MENARDS	OAK, SANDPAPER, 3D FINISH HAMMER, BLADES, SOCKETS, WRENCHES	33.56 469.47	503.03
35122	12/02/97	531920	MICHAEL'S STORES INC.	CANDLES	32.10	32.10
35123	12/02/97	540175	MIDWEST COCA-COLA BOTTLING CO.	DESIGNATED BEVERAGE SUPPLIES	599.55	599.55
35124	12/02/97	542645	MINNESOTA VALLEY LANDSCAPE, IN	GERVAIS AVE. LANDSCAPE IMPROV. GERVAIS AVE. LANDSCAPE IMPROV.	6,026.00 968.90	6,994.90
35125	12/02/97	630011	NAPA	BEARINGS AIR FRESHENERS-AIRFRESH LIQUID	18.51 7.40	25.91
35126	12/02/97	630910	NATIONWIDE ADVERTISING SERVICE	ERROR-BILLING LIFEGUARD AD	57.96	57.96
35127	12/02/97	660800	NORTH ST. PAUL CITY OF	UTILITIES - 1902	1,392.16	

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VOUCHER/ CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	ITEM DESCRIPTION	ITEM AMOUNT	CHECK AMOUNT
				UTILITIES - 2100	218.29	
				SEWER-1830 E CO. RD B & 1902	178.05	
				SEWER-1830 E CO. RD B & 1902	223.87	2,012.37
35128	12/02/97	661600	NORTHERN HYDRAULICS, INC.	TIE DOWN STRAPS	63.88	
				HOSE REEL, 50' HOSE	207.65	271.53
35129	12/02/97	661755	NORTHERN STATES POWER	1200	4.71	
				98	82.81	
				510	79.10	
				1315	116.37	
				1457	9.38	
				1501	109.66	
				1677	81.06	
				1698	39.66	
				1775	126.30	
				1910	132.13	
				2251	114.74	
				2258	263.31	
				2276	90.34	
				2290	10.14	
				2516	8.10	
				2880	58.67	
				2925	82.73	
				2981	149.45	
				2991	79.53	
				1839	84.00	
				618	7.74	
				1662	10.75	
				1685	35.77	
				1845	22.73	
				2401	40.15	
				2659	215.10	
				741	10.06	
				1080	76.33	
				1401	238.19	
				2146	16.73	
				2345	13.20	
				2740	37.45	
				2100CC	13,866.11	16,312.50
35130	12/02/97	691150	ONE HOUR MOTO PHOTO	6 ROLLS 24 EXP FILM	21.51	21.51
35131	12/02/97	700735	PALMA, STEVEN T	NOV. K-9 ALLOWANCE	35.00	35.00
35132	12/02/97	711800	PIPE SERVICES INC.	SANITARY SEWER TV INSPECTION	1,650.00	1,650.00
35133	12/02/97	720630	POWELL, PHILIP F.	TUITION COLLEGE CLASS	142.05	142.05
35134	12/02/97	720763	PREFERRED BUILDERS INC.	10413 REFUND ESCROW	1,000.00	
				10413 REFUND ESCROW	69.73	1,069.73

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35135	12/02/97	720850	PRIEBE, WILLIAM	NEW RED WING STEEL TOE SHORT/T	30.00	30.00
35136	12/02/97	742135	RAMSEY COUNTY	MILLING/OIL APPL-SOUTHLAWN, ED	3,227.51	3,227.51
35137	12/02/97	762205	ROSSMAN, DAVID	MEALS AT MEDIC SCHOOL	27.08	27.08
35138	12/02/97	780300	S&T OFFICE PRODUCTS INC.	FOLDERS, POST IT, NOTEBOOKS ROTARY CARDS, APPT. BOOKS SUPPLIES - OFFICE MARKER ENVELOPES, QUICKNOTES	169.81 15.44 52.30 2.48 54.53	294.56
35139	12/02/97	780360	SOS OFFICE FURNITURE	CHAIR, FABRIC	379.67	379.67
35140	12/02/97	800075	SEARS	ELEC. PLUGS / MAT	34.33	34.33
35141	12/02/97	820400	SKALMAN, DON	TUITION, BOOKS	69.18	69.18
35142	12/02/97	830855	SOUTHWIND HOMES	11286 REFUND ESCROW 11286 REFUND ESCROW	1,000.00 23.29	1,023.29
35143	12/02/97	843537	STRATUS COMPUTER, INC.	HARDWARE/SOFTWARE MAINT 11-97	1,861.00	1,861.00
35144	12/02/97	843575	STREICHER'S PROF. POLICE EQUIP	ROAD FLARES, BULBS, CORDS	279.35	279.35
35145	12/02/97	850395	SUNRAY B-T-B	SNOWBRUSHES, FILTER	28.95	28.95
35146	12/02/97	851575	SYSTEMS SUPPLY, INC.	PRINTER RIBBONS PRINTER RIBBONS PRINTER RIBBONS PRINTER RIBBONS GREEN BAR PAPER	76.70 25.72 24.91 24.91 382.12	534.36
35147	12/02/97	860080	T.A. SCHIFSKY & SONS, INC	ASPHALT	536.72	536.72
35148	12/02/97	860320	T.R.F. SUPPLY CO.	PDF UP HAND TOWELS PDF UP SCRINTOWELS (SHOPRAGS) THINSULATE WORK GLOVES	302.46 302.46 47.65	652.57
35149	12/02/97	860410	TSE, INC.	POSTCARD LABELS/ DELIVERY	88.01	88.01
35150	12/02/97	861825	THOMAS CONTRACTING	REMOV. ABANDON. SEWAGE LIFT ST	15,000.00	15,000.00
35151	12/02/97	862669	TIGER DIRECT	LOTUS SCREEN CAM FOR WIN 95	102.98	102.98
35152	12/02/97	880501	TREADWAY GRAPHICS	BIKE BOTTLES,CALCULATORS,WATCH SOLAR CALCULATOR	225.23 42.60	267.83
35153	12/02/97	880750	TROY CHEMICAL INDUSTRIES	CLEANING SUPPLIES	311.57	311.57
35154	12/02/97	880800	TRUCK UTILITIES MFG.	1/4 FLOW COUPLER COMPLETE	99.58	99.58

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35155	12/02/97	882900	TWIN CITY VENDING, INC.	REPAIR POP MACHINE	94.17	94.17
35156	12/02/97	900172	UNITED HOSPITAL	POSITIVE PREGNANCY INSTRUCTOR	384.66	384.66
35157	12/02/97	912300	VOICE TREK, INC.	VOICE TREK CONCERT 12-5,6,7	4,200.00	4,200.00
35158	12/02/97	941075	WESTBURNE SUPPLY INC-MAPLEWOOD	URINAL REPAIR KIT	112.09	112.09
TOTAL CHECKS						96,390.10

CITY OF MAPLEWOOD
 EMPLOYEE GROSS EARNINGS REPORT
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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	11/26/97	ALLENSPACH, SHERRY	320.00
DIRECT DEPOSIT	11/26/97	CARLSON, THERESE	1,491.97
DIRECT DEPOSIT	11/26/97	BODINE, RENEE	1,186.62
DIRECT DEPOSIT	11/26/97	FAUST, DANIEL F	2,939.11
DIRECT DEPOSIT	11/26/97	DEHN, DEBORAH	1,357.82
DIRECT DEPOSIT	11/26/97	HANGSLEBEN, RICHARD	1,883.66
DIRECT DEPOSIT	11/26/97	KLAGER, WENDY	1,542.62
DIRECT DEPOSIT	11/26/97	BEHM, LOIS	1,477.82
DIRECT DEPOSIT	11/26/97	CARLE, JEANETTE E	1,294.62
DIRECT DEPOSIT	11/26/97	JAGOE, CAROL	1,275.42
DIRECT DEPOSIT	11/26/97	OLSON, SANDRA	1,304.63
DIRECT DEPOSIT	11/26/97	POWELL, PHILIP	1,450.24
DIRECT DEPOSIT	11/26/97	ALDRIDGE, MARK	1,857.34
DIRECT DEPOSIT	11/26/97	BECKER, RONALD D	2,243.74
DIRECT DEPOSIT	11/26/97	BOHL, JOHN C	2,112.46
DIRECT DEPOSIT	11/26/97	FLOR, TIMOTHY	2,276.39
DIRECT DEPOSIT	11/26/97	KVAM, DAVID	2,177.18
DIRECT DEPOSIT	11/26/97	STEFFEN, SCOTT L	2,326.59
DIRECT DEPOSIT	11/26/97	YOUNGREN, JAMES	2,403.16
DIRECT DEPOSIT	11/26/97	EVERSON, PAUL	2,026.62
DIRECT DEPOSIT	11/26/97	FRASER, JOHN	2,101.92
DIRECT DEPOSIT	11/26/97	ADELSON, LINDA	1,121.47
DIRECT DEPOSIT	11/26/97	STAHNKE, JULIE A	1,668.42
DIRECT DEPOSIT	11/26/97	HAIDER, KENNETH G	2,870.82

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	11/26/97	PRIEFER, WILLIAM	1,665.82
DIRECT DEPOSIT	11/26/97	LUNDSTEN, LANCE	2,026.62
DIRECT DEPOSIT	11/26/97	OSWALD, ERICK D	1,515.74
DIRECT DEPOSIT	11/26/97	DUCHARME, JOHN	1,478.46
DIRECT DEPOSIT	11/26/97	PECK, DENNIS L	1,717.02
DIRECT DEPOSIT	11/26/97	ANDERSON, BRUCE	2,560.58
DIRECT DEPOSIT	11/26/97	BURKE, MYLES R	1,469.82
DIRECT DEPOSIT	11/26/97	MARUSKA, MARK A	1,947.77
DIRECT DEPOSIT	11/26/97	GREW-HAYMAN, JANET M	688.62
DIRECT DEPOSIT	11/26/97	COLEMAN, MELINDA	2,547.34
DIRECT DEPOSIT	11/26/97	EKSTRAND, THOMAS G	1,729.02
DIRECT DEPOSIT	11/26/97	ROBERTS, KENNETH	1,837.29
DIRECT DEPOSIT	11/26/97	STAPLES, PAULINE	2,165.82
DIRECT DEPOSIT	11/26/97	EASTMAN, THOMAS E	1,949.58
DIRECT DEPOSIT	11/26/97	TAYLOR, KATHERINE	101.65
DIRECT DEPOSIT	11/26/97	HURLEY, STEPHEN	1,917.52
DIRECT DEPOSIT	11/26/97	TAUBMAN, DOUGLAS J	1,777.82
DIRECT DEPOSIT	11/26/97	EDGE, DOUGLAS	1,367.42
DIRECT DEPOSIT	11/26/97	CROSSON, LINDA	1,375.42
DIRECT DEPOSIT	11/26/97	LIVINGSTON, JOYCE L	718.72
DIRECT DEPOSIT	11/26/97	DIRKSWAGER, COLLEEN	1,406.78
DIRECT DEPOSIT	11/26/97	KNAUSS, PETER	777.98
DIRECT DEPOSIT	11/26/97	PALMA, STEVEN	2,201.82
DIRECT DEPOSIT	11/26/97	JOHNSON, KEVIN	1,996.90

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 EMPLOYEE GROSS EARNINGS REPORT
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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
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DIRECT DEPOSIT	11/26/97	WARMAN, ROBIN	1,016.94
DIRECT DEPOSIT	11/26/97	AFFOLTER, PENNY J	832.57
DIRECT DEPOSIT	11/26/97	DOHERTY, KATHLEEN M	1,378.62
DIRECT DEPOSIT	11/26/97	JENSEN, MATTHEW	607.70
DIRECT DEPOSIT	11/26/97	PLACHECKI, MELISSA J	116.50
DIRECT DEPOSIT	11/26/97	LE, SHERYL	2,518.96
DIRECT DEPOSIT	11/26/97	DOWDLE, VIRGINIA	2,587.88
DIRECT DEPOSIT	11/26/97	HEINZ, STEPHEN J	1,932.92
DIRECT DEPOSIT	11/26/97	BASTIAN, GARY W	363.66
DIRECT DEPOSIT	11/26/97	ROSSBACH, GEORGE	320.00
DIRECT DEPOSIT	11/26/97	LUTZ, DAVID P	1,425.02
DIRECT DEPOSIT	11/26/97	SCHLINGMAN, PAUL	1,621.82
DIRECT DEPOSIT	11/26/97	FARR, DIANE M	245.63
DIRECT DEPOSIT	11/26/97	GRAF, MICHAEL	1,039.37
DIRECT DEPOSIT	11/26/97	VORWERK, ROBERT E	2,252.87
DIRECT DEPOSIT	11/26/97	NAGEL, BRYAN	1,520.74
DIRECT DEPOSIT	11/26/97	GUILFOILE, KAREN E	1,741.17
DIRECT DEPOSIT	11/26/97	HELLE, KERRY	1,394.52
DIRECT DEPOSIT	11/26/97	CARVER, NICHOLAS N	1,697.02
DIRECT DEPOSIT	11/26/97	OSTER, ANDREA J	1,378.62
DIRECT DEPOSIT	11/26/97	ANDREWS, SCOTT A	2,161.32
DIRECT DEPOSIT	11/26/97	RUNNING, ROBERT	1,227.42
DIRECT DEPOSIT	11/26/97	KANE, MICHAEL R	1,878.62
DIRECT DEPOSIT	11/26/97	SAVAGEAU, STEPHEN D	1,320.19

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	11/26/97	BARTEL, DENISE	60.00
DIRECT DEPOSIT	11/26/97	CARLSON, DALE	320.00
DIRECT DEPOSIT	11/26/97	MARTINSON, CAROL F	1,659.29
DIRECT DEPOSIT	11/26/97	HIEBERT, STEVEN	1,564.12
DIRECT DEPOSIT	11/26/97	SKALMAN, DONALD W	2,573.42
DIRECT DEPOSIT	11/26/97	DUNN, ALICE	2,219.38
DIRECT DEPOSIT	11/26/97	ANZALDI, MANDY	61.33
DIRECT DEPOSIT	11/26/97	CORNER, AMY L	105.00
DIRECT DEPOSIT	11/26/97	HORSNELL, JUDITH A	849.35
DIRECT DEPOSIT	11/26/97	SEEGER, GERALD F	267.68
DIRECT DEPOSIT	11/26/97	MOREHEAD, JESSICA R	89.13
DIRECT DEPOSIT	11/26/97	STILL, VERNON T	1,848.12
DIRECT DEPOSIT	11/26/97	LOMBARDI, JAMES D	1,050.62
DIRECT DEPOSIT	11/26/97	HUTCHINSON, ANN E	1,627.42
DIRECT DEPOSIT	11/26/97	COLLINS, KENNETH V	2,094.52
DIRECT DEPOSIT	11/26/97	COLEMAN, PHILIP	506.17
DIRECT DEPOSIT	11/26/97	KELLY, KEVIN P	1,737.00
DIRECT DEPOSIT	11/26/97	BUSSE, TIMOTHY R	1,822.68
DIRECT DEPOSIT	11/26/97	BELDE, STANLEY	1,797.78
DIRECT DEPOSIT	11/26/97	ATKINS, KATHERINE	451.53
DIRECT DEPOSIT	11/26/97	ZWIEG, SUSAN C.	1,025.96
DIRECT DEPOSIT	11/26/97	FRY, PATRICIA	1,322.62
DIRECT DEPOSIT	11/26/97	JORDAN, TRINA E	730.65
DIRECT DEPOSIT	11/26/97	RENSLOW, RITA	255.41

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
DIRECT DEPOSIT	11/26/97	BAKKE, LONN A	1,723.64
DIRECT DEPOSIT	11/26/97	BERGERON, JOSEPH A	2,271.32
62156	11/26/97	CONNOLLY, RICK A	561.92
62163	11/26/97	KOPPEN, MARVIN	320.00
62164	11/26/97	CASAREZ, GINA	1,191.42
62165	11/26/97	ICKES, SHERI K	684.00
62166	11/26/97	MCGUIRE, MICHAEL A	3,844.37
62167	11/26/97	PIEKARSKI, GREGORY J.	31.63
62168	11/26/97	WHITE, BARRY T	52.50
62169	11/26/97	CUDE, LARRY J	358.40
62170	11/26/97	MIKISKA, WILLIAM	223.20
62171	11/26/97	ALFSON, YVONNE M	294.50
62172	11/26/97	SHELLEDY, DAWN M	560.00
62173	11/26/97	SHRESTHA, ANUBHAV B	216.00
62174	11/26/97	JACKSON, MARY L	1,097.82
62175	11/26/97	KELSEY, CONNIE L	607.69
62176	11/26/97	MATHEYS, ALANA KAYE	1,492.26
62177	11/26/97	NIVEN, AMY S	206.25
62178	11/26/97	JOHNSON, BONNIE	739.44
62179	11/26/97	VIETOR, LORRAINE S	1,577.10
62180	11/26/97	BARTA, MARIE	176.29
62181	11/26/97	PALANK, MARY KAY	1,554.60
62182	11/26/97	RICHIE, CAROLE L	1,415.01
62183	11/26/97	RYAN, MICHAEL	2,640.93

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
62184	11/26/97	SVENDSEN, JOANNE M	1,429.90
62185	11/26/97	THOMALLA, DAVID J	2,195.96
62186	11/26/97	BANICK, JOHN J	2,213.19
62187	11/26/97	BARTZ, PAUL	1,791.11
62188	11/26/97	BOWMAN, RICK A	1,922.96
62189	11/26/97	HERBERT, MICHAEL J	1,924.19
62190	11/26/97	KARIS, FLINT D	2,762.20
62191	11/26/97	RAZSKAZOFF, DALE	1,924.19
62192	11/26/97	ROSSMAN, DAVID A	1,394.52
62193	11/26/97	SHORTREED, MICHAEL P	1,918.57
62194	11/26/97	STAFNE, GREGORY L	1,983.96
62195	11/26/97	STOCKTON, DERRELL T	1,848.12
62196	11/26/97	SZCZEPANSKI, THOMAS J	2,062.24
62197	11/26/97	WATCZAK, LAURA	1,771.05
62198	11/26/97	WELCHLIN, CABOT V	1,822.52
62199	11/26/97	ADRIAN, VICKI L	390.40
62200	11/26/97	HALE, THOMAS M	204.80
62201	11/26/97	MEEHAN, JAMES	2,395.07
62202	11/26/97	MELANDER, JON A	1,932.92
62203	11/26/97	RABBETT, KEVIN	1,840.12
62204	11/26/97	THIENES, PAUL	1,724.48
62205	11/26/97	FECHT, MICHAEL J	159.50
62206	11/26/97	BOYER, SCOTT K	1,765.02
62207	11/26/97	FEHR, JOSEPH P	1,651.62

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CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
62208	11/26/97	FLAUGHER, JAYME L	1,429.82
62209	11/26/97	HALWEG, KEVIN R	2,538.16
62210	11/26/97	LAFFERTY, WALTER	1,715.58
62211	11/26/97	RABINE, JANET L	1,739.82
62212	11/26/97	HEWITT, JOEL A	2,366.53
62213	11/26/97	CHLEBECK, JUDY M	1,429.82
62214	11/26/97	DAHL, HELENE M	690.85
62215	11/26/97	DARST, JAMES	1,398.62
62216	11/26/97	FREBERG, RONALD L	1,451.42
62217	11/26/97	HELEY, RONALD J	1,443.42
62218	11/26/97	MEYER, GERALD W	1,582.01
62219	11/26/97	CAVETT, CHRISTOPHER M	1,972.00
62220	11/26/97	ELIAS, JAMES G	1,717.02
62221	11/26/97	LINDBLOM, RANDAL	1,577.82
62222	11/26/97	PRIEBE, WILLIAM	1,654.62
62223	11/26/97	ANDERSON, ROBERT S	1,468.86
62224	11/26/97	HELEY, ROLAND B	1,496.25
62225	11/26/97	HINNENKAMP, GARY	1,393.86
62226	11/26/97	LAVAQUE, MICHAEL	1,390.62
62227	11/26/97	LINDORFF, DENNIS P	1,420.26
62228	11/26/97	SCHINDELDECKER, JAMES	1,417.02
62229	11/26/97	MACY, RITA	144.38
62230	11/26/97	NELSON, JEAN	805.07
62231	11/26/97	SOUTTER, CHRISTINE	12.38

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
62232	11/26/97	MISKELL, NANCY	556.70
62233	11/26/97	WEGWERTH, JUDITH A	1,353.02
62234	11/26/97	BERGO, CHAD M	378.00
62235	11/26/97	ANDERSON, EVERETT	484.08
62236	11/26/97	OSTROM, MARJORIE	2,024.22
62237	11/26/97	WENGER, ROBERT J	1,685.82
62238	11/26/97	BALLESTRAZZE, THAD M	147.00
62239	11/26/97	BRANDSTROM, JULIET M	122.50
62240	11/26/97	FINN, GREGORY S	1,106.62
62241	11/26/97	FLUG, ELAINE R	269.50
62242	11/26/97	FLUG, MEGAN L	77.44
62243	11/26/97	GRUBER, SARAH A	150.00
62244	11/26/97	HANGGI, KATHLEEN M	178.50
62245	11/26/97	RYDEEN, SARAH	43.00
62246	11/26/97	STIEN, KARIN M	21.00
62247	11/26/97	STIEN, MARY	1,050.62
62248	11/26/97	STIEN, NATHANIEL	120.75
62249	11/26/97	VOGEL, PAUL R	33.20
62250	11/26/97	WARMAN, KATHRYN	105.00
62251	11/26/97	BREHEIM, ROGER W	1,439.42
62252	11/26/97	EDSON, DAVID B	1,466.90
62253	11/26/97	GERMAIN, DAVID	1,446.92
62254	11/26/97	NADEAU, EDWARD A	1,953.02
62255	11/26/97	NORDQUIST, RICHARD	1,373.22

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
62256	11/26/97	THOMAS-JR, STEVEN	1,373.22
62257	11/26/97	CHRISTENSEN, JODIE D	460.75
62258	11/26/97	COONS, MELISSA	708.16
62259	11/26/97	COURTEAU, BARBARA	206.23
62260	11/26/97	GLASS, JEAN	689.01
62261	11/26/97	HOIUM, SHEILA	689.18
62262	11/26/97	KELLY, LISA	959.96
62263	11/26/97	NEAMY, MARK W	328.25
62264	11/26/97	SCHOEBERL, KAYLENE M	544.56
62265	11/26/97	SHOBERG, CARY J	91.00
62266	11/26/97	ABRAHAMSON, REBECCA L.	273.00
62267	11/26/97	ANDERSON, JULIE M	150.19
62268	11/26/97	BADEN, ALISON L	58.50
62269	11/26/97	BADEN, MATHIAS	349.80
62270	11/26/97	BITTNER, KATIE C	240.50
62271	11/26/97	CHAPMAN, JENNY A	356.73
62272	11/26/97	CONLIN, PAMELA	96.00
62273	11/26/97	DOTSON, ALISHA	149.43
62274	11/26/97	DUFFEY, SHANNON MAUREEN	36.00
62275	11/26/97	EALY, JOHNNY L	136.50
62276	11/26/97	FILLMORE, TRISTAN E	59.40
62277	11/26/97	FILLMORE, WESLEY K	177.55
62278	11/26/97	FISCHER, SARAH A	85.80
62279	11/26/97	GOPLIN, NICHOLAS P	87.75

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
-----	-----	-----	-----
62280	11/26/97	GRUENHAGEN, LINDA C	130.50
62281	11/26/97	HAWKINS, LISA A	54.00
62282	11/26/97	HEIM, ANDREA J	185.25
62283	11/26/97	HEINN, REBECCA L	103.13
62284	11/26/97	HOLMGREN, LEAH M	87.75
62285	11/26/97	HOULE, DENISE L	72.00
62286	11/26/97	HUPPERT, ERIN M	58.50
62287	11/26/97	IKHAML, JOHN	142.00
62288	11/26/97	JOHNSON, ROBERT P	158.88
62289	11/26/97	JOHNSON, STETSON	169.00
62290	11/26/97	JOVONOVICH, TODD R	195.00
62291	11/26/97	KOEHNEN, MARY B	423.00
62292	11/26/97	KOEPKE, JENNIFER M	293.70
62293	11/26/97	LAES, ANDREW P	114.63
62294	11/26/97	LUND, DANIEL T	20.10
62295	11/26/97	MARUSKA, ERICA	107.20
62296	11/26/97	MCPHERSON, DEIRDRE	27.60
62297	11/26/97	NORTHQUEST, JONEEN L	30.00
62298	11/26/97	PARR, GAIL L	86.78
62299	11/26/97	REGESTER, DOUG	40.00
62300	11/26/97	SCHLUETER, LOUISE E	76.00
62301	11/26/97	SCHMIDT, RUSSELL	589.11
62302	11/26/97	SELIN, JONATHAN W	400.25
62303	11/26/97	SENARIGHI, CYNTHIA	36.00

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
62304	11/26/97	SIMONSON, JUSTIN M	691.47
62305	11/26/97	SKRIP, CARRIE A.	39.00
62306	11/26/97	SMITLEY, SHARON L	171.00
62307	11/26/97	SWANER, JESSICA	85.75
62308	11/26/97	THIBODEAU, KELLY M	797.53
62309	11/26/97	TIBODEAU, HEATHER J	91.70
62310	11/26/97	WALKER, SYLVESTER	253.50
62311	11/26/97	WARNER, CAROLYN	135.00
62312	11/26/97	WEDES, CARYL H	108.00
62313	11/26/97	WOLKERSTORFER, HEATHER L	104.00
62314	11/26/97	WOODMAN, ALICE E	30.00
62315	11/26/97	BOSLEY, CAROL	155.10
62316	11/26/97	DISKERUD, HEATHER A	190.50
62317	11/26/97	FLEMING, KATHY A	322.50
62318	11/26/97	GLASS, GILLIAN	90.00
62319	11/26/97	MACIOCH, AMY L	21.00
62320	11/26/97	MEEHAN, SHAYLENE D	51.00
62321	11/26/97	SCHROEDER, KATHLEEN	189.00
62322	11/26/97	SPANGLER, EDNA E	132.60
62323	11/26/97	ANTON, SARAH E	66.00
62324	11/26/97	BANINI, EDWIN K	127.50
62325	11/26/97	BEHAN, JAMES	1,197.50
62326	11/26/97	BLAKESLEY, JEFFERY DEAN	236.25
62327	11/26/97	CHAPEAU, GREG M	84.00

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

CHECK NUMBER	CHECK DATE	EMPLOYEE NAME	AMOUNT
62328	11/26/97	ERICKSON, KYLE F	102.00
62329	11/26/97	FULLER, AMY R	126.00
62330	11/26/97	JAHN, DAVID J	1,337.27
62331	11/26/97	JAQUES, THOMAS	91.00
62332	11/26/97	KOSKI, JOHN F	429.78
62333	11/26/97	KOVES, ADAM T	96.00
62334	11/26/97	KYRK, BREANNA K	255.00
62335	11/26/97	LONETTI, JAMES F	559.01
62336	11/26/97	MILLER, TIMOTHY	150.00
62337	11/26/97	NEWMAN, KELLY M	81.89
62338	11/26/97	NIX, MICHAEL D	180.00
62339	11/26/97	SEVERSON, CHRISTINA M	84.00
62340	11/26/97	SEYLER, KIMBERLY A	180.00
62341	11/26/97	SILVERBERG, MOLLY K	108.00
62342	11/26/97	SIMONSON, JOHN R	72.00
62343	11/26/97	STEINHORST, JEFFREY	144.90
62344	11/26/97	SWANSON, LYLE	1,299.54
62345	11/26/97	SWANSON, VERONICA	802.22
62346	11/26/97	YOUNG, DILLON J	78.00
62347	11/26/97	MULVANEY, DENNIS M	1,579.42
62348	11/26/97	PRIEM, STEVEN A.	1,582.99
62349	11/26/97	WILKIN, JEREMY S	822.50
TOTAL GROSS EARNINGS			284,422.26

MEMORANDUM

F2

TO: City Manager
FROM: Chad Bergo, Community Development Intern
SUBJECT: **Conditional Use Permit Review - Northern Hydraulics**
LOCATION: 1255 Cope Avenue
DATE: November 21, 1997

Action by Council:

Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

The conditional use permit (CUP) for 1255 Cope Avenue is due for review. (See the maps on pages 2 and 3.) The CUP allows a commercial building within 350 feet of a residential district.

BACKGROUND

Past Actions

On September 24, 1990, the City Council approved this CUP.

On June 24, 1991, the Council revised the CUP to change the store hours for Saturdays and Sundays and required the owner to replace the weeds and dead grass with sod. The Council changed the hours from 9 a.m.-4 p.m. to 8 a.m.-5 p.m. on Saturdays and from 9 a.m.-1 p.m. to 10 a.m.-4 p.m. on Sundays.

On September 23, 1991, September 28, 1992, and September 27, 1993, the City Council reviewed the CUP and required a review one year later.

On December 12, 1994, the City Council revised the CUP to change the store hours on weekdays from 7:00 a.m. - 7:00 p.m. to 8:00 a.m. - 8:00 p.m.

DISCUSSION

Outdoor Storage

Northern Hydraulics has occasionally been storing trailer bodies and equipment in their parking lot. The CUP does not allow outside storage and sales. The City Council should review this CUP in two months to see if the outside storage has stopped.

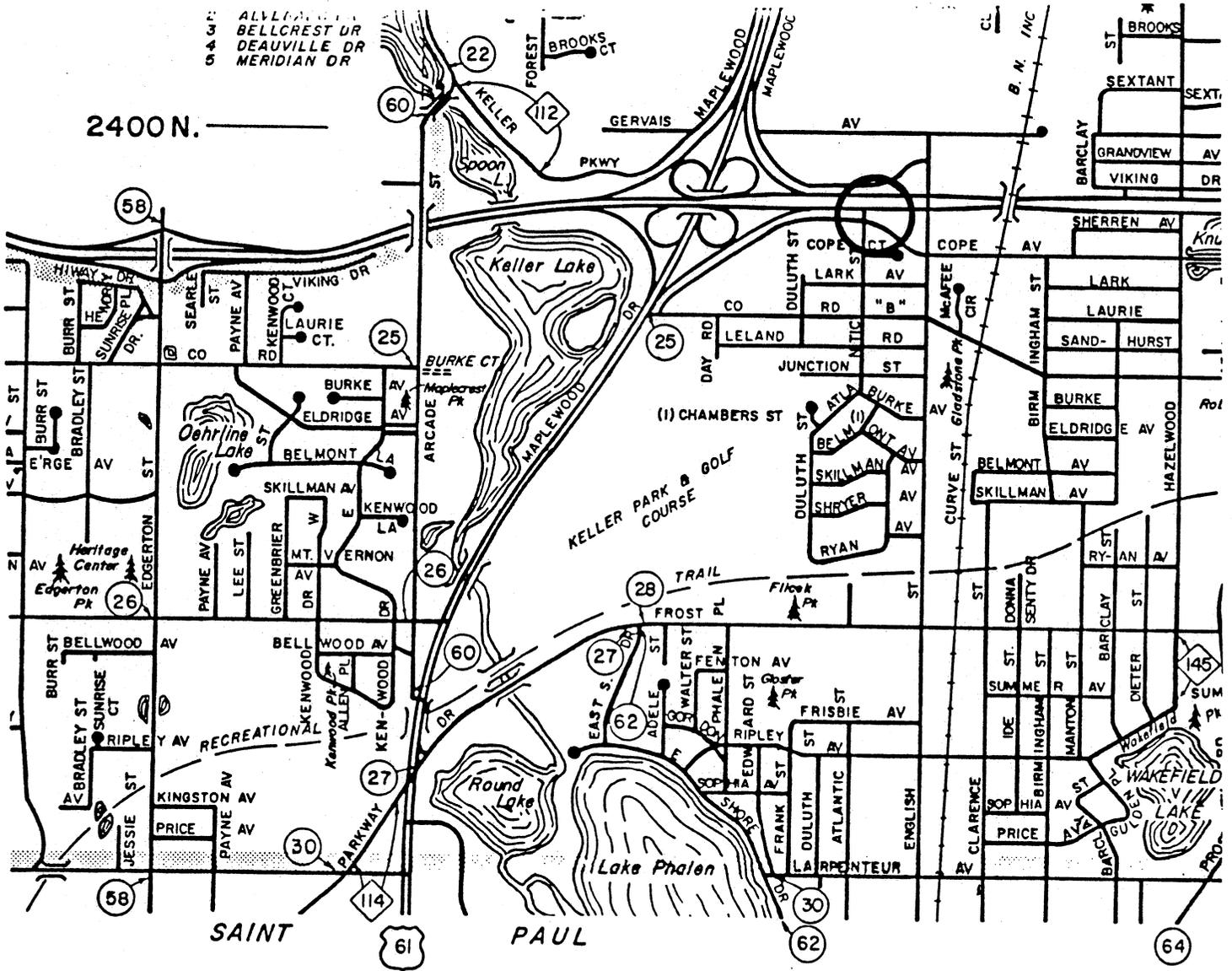
RECOMMENDATION

Review the CUP for 1255 Cope Avenue in two months.

p:\sec9\northern4.cup
Attachments:
1. Location Map
2. Property Line/Zoning Map

- 3 BELLCREST DR
- 4 DEAUVILLE DR
- 5 MERIDIAN DR

2400 N.



LOCATION MAP



MEMORANDUM

F3

TO: City Manager
FROM: Chad Bergo, Community Development Intern
SUBJECT: **Conditional Use Permit Review-Edgerton School**
LOCATION: 1929 Edgerton Street
DATE: November 20, 1997

Action by Council:
Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

The conditional use permit (CUP) for Edgerton School, at 1929 Edgerton Street, is due for review. The city code requires a CUP for all schools. Refer to the maps on pages 2-3.

BACKGROUND

On March 8, 1993, the City Council authorized the Mayor and City Manager to sign an agreement with ISD 623. The City Council agreed to pay \$250,000 from park funds to help finance the proposed gymnasium.

On March 28, 1994, the City Council approved the following for the Edgerton Elementary School expansion:

1. A CUP to expand the school.
2. A CUP to structurally alter a nonconforming use. The District proposed to curb the edge of an existing driveway with a nonconforming setback.
3. A variance from the requirement for in-ground lawn irrigation.
4. Architectural, site, and landscape plans.

CODE REQUIREMENTS

Section 36-445(a) states all CUPs shall be reviewed by the council within one year of the date of initial approval, unless such review is waived by the council decision or ordinance. At the one-year review, the council may specify an indefinite term or specific term not to exceed five years.

DISCUSSION

City staff is not aware of any problems with this project.

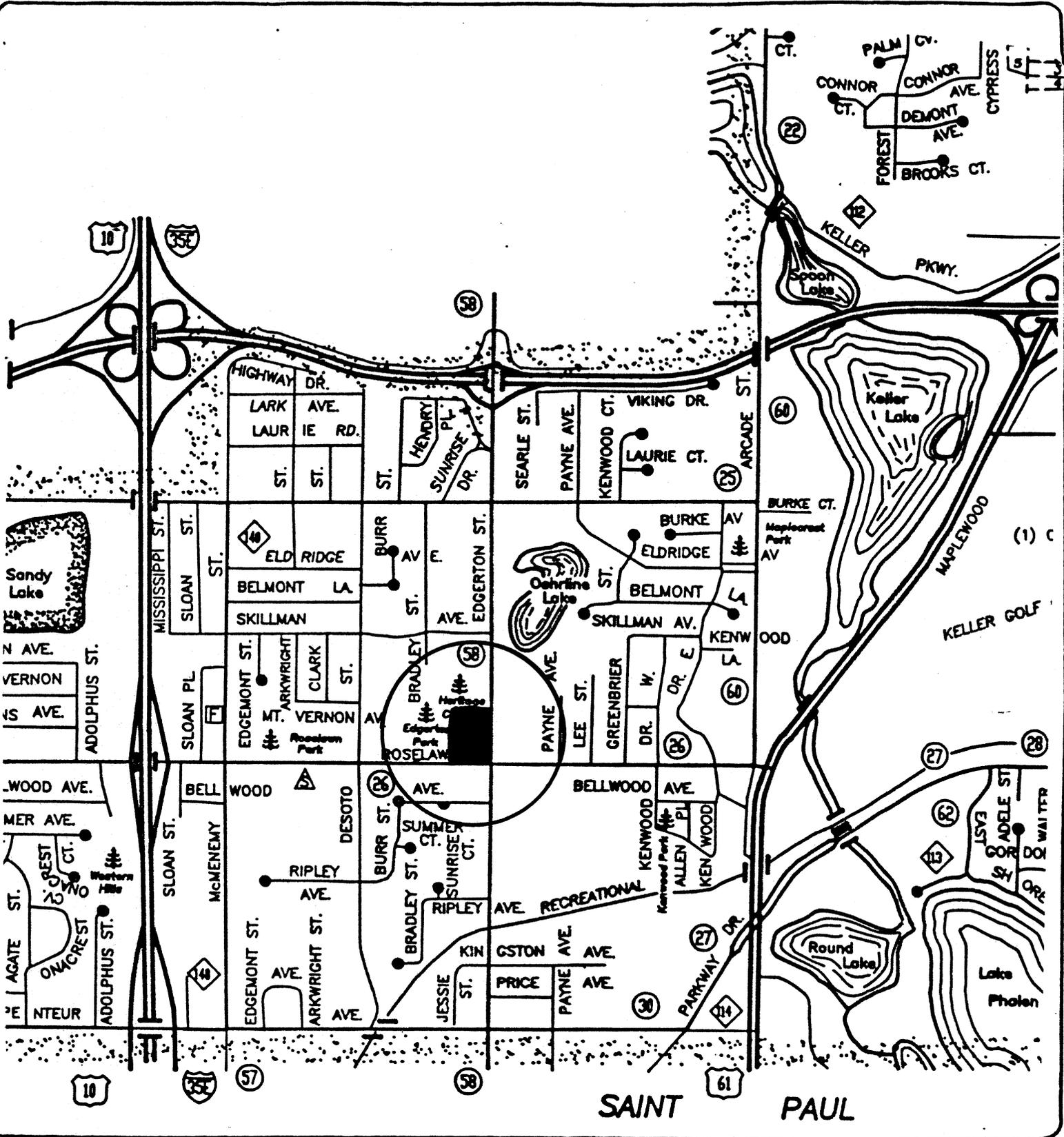
RECOMMENDATION

Review the conditional use permit for Edgerton School at 1929 Edgerton Street again only if a problem arises.

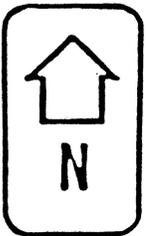
p:sec17/edgerton.rev

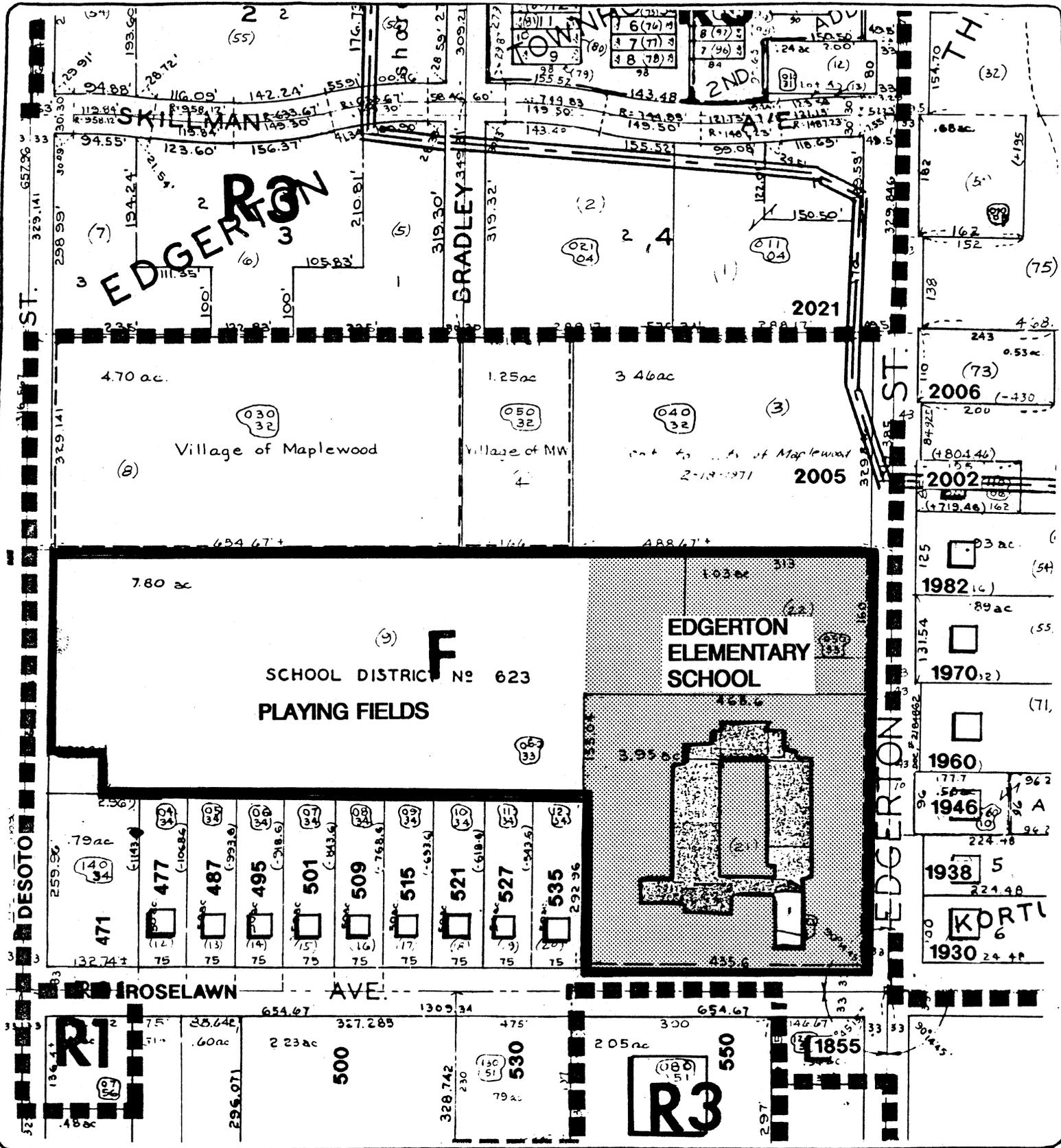
Attachments:

1. Location Map
2. Property Line/Zoning Map
3. City Council conditions dated December 12, 1994

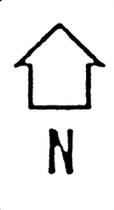


LOCATION MAP





PROPERTY LINE / ZONING MAP



NOW, THEREFORE, BE IT RESOLVED that the City Council revise the above-described conditional use permit based on new building and site plans. The City approves the revision because:

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan (stamped August 29, 1994) approved by the City. The Director of Community Development may approve minor changes.
2. The proposed construction must be substantially started within one year after Council approval or the permit shall end. The Council may extend this deadline for one year.
3. The City Council shall review this permit in one year.
4. The City may require additional parking if needed.
5. The School District shall provide for evening car parking in the bus-loading area. The access drives to this parking area shall be open during the evenings.
6. The School District shall allow the City to construct a walkway from the City's property to the north parking lot.

Seconded by Councilmember Koppen

Ayes - all

F 4

MEMORANDUM

TO: City Manager
FROM: Chad Bergo, Community Development Intern
SUBJECT: **Conditional Use Permit Review-Gethsemene Church**
LOCATION: 2410 Stillwater Road
DATE: November 25, 1997

Action by Council:
Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

The conditional use permit (CUP) for Gethsemene Church at 2410 Stillwater Road is due for review. The city code requires a CUP for all churches. Refer to the maps on pages 2-3.

BACKGROUND

December 12, 1995: The city council approved the CUP to allow Gethsemene Church to expand their building and parking lot. Refer to the CUP conditions on pages 4 and the design requirements on page 5.

CODE REQUIREMENTS

Section 36-445(a) states all CUPs shall be reviewed by the council within one year of the date of initial approval, unless such review is waived by the council decision or ordinance. At the one-year review, the council may specify an indefinite term or specific term not to exceed five years.

DISCUSSION

After inspecting the property, it was discovered that there is no trash enclosure for a dumpster located in the parking lot. City staff has informed the church staff of the problem.

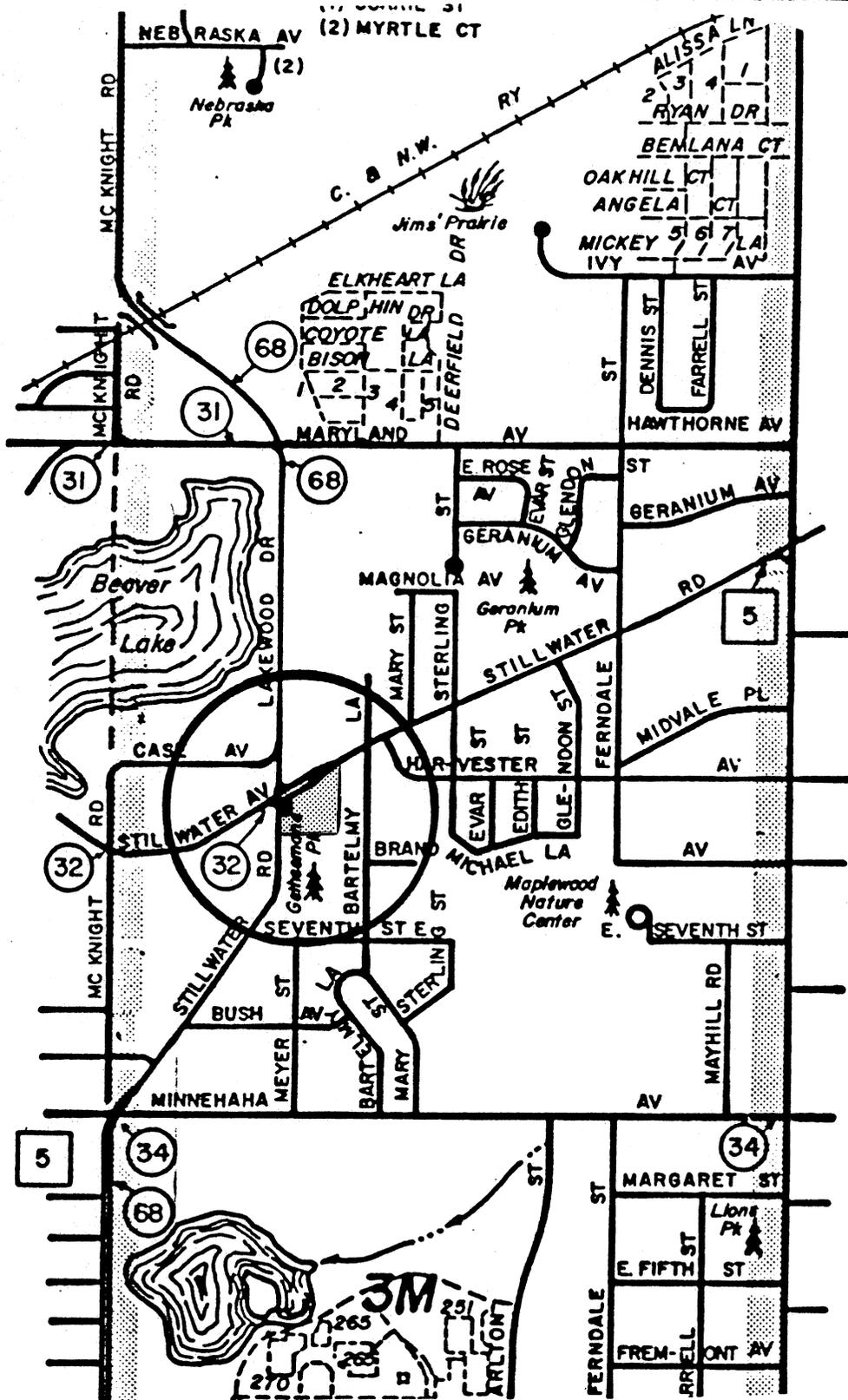
RECOMMENDATION

Review the conditional use permit for Gethsemene Church at 2410 Stillwater Road again in June, 1998. If the applicant has completed all of the required work, the city council should review this permit again only if a problem arises.

p:sec25\gethsem.rev

Attachments:

1. Location Map
2. Property Line/Zoning Map
3. City Council conditions dated December 12, 1994



LOCATION MAP



Reserving, however, an easement covering the Southerly 33 feet of the above described premises for roadway purposes, to be hereafter dedicated for a public highway and to be designated as East Seventh Street.

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

1. On November 21, 1994, the Planning Commission recommended that the City Council approve this permit.
2. On December 12, 1994, the City Council held a public hearing. The City staff published a notice in the paper and sent notices to the surrounding property owners. The Council gave everyone at the hearing a chance to speak and present written statements. The Council also 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:

1. All construction shall follow the site plan approved by the City. The Director of Community Development may approve minor changes.

2. The proposed construction must be substantially started within one year of Council approval or the permit shall end. The Council may extend this deadline for one year.
3. The City Council shall review this permit in one year.

Seconded by Mayor Bastian

Ayes - all

Design Plans

- j. Councilmember Carlson moved to approve the design plans stamped September 21, 1994, subject to the findings required by the Code. The Church shall do the following:

- 1) Repeat this review in two years if the City has not issued a building permit for this project.
- 2) Submit the following to the staff before the City issues a building permit:
 - a) A plan showing the location and design of a trash dumpster enclosure. The enclosure shall be of a material and color compatible with the building.
 - b) A screening plan for any roof-mounted mechanical equipment.
 - c) A revised site plan showing a 24-foot-wide driveway on the east side of the addition. This plan shall also move the two proposed trees.
- 3) Complete the following before occupying the building:
 - a. Install a handicap-parking sign for each proposed handicap-parking space.
 - b). Screen all new roof-mounted equipment visible from streets or adjacent property. (code requirement)
 - c) Construct a trash dumpster enclosure. (code requirement)
 - d) Install site security lighting, subject to the approval of the Director of Public Safety. The light intensity shall not exceed one-foot-candle at any residential lot line. The light fixtures shall be aimed or shielded so the light source is not visible. (code requirement)
- 4) If any required work is not done, the City may allow temporary occupancy if:
 - a) The City determines that the work is not essential to the public health, safety or welfare.
 - b) The City receives a cash escrow or an irrevocable letter of credit for the required work. The amount shall be 150% of the cost of the unfinished work.
 - c) The City receives an agreement that will allow the City to complete any unfinished work.
- 5) All work shall follow the approved plans. The Director of Community Development may approve minor changes.

Seconded by Mayor Bastian

Ayes - all

F5

MEMORANDUM

Action by Council

TO: City Manager
FROM: Chad Bergo, Community Development Intern
SUBJECT: **Conditional Use Permit Review - Crestview Forest Townhomes**
LOCATION: Sterling Street, south of Mailand Road
DATE: November 21, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

The conditional use permit (CUP) for Crestview Forest Townhomes is due for review. This project is along Sterling Street, south of Mailand Road. (See the maps on pages 2 and 3.)

BACKGROUND

May 15, 1980, the city council approved this CUP, subject to several conditions.

DISCUSSION

Bruce Anderson, the Parks and Recreation Director, stated that due to the late construction start he expects the trail between Sterling Street and Vista Hills Park to be completed in the spring of 1998. The council should review this permit again in June of 1988 to check on its completion.

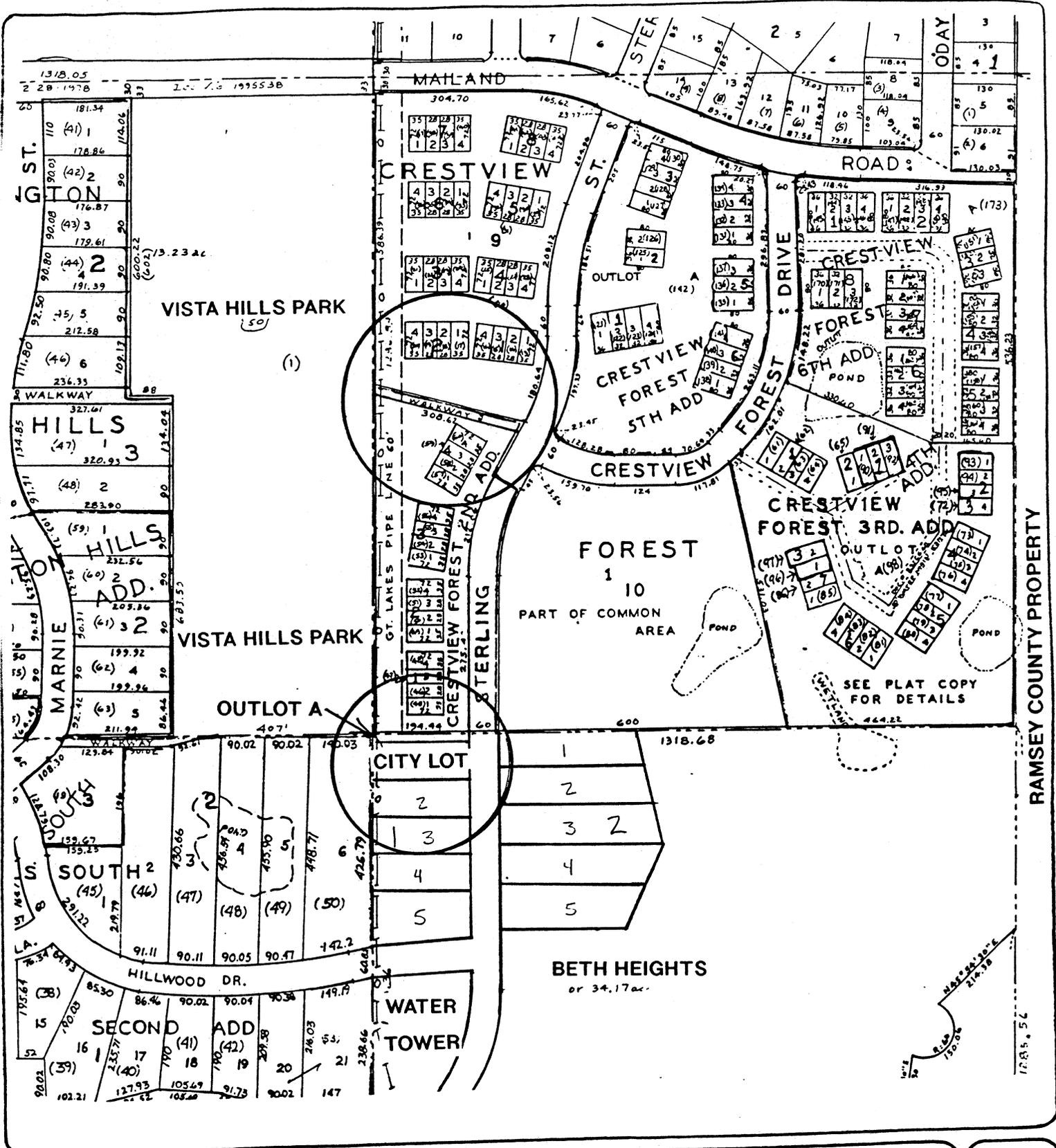
RECOMMENDATION

Review the conditional use permit for Crestview Forest Townhomes again in six months.

p:\sec16\crestvw2.cup

Attachments:

1. Location Map
2. Property Line/Zoning Map



RAMSEY COUNTY PROPERTY

PROPERTY LINE / ZONING MAP



FG

MEMORANDUM

Action by Council:

TO: City Manager
FROM: Ken Roberts, Associate Planner
SUBJECT: **Preliminary Plat Time Extension**
PROJECT: Highwood Fourth Addition
LOCATION: South of Highwood Avenue, west of Lakewood Drive
DATE: November 26, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

Art Werthausser is requesting that the city approve a one-year time extension for a 27-lot preliminary plat. Mr. Werthausser represents Roar Development, Inc. The project's name is Highwood Fourth Addition and would be south of Highwood Avenue, west of Lakewood Drive. (See the maps on pages 2-4.) Mr. Werthausser expects to build this development in 1998. (Please see his letter on page 5.)

BACKGROUND

On October 14, 1996, the council tabled action on the proposed preliminary plat until December 9, 1996 at the applicant's request. This tabling was to give the applicants time to revise the plat to lessen the grading and tree loss on the site. The developers also had a meeting with the neighbors to review their concerns with the project.

On December 9, 1996, the city council gave three approvals for the project. These included the alteration of a slope over 25 percent in grade, the preliminary plat (subject to five conditions) and street width code variation for the streets in the plat. (See the minutes starting on page 6.)

DISCUSSION

Since last year, Roar Development has been revising and completing the construction plans for the plat. They have not yet started constructing the development. There have not been any changes to the city code or area that warrant any changes to the plat or to the conditions of approval.

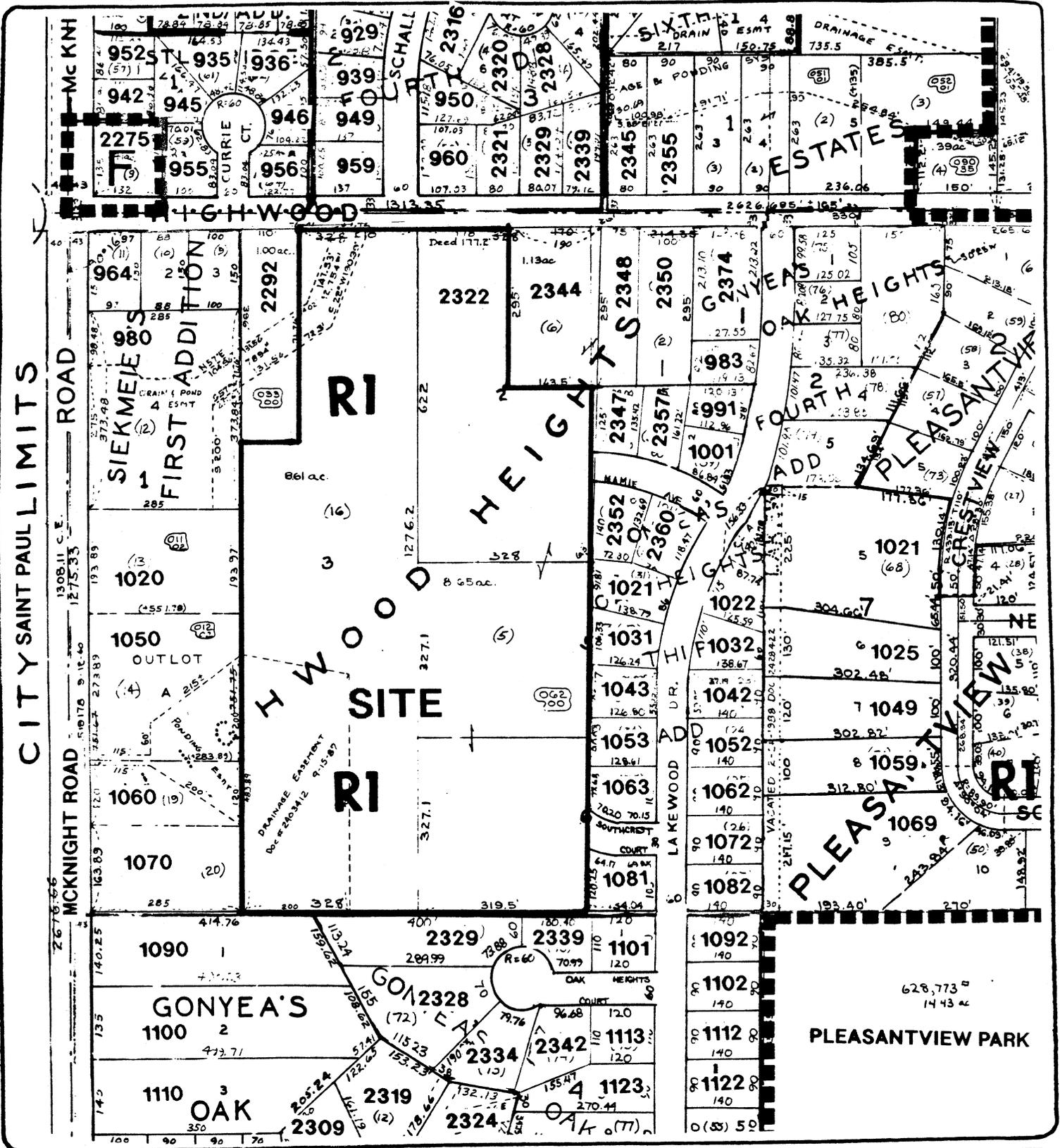
RECOMMENDATION

Approve a one-year time-extension for the Highwood Estates Fourth Addition preliminary plat. This time extension shall be subject to the December 9, 1996 conditions of approval.

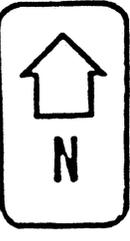
kr:p:Sec 13-28/hghest-4.-3

Attachments:

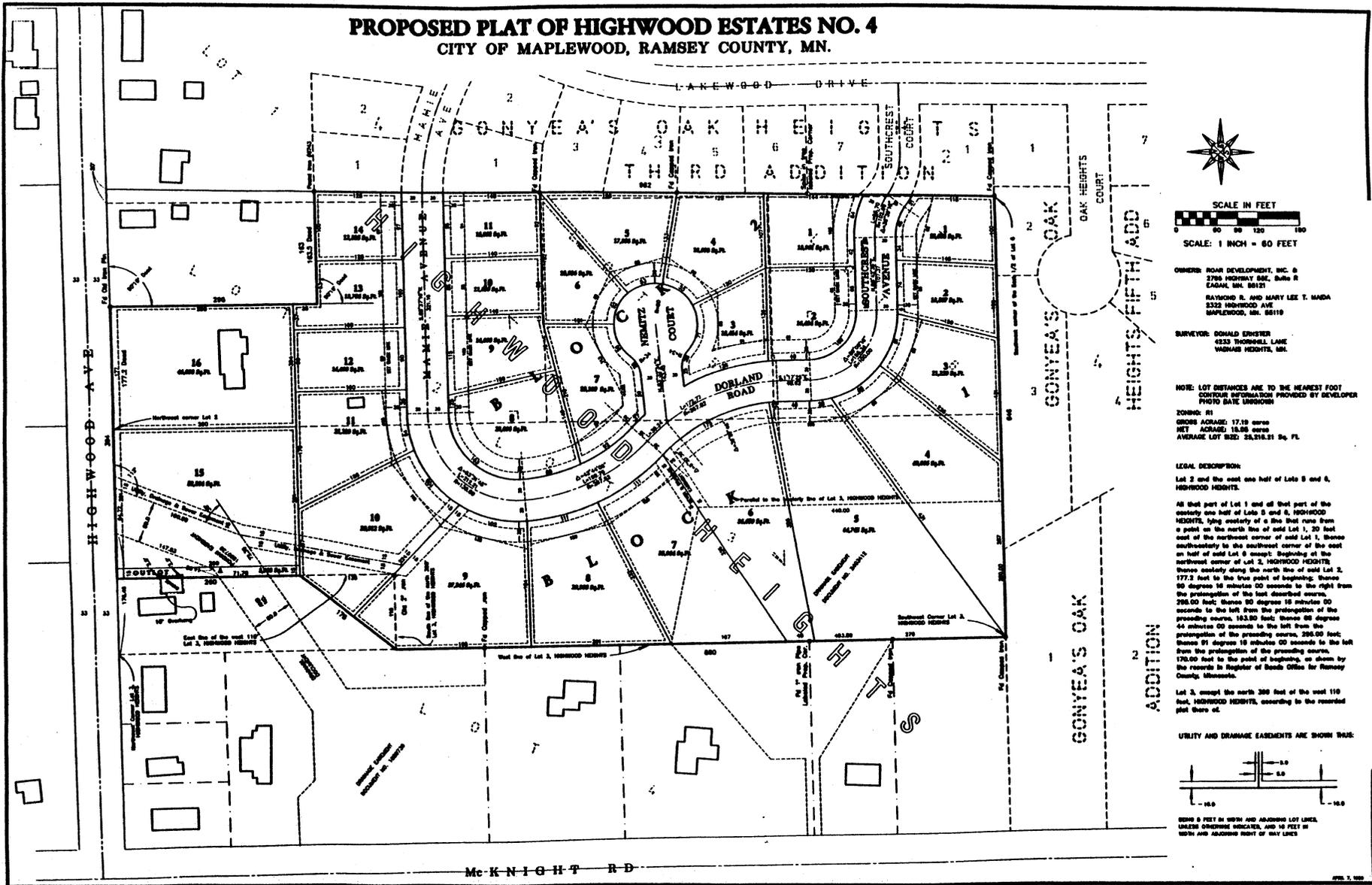
1. Location Map
2. Property Line/Zoning Map
3. Proposed Preliminary Plat
4. 11-26-97 letter from Art Werthausser
5. 12-9-96 Council Minutes



PROPERTY LINE / ZONING MAP



PROPOSED PLAT OF HIGHWOOD ESTATES NO. 4
 CITY OF MAPLEWOOD, RAMSEY COUNTY, MN.



SCALE IN FEET
 0 50 100 150
 SCALE: 1 INCH = 60 FEET

OWNER: ROAR DEVELOPMENT, INC. @
 2705 HIGHWAY 55E, Suite R
 EAGAN, MN. 55121
 RAYMOND R. AND MARY LEE T. MADA
 3332 HIGHWOOD AVE
 MAPLEWOOD, MN. 55110
 SURVEYOR: DONALD ENSTER
 4233 THORNHILL LAKE
 WABASH HEIGHTS, MN.

NOTE: LOT DISTANCES ARE TO THE NEAREST FOOT
 CENTER INFORMATION PROVIDED BY DEVELOPER
 PHOTO DATE UNKNOWN

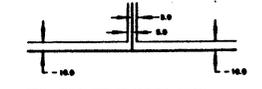
ZONING: R1
 GROSS ACRES: 17.10 acres
 NET ACRES: 16.06 acres
 AVERAGE LOT SIZE: 28,516.21 Sq. Ft.

LEGAL DESCRIPTION:
 Lot 2 and the east one half of Lots 5 and 6,
 HIGHWOOD HEIGHTS.

All that part of Lot 1 and all that part of
 the east one half of Lots 5 and 6,
 HIGHWOOD HEIGHTS, lying westerly of a line that runs from
 a point on the north line of said Lot 1, 20 feet
 east of the northeast corner of said Lot 1, thence
 southeasterly to the southeast corner of the east
 one half of said Lot 5 thence; Beginning at the
 northeast corner of Lot 2, HIGHWOOD HEIGHTS,
 thence easterly along the north line of said Lot 2,
 177.2 feet to the true point of beginning; thence
 60 degrees 16 minutes 00 seconds to the right from
 the prolongation of the last described course,
 295.00 feet; thence 90 degrees 16 minutes 00
 seconds to the left from the prolongation of the
 preceding course, 163.00 feet; thence 88 degrees
 44 minutes 00 seconds to the left from the
 prolongation of the preceding course, 226.00 feet;
 thence 91 degrees 19 minutes 00 seconds to the left
 from the prolongation of the preceding course,
 170.00 feet to the point of beginning, as shown by
 the records in Register of Deeds Office for Ramsey
 County, Minnesota.

Lot 3, except the north 300 feet of the east 110
 feet, HIGHWOOD HEIGHTS, according to the recorded
 plat here of.

UTILITY AND DRAINAGE EASEMENTS ARE SHOWN THIS:

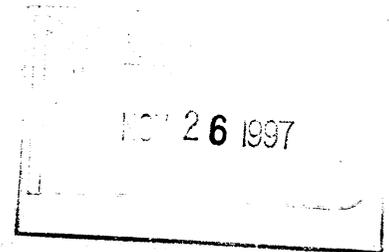


ROAD 6 FEET IN WIDTH AND ADJOINING LOT LINES
 UNDER CONSTRUCTION, AND 16 FEET IN
 WIDTH AND ADJOINING RIGHT OF WAY LINES

PROPOSED PRELIMINARY PLAT

**Roar Development
And
A & R Engineering**

2795 Highway 55 E. Suite R
Eagan, Minnesota 55121
Phone (612) 405-8811
Fax (612) 454-0301



November 26, 1997

Mr. Kenneth Roberts
Associate Planner
City of Maplewood
1830 E. County Road B
Maplewood, Minnesota 55109

Re: Highwood Fourth Addition Preliminary Plat Renewal

Dear Ken:

Please submit the Highwood Fourth Addition Preliminary Plat for renewal to the city council. Please advise me of the date of the hearing so that I can be present. Enclosed is a check for \$168.00.

Yours truly,

A handwritten signature in cursive script, appearing to read "Art Werthaus". The signature is written in dark ink and is positioned above the printed name.

Art Werthaus

MINUTES OF MAPLEWOOD CITY COUNCIL
7:00 P.M., Monday, December 9, 1996
Council Chambers, Municipal Building
Meeting No. 96-25

I. UNFINISHED BUSINESS

1. Highwood 4th Addition Preliminary Plat (South of Highwood Ave., West of Lakewood Dr.)
 - a. Manager McGuire introduced the staff report.
 - b. Director of Community Development Coleman presented the specifics of the report.
 - c. Mayor Bastian asked if anyone wished to speak before the Council regarding this matter. The following persons were heard:
 - Bruce Cunningham, 2329 Oak Heights Court E
 - Arthur Werthaus, Roar Development, 2795 Hwy 55 E., Eagan
 - MaryLee Maida, 2322 Highwood Avenue
 - Thomas Maida
 - Bill Kortus, 1050 South McKnight
 - Peter Sullivan, 1022 Lakewood
 - Paul & Debra Madsen, 2360 Mamie (letter delivered by Peter Sullivan and read by the Mayor)
 - Dawn Deare, 1043 Lakewood Drive South
 - Bruce Cunningham, 2329 Oak Heights Court E
 - Brian Schmidt, 2344 Highwood Avenue
 - Charles DeSotto, Attorney representing the Maida's
 - David Warner, 1063 Lakewood Drive South
 - Alexis Warner, 1063 Lakewood Drive South
 - Marcia Willis, 1053 Lakewood Drive South
 - Bill Tingerthal, 2434 Southcrest Avenue
 - Joel Wendl, 1060 McKnight Road South (submitted letter)

- d. Councilmember Rossbach moved approval of alteration of a slope over 25 percent in grade for the construction of Highwood Estates No. 4 preliminary plat, based on the following:
- 1) The degree of alteration will not affect the basic character of the slope;
 - 2) The alteration will not affect the importance of the slope to the character of the area;
 - 3) The Council approved a similar request in 1987 for the Gonyea Company to build the Oak Heights development in the area.

Seconded by Councilmember Koppen

Ayes - Mayor Bastian, Councilmembers
Allenspach, Koppen, Rossbach
Nays - Councilmember Carlson

- e. Councilmember Rossbach moved to approve the Highwood Estates No. 4 preliminary plat (received by the City on June 19, 1996), with the following conditions to be completed by the developer before the City Council approves the final plat:

1. Sign an agreement with the City that guarantees that the developer or contractor will:
 - a. Complete all grading for overall site drainage, complete all public improvements and meet all City requirements.
 - b.* Place temporary orange safety fencing, silt fence and signs at the grading limits.
 - c. Have NSP install street lights in three locations, primarily at street intersections. The exact location and type of lights shall be subject to the City Engineer's approval.
 - d. Pay the City for the cost of traffic-control, street identification and no-parking signs.
 - e. Provide all required and necessary easements.
 - f. Demolish or move the existing shed behind 2322 Highwood Avenue on proposed Lot 11, Block 1. Abandon any wells or septic systems within the plat, subject to the Environmental Health Official's approval.
- 2.* Have the City Engineer approve final construction and engineering plans. These plans shall include grading, utility, drainage, erosion control, tree and street plans. The plans shall meet the following conditions:
 - a. The erosion control plans shall be consistent with the City code.
 - b. The grading plan shall:
 - (1) Include proposed building pad elevation and contour information for each home site.
 - (2) Include contour information for the land that the street construction will disturb.
 - (3) Provide a permanent stormwater detention pond to control the rate of discharge from the development to pre-development levels at the end of the storm water pipe between Lots 6 and 7, Block 1 near the existing pond.
 - (4) Show housing styles that reduce the grading on sites where the developer can save large trees.
 - (5) All proposed slopes steeper than 3:1 shall be identified on the proposed construction plans. The City Engineer shall approve the plans, specifications and management practices for any slopes steeper than 3:1.

- (6) Show all retaining walls on the plans. Any retaining walls more than 4 feet tall require a building permit from the City.
- (7) Be revised to show the undisturbed buffer areas as described in the letter dated November 26, 1996. These shall include:
 - (a) On the east side of the development, provide at least a 15-foot-wide undisturbed buffer on Lots 4 and 5, Block 2.
 - (b) On the south side of the development, provide at least a 30-foot-wide undisturbed buffer on Lot 3, Block 1.
 - (c) On the west side of the development, provide at least a 40-foot-wide undisturbed buffer on Lots 8 and 9, Block 1.
- c. Change the plat to show the street curves next to Lots 2-5 and Lots 8-11, Block 1 with a minimum of a 150-foot radius on the centerline. Also change the lot lines in the plat to make them radial to the new street centerlines.
- d. Change the grading and utility plans to follow the revised street and lot design required in Condition 2(c) above. In addition, move the proposed sanitary sewer line between Lots 9 and 10, Block 1 to between Lots 10 and 11, Block 1. This change is to drop one manhole and to lessen the amount of sewer pipe. This sewer line change may require changing the grading plan to make the grades meet City standards.
- e. Provide a tree plan for the City Engineer's approval before grading or final plat approval. This plan shall show where the developer will remove, save, move or replace large trees. This plan also must show the size, species and location of any trees that the developer will plant as replacement trees. All deciduous trees the developer plants shall be at least 2-1/2 inches in diameter. There shall be no tree removal beyond the approved grading and tree limits.
- f. The streets shall be 28 feet wide from face to face of the concrete curb and gutter with no parking on one side.
- g. That there be 25-foot front yard setbacks allowed at the discretion of staff if it helped the grading problems.
- 3. Change the plat as follows:
 - a. Add and change drainage and utility easements as required by the City Engineer.
 - b. Show drainage and utility easements along all property lines on the final plat. These easements shall be ten feet wide along the front and rear property lines and five feet wide along the side property lines.
 - c. Show Nemitz Court as Maida Court on the final plat and construction plans.
- 4. Provide all easements required by the City Engineer.
- 5. The developer shall complete all grading for public improvements and overall site drainage. The City Engineer shall include in the developers agreement any grading that the developer or contractor has not completed before final plat approval.

If the developer decides to final plat part of the preliminary plat, the Director of Community Development may waive any conditions that do not apply to the final plat.

* The developer must complete these conditions before the City issues a grading permit or approves the final plat.

Seconded by Councilmember Koppen

Ayes - Mayor Bastian, Councilmembers
Allenspach, Koppen, Rossbach
Nays - Councilmember Carlson

- f. Councilmember Rossbach introduced the following Resolution and moved its adoption:

96 - 12 - 144

STREET WIDTH CODE VARIATION - HIGHWOOD ESTATES NO. 4

WHEREAS, Mr. Arthur Werthausser of Roar Development requested a variation from the City code.

WHEREAS, this code variation applies to the Highwood Estates No. 4 development that is south of Highwood Avenue, west of Lakewood Drive and east of McKnight Road.

WHEREAS, the legal description for this property is:

That part of the Northwest Quarter of the Southwest Quarter of Section 13, Township 28, Range 22, Ramsey County, Minnesota; described as follows;

Lot 2 and the West one half of Lots 5 and 6, Highwood Heights; Part of Lot 1 and part of the East one half of Lots 5 and 6 of Highwood Heights; Lot 3, except the North 396 feet of the West 110 feet of Highwood Heights.

WHEREAS, Section 29-52(a)(9) of the Maplewood City Code requires that local residential streets shall be 32 feet in width, measured between faces of curbs.

WHEREAS, the applicant is proposing 28-foot-wide streets with no parking on one side.

WHEREAS, this requires a variation of four feet.

WHEREAS, the history of this variation is as follows:

The Maplewood Planning Commission reviewed this request on August 19, 1996. The Planning Commission recommended that the Council approve the proposed code variation.

The Maplewood City Council held a public hearing on September 9, 1996. City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners. The Council gave everyone at the hearing a chance to speak and to present written statements. The Council also considered reports and recommendations from the City staff.

NOW, THEREFORE, BE IT RESOLVED that the Maplewood City Council approve the above-described variation subject to no parking on one side of the streets and the developer paying the City for the cost of no-parking signs.

Seconded by Councilmember Koppen

Ayes - Mayor Bastian, Councilmembers
Allenspach, Koppen, Rossbach
Nays - Councilmember Carlson

Seconded by Councilmember Koppen

Ayes - Mayor Bastian, Councilmembers
Allenspach, Koppen, Rossbach
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Seconded by Councilmember Koppen

Ayes - Mayor Bastian, Councilmembers
Allenspach, Koppen, Rossbach
Nays - Councilmember Carlson

AGENDA ITEM F7

AGENDA REPORT

TO: City Manager
FROM: City Engineer
SUBJECT: St. Paul Business Center Water Agreement
DATE: December 1, 1997

Action by Council:

Endorsed _____
Modified _____
Rejected _____
Date _____

The St. Paul Business Center located on Roselawn Avenue and I-35E, is serviced by a private watermain. Private watermains are installed according to agreements between the property owner, St. Paul Water Utility and The City of Maplewood. The St. Paul Business Center recently changed hands. The new owners require a consent and approval and release by the water utility and the city. The attached agreement assigns all the rights and responsibilities under the private watermain agreement to the new owners.

It is recommended the city council authorize execution to the attached agreement.

KGH

**CONSENT AND APPROVAL AND RELEASE BY
BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL
AND THE CITY OF MAPLEWOOD**

The Board of Water Commissioners of the City of Saint Paul ("Board") and the City of Maplewood ("City") do hereby consent to and approve the assignment and transfer of rights and obligations as provided for in the attached Assignment and Assumption of Water Service Agreement (the "Assignment") to be executed by Bedford Property Investors, Inc., as assignor, and Aetna Life Insurance Company, as assignee, related to that certain Agreement filed with the Ramsey County Recorder on August 6, 1985, as Document No. 2277007 (the "Agreement").

Effective as of the "Effective Date" of the Assignment, the Board and the City hereby forever release and discharge Assignor, its successor and assigns, from any and all liability or obligations under the Agreement, there being specifically reserved to the Board and to the City, however, the right to a lien upon the property covered by the Agreement, pursuant to the provisions of Paragraphs 5 and 11 of the Agreement.

IN WITNESS WHEREOF, the Board of Water Commissioners of the City of Saint Paul and the City of Maplewood have caused this instrument to be executed as of the _____ day of _____, 1997, by their duly authorized officials.

ASSIGNMENT AND ASSUMPTION OF WATER SERVICE AGREEMENT

THIS ASSIGNMENT AND ASSUMPTION OF WATER SERVICE AGREEMENT (the "Assignment") is made as of the 31st day of December, 1996, (the "Effective Date"), by and between BEDFORD PROPERTY INVESTORS, INC., a Maryland corporation ("Assignor"), and AETNA LIFE INSURANCE COMPANY, a Connecticut corporation ("Assignee").

WITNESSETH:

A. Assignor, as owner of the property described on Exhibit A attached hereto ("Property"), was bound by the Agreement dated December 19, 1984, by and among St. Paul Business Center East, the City of Maplewood ("City") and the Board of Water Commissioners of the City of St. Paul ("Board") (the "Agreement"), which Agreement was recorded August 6, 1985, in the Office of the County Recorder of Ramsey County as Document No. 2277007.

B. Assignor acquired ownership of the Property by conveyance from Landsing Pacific Fund, a Delaware corporation ("Landsing"), as grantor, recorded December 14, 1995, as Instrument Nos. 2903321 and 2903322.

C. Assignor conveyed its interest in the Property to Assignee by Limited Warranty Deed filed with the Ramsey County Recorder on December 30, 1996, as Document No. 2911296.

D. In conjunction with the conveyance of the Property to Assignee, Assignor agreed to assign to Assignee its rights and obligations under the Agreement and Assignee agreed to accept the Agreement and assume Assignor's obligations thereunder in accordance with the terms of this Assignment.

E. Pursuant to paragraph 10 of the Agreement, an assignment of rights and obligations under the Agreement requires the written consent of the Board. By the Consent and Approval and Release by Board of Water Commissioners of the City of Saint Paul and the City of Maplewood dated as of _____, 1997, the Board consented to the Assignment.

NOW, THEREFORE, in consideration of the foregoing premises and in consideration of the mutually binding terms and conditions hereof, the parties hereto agree as follows:

1. Assignor hereby assigns and transfers to Assignee, its successors and assigns all of the rights and obligations of Assignor under the Agreement.

2. Assignee hereby accepts such assignment and transfer and hereby agrees to pay all of the costs of installation, maintenance and replacement of the private water mains installed or to be installed pursuant to the Agreement, whether heretofore or hereafter incurred or expended, and agrees to assume all of the responsibility and liability arising out of the operation, maintenance, use and repair of the mains or service pipes. Assignee further agrees to assume all obligations and liabilities imposed upon Assignor by the Agreement. Assignee agrees to hold Assignor harmless and indemnify it from any and all claims which may be made against Assignor by reason of the Agreement, and all expenses, including reasonable attorneys' fees incurred by Assignor in connection with the Agreement.

IN TESTIMONY WHEREOF, the parties hereto have executed this instrument as of the day and year first above written.

ASSIGNOR:

BEDFORD PROPERTY INVESTORS, INC.
a Maryland corporation

By [Signature]
Its CEO

ASSIGNEE:

AETNA LIFE INSURANCE COMPANY,
a Connecticut corporation
By: ALLEGIS REALTY INVESTORS LLC,
Its Investment Advisor and Agent

By [Signature]
Its Chief Executive Officer

STATE OF California)
)ss.
COUNTY OF Contra Costa

On October 15, 1997 before me, Rebecca L. Ingraca, a Notary Public, personally appeared James R. Moore, Jr., personally known to me or proved to me, on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

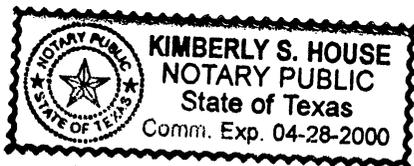
WITNESS my hand and official seal.



Rebecca L. Ingraca
Notary Public

STATE OF Texas)
)ss.
COUNTY OF Dallas

The foregoing instrument was acknowledged before me this 29 day of September, 1997, by James G. Hughes, the Vice President of Aetna Life Insurance Company, a Connecticut corporation, on behalf of the corporation. Allegis Realty Investors



Kimberly S. House
Notary Public

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

AGENDA REPORT

TO: City Manager
 FROM: Public Works Administrative Assistant
 DATE: December 1, 1997
 SUBJECT: Regular Part-Time Clerk Typist Position

INTRODUCTION

Since 1996, funds have been budgeted for clerical support of 10 hours per week at the Public Works building for the street, sewer and VEM staffs. Although the present level of clerical support has relieved the Public Works Coordinator, the foremen, and the lead mechanic from many clerical duties, staff is still spending too much time on paperwork and related computer duties that would be handled more productively by a clerk-typist. An additional 10 hours of clerical time per week would allow staff to concentrate more time on their primary duties which have expanded due to additional street and sewer mileage and the addition of public safety vehicle maintenance.

BACKGROUND

The 1997 and 1998 budgets have approved funds for 10 hours of regular part-time clerical help. There are also funds already budgeted in the 1997 and 1998 street and sewer funds for temporary wages that would be more than sufficient to fund the requested additional 10 hours per week of regular part-time clerical time. The end result would be a minimal reduction of temporary part-time hours with no increase to the 1997 nor the 1998 budget. In essence, wage dollars would be spent where they are needed the most - for clerical support of the street, sewer and VEM funds.

RECOMMENDATION

It is recommended that the position of a regular part-time clerk-typist (20 hours per week), be added to the Public Works Department.

Memorandum

Action by Council:

To: Michael McGuire
From: Tim Busse
Re: Budget Transfer
Date: December 1, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

Introduction

It is proposed that the Council approve a transfer of \$35,035 from the contingency fund and \$65,000 from the unappropriated fund balance in the general fund to the legal budget to cover recent expenditures and to finance legal services through the end of the year.

Background

The city's legal budget for 1997 has exceeded the original appropriation of \$167,000. A number of legal proceedings have resulted in an account deficit of \$78,260. The budget transfer would cover the current negative balance and would cover expected costs for the remainder of the year.

Recommendation

It is recommended that the Council approve a transfer of \$35,035 from the contingency fund and \$65,000 from the unappropriated fund balance in the General Fund to the Legal budget to cover recent expenditures and to finance legal services through the end of the year.

AGENDA REPORT

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

To: Michael A. McGuire, City Manager

From: Joel Hewitt, Fire Chief

Re: Landfall Fire Services Contract

Date: November 24, 1997

BACKGROUND:

For many years, East County Line provided fire and emergency medical services to the city of Landfall. With the inception of the Maplewood Fire Department January 1, 1997, we continued under contract to provide fire and emergency medical services for 1997.

Ms. Helen Hallis, City Clerk for Landfall, has requested Maplewood Fire to again contract fire service to Landfall for 1998. To date, we have responded to six requests for ambulance service and five fire incidents. For 1998, this contract will only provide fire service. This is due to the fact the public service ambulance license is held by the city of Oakdale, who have elected as of this past May, to provide emergency medical services.

With the elimination of medical services being provided, the fee of \$16,500 is being proposed for 1998, a reduction from the 1997 fee of \$22,600. This fee has been verbally agreed upon in discussion with Ms. Hallis.

Attached is a copy of the proposed contract for your review.

RECOMMENDATION:

I am recommending the Council to approve entering into contract with the city of Landfall for providing fire service for 1998.

Thank you for your consideration.

att.

c: City Clerk

1998

This Agreement made and entered into this ____ day of _____, 199__, by and between the City of Maplewood, a Municipal corporation, hereinafter referred to as "Maplewood" and the City of Landfall Village, a Municipal corporation, hereinafter referred to as "Landfall".

I. PURPOSE

The purpose of this Agreement is to provide the basis upon which Maplewood will provide fire service for Landfall. Maplewood hereby agrees to provide fire service for Landfall, and Landfall hereby engages Maplewood to provide such service in accordance with and subject to the terms of this Agreement.

II. LEGAL BASIS

This Agreement is made pursuant to Minnesota Statutes §471.59, Subd. 12. This Agreement is not made pursuant to Minnesota Statute §436.06, and should not be construed as creating a joint municipal fire department.

NOW, THEREFORE, Landfall and Maplewood, in consideration of the following provisions and covenants, do hereby enter into this contract and agreement in consideration of the following provisions and covenants, do hereby agree as follows, to-wit:

1. Landfall hereby engages the services of Maplewood to answer fire calls, emergencies related to fire protection and fight fires within the bounds of the described fire district for a period of January 1, 1998 through December 31, 1998.
2. Maplewood agrees to answer all fire calls directed to it by the public for assistance in fighting fires of any nature and description within the limits of the fire district.
3. The fire district is Landfall which is described as follows, bounded on the south by Hudson (Interstate Highway 94) and on the east, north and west by the City of Oakdale. Landfall agrees to pay Maplewood for its services during the period hereinbefore specified, the sum of Sixteen Thousand Five Hundred (\$16,500.00) Dollars which is Fifteen Thousand (\$15,000.00) Dollars for emergency services and Fifteen Hundred (\$1,500.00) Dollars for the Fire Fighters Relief Association. Payments shall be made quarterly on or before the first days of March, June, September and December. Payments made after the due date are subject to one percent (1%) service charge each part or full seven (7) day period it is late.
4. Maplewood shall fully cooperate with and comply with such reasonable requests from Landfall as shall be necessary for reports and other data.

5. Landfall assumes no responsibility hereby for any negligent acts of Maplewood nor for any injuries or losses to members or to the apparatus or equipment in responding to Landfall's request for fire fighter protection. Landfall will indemnify and hold harmless Maplewood for any negligent acts of its officials, agents or representatives that results in injury or losses to members of apparatus or equipment of Maplewood. Maplewood does not agree to hold harmless and indemnify Landfall for any of Landfall's negligent acts.
6. Maplewood agrees to keep its firefighters, equipment and apparatus properly covered by insurance at no expenses to Landfall.
7. Nothing in this contract shall be construed to obligate Landfall for operation, maintenance, repair or replacement of any of the equipment of Maplewood.
8. This contract may be reopened on sixty (60) days' notice by either party to negotiate rates in the event Landfall's boundaries are extended or new construction increases the value of the area.
9. This contract may be terminated on completion of the contract year by giving three (3) months notice by either party.
10. As a means of assuring fire fighter safety, Landfall agrees, at its expense, to provide adequate policy assistance for all emergency calls within Landfall's limits.
11. Landfall shall coordinate with Maplewood concerning any hazardous waste, or any specific items that may need additional attention and review by Maplewood.

CITY OF MAPLEWOOD

CITY OF LANDFALL

By: _____

By: _____

By: _____

By: _____

Authorized by City of Maplewood
meeting held

Authorized by City of Landfall
Meeting held

Agenda No. F11

AGENDA REPORT

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

DATE: December 2, 1997

TO: City Manager

FROM: Human Resource Director

SUBJECT: 1998 Wages for Temporary/Seasonal Employees

I have reviewed the temporary/seasonal and casual part time job titles and salary ranges with the department heads and have incorporated their recommendations in the attached resolution. The resolution lists each title, in alphabetical order, with a corresponding salary range. This resolution is intended to replace the previously adopted resolution.

RECOMMENDATION

Please recommend adoption of the revised resolution establishing rates of pay for temporary/seasonal and casual part time (less than 14 hours per week) employees.

RESOLUTION

WHEREAS, according to the Minnesota Public Employees Labor Relations Act, part-time employees who do not work more than 14 hours per week and temporary/seasonal employees who work in positions that do not exceed 67 days in a calendar year are not public employees and are therefore not eligible for membership in a public employee union.

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal and part-time (14 hour or less) employees effective January 1, 1998, upon Council approval.

Accountant	\$10.00-16.00	per hour
Accounting Technician	\$9.00-14.00	per hour
Administrative Assistant	\$9.00-20.00	per hour
Building Inspector	\$14.00-20.00	per hour
Building Maintenance Assistant/Attendant	\$5.50-8.50	per hour
Clerk	\$6.00-9.00	per hour
Clerk-Typist	\$8.50-13.00	per hour
Custodian Maintenance Worker	\$8.00-11.00	per hour
Customer Service Assistant	\$6.00-8.00	per hour
CSO/Paramedic	\$12.00-16.00	per hour
Data Entry Operator	\$8.00-12.00	per hour
Election Judge	\$6.00-6.50	per hour
Election Precinct Chair	\$7.00-7.50	per hour
Engineering Aide	\$7.00-10.00	per hour
Engineering Technician	\$10.00-\$16.00	per hour
Fire Inspector	\$9.00-14.00	per hour
Intern	\$6.00- 14.00	per hour
Laborer	\$6.50-10.50	per hour
Lifeguard	\$6.00-10.00	per hour
Receptionist	\$7.50-10.50	per hour
Recreation Instructor/Leader	\$5.25-30.00	per hour
Recreation Official	\$5.25-22.00	per game
Recreation Worker	\$5.25-15.00	per hour
Secretary	\$8.50-15.00	per hour
Vehicle Technician	\$9.00-13.00	per hour
Video Coordinator*	\$9.00-14.00	per hour
Video Technician*	\$8.50-13.00	per hour
Water Safety Instructor (WSI)	\$6.00-8.00	per hour
WSI & Head Lifeguard Differential (Lifeguards or WSIs working as Head Lifeguards; Lifeguards working as WSIs)	\$1.00	per hour

*Video positions shall be paid a guaranteed minimum flat fee of \$20 instead of an hourly rate if their hourly rate multiplied by the number of hours is less than \$20.

BE IT FURTHER RESOLVED, that the City Manager shall have the authority to set the pay rate within the above ranges.

AGENDA NO. F12

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

AGENDA REPORT

TO: City Manager

FROM: Finance Director *LoDaust*

RE: Certification of Unpaid Sewer Charges

DATE: November 25, 1997

PROPOSAL

It is proposed that unpaid sewer charges totaling \$1,302.10 be certified to Ramsey County for collection with property taxes.

BACKGROUND

On 9-3-96 the City Council was informed that there were a few properties in Maplewood that had been connected to the sanitary sewer system but had not been billed for sewer service. The Council directed staff to recover the unbilled charges for up to five years and to exclude interest. In all but two cases, property owners have paid the charges or are making installment payments without interest.

Two property owners have refused to pay the balances due. Attached are copies of letters that they were sent with more detailed information. The 11-4-97 letter to them indicated that if they did not arrange installment payments by 11-18-97 the balance due would be added to their property taxes.

RECOMMENDATION

It is recommended that unpaid sewer charges totaling \$1,302.10 be certified to Ramsey County for collection with property taxes by adoption of the attached resolution.

CERTIFICATION OF DELINQUENT SEWER BILLS

RESOLVED, that the city clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following delinquent charges, for the year 1997, collectible in 1998:

Dan McGrane
1249 Dennis Street
Maplewood, MN 55119
24-29-22-44-0140-4
\$828.70

Mike Vail
504 McKnight Road South
Maplewood, MN 55119
12-28-22-32-0047-1
\$473.40

May 23, 1997

Occupant
1249 Dennis St.
Maplewood, MN 55119

Dear Occupant:

It has come to my attention that a Maplewood sewer rental bill has never been processed for the address 1249 Dennis St. Normally, the sewer contractor pulls a sewer permit and when the address has a final inspection, the sewer bill is generated from the date of the final inspection. In your case, the sewer contractor did not pull a permit to install the sewer and there is no record on a final sewer inspection.

City policy is to recover unbilled utility charges for sewer excluding interest and penalties for up to a five year period. In June of this year, you will be receiving a Maplewood sewer rental bill reflecting current quarterly charges of \$45.40 for the months April, May, and June. This bill will also reflect a previous balance of \$828.70. This previous balance reflects the charges from April 1992 through March 31, 1997. Below is a detail by year of the previous balance charges.

April thru December 1992	\$39.30/quarter x 3 =	\$117.90
1993	40.40/quarter x 4 =	161.60
1994	40.40/quarter x 4 =	161.60
1995	41.65/quarter x 4 =	166.60
1996	43.90/quarter x 4 =	175.60
January thru March 1997	45.40/quarter x 1 =	45.40
	TOTAL:	\$828.70

If you have any questions or information regarding the above, please call me at 770-4518.

Sincerely,

Connie Kelsey
Utility Billing Clerk



CITY OF MAPLEWOOD

1830 E. COUNTY ROAD B MAPLEWOOD, MINNESOTA 55109

FINANCE DEPARTMENT

612-770-4510

November 4, 1997

Dan McGrane
1249 Dennis Street
Maplewood, MN 55119

Dear Mr. McGrane:

Please find enclosed a copy of a letter that was sent to you on May 23, 1997 regarding outstanding utility charges for 1249 Dennis Street. As of today, the City has not received any payments toward the balance due of \$828.70. This outstanding balance is to be paid to the City of Maplewood even though you are now being billed for your Maplewood utilities from July 1, 1997 by your water utility.

Please call me at 770-4513 to arrange installment payments on this balance. If you do not contact me by November 18th, the balance due will be sent to the Ramsey County Auditor for collection with your real estate taxes.

Sincerely,

A handwritten signature in cursive script that reads "Daniel F. Faust".

Daniel F. Faust
Finance Director

DF/rb

P:\FINANCE\WP\LET\MCGRANE.WPD

May 23, 1997

Mike Vail
504 McKnight Rd. S.
Maplewood, MN 55119

Dear Mr. Vail,

It has come to my attention that a Maplewood sewer rental bill has never been processed for the address 504 McKnight Rd. S. Normally, the sewer contractor pulls a sewer permit and when the address has a final inspection, the sewer bill is generated from the date of the final inspection. In your case, there is no record on file of a final sewer inspection.

City policy is to recover unbilled utility charges for sewer rental excluding interest and penalties for up to a five year period. In June of the year, you will be receiving a Maplewood sewer bill reflecting current quarterly charges of \$45.40 for the months April, May, and June. According to the St. Paul Water Utility, water service was turned on October 17, 1994. Therefore, your bill in June will also have a previous balance of \$428.00. Below is a detail by year of the previous balance charges.

October 1994 through December 1994	\$40.40 x 1 quarter	= \$ 40.40
January 1995 through December 1995	\$41.65 x 4 quarters	= \$166.60
January 1996 through December 1996	\$43.90 x 4 quarters	= \$175.60
January 1997 through March 31, 1997	\$45.40 x 1 quarter	= \$ 45.40
	Total:	\$428.00
		<i>45.40 April, May & June</i>

If you have any questions regarding the above, please call me at 770-4518.

Sincerely,

Connie Kelsey
Utility Billing Clerk



CITY OF
MAPLEWOOD

1830 E. COUNTY ROAD B MAPLEWOOD, MINNESOTA 55109

FINANCE DEPARTMENT

612-770-4510

November 4, 1997

Mike Vail
504 McKnight Road South
Maplewood, MN 55119

Dear Mr. Vail::

Please find enclosed a copy of a letter that was sent to you on May 23, 1997 regarding outstanding utility charges for 504 McKnight Road South. As of today, the City has not received any payments toward the balance due of \$473.40. This outstanding balance is to be paid to the City of Maplewood even though you are now being billed for your Maplewood utilities from July 1, 1997 by your water utility.

Please call me at 770-4513 to arrange installment payments on this balance. If you do not contact me by November 18th, the balance due will be sent to the Ramsey County Auditor for collection with your real estate taxes.

Sincerely,

Daniel F. Faust
Finance Director

DF/rb

P:\FINANCE\WP\LET\VAIL.WPD

AGENDA REPORT

Action by Council:

Endorsed _____
 Modified _____
 Rejected _____
 Date _____

TO: City Manager
FROM: Finance Director *ADunst*
RE: FINANCIAL TRANSFERS FOR UNASSESSED UTILITY IMPROVEMENTS
DATE: November 26, 1997

Transfers are made annually from the Sewer Fund and Water Fund to the Debt Service Funds to amortize the cost of unassessed water and sewer improvements over the terms of the bonds that were issued to finance the improvements. When the tax levy for 1997 was adopted, reductions were made in the debt service tax levies for the anticipated transfers scheduled for 1997.

Therefore, the following transfers are recommended:

	<u>FROM</u>	<u>TO DEBT SERVICE FUNDS</u>
\$ 71,700	Water Fund	1977 Bonds (314)
6,010	Water Fund	1979 Bonds (316)
2,050	Sewer Fund	1979 Bonds (316)
67,720	Water Fund	1992 Bonds (325)
<u>33,460</u>	Water Fund	1990 Bonds (322)
\$180,940		

rb

AGENDA REPORT

Action by Council:

TO: City Manager

Endorsed _____

FROM: Finance Director *R. Orest*

Modified _____

Rejected _____

Date _____

RE: DENTAL SELF-INSURANCE FUND BUDGET CHANGES

DATE: December 1, 1997

PROPOSAL

It is proposed that the 1997 Budget for the Dental Self-Insurance Fund be amended to estimated revenues of \$75,970 and estimated expenditures of \$85,060.

BACKGROUND

The revenues and expenditures for the Dental Self-Insurance Fund are very dependent on the number of employees and dependents that enroll for coverage and the amount of dental work that they have done. This year the expenditures will be higher than anticipated in the budget projections and revenues will be less than the budget.

The attached financial statement indicates the original budget, actual revenues and expenditures through November 25, estimated remaining transactions along with a revised estimate for the year. It is projected that total revenues will be \$75,970 (\$1,800 below the budget) and expenditures will be \$85,060 (\$14,060 above the budget).

The dental self-insurance policy period is October 1 through September 30. Near the end of each policy period financial projections are made for the fund and dental benefits provided are reviewed. Dental premiums were increased by 25% effective October 1, 1997 to provide revenues equal to projected expenditures for the policy period. Benefits were not changed but a Preferred Provider Overlay was added to reduce claims costs when dentists in the preferred provider network are used.

RECOMMENDATION

It is recommended that the 1997 Budget for the Dental Self-Insurance Fund be amended to estimated revenues of \$75,970 and estimated expenditures of \$85,060.

CITY OF MAPLEWOOD, MINNESOTA
 Dental Self-insurance Fund
 Statement of Revenues, Expenditures and Changes in
 Fund Balance - Budget and Actual

	<u>Budget</u>	<u>Actual Thru Nov. 25, 1997</u>	<u>Estimate Thru Dec. 31, 1997</u>	<u>1997 Re-est.</u>	<u>Budget Changes</u>	<u>Account Numbers</u>
Revenues:						
Premiums	77,770	61,067	14,903 A	75,970	(1,800)	202-000-000-3809
Investment Interest	0	0	0 A	0	0	202-000-000-3801
Total revenues	77,770	61,067	14,903	75,970	(1,800)	
Expenditures:						
Claims Fee - 7.0%	4,700	4,871	444 B	5,315	615	202-000-000-4480
Claims Paid	66,300	73,090	6,645 B	79,735	13,435	202-000-000-4590
Investment Management Fee	0	10	0 A	10	10	202-000-000-4930
Total expenditures	71,000	77,971	7,089	85,060	14,060	
Excess (deficiency) of revenues over expenditures	6,770	(16,904)	7,814	(9,090)		
Retained earnings at beginning of year	(3,217)	(3,724)	(20,628)	(3,724)		
Retained earnings (deficit) - ending	3,553	(20,628)	(12,814)	(12,814)		

A - Amount per 10-97 actual
 B - Based on average for 1-97 thru 11-97

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

AGENDA REPORT

TO: City Manager

FROM: Finance Director *Dunst*

RE: CERTIFICATION OF DELINQUENT FALSE ALARM BILLS

DATE: December 1, 1997

The alarm ordinance adopted by the Council on 8-28-95 includes a provision that unpaid false alarm charges shall be certified as special assessments. On 11-4-97 letters were sent to everyone advising them that their unpaid invoice(s) for false alarm charges would be added to their 1998 property taxes if payment was not made by 11-24-97. None of the invoices were paid.

It is recommended that the attached resolution be approved to certify the remaining unpaid false alarm charges for collection with property taxes payable in 1998.

RESOLUTION

RESOLVED, that the City Clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following delinquent false alarm charges for certification against the tax levy of said property owners for the year 1997, collectible in 1998 and which includes interest at the rate of eight percent (8%) on the total amount for one year:

ACCOUNT	STREET ADDRESS	PROPERTY IDENTIFICATION	AMOUNT
Tad Treanor	2004 Edgerton Street	17-29-22-13-0077	\$27.00
Phoenix Engineering	1081 E. Highway 36	09-29-22-31-0001	\$275.40
Burger King	2865 White Bear Avenue	02-29-22-31-0057	\$70.20
Fina	2168 White Bear Avenue	02-29-22-31-0028	\$216.00
		TOTAL	\$588.60

AGENDA REPORT

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

TO: City Manager
FROM: Finance Director *R. Trust*
RE: PUBLIC HEARING ON PROPOSED 1998 BUDGET AND TAXES
DATE: November 25, 1997

A public hearing on the proposed property taxes and budget for 1998 has been scheduled for December 4 at 7:00 p.m. in the Council Chambers. At the beginning of the hearing a video presentation of the proposed budget will be shown. Then citizen comments will be received. If additional time is needed for citizen comments, the hearing has been scheduled to reconvene at 7:00 p.m. on December 11. The date, time and place for the continuation hearing must be announced prior to adjournment of the public hearing on December 4. If additional time is not needed for citizen comments, a motion should be passed to cancel the scheduled continuation hearing.

State law requires that cities must adopt their 1998 budget and final property tax levy for taxes payable in 1998 at a subsequent public hearing. Therefore, another public hearing has been scheduled for December 8 at 7:00 p.m. in the Council Chambers. The date, time and place for the December 8 hearing must also be announced prior to adjournment of the public hearing on December 5.

If additional time is needed for citizen comments, then the continuation hearing should be held at 7:00 p.m. on December 11. In this case the budget adoption hearing would have to be held at 7:00 p.m. on December 22.

Attached is a copy of the public hearing notice that was published. It indicates a proposed 1998 budget that is over \$10 million less than the amount in the budget document. This difference is due to a state law on the public hearing notice which specifies that the budget amount include only governmental funds rather than all funds. Also attached is the handout that will be distributed to citizens that attend the hearing. Please note that on page A-1 it includes the phone number for the Ramsey County Assessor's office and the procedure to follow if a person thinks their property is incorrectly assessed. Page A-4 is a listing of property tax changes on homes with market values from \$70,000 to \$160,000.

Notice of Proposed Total Budget and Property Taxes

The Maplewood city council will hold a public hearing on its budget and on the amount of property taxes it is proposing to collect to pay for the costs of services the city will provide in 1998.

SPENDING: The total budget amounts below compare the city's 1997 total actual budget with the amount the city proposes to spend in 1998.

<u>1997 Total Actual Budget</u>	<u>Proposed 1998 Budget</u>	<u>Change From 1997 — 1998</u>
\$20,137,100	\$23,319,720	15.8%

TAXES: The property tax amounts below compare that portion of the current budget levied in property taxes in the city of Maplewood for 1997 with the property taxes the city proposes to collect in 1998.

<u>1997 Property Taxes</u>	<u>Proposed 1998 Property Taxes</u>	<u>Change from 1997 — 1998</u>
\$7,424,880	\$7,427,713	0.04%

Attend the Public Hearing

All Maplewood residents are invited to attend the public hearing of the city council to express their opinions on the budget and the proposed amount of 1998 property taxes. The hearing will be held on:

Thursday, December 4, at 7:00 p.m.

City Council Chambers
Maplewood City Hall
1830 East County Road B
Maplewood

You are also invited to send your written comments to:

Finance Director, City of Maplewood, 1830 East County Road B,
Maplewood, MN 55109

CITY OF MAPLEWOOD

1998 PROPOSED PROPERTY TAXES

AND

1998 PROPOSED BUDGET

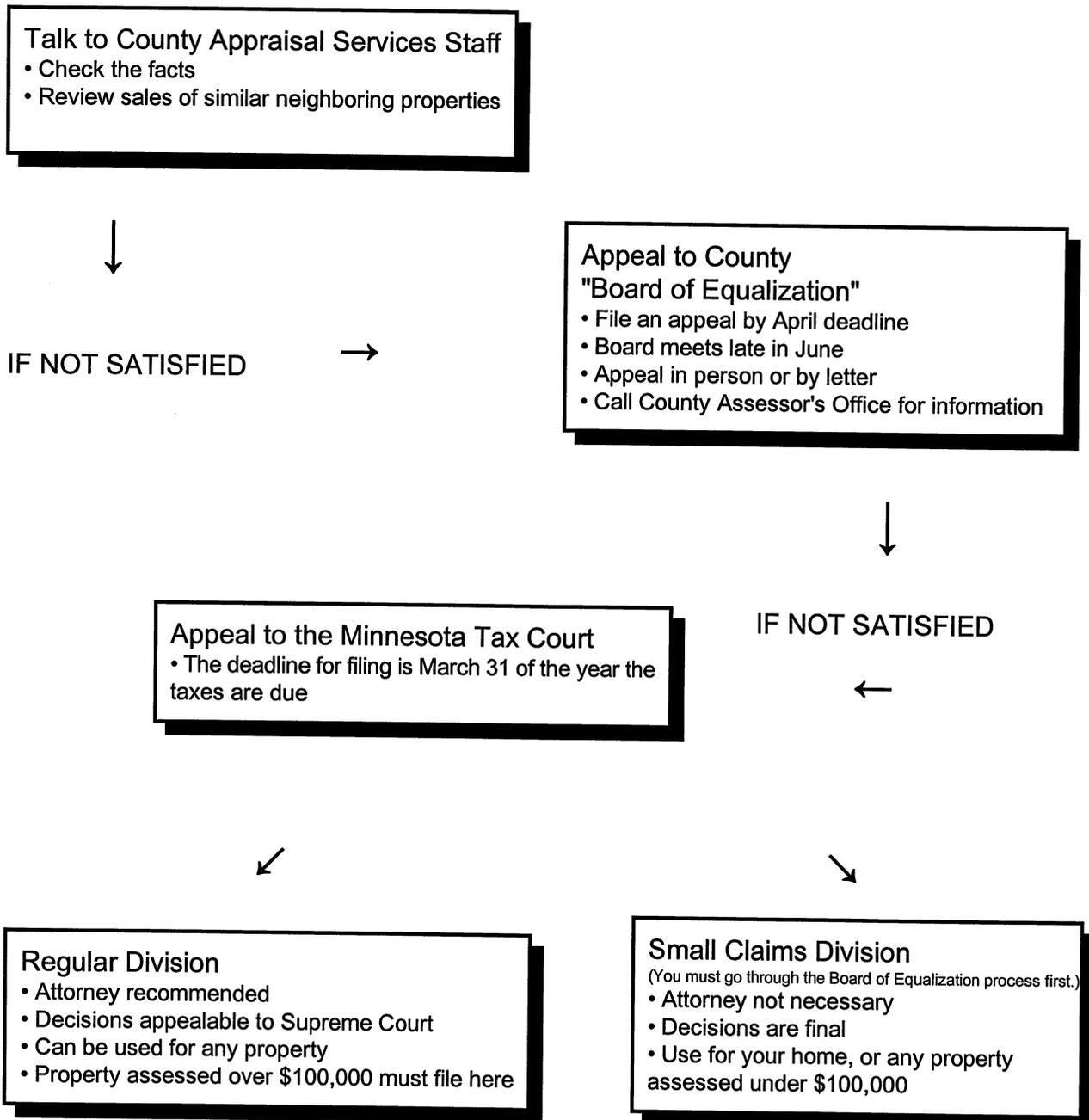
**PUBLIC HEARING
DECEMBER 4, 1997**

YOUR PROPERTY'S 1997 ESTIMATED MARKET VALUE

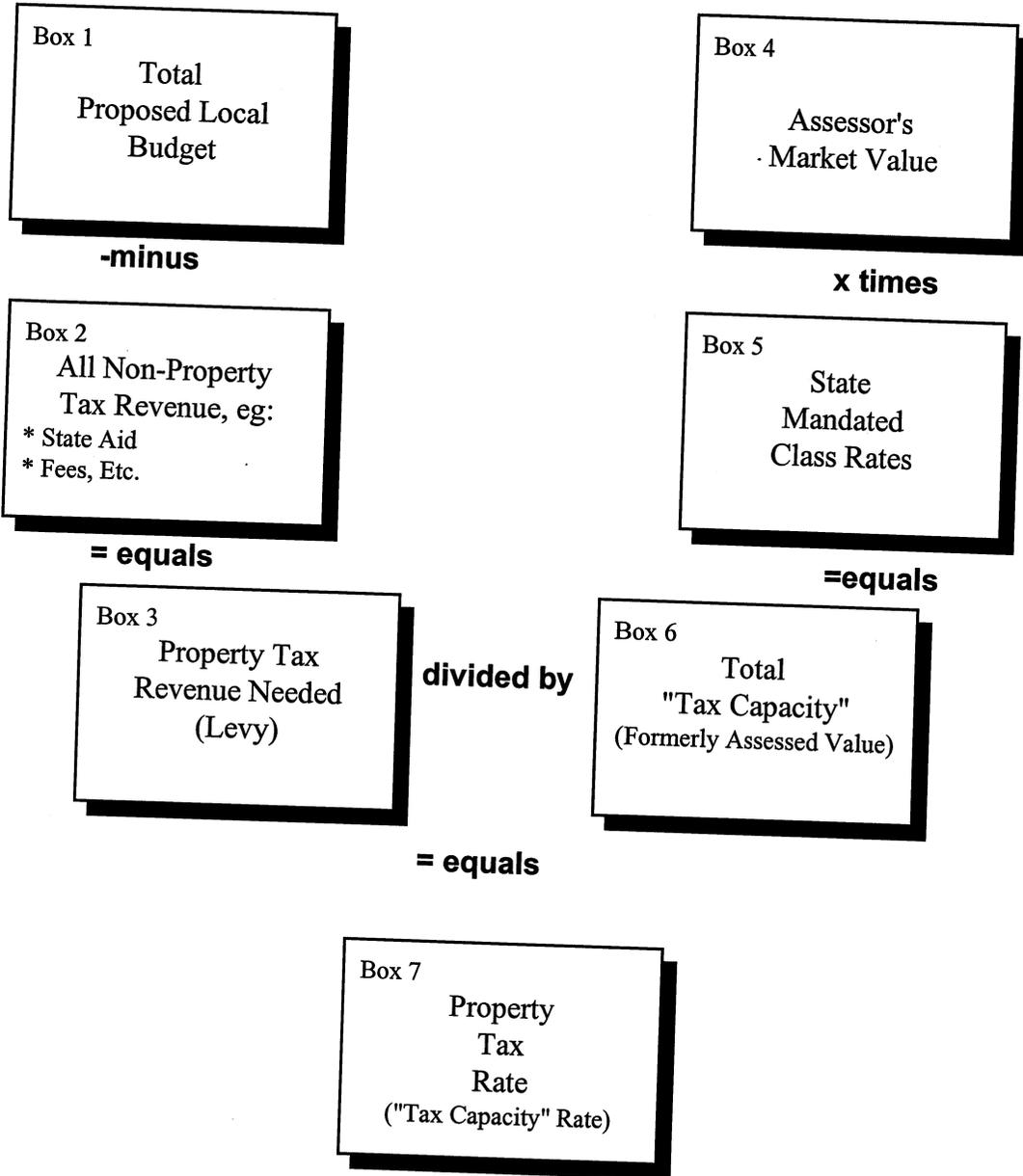
In March you received from Ramsey County a NOTICE OF YOUR PROPERTY'S 1997 ESTIMATED MARKET VALUE. Please read this notice. It will affect how much property taxes you will pay in 1998.

Every year Ramsey County sends you a notice advising you of the estimated value of your property. Since property taxes are based on the value of your property, your property taxes will increase as the value of your property increases. The value on the notice is the amount that the county assessor estimates your property would sell for based on sales of property in your area.

If you think your property is incorrectly assessed, call the Ramsey County Assessor's office at 266-2141 and follow these steps:



HOW YOUR PROPERTY TAXES ARE DETERMINED



YOUR PROPERTY TAX =
Your Property's Market Value X Class Rate(s) X "Tax Capacity" Rate

Source: "Understanding Your Property Taxes. 1994 Edition." Minnesota Taxpayers Association, p. 6

FORMULA FOR 1998 PROPERTY TAXES

Step 1 – Calculate Tax Capacity:

<u>MARKET VALUE</u>	X	<u>STATE HOMESTEAD FORMULA</u>	=	<u>TAX CAPACITY</u>
\$100,000		\$ 75,000 X .01 = <u>\$ 25,000 X .0185 =</u> \$100,000		\$ 750 <u>\$ 463</u> \$1,213

Step 2 – Calculate Tax Based on Tax Capacity:

<u>TAX CAPACITY</u>	X	<u>TAX RATE</u>	=	<u>PROPERTY TAX</u>
\$1,213		126.235%		\$1,531.23

(Note: Tax rate is for home in ISD 622 and Battle Creek portion of the Metro Watershed.)

Step 3 – Calculate Tax Based on Market Value:

<u>MARKET VALUE</u>	X	<u>TAX RATE</u>	=	<u>TAX CAPACITY</u>
\$100,000		0.0854%		\$85.40

Step 4 – Calculate Total Tax :

<u>TAXES BASED ON TAX CAPACITY</u>	+	<u>TAXES BASED ON MARKET VALUE</u>	=	<u>TOTAL TAX</u>
\$1,531.23		\$85.40		\$1,616.63

ESTIMATED 1998 CITY PROPERTY TAX CHANGES

TAX RATE CHANGES

	<u>Payable 1997 Local Tax Rate</u>	<u>Estimated Payable 1998 Local Tax Rate</u>	<u>Percent Change</u>
Tax rate on tax capacity	21.309%	20.819%	-2.3%
Tax rate on market value for open space bonds	0.02728%	0.02521%	-7.6%

PROPERTY TAX CHANGES ON HOMES

Estimated Market Value *	Tax Capacity	Tax	(Decrease) Increase	(Decrease) Percent Increase
\$ 70,000	\$ 700	\$ 164	\$ 5	3.1%
97,400**	1,164	267	2	0.8%
100,000	1,213	278	2	0.7%
120,000	1,583	360	(2)	(0.6)%
140,000	1,953	442	(6)	(1.3)%
160,000	2,323	524	(10)	(1.9)%

*The values listed for 1998 are 5.5% more than 1997 which was the average change according to the Ramsey County Assessor's Office.

**Average value home in Maplewood

PROPERTY TAX RELIEF

The legislature provides several different types of property tax relief. The homeowner's and renter's rebates are given to taxpayers whose property taxes are disproportionate to their income. More importantly, a targeting refund is available for homeowners whose taxes increase by more than 12% from the prior year. No income limits apply to this refund. Property owners file for the refunds using state form M1-PR which is sent out with state income tax instructions. The M1-PR form can also be obtained at post offices, libraries and most banks or by calling 296-3781 (24 hours/day) or by writing to:

Minnesota Tax Forms
Mail Station 7131
St. Paul, MN 55146-7131

**THE FOLLOWING PAGES
ARE AN EXCERPT FROM
THE PROPOSED 1998
BUDGET**



CITY OF MAPLEWOOD

1830 E. COUNTY ROAD B MAPLEWOOD, MINNESOTA 55109

OFFICE OF CITY MANAGER

612-770-4524

July 30, 1997

Honorable Mayor and Council Members:

BUDGET AWARD

I am pleased to transmit the 1998 Proposed Budget for the City of Maplewood for your review and approval. The remaining parts of the document are in a format similar to the 1997 Budget which received the Award for Distinguished Budget Presentation from the Government Finance Officers Association of the United States and Canada. It is hoped that the format of this document and the information contained within it will clearly communicate the City's 1998 financial plans and provide an operations guide for all City departments.

The Budget is divided into three main sections: Operations, Capital Improvements, and Debt Service. Within the Operations section, the basic focus is on 1998 performance objectives for each department and the planned expenditures to accomplish the objectives. The focus of the Capital Improvements section is the construction projects planned for 1998. The Debt Service section focus is on the scheduled bond issue principal and interest payments due in 1998.

OBJECTIVES

The mission statement of the City of Maplewood is "*to provide high-quality and cost effective public services.*" The major objectives of the 1998 Budget are designed to help the City accomplish this mission. These budget objectives include the following: keep the property tax increase under the inflation rate and population growth rate, decrease the net loss at the Community Center to \$100,000 or less and maintain the level of services provided by all other departments. Other major objectives are listed on page 2-1 and objectives for each department are listed in Section 3.

**TAX LEVY
DECREASE
FOR 1998
IS 0.3%**

The City's tax levy for 1998 is \$8,959,580 which is 0.3% less than 1997. Approximately 81% of the total levy is for operations financed by the General Fund. Most of the remaining levy (15%) is for debt service costs on bond issues. The remaining 4% of the tax levy is for capital improvements.

The 1997 legislative enacted a tax levy limitation law which is effective for taxes payable in 1998 and 1999. The levy limit formula allows an increase in the tax levy for inflation and housing growth. Also, certain special tax levies such as debt service are exempt from the limit. The levy limit law makes it virtually impossible for the city to expand or add services for its residents. It also will not allow the city to comply with another state law that requires an \$80,000 Storm Water Management Study. Noncompliance with the statutory requirement will be an important topic for discussion prior to the council's adoption of the tax levy and budget for 1998.

**CITY
RECEIVES
16.5% OF
TAXES**

In 1997 the City received 16.5% of the property taxes on property within the City. It is anticipated that this rate will not change significantly in 1998. The following indicates the allocation of property tax dollars by government type:



5.4%	16.5%	31.2%	46.9%
Other	City	County	Schools

It should be noted that the above data is for property in Maplewood that is located within School District 622.

**1998
EXPENDITURES
BUDGET
\$33.4 MILLION**

Expenditures in the 1998 Budget are 12.5% higher than 1997. The breakdown by section is listed in the following table:

REVENUES AND EXPENDITURES BY SECTION Comparison of 1997 and 1998 Budget				
	REVENUES		EXPENDITURES	
	Amount	Change	Amount	Change
Operations	\$22,235,150	+ 5.4%	\$22,591,070	+ 6.4%
Capital Improvements	3,216,470	- 7.5	3,429,880	- 24.7
Debt Service	1,814,790	-14.5	7,343,820	+ 90.1
Totals	\$27,266,410	+ 2.1%	\$33,364,770	+ 12.5%

The difference between total revenues and expenditures will be financed by the use of surplus fund balances and bond issues.

OPERATING BUDGET

This portion of the budget covers basic City services such as police, firefighting, street maintenance, recreation programs, park maintenance, planning, building inspections and utility maintenance. The expenditures for the funds within this portion of the budget are grouped by department and subdivided into divisions for each department. Budget performance is measured based on the accomplishment of the objectives for 1998 listed for each department and by the percentage of budgeted expenditures that are spent.

**OPERATING
BUDGET
REVENUES
UP 5.4%**

Operating budget revenues for 1998 are 5.4% more than 1997. The revenue category with the largest increase is miscellaneous which is up \$350,320 due to increases in internal service charges for payroll benefits. Charges for service revenues for 1998 are projected to increase by \$307,840 and most of this increase is for sewer service billings. Revenues in the charges for service category include a planned increase in ambulance rates effective January 1, 1998 as indicated in the following table.

**AMBULANCE
RATES
UP 5.6%**

AMBULANCE RATE INCREASES				
	1997	1998	Increase	
			Amount	Percent
Basic life support:				
Resident	\$ 270	\$ 285	\$ 15	5.6%
Non-resident	295	310	20	5.1
Advanced life support:				
Resident:	525	555	30	5.7
Non-resident	580	615	35	6.0
Charge per mile	7.65	8.05	0.40	5.2%

The 1998 ambulance rates are based upon the average 1997 ambulance rates charged by other providers. The increase in rates will produce additional revenues of approximately \$54,000. The increase in rates will decrease the property tax subsidy for paramedic services

**UTILITY RATES
UP 3.5%**

Operating budget revenues for 1998 produced by utility service charges will total \$3,799,630 which represents 13.9% of the total revenues. Utility service charges consist of hydrant charges (\$252,130), sewer service charges (\$3,477,810) and recycling charges (\$69,690). Current hydrant charges and recycling charge rates will be sufficient to finance the 1998 Budget. However, sewer rates will need to be increased by 4.2% to finance the 1998 Budget. The last sewer rate increase was January 1, 1997. Most of the revenues from the sewer rates finance the Metropolitan Council sewage treatment charges to Maplewood which will be 75.3% of the operating expenses for the Sanitary Sewer Fund in 1998.

The following table summarizes the proposed utility rate increases for an average home.

PROPOSED UTILITY RATE INCREASES IMPACT ON AN AVERAGE HOME				
	Quarterly Charge		Increase	
	1997	1998	Amount	Percent
Water (hydrant charge)	\$3.70	\$3.70	\$0	0.0%
Sewer service	38.10	39.70	1.60	4.2
Recycling charge	3.60	3.60	0	0.0
Total	\$45.40	\$47.00	\$1.60	3.5%

**OPERATING
BUDGET
EXPENDITURES
UP
6.4%**

Operating budget expenditures for 1998 are \$22.6 million and 6.4% higher than 1997. The largest increase is for the Police Department which is up 13.9%. This increase is primarily due to the transfer of firefighter medical call pay from the Fire Department budget to the Police Department budget. This has also caused a large percentage decrease in the Fire Department budget.

Population growth and commercial development requires budget increases in excess of the inflation rate in order to maintain the present level of City services. The size of population increases is directly related to the number of new housing units built. Commercial development can be monitored based on the valuation of non-residential building permits. For the past three years the amounts have been as follows:

DEMAND FOR CITY SERVICES BASED ON GROWTH					
YEAR	RESIDENTIAL GROWTH				NON-RESIDENTIAL GROWTH
	New Housing Units	Number of New Residents	Population	Percent Increase	Valuation of Non-Residential Building Permits
1994	275	509	32,903	1.6%	\$20,634,097
1995	279	630	33,533	1.9%	\$69,334,842
1996	230	475	34,008	1.4%	\$18,658,795

The 1997 population estimate which will be released next year by the Metropolitan Council, will probably be a 1.0% increase over 1996. This is based on 80 building permits for new housing units issued during the first six months of 1997 compared to 112 for the same period in 1996 with an occupancy rate of two persons per unit.

**+ 3 FULL-TIME
EMPLOYEES**

The number of full-time employees included in the 1998 Budget is 144. This is an increase of 3 positions. The breakdown by department is as follows:

- +1 Finance - A part-time clerk-typist position was changed to full time in order to prepare medical insurance claim forms for ambulance service customers. The Council approved this change on 1-13-97 and the position was filled 2-17-97.
- +1 General Government - A community oriented services coordinator position was authorized by the Council on 11-12-96 and the position was filled 1-2-97.
- +1 Parks and Recreation - Two half-time community gym supervisors were changed to full-time recreation program assistants effective 3-29-97. These changes were offset by the elimination of one full-time position. The Council approved these changes on 1-27-97.
- +1 Police - Two half-time clerk-typist positions are planned to be combined into one full-time clerk-typist position.
- 1 Public Works - An Engineering technician position that has been vacant since 9-29-95 has been eliminated.

**56% OF
OPERATING
BUDGET IN
GENERAL FUND**

Approximately 56% of the Operating Budget is accounted for in the City's General Fund. Revenues projected for 1998 will be 3.2% higher than the 1997 Budget. Expenditures will be 4.8% higher in 1998 than the 1997 Budget. The 1998 Budget for the General Fund is a deficit budget as 1998 expenditures exceed revenues by \$291,390. Transfers to other funds will increase this deficit to \$776,310. The deficit will be financed by using part of the surplus fund balance.

**GENERAL FUND
REVENUES
UP 3.7%**

The 3.7% increase in General Fund revenues amounts to \$381,690. The largest increases are in property taxes (up \$182,610) and licences/permits (up \$141,650). In 1998 property taxes will be 48% of total revenues for the General Fund. This is a small increase from 1997 when property taxes were 46% of the revenues.

**GENERAL FUND
PER CAPITA
EXPENDITURES
UP 3.7%**

Department expenditure requests for the General Fund were 14.0% higher than the original 1997 Budget. The 1998 Budget includes recommended expenditures that are 4.8% higher than the 1997 Budget. On a per capita basis, General Fund expenditures will increase by 3.7% as indicated in the following table:

GENERAL FUND EXPENDITURES				
	<u>1995 ACTUAL</u>	<u>1996 ACTUAL</u>	<u>1997 BUDGET</u>	<u>1998 BUDGET</u>
Expenditures	\$10,796,698	\$11,234,246	\$11,872,170	\$12,436,450
Population	33,533	34,008	34,348	34,691
Per capita expenditures for General Fund	\$322	\$330	\$346	\$358
<u>PERCENT CHANGES:</u>				
Percent change in expenditures	4.7%	4.1%	5.7%	4.8%
Percent change in population	1.9%	1.4%	1.0%	1.0%
Per capita expenditures percent change	2.8%	2.6%	4.6%	3.7%

Actual per capita expenditures for 1997 and 1998 may be significantly different than the budget amounts as population changes are difficult to estimate and expenditures are usually less than the budget.

**GENERAL FUND
BALANCE
WILL
INCREASE**

An analysis of the General Fund cash flow for 1995 and 1996 indicated that the 12-31-97 fund balance should be between 27.6% and 28.1% of the revenues to finance cash flow needs. The fund balance also needs to be large enough to finance unexpected expenditures that are in excess of the General Fund contingency account. Therefore, the budgeted 12-31-98 fund balance has been set at 34.6% of the 1998 budgeted revenues. This should provide a sufficient balance to cover cash flow needs and unexpected expenditures. Also, it is reasonably close to the 36.1% level that it was at in October, 1989 when the city's bond rating by Moody's Investors Services was increased to Aa. The budgeted 12-31-97 fund balance was 34.6% of the 1997 budgeted revenues.

CAPITAL IMPROVEMENTS BUDGET

This portion of the budget covers the acquisition and construction of major facilities other than those financed by the Operating Budget. The revenues and expenditures within the Capital Improvements Budget are grouped by fund. The money within each fund is restricted for use to acquire and

construct only major facilities. All other capital outlay is financed within the Operating Budget. The 1998 Budget implements the first year of the 1998-2002 Capital Improvement Plan adopted by the City Council on 5-27-97.

**CAPITAL
IMPROVEMENTS
REVENUES
DOWN 7.4%**

Revenues for 1998 in the Capital Improvements Budget are \$258,860 and 7.4% less than 1997. This decrease is caused primarily by a decrease in state street construction aid to finance improvement projects. Major revenue sources for the 1998 Capital Improvement Budget are tax increment revenue (\$905,830) and street construction state aid (\$1,625,000).

**CAPITAL
IMPROVEMENTS
EXPENDITURES
DOWN
24.7%**

Capital Improvement Budget expenditures planned for 1998 include public improvement projects (\$2,390,000), park development (\$250,000), fire truck (\$250,000) and the continuance of the street overlay and sealcoating program (\$100,000). The impact of these items on operating costs will not be significant. Total 1998 expenditures are \$3,429,880 and 24.7% less than 1997.

DEBT SERVICE BUDGET

**DEBT
SERVICE
REVENUES
DOWN 14.5%**

This portion of the budget covers the payment of principal and interest on the City's bonded indebtedness. Each bond issue has a separate debt service sinking fund.

Revenues for 1998 are 14.5% less than 1997 primarily due to a decrease in property taxes. Major revenue sources, as in past years, are property taxes (\$1,293,690), special assessments (\$223,810), and interest on investments (\$297,290).

**DEBT
SERVICE
EXPENDITURES
UP 90.1%**

Expenditures for 1998 are 90.1% more than 1997. The large increase is caused by \$3,860,000 of prepayments in 1998 on bonds being refinanced at a lower interest rate. If these large prepayments were not included in the 1998 Budget, debt service expenditures would be 9.8% less in 1998 than 1997. The anticipated new debt issue for 1998 consists of a bond issue for public works improvements. At the end of 1998, general long-term net debt payable will be \$25,050,000 which is \$170,000 less than projected for the end of 1997.

**FUTURE
GROWTH
WILL IMPACT
OPERATING
BUDGET**

Operating Budget increases in the future will continue to exceed the inflation rate because of population growth and increases in commercial development. The City has experienced slow steady population growth since 1980. Average annual population increases between 1980 and 1990 were 1.5%. The City's latest population estimate is 34,008 for 1996 according to the Metropolitan Council. This represents a 1.4% increase over 1995. It is anticipated that population growth may decline to an annual rate 1.0% based upon building permit data for the first six months of 1997. In 1996 the City issued building permits with a total valuation of \$46.4 million. In 1995 the City issued building permits with a total valuation of \$94.6 million. Permit values were significantly higher in 1995 because of large commercial buildings.

**CAPITAL
IMPROVEMENT
EXPENDITURES
WILL
DEPEND ON
REFERENDUMS**

Based on projections in the 1998-2002 Capital Improvement Plan, the Capital Budget will range from \$1.3 million to \$8.7 million in 1999-2002. Major factors affecting the capital budgets will be (a) the referendum for replacement of the Gladstone Fire Station in 1999, (b) the number of public improvement projects that are approved for construction and (c) the referendum in 1999 for park improvements. Bond issues to finance the 1998-2002 Capital Improvement Plan total \$9,150,000.

CONCLUSION

Conserving the financial resources of the City continues to be important. The budgeting function is the prime tool you have to make sure the City's limited resources are wisely utilized and to establish department objectives for the coming year. We continue with the objectives of making Maplewood an affordable place to live while providing the services that make it a good place to live.

The Council's cooperative effort in the review and adoption of the 1998 Budget will be greatly appreciated. I would also like to express my appreciation to all City personnel who assisted in the preparation of the 1998 Budget.



Michael A. McGuire
City Manager

AGENDA REPORT

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

TO: City Manager

FROM: Finance Director *Stunst*

RE: RESOLUTION ADOPTING BUDGET FOR 1998

DATE: November 26, 1997

PROPOSAL

It is proposed that a resolution be approved to adopt the budget for 1998. According to State law, this must be done at the conclusion of the public hearing.

BACKGROUND

On September 2nd a special City Council meeting was held to review and discuss the 1998 Proposed Budget (see minutes attached). At the conclusion of the meeting, preliminary approval was given to the proposed budget. On December 4th a public hearing was held on the 1998 Proposed Budget.

The amounts listed in the attached resolution for Gladstone Fire District Fund and the Capital Improvement Projects Fund are different than the proposed budget because of the fire truck bids approved by the Council on October 13.

BUDGET ADOPTION

The attached resolution should be approved to adopt the 1998 Budget.

RESOLUTION ADOPTING A BUDGET FOR 1998

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MINNESOTA that a budget for 1998 is hereby adopted as outlined in the following summary:

	OPERATING BUDGET	CAPITAL IMPROVEMENTS BUDGET	DEBT SERVICE BUDGET
Estimated Balances 01/01/98	\$11,210,106	\$924,935	\$7,190,439
Revenues	22,239,210	3,216,470	1,814,790
Net other increases (decreases)	327,040	832,620	995,500
Expenditures	22,332,340	3,180,670	7,343,820
Estimated Balances 12/31/98	\$11,444,016	\$1,793,355	\$2,656,909

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 1998 Operating Budget:

GENERAL FUND:

DEPARTMENT

	\$863,480	Community Development
	593,530	Finance
	1,129,970	Fire
	2,180,350	General Government
	1,062,920	Parks and Recreation
	4,823,960	Police
	1,782,240	Public Works
	\$12,436,450	GENERAL FUND TOTAL
CHARITABLE GAMBLING TAX FUND:	\$3,500	General Government
COMMUNITY CENTER FUND:	1,614,790	Parks & Recreation
DATA PROCESSING FUND:	399,160	General Government
DENTAL SELF-INSURANCE FUND:	82,620	General Government
ENHANCED 911 SERVICE FUND:	25,190	Police
GLADSTONE FIRE DISTRICT FUND:	130	Fire
HAZARDOUS MATERIALS FUND:	11,110	General Government
PAYROLL BENEFITS FUND:	2,870,700	General Government
POLICE SERVICES FUND:	280	Police
RECREATION PROGRAM FUND:	595,880	Parks and Recreation
RECYCLING FUND:	238,610	Community Development
SANITARY SEWER FUND:	3,550,850	Public Works
WATER FUND:	57,500	Public Works
V.E.M. FUND:	445,570	Public Works
	\$22,332,340	TOTAL OPERATING BUDGET APPROPRIATIONS

BE IT FURTHER RESOLVED that the expenses for the Community Center Operations Fund may exceed the appropriation provided that the net loss for 1998 is less than \$86,040.

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 1998 Capital Improvements Budget:

CAPITAL IMPROVEMENT PROJECTS FUND	\$321,990
PARK DEVELOPMENT FUNDS	253,120
PUBLIC IMPROVEMENT PROJECTS	2,445,440
STREET CONSTRUCTION STATE AID FUND	970
TAX INCREMENT FUND	159,100
WATER AVAILABILITY CHARGE - NO. ST. PAUL	50
TOTAL CAPITAL IMPROVEMENTS BUDGET APPROPRIATIONS	\$3,180,670

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

BE IT FURTHER RESOLVED that the following appropriations are hereby approved for the 1998 Debt Service Budget:

\$5,785,000	Principal
1,520,830	Interest
4,080	Paying Agent Fees
21,180	Interest - Interfund loans
12,730	Investment Management
\$7,343,820	TOTAL DEBT SERVICE BUDGET APPROPRIATIONS

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

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

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts within a department budget or within a non-departmental expense category, within a fund, shall only require the approval of the City Manager.

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

**COUNCIL/MANAGER WORKSHOP
CITY OF MAPLEWOOD**

5:00 p.m. Monday, September 2, 1997
Maplewood Room, City Hall

MINUTES

A. Call to Order

Mayor Bastian called the meeting to order at 5:00 p.m.

B. Roll Call

Mayor Gary Bastian	Present
Councilmember Sherry Allenspach	Present
Councilmember Dale Carlson	Present
Councilmember Marvin Koppen	Present
Councilmember George Rossbach	Present

Others Present

City Manager Michael McGuire
Finance Director Dan Faust
Assistant to the Manager Tim Busse
Mary Ippel
Carolyn Koch

C. Approval of Agenda

Mayor Bastian requested to include a presentation by Carolyn Koch from HealthEast St. Johns as item C½. Councilmember Rossbach requested to include lowlands as item J1. Bastian moved approval of the agenda as amended. The motion was seconded by Councilmember Koppen.

Ayes: All

C½. HealthEast St. Johns

Carolyn Koch, Associate Administrator of HealthEast St. Johns presented the Council with plaques of appreciation for the support the city has given to St. Johns.

D. Tax Increment Reporting Forms for 1996

Mr. McGuire reported that the Office of the State Auditor is requiring Maplewood to file amended tax increment financing reports on a district-by-district basis for 1996. Mr. Faust said the work done to segregate the balance in each fund would eliminate the need for additional work in the future. Councilmember Rossbach moved and Koppen seconded that the city retain Tautges, Redpath and Company to assist in the preparation of the revised 1996 TIF forms for a cost of up to \$6,900.

Ayes: All

E. Overview and Discussion of Proposed 1998 Budget

Mr. McGuire summarized the details of the proposed 1998 Maplewood City Budget. Mr. McGuire reported that the 1997 legislature enacted a tax levy limit for taxes payable in 1998 and 1999, and that the limits allow adjustments for inflation and housing growth. The law also allows certain special tax levies such as debt service exempt from the limit. Mr. McGuire pointed out that the levy limit makes it virtually for the city to expand or add services for city residents.

Mr. McGuire reported that the 1998 Budget was developed with the following major objectives in mind:

- Keep the property tax levy increase under the inflation rate and population growth rate;
- Maintain the level of services provided by departments;
- Decrease the Community Center's net loss before depreciation to less than \$100,000;
- Provide an operating reserve with the General Fund contingency account to approximately one percent of the budgeted 1998 expenditures;
- Provide a General Fund budgeted ending fund balance equal to 34.6 percent of the budgeted revenues;
- Implement funding for the first year of the 1998-2002 Capital Improvement Plan which includes \$3.5 million for major equipment purchases and construction projects.

Mr. McGuire reported that the 1998 Budget was developed using the following revenue assumptions:

1. Property taxes will be collected at a 99.4 percent rate;
2. Special assessment collections for 1998 will be 36.1 percent less than in 1997;
3. License and permit fee rates will increase by an average of three percent to keep pace with the projected rate of inflation. License and permit fee revenues will increase 17.1 percent due to updated estimates on the number of business licenses and assuming that building permits will equal the average of 1994 to 1996;

4. Intergovernmental revenues will be 6.4 percent less than the 1997 budget primarily due to a decrease in street construction state aid;
5. Revenues from service charges will be 4.1 percent higher than 1997 due primarily to an increase in the sewer rates;
6. Revenues from fines and penalties will be 6.9 percent more than 1997;
7. Miscellaneous revenues will be 9.3 percent more than in 1997.

Proposed revenues for City operations were summarized as follows:

•Taxes	\$8,480,550	+1.4%
•Special Assessments	226,650	-36.1%
•Licenses and Permits	1,001,750	+17.1%
•Intergovernmental Revenue	4,621,610	-6.4%
•Charges for Service	7,791,940	+4.1%
•Fines and Penalties	133,350	+6.9%
•Miscellaneous	<u>5,010,560</u>	<u>+9.3%</u>
Totals	\$27,266,410	+2.1%

Mayor Bastian noted that assuming building permits will equal the average of 1994 to 1996 may be optimistic as those were three good building years. The Mayor questioned what the budget impact would be if those levels are not reached. Mr. McGuire explained that many revenue sources are tied somewhat to expenditures, so if revenues were down expenditures would also be down. However, a revenue shortfall would occur and would have to be covered in other ways. Mr. Faust noted that those revenue sources make up only a small portion of the total revenues for the city.

Councilmember Rossbach asked how the percentage increases are determined, in particular the increase in ambulance service. Mr. McGuire said that the increases are set using the average of the previous three years. Mr. Faust noted that state law limits the amount that ambulance rates may be increased and explained that the city has typically set ambulance rates based on the rates charged by other area providers.

Mr. McGuire reported that the 1998 Budget was developed using the following expenditure assumptions:

1. Personnel costs will increase by 6.9 percent due to cost of living salary adjustments, step increases within pay ranges and the addition of three new full-time positions;
2. Expenditures for materials and supplies will be 6.8 percent greater;
3. Contractual services costs will be 8.0 percent higher in 1998 due to costs for the municipal fire department that were not included in the 1997 budget and an increase in the sewage treatment costs;

4. Capital outlay and depreciation expenditures are expected to be 19.8 percent less than 1997 due to lower expenditures in the Capital Improvement Budget;
5. Expenditures for debt service will be 87.7 percent more in 1998 due to a large amount of bonds being called and paid prior to their maturity dates;
6. Other charges will be 11.9 percent less than 1997 due to a decrease in the size of the General Fund contingency account.

Mayor Bastian asked if any Minnesota cities charge for fire or police calls. Mr. McGuire reported that given the already high level of property taxes, it seemed unlikely that cities could charge additional amounts for fire or police calls. As an example, Mr. McGuire pointed to the Maplewood Police Officer stationed at Maplewood Mall at no additional charge to the Mall. Given the number of calls at the Mall, it makes sense to maintain an officer at the Mall.

Proposed expenditures for City operations were summarized as follows:

•Community Development	\$1,102,090	+7.6%
•General Government	13,110,560	+42.3%
•Finance	593,530	+9.6
•Fire	1,540,970	+5.3%
•Police	4,849,430	+13.9
•Public Works	8,382,620	-3.0%
•Parks and Recreation	<u>3,785,570</u>	<u>-16.0%</u>
Totals	\$33,364,770	+12.5%

Mayor Bastian questioned whether the city could charge for transportation costs when the Police Department transports prisoners to Saint Paul. The Mayor compared the possible transportation fee to the booking fee already charged to prisoners. Mr. McGuire said staff would look into the possibility.

Councilmember Carlson asked about joint dispatching with Ramsey County. Mr. McGuire reported that additional discussions will be scheduled before the end of the year.

Mayor Bastian asked about the possibility of moving pet licensing out of city hall. Mr. Faust reported that the animal licensing revenue for the city is about \$14,000. Mr. McGuire said it would be possible to license vets to do pet licensing, and discussion ensued about the problems that could arise. Mr. McGuire said that staff would look into the possibility.

Mr. Faust reported that the Community Center Operations Fund anticipates a increase in revenues up to \$1,508,800 million while expenses are expected to increase to \$1,594,840. The resulting operating loss of \$86,040 would achieve the goal as part of the five year plan which includes in 1998 a net operating loss of less than \$100,000.

Mr. McGuire told the Council that the levy limit will not allow the city to comply with a state mandated Storm Water Management Study that would cost \$80,000. Mr. McGuire questioned the necessity of the mandate, as a similar study has been done in recent years. Mayor Bastian pointed out that a new comprehensive land use plan must be approved by the Met Council in 1998. The Mayor asked if the stormwater management plan was part of the comprehensive plan, and also asked whether the city will have a complete comprehensive land use plan if the stormwater plan is not done. Mr. McGuire said he would ask Public Works Director Haider to put together a short summary on the stormwater management plan and the comprehensive land use plan before the budget hearing.

Mr. Faust reported that capital improvements for 1998 will total \$3,461,000. The improvements are the first improvements in a five year plan. Mayor Bastian questioned the benefits of road overlays as opposed to seal coating and discussed a possible balance between the two.

Councilmember Rossbach reported that the cost of NEST will increase dramatically in coming years. Councilmember Rossbach said that contract costs are increasing and NEST will eventually not be able to use their surplus to reduce the costs to participating cities.

Mayor Bastian asked if the recent economic improvements in the city would help improve the city's bond rating. Mr. Faust said Maplewood's AA rating is relatively high for cities across the nation. Mr. McGuire said the city last requested a rate increase four years ago, and that staff would look into scheduling another presentation before the appropriate bond houses.

F. Ambulance Rates for 1998

Mr. Faust recommended that ambulance rates be increased effective January 1, 1998 to provide the anticipated revenue in the 1998 Budget. Mr. Faust reported that as ambulance rates have increased over the past several years, the property tax subsidy for paramedic services has decreased by .9 percent. Mr. Faust also reported that in preparing the 1998 Budget, the rates charged by other providers in the area was taken into consideration. Councilmember Carlson moved approval of the proposed ambulance rate increase. Councilmember Koppen seconded the motion.

Ayes: Allenspach; Bastian; Carlson; Koppen.
Nays: Rossbach

G. Ordinance to Set 1998 Sewer Rates (first reading)

Mr. Faust reported that in order to provide the revenues anticipated in the 1998 budget and to finance the 1998 operating expenses of the Sanitary Sewer Fund, sewer billing rates must be increased by 4.2 percent, effective January 1, 1998. Mr. Faust pointed out that approximately 75 percent of the operating expenses are for the sewage treatment costs which the city cannot control. Councilmember Carlson moved the first reading to increase sewer billing rates effective January 1, 1998. Councilmember Koppen seconded the motion.

Ayes: All.

H. Adoption of Proposed Property Tax Levy Payable in 1998

Mr. Faust reported that state law requires cities to certify their proposed property tax levies to the county auditor by September 15. The proposed tax levy cannot be increased after approval. Mr. Faust recommended the Council approve a proposed tax levy for 1997 payable in 1998 in the amount of \$8,987,721 less \$1,560,008 for HACA. Councilmember Koppen moved and Councilmember Carlson seconded the proposal.

Ayes: All

I. Selection of Dates for Public Hearings on Proposed 1998 Budget

Mr. Faust reported that state law requires cities to certify to the county the dates it has selected for its 1998 budget hearing and continuation hearing by September 15. Because the hearings must be held between November 29 and December 20 but may not conflict with the hearings for Ramsey County, the three school districts in Maplewood, or any metro special taxing districts, Mr. Faust presented the Council with a list of possible dates. Because the Council had a number of questions regarding possible scheduling conflicts, the item was moved to New Business for the September 8 Council meeting.

J. Other Business

J1. Lowlands

Councilmember Rossbach relayed a resident concern about excessive amounts of water in low-lying areas in the city that are not served by storm sewers. Mr. McGuire said he would ask Public Works Director Haider to report to the Council at an upcoming Workshop regarding the extent of the problem throughout the city and what might be done to correct the problem.

K. Adjournment

Mayor Bastian moved to adjourn the meeting at 7:17 p.m. Councilmember Carlson seconded the motion.

Ayes: All

AGENDA NO. G1d

Action by Council:

AGENDA REPORT

Endorsed _____

Modified _____

Rejected _____

Date _____

TO: City Manager

FROM: Finance Director *Daust*

RE: RESOLUTION LEVYING PROPERTY TAXES PAYABLE IN 1998

DATE: November 26, 1997

After the public hearing is held, a resolution needs to be approved that will levy property taxes for 1997 payable in 1998. The amounts listed in the resolution have been reduced by \$1,560,010 which is the homestead and agricultural aid (HACA) that the City will receive in 1998. It is recommended that the attached resolution be adopted which will levy the same amount as the proposed levy approved by the Council on September 2, 1997.

rb
Attachment

RESOLUTION CERTIFYING TAXES PAYABLE IN 1998

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

1. The following amounts of taxes be levied for 1997, payable in 1998, upon the net tax capacity in said City of Maplewood, for the following purposes:

Operations	\$5,703,210
Capital Improvements	423,000
Debt Service	<u>886,500</u>
TOTAL LEVY	<u>\$7,012,710</u>

2. In addition, there is a \$415,000 market value based referendum levy for 1997 payable in 1998 to finance the debt service on the 1994 Open Space Bonds.
3. The net tax capacity based levy of \$886,500 for Debt Service and the market value based referendum levy of \$415,000 total \$1,301,500. This is a net decrease of \$441,593 in the scheduled levy of \$1,743,093. The breakdown by Debt Service Fund is as follows:

FUND NO.	TITLE	SCHEDULED LEVY	INCREASE (DECREASE)	ADOPTED TAX LEVY
315	Refunding Bonds-1977	\$138,500	\$(52,500)	\$86,000
316	G.O. Bonds-1979	51,000	8,000	59,000
319	G.O. Bonds-1989	14,120	(14,120)	0
321	Tax Exempt Tax Increment-1989	99,940	1,560	101,500
322	G.O. Bonds-1990	220,090	(51,490)	168,600
323	G.O. Bonds - 1991A	67,475	(67,475)	0
325	G.O. Imp. Refunding Bonds - 1992A	383,010	(383,010)	0
326	Tax Increment Bonds - 1992B	0	23,000	23,000
327	G.O. Equipment Certificates-1993A	48,172	228	48,400
328	Community Center - 1993B	204,561	(139,561)	65,000
329	G.O. Imp. Refunding Bonds-1993C	78,787	256,213	335,000
330	Open Space Bonds	437,438	(22,438)	415,000
TOTAL		<u>\$1,743,093</u>	<u>\$(441,593)</u>	<u>\$1,301,500</u>

G2

Action by Council:

MEMORANDUM

Endorsed _____
Modified _____
Rejected _____
Date _____

TO: City Manager
FROM: Thomas Ekstrand, Associate Planner
SUBJECT: **Conditional Use Permit and Design Review—Forest Lawn Memorial
Park Crematory Addition**
LOCATION: 1800 Edgerton Street
DATE: November 26, 1997

INTRODUCTION

Project Description

Mr. Don Rundquist, of Forest Lawn Memorial Park, is proposing to build a crematory addition at their facility, 1800 Edgerton Street. Refer to the maps on pages 6–8 and the project description on page 9.

Prior to the community design review board (CDRB) meeting, the applicant revised the exterior material for the proposed addition. The plans show a metal shingle material—the new material would be stucco.

Requests

The applicant is requesting approval of:

1. A conditional use permit (CUP) for the expansion of their crematory. The city code requires a CUP for cemeteries, crematories and mausoleums.
2. The building and site plans.

DISCUSSION

Conditional Use Permit

The city council should approve this permit. The proposed expansion would meet the code criteria for a CUP. Forest Lawn has been a good neighbor and a compatible use with this neighborhood.

Building Design

The stucco exterior on the proposed addition would be attractive and would be compatible with the existing building.

Parking

Forest Lawn does not have a parking lot for their mausoleum and crematory, only for their office at the south end of the site. Their facility does not need one to operate, however, since visitors park along their internal streets. The zoning code does not have parking criteria for cemeteries or mausoleums.

There is no need for striped parking. If a problem occurs in the future, the city council can require a parking lot through the CUP review process.

Landscaping and In-ground Lawn Irrigation

Forest Lawn is nicely landscaped. The additional trees proposed would be an attractive supplement to the existing landscaping.

The code requires that the applicant install an in-ground lawn irrigation system for the expansion. The code, however, allows the council to waive this requirement if the property owner has "suitable alternative irrigation arrangements." Forest Lawn's grounds are always kept in excellent condition. Because of the applicant's track record, and their ability to water with hoses, there is no reason to require in-ground lawn irrigation.

COMMITTEE ACTIONS

November 17, 1997: The planning commission recommended approval of the CUP.

November 25, 1997: The CDRB recommended approval of the site and building design plans.

RECOMMENDATIONS

- A. Adopt the resolution on pages 10-11 approving a conditional use permit for the crematory addition at Forest Lawn Memorial Park at 1800 Edgerton Street. Approval is based on the findings required by code and subject to the following conditions:
 1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
 2. The proposed construction must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
 3. The city council shall review this permit in one year.

- B. Approve the site and landscape plans (date-stamped October 22, 1997) for the crematory addition at Forest Lawn Memorial Park, 1800 Edgerton Street. Approval is based on the findings required by the code and subject to the property owner doing the following:
 1. Repeat this review in two years if the city has not issued a building permit for this project.
 2. Before getting a building permit, the applicant shall:
 - a. Submit a grading, drainage, utility and erosion control plan to the city engineer for approval before obtaining a building permit. The erosion control plan shall be meet all ordinance requirements.

- b. Revise the building elevations for staff approval substituting the metal-shingle siding with white stucco to match the mausoleum.
3. Paint all roof-top mechanical equipment if placed on the addition. The color shall match the building color. Screening is not required.
4. Keep the lawn and plantings around the proposed addition watered. Based on Forest Lawn's lawn maintenance practices, there is no need for in-ground lawn irrigation.
5. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The city receives a cash escrow or an irrevocable letter of credit for the required work. The amount shall be 200 percent of the cost of the unfinished work. Any unfinished landscaping shall be completed by June 1 if the building is occupied in the winter or within six weeks of occupancy if the building is occupied in the spring or summer.
 - c. The city receives an agreement that will allow the city to complete any unfinished work.
6. All work shall follow the approved plans. The director of community development may approve minor changes.

REFERENCE INFORMATION

SITE DESCRIPTION

Site size: 44.93 acres
Existing land use: Forest Lawn Memorial Park

SURROUNDING LAND USES

North: Roselawn Avenue and single dwellings
South: Gateway Trail and single dwellings
West: Edgerton Street and single dwellings
East: Single dwellings

PLANNING

Land Use Plan designation: CEM (cemetery)
Zoning: F (farm residential)

Ordinance requirements

Section 36-437(3) requires a CUP for cemeteries, crematories and mausoleums.

Section 36-448(b) requires a CUP to enlarge or expand a use that requires a CUP.

Section 25-70 requires that the CDRB make the following findings to approve plans:

1. That the design and location of the proposed development and its relationship to neighboring, existing or proposed developments, and traffic is such that it will not impair the desirability of investment or occupation in the neighborhood; that it will not unreasonably interfere with the use and enjoyment of neighboring, existing or proposed developments; and that it will not create traffic hazards or congestion.
2. That the design and location of the proposed development is in keeping with the character of the surrounding neighborhood and is not detrimental to the harmonious, orderly and attractive development contemplated by this article and the city's comprehensive municipal plan.
3. That the design and location of the proposed development would provide a desirable environment for its occupants, as well as for its neighbors, and that it is aesthetically of good composition, materials, textures and colors.

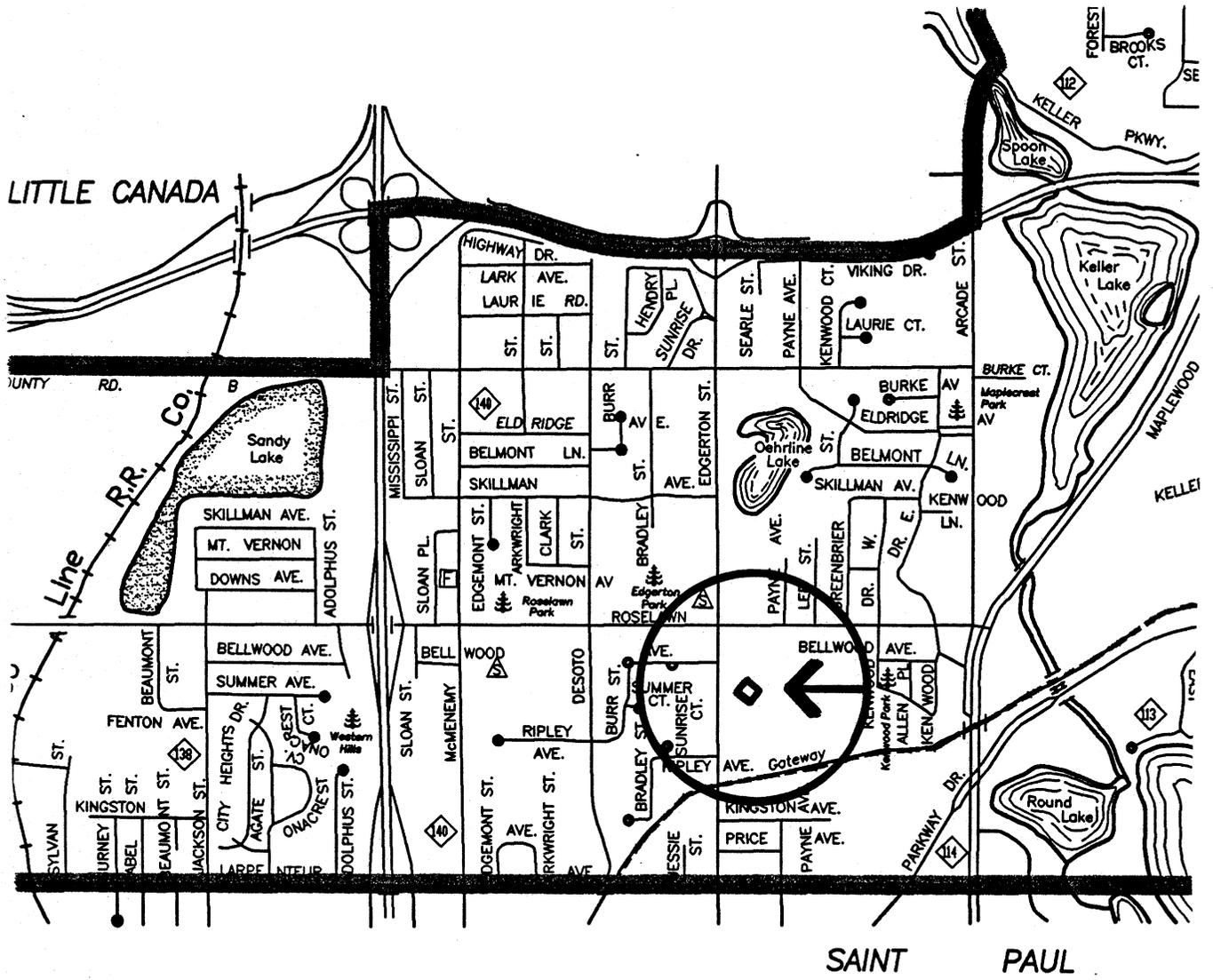
CUP-Criteria for Approval

Section 36-442(a) requires that the city council determine specific findings to grant a CUP. Refer to these findings listed in the resolution on pages 10-11.

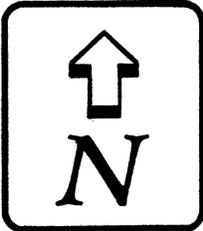
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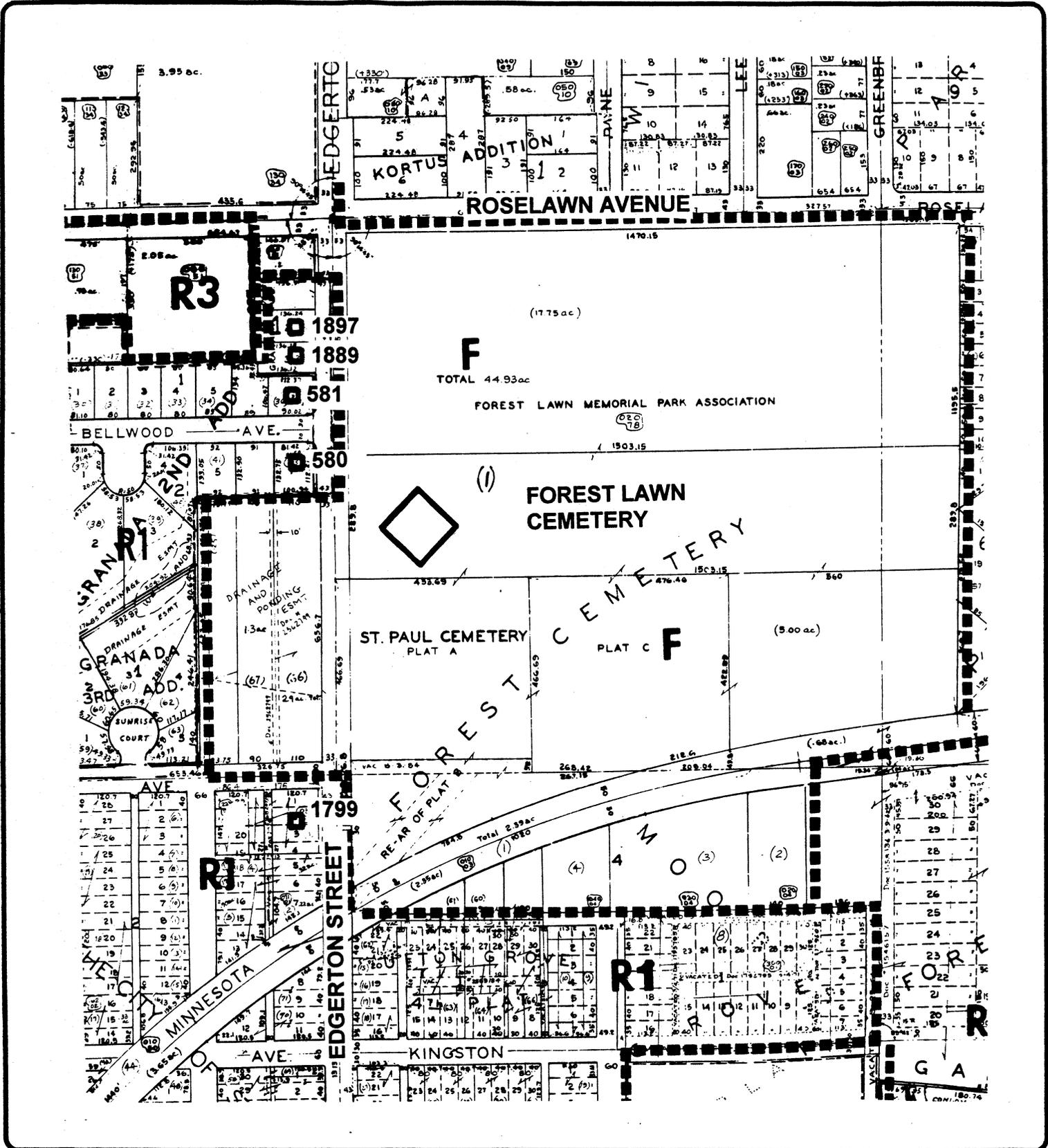
Attachments:

1. Location Map
2. Property Line/Zoning Map
3. Site Plan
4. Applicant's Narrative
5. Conditional Use Permit Resolution
6. Plans dated-stamped October 22, 1997 (Separate Attachment)

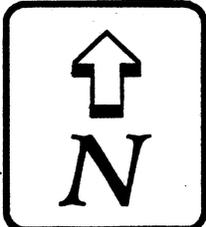


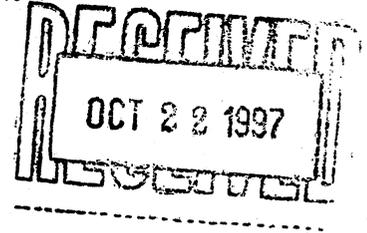
LOCATION MAP





PROPERTY LINE / ZONING MAP





Forest Lawn Crematory Improvements Project Description and Approach

Current and projected trends indicate that the public is selecting more and more, cremation a their choice for their disposition at the time of death. Responding to a very competitive market, Forest Lawn is seeking to meet this need with modifications to their existing facility. The significant component in this effort will be an addition measuring approximately 35 feet wide by 60 feet long. This addition will house new equipment that will make the cremation process cleaner, more efficient and more considerate by allowing family members to observe the process if desired. This addition will also provide for the addition of equipment in the future and eventually eliminating the need of the existing units.

Architecturally, the interest for the new addition is to recall aspects of the original mausoleum structure in terms of massing, proportion and detail. The goal of the addition is to help "camouflage" the existing chapel/crematory addition built in the 1950's. Through architectural massing and landscaping, the effort is to screen the majority of that brick structure. The use of metal shingles is in response to budgetary concerns. The rectangular modules of the shingles with a painted white finish is an attempt to emulate the stone components of the original mausoleum.

At this time it is not expected that any significant rooftop mechanical units will be used. A 1'-6" - 2'-0" high parapet is proposed to help visually conceal the presence of equipment (if any). The new crematory chamber requires a 10'-0" high exhaust stack. Due to manufacturer's requirements a clearance height must be maintained; therefore, increasing the height of the parapet will require the height of the stack to be increased.

Landscaping/Site Work

All landscaping proposed is to give a general intent of what new plantings may entail. All new landscaping will be selected and installed by Forest Lawn's grounds staff. The general goal is to use planting materials to screen or direct views around the new structure. The layout is generally based on a formal organization, incorporating existing materials or arrangements to appear as an extension of the existing direction used around the mausoleum and on the cemetery grounds.

Drainage will be surface directed to the existing pond within the cemetery boundary, directly in front of the mausoleum. At this point no tiling or piping systems are being proposed or considered.

The main objective is to visually separate crematory activities from the activities (chapel, mausoleum visitation and services) of the general public. Staff and service functions will now have dedicated entrances opposite the public (Edgerton Streetfront) side. A new, more accessible entry plaza and entrance is proposed to accommodate general public visitation. This plaza and entrance will face Edgerton.

CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Forest Lawn Memorial Park applied for a conditional use permit (CUP) to build a crematory addition at their facility.

WHEREAS, this permit applies to the property at 1800 Edgerton Street. The legal description is:

THAT PART OF THE WEST 1503.15 FEET OF THE SOUTHEAST 1/4, SECTION 17, TOWNSHIP 29, RANGE 22, LYING NORTH OF THE SOO LINE RAILWAY RIGHT-OF-WAY, INCLUDING ST. PAUL CEMETERY PLAT AND 3 FOREST CEMETERY PLATS IN THE SOUTHEAST 1/4.

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

1. On November 17, 1997 the planning commission recommended that the city council approve this permit.
2. On December 8, 1997, the city council held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The council gave everyone at the hearing a chance to speak and present written statements. The council also 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:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.

The Maplewood City Council adopted this resolution on _____, 1997.

MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
NOVEMBER 17, 1997

B. Forest Lawn Cemetery Conditional Use Permit—1800 Edgerton Street

Ken Roberts, associate planner, presented the staff report. Mr. Roberts answered questions from the commission. Leo Capeder, president of the association, said they have made many improvements to the cemetery grounds but need to upgrade the crematory. Don Rundquist, the manager and actuary of the cemetery, said the new equipment is computer controlled and has a low potential for emissions.

Both Mr. Capeder and Mr. Rundquist emphasized that one of the major reasons for the proposed addition was to afford privacy when a hearse delivers the deceased to the crematory. Mr. Capeder said they do over 700 cremations per year at this cemetery. Mr. Rundquist added that Forest Lawn is the eleventh oldest crematory (actual existence) in the United States.

Commissioner Rossbach moved the Planning Commission recommend

A.. Adoption of the resolution which approves a conditional use permit for the crematory addition at Forest Lawn Memorial Park at 1800 Edgerton Street. Approval is based on the findings required by code and subject to the following conditions:

1. All construction shall follow the site plan approved by the city. The director of community development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.

Commissioner Pearson seconded. Ayes—all

The motion passed.

MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
NOVEMBER 25, 1997

VI. DESIGN REVIEW

A. Forest Lawn Memorial Park Addition—1800 Edgerton Street

Don Rundquist, manager of Forest Lawn, was present to discuss the proposal. Mr. Rundquist stated that he was in agreement with the staff recommendation. He said his architect was working on revising the building elevations to substitute the proposed metal-shingle siding with white stucco. He said the stucco would blend in with the stone of the mausoleum and be compatible. Secretary Ekstrand stated that he found the stucco to be a good alternative to the metal. The board discussed the project with the applicant.

Boardmember Robinson moved the Community Design Review Board:

B. Approve the site and landscape plans (date-stamped October 22, 1997) for the crematory addition at Forest Lawn Memorial Park, 1800 Edgerton Street. Approval is based on the findings required by the code and subject to the property owner doing the following:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before getting a building permit, the applicant shall:
 - a. Submit a grading, drainage, utility and erosion control plan to the city engineer for approval before obtaining a building permit. The erosion control plan shall be meet all ordinance requirements.
 - b. Revise the building elevations for staff approval substituting the metal-shingle siding with white stucco to match the mausoleum.
3. Paint all roof-top mechanical equipment if placed on the addition. The color shall match the building color. Screening is not required.
4. Keep the lawn and plantings around the proposed addition watered. Based on Forest Lawn's lawn maintenance practices, there is no need for in-ground lawn irrigation.
5. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The city receives a cash escrow or an irrevocable letter of credit for the required work. The amount shall be 200 percent of the cost of the unfinished work. Any unfinished landscaping shall be completed by June 1 if the building is occupied in the winter or within six weeks of occupancy if the building is occupied in the spring or summer.
 - c. The city receives an agreement that will allow the city to complete any unfinished work.
6. All work shall follow the approved plans. The director of community development may approve minor changes.

Boardmember Johnson seconded.

Ayes—all

The motion passed.

G3

Action by Council:

MEMORANDUM

TO: City Manager
FROM: Chad Bergo, Community Development Intern
SUBJECT: **Street Vacations**
LOCATION: Between Frost and Skillman Avenue and west of Manton, east of Clarence St.
DATE: November 25, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

INTRODUCTION

Maplewood city staff is asking the city council to vacate several unused street right-of-ways. These are west of Manton Street and between Skillman and Frost Avenues. They include parts of Ryan Avenue, Birmingham Street, and Ide Street between Skillman and Frost Avenue. Refer to the maps on pages 2 and 3.

DISCUSSION

The city is requesting these vacations because it has no plans to develop these streets. Robin Hood Park is next to the vacations north of the Gateway Trail and the Gladstone Community Center is next to the vacations south of the trail. Because of these parks, it is not necessary for the city to keep these right-of-ways. The city must keep a utility and drainage easement over the vacated right-of-ways south of the trail for possible future storm sewers.

COMMISSION ACTION

On November 17, 1997, the planning commission recommended approval of the proposed street vacations.

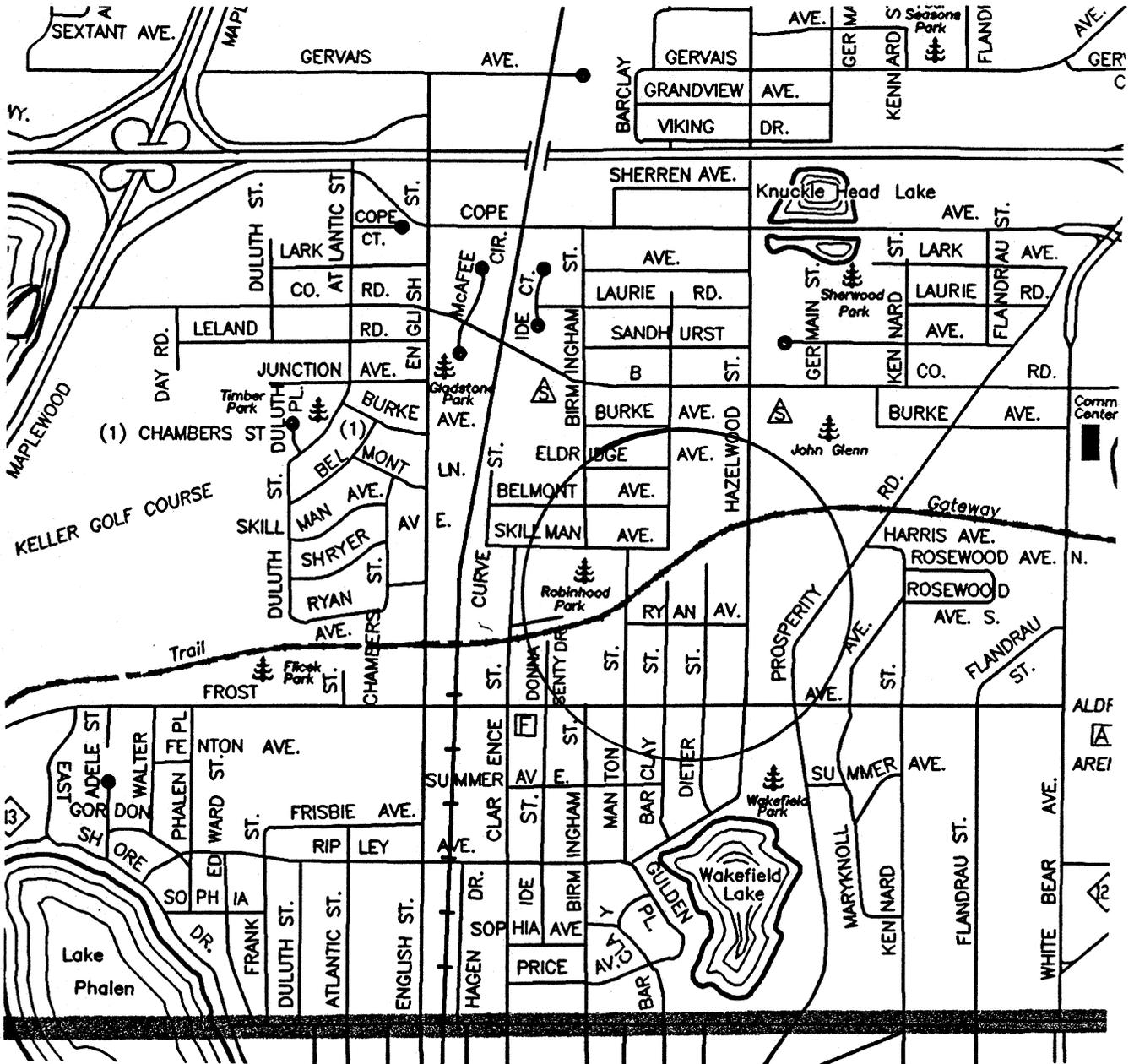
RECOMMENDATION

Adopt the resolution starting on page 4. This resolution vacates the unused portions of Ryan Avenue, Birmingham Street, and Ide Street between Skillman and Frost Avenue, west of Manton and east of Clarence Street. The city should vacate these street right-of-ways because:

1. It is in the public interest.
2. The city and the adjacent property owners have no plans to build streets or alleys in these locations.
3. The adjacent properties have street access.

This vacation is subject to the city keeping a utility and drainage easement over all of the vacated Ryan Avenue right-of-way and over that part of the Birmingham Street right-of-way south of the Gateway Trail.

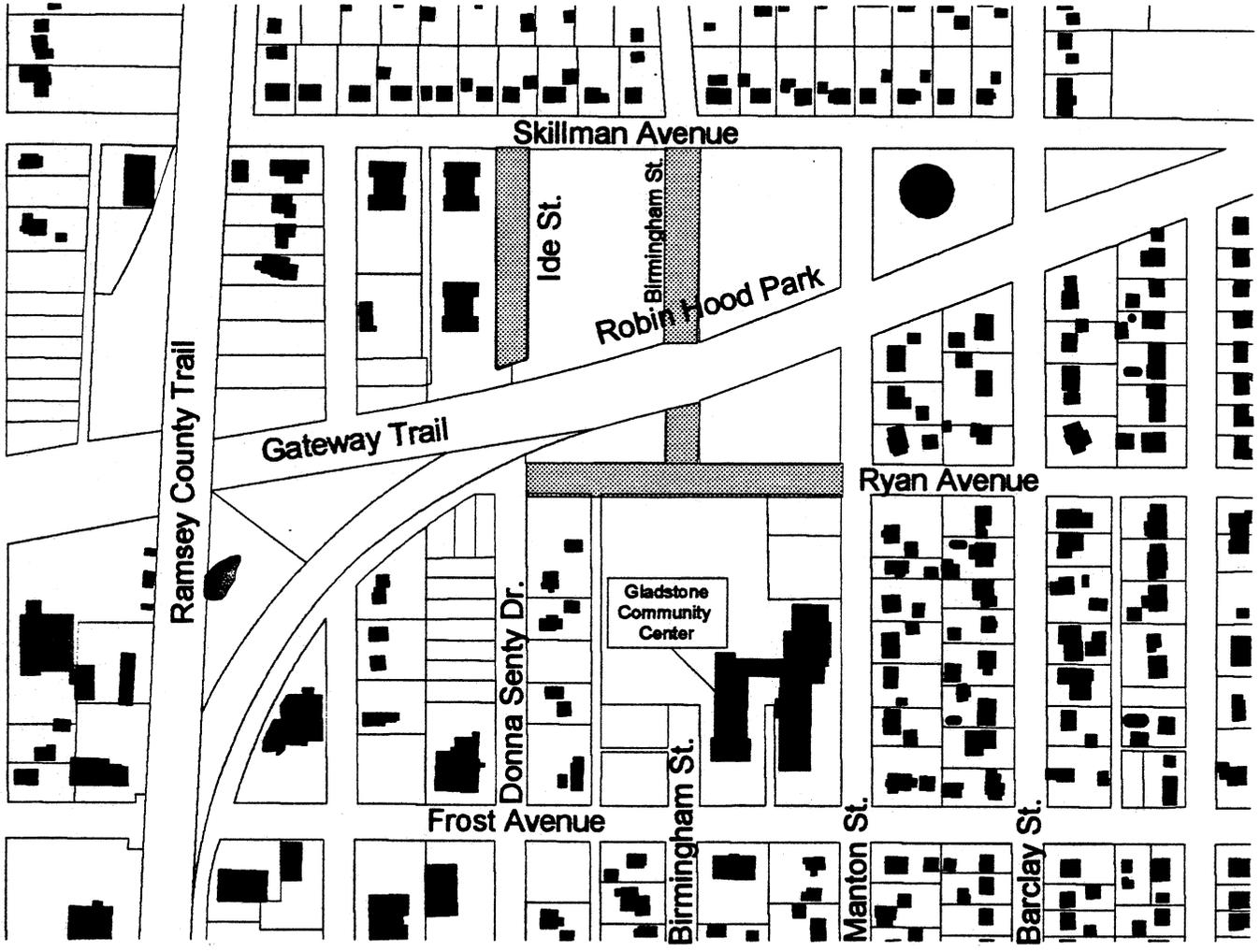
p:sec15/gladst.vac
Attachments:
1. Location Map
2. Street Vacation Map
3. Vacation Resolution



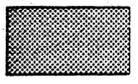
LOCATION MAP



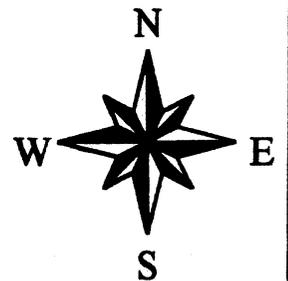
Street Vacation Map



Structures



Proposed Vacations



VACATION RESOLUTION

WHEREAS, Maplewood city staff initiated the vacation of the following-described right-of-ways:

1. The part of Ide Street right-of-way that is between the south right-of-way of Skillman Avenue and the north right-of-way of the vacated Claire Street, in Section 15, Township 29, Range 22 in Maplewood, Minnesota.
2. The part of Birmingham Street right-of-way that is between the south right-of-way of Skillman Avenue and the north right-of-way of the Minnesota Department of Natural Resources Gateway Trail, in Section 15, Township 29, Range 22 in Maplewood, Minnesota.
3. The part of Birmingham Street right-of-way that is between the north right-of-way of Ryan Avenue and the south right-of-way of the Minnesota Department of Natural Resources Gateway Trail, of Section 15, Township 29, Range 22 in Maplewood, Minnesota.
4. The part of Ryan Avenue right-of-way that is between the west right-of-way of Manton Street and the east right-of-way of Ide Street (Donna Senty Drive), of Section 15, Township 29, Range 22, in Maplewood, Minnesota.

WHEREAS, the history of these vacations is as follows:

1. On November 17, 1997, the planning commission recommended that the city council approve the vacations.
2. On December 8, 1997, the city council held a public hearing. The city staff published a notice in the Maplewood Review and sent a notice to the abutting property owners. The council gave everyone at the hearing a chance to speak and present written statements. The council also considered reports and recommendations from the city staff and planning commission.

WHEREAS, after the city approves these vacations, public interest in the property will go to the following abutting properties:

1. Lots 1-9, Block 19, and Lots 11-18, in Block 18, Gladstone Addition of Section 15, Township 29, Range 22, in Maplewood, Minnesota.
2. Lots 1-10, Block 18, and Lots 12-22, in Block 10, Gladstone Addition, of Section 15, Township 29, Range 22, in Maplewood, Minnesota.
3. Lots 1 & 2, Block 20, and Lot 1, Block 17, Gladstone Addition, of Section 15, Township 29, Range 22, in Maplewood, Minnesota.
4. Lots 30 & 1, Block 21, and Lots 1 & 30, Block 16, in Section 15, Township 29, Range 22, Gladstone Addition, in Maplewood, Minnesota.

NOW, THEREFORE, BE IT RESOLVED that the city council approve the above-described vacations for the following reasons:

1. It is in the public interest.
2. The city and the applicant have no plans to build streets or alleys in these locations.
3. The adjacent properties have street access.

This vacation is subject to the city keeping a utility and drainage easement over the Ryan Avenue and Birmingham Street right-of-ways that are south of the Minnesota Department of Natural Resources Trail.

The Maplewood City Council adopted this resolution on _____, 1997.

MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
NOVEMBER 17, 1997

D. Gladstone Area Street Vacations (West of Manton Street, South of Skillman Avenue)

The staff report was summarized by Ken Roberts, associate planner.

Commissioner Kittridge moved the Planning Commission recommend adoption of the resolution starting on page 4. This resolution vacates the unused portions of Ryan Avenue, Birmingham Street, and Ide Street between Skillman and Frost Avenue, west of Manton and east of Clarence Street. The city should vacate these street right-of-ways because:

1. It is in the public interest.
2. The city and the adjacent property owners have no plans to build streets or alleys in these locations.
3. The adjacent properties have street access.

This vacation is subject to the city keeping a utility and drainage easement over all of the vacated Ryan Avenue right-of-way and

Commissioner Frost seconded.

Ayes—all

The motion passed.

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

MEMORANDUM

TO: City Manager
FROM: Finance Director and Community Development Director
SUBJECT: **COMMUNITY DEVELOPMENT DEPARTMENT SERVICE CHARGES**
DATE: December 1, 1997

INTRODUCTION

City staff is proposing to revise the Community Development Department service charges effective January 1, 1998.

BACKGROUND

It has been past practice to raise service charges annually to keep up with inflation. In 1993 a User Fee Study was completed for the Community Development Department to insure that service charges finance an appropriate portion of the service cost.

The User Fee Study report contained recommendations on 50 individual license/permit fees and service charges for the Community Development Department. For each item, it had information on the unit volume, current fee, costs to provide the service, recommended fee, phase-in schedule covering five years for the recommended fee, estimated increased revenue from the recommended fee and subsidy amount after the city phases in the recommended fee. On 5-24-93, the council approved the recommended fees for 1993 and made the increases effective July 1, 1993. These fees remained in effect until January 1, 1995, when the city increased them again. The council approved the recommended fees for 1996 on 11-13-95 and approved the recommended fees for 1997 on 11-25-96.

At this time, it would be appropriate to continue with the fee increases recommended in the User Fee Study. This is the fifth year of the phase-in schedule that covers most planning fees and some health inspection fees. Also, it would be appropriate to increase all other Community Development Department fees by 3% to keep up with inflation. The council gave the proposed 1998 fees and charges first reading on November 10, 1997. Staff has added a \$21 fee for zoning compliance letters and revised the fee for a zoning map to \$10 since the first reading.

The council also should note that the recommended fees in the User Fee Study will produce additional revenues of \$212,000 over five years. The cost of the User Fee Study was \$9,500.

RECOMMENDATIONS

- A. Approve revisions in Community Development Department license/permit fees and services charges listed in Exhibit A effective January 1, 1998.
- B. Approve second reading of an ordinance (Exhibit B) to increase the planning fees.

**COMMUNITY DEVELOPMENT DEPARTMENT
SERVICE CHARGES**

	Estimated Annual Volume	1-1-96 Fee	1-1-97 Fee	1-1-98 Fee
PLANNING FEES (Set by Ordinance):				
Zone Change	1	\$492 *	\$591 *	\$690 *
Conditional Use Permit: R1 and R2	1	194 *	200 *	206 *
Other	11	514 *	623 *	733 *
Conditional Use Permit Revision: R1 and R2	1	39 *	40 *	41 *
Other	2	111 *	129 *	147 *
Variances: R1 and R2	7	98 *	118 *	135 *
Other	5	486	619 *	753 *
Vacations: R1 and R2	10	104 *	126 *	130 *
Other	2	327 *	416 *	505 *
Lot Divisions(Fee per lot created): R1 and R2	11	67	69	71
Other	1	177	222	268
Home Occupations: Initial	2	111	131	150
Renewal	5	48	49	50
Sign Erection Permit	100	20	21	21
Billboard Erection Permit	1	77	79	81
Comprehensive Plan Amendment	3	716 *	860 *	1,004 *
Code Amendment	1	486	619	753
Planned Unit Development	1	803 *	957 *	1,111 *

* Plus a surcharge for each affected property to pay for the County's filing fee for resolutions

COMMUNITY DEVELOPMENT DEPARTMENT SERVICE CHARGES				
	Estimated Annual Volume	1-1-96 Fee	1-1-97 Fee	1-1-98 Fee
Preliminary Plat	7	881	1,061	1,241
Preliminary Plat Revision or Time Extension	9	140	168	196
Final Plat	5	226	282	338
Time Extensions/Renewals	9	116	119	123
Billboard License	1	298	307	316
LICENSES DUE JANUARY 1ST				
Contractors License	600	94	97	100
Motels				
1 - 15 Units	1	90	93	96
16 - 35 Units	2	122	126	130
36 - 100 Units	1	225	232	239
Over 100 Units	2	258	266	274
Special Food Handling Establishment	35	74	76	79
MISCELLANEOUS SERVICE CHARGE				
Woodlot Alteration Permit	1	13	13	13
Building Relocation	5	490	605	720
Moving Permit	3	44	45	47
Community Design Review Board:				
R1 & R2	2	156	161	166
Other	16	410	508	606
Demolition Permit	1	52	54	56
Mobile Home Permit	1	33	34	35
On-Site Sewage Systems	6	41	50	59
Truth-In-Housing Filing Fee	100	24	25	26
Truth-In-Housing Evaluators License	29	87	90	93

**COMMUNITY DEVELOPMENT DEPARTMENT
SERVICE CHARGES**

	Estimated Annual Volume	1-1-96 Fee	1-1-97 Fee	1-1-98 Fee
Zoning Compliance Letter				21
PUBLICATIONS (Includes Sales Tax):				
Zoning Code		5	5	5
Platting Code		2	2	2
Sign Code		2	2	2
Comprehensive Plan		13	13	14
Zoning Map		2	2	10
City Map		2	2	2
Section Map		2	2	2
Planning Commission or Community Design Review Board: Minutes - Per Year		14	14	14
Agenda Packet - Per Year		94	97	100
Property Owner List		54	56	58

Action by Council:

Endorsed _____

Modified _____

Rejected _____

Date _____

Memorandum

To: Michael McGuire
 From: Tim Busse
 Re: Lake Gervais use ordinance revision - Second reading
 Date: November 26, 1997

Introduction

A review of the water surface use ordinance for Lake Gervais by the Department of Natural Resources resulted in two proposed changes relating to enforcement and launching non-motorized, hand carried watercraft on public lands.

Background

After reviewing the water surface use ordinance for Lake Gervais, the Enforcement Division of the Department of Natural Resources has recommended a change in the enforcement language. Enforcement of the ordinance would continue to be the responsibility of the Ramsey County Sheriff's Department, but the change would specify that enforcement by other licensed peace officers is not precluded.

DNR Commissioner Rod Sando also pointed out that the 1997 Legislature amended Minnesota Statute 86B.201 by adding a subdivision which allows a person to access any public waters through public land with a hand-carried nonmotorized watercraft. To comply with the amendment, the ordinance would be changed to allow the launching and retrieval of non-motorized, hand carried watercraft from defined and posted public lands.

The City Council approved the first reading of this change at the October 27 Council meeting. The Little Canada City Council revised their ordinance to include these changes at their August 13 meeting. Mark Weavers of the Lake Gervais Association worked closely with Little Canada officials to develop the language, and the revised ordinance has the approval of his organization.

Recommendation

The Council should approve the proposed changes to the ordinance.

ORDINANCE NO. 778

AN ORDINANCE REGULATING THE SURFACE USE OF LAKE GERVAIS - CITY OF MAPLEWOOD

BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, STATE OF MINNESOTA, that these amendments following, by this act, hereby replace and nullify those like numbered clauses now existing and a part of the City of Maplewood Ordinance.

SECTION 1

This section changes Section 21.97(d) as follows:

No motorboat shall be operated in the City in the channels of the Phalen-Keller-Kohlman chain of lakes at a speed in excess of its slowest motor speed.

SECTION 2

Sec. 21-100. PURPOSE, INTENT AND APPLICATION.

As authorized by Minnesota Statutes 86B.201, 86B.205 and 459.20, and Minnesota Rules 611.3000-6110.3800 as now in effect and as hereafter amended, this Ordinance is enacted for the purpose and with the intent to control and regulate the use of the waters of Lake Gervais of the City of Maplewood, Minnesota, said body of water shared between the City of Little Canada and the City of Maplewood, to promote its fullest use and enjoyment by the public in general and the citizens of the City of Maplewood in particular; to ensure safety for persons and property in connection with the use of said waters; to harmonize and integrate the varying uses of said waters; and to promote the general health, safety and welfare of the citizens of the City of Maplewood, Minnesota.

MOTORBOATS, NON-MOTORIZED BOATS AND OTHER MOTORIZED VEHICLES REGULATIONS

Sec. 21-101. MINNESOTA STATUTES. Minnesota statutes Chapter 84 and Chapter 86B and the rules promulgated thereunder are hereby adopted and made a part of this Ordinance.

Sec. 21-102. SLOW - NO WAKE ZONES. It shall be unlawful to operate a watercraft while exceeding slow - no wake speed:

- a. Within 150 feet of any shoreline, unless launching or landing a skier by the most direct route to open water.
- b. On the entire surface of Lake Gervais when the lake elevation exceeds 860.0 feet above mean sea level as measured by Ramsey County at the public access in Spoon Lake.

Such restrictions shall become effective upon publication in a local daily newspaper as a news item or on a specified date, whichever is later. All public and private water access ramps shall be posted prior to and during the time restrictions are in place. In addition, notice of said restrictions shall be posted at the Maplewood City Hall.

When high water levels have subsided and have remained below an elevation of 860.0 feet above mean sea level for three (3) consecutive days, said restrictions shall be promptly removed.

Sec. 21-103. BOAT LAUNCHING. No person shall launch or beach a motorized watercraft other than at a designated public boat access, nor from private property without the owners permission. Non-motorized, hand carried watercraft may also be launched and retrieved from public lands as defined and posted by the Ramsey County Parks Department.

Sec. 21-104. WINTER USE. No motorized vehicle may be operated at a speed in excess of 15 miles per hour within 150 feet of any shoreline, person, fish house or in any other area on the lake where the operation would conflict with or endanger other persons or property. No motorized vehicle may encroach upon any skating rink or sliding area which is located within 150 feet of any shoreline.

Sec. 21-105. ENFORCEMENT. The primary enforcement of this Ordinance shall be the responsibility of the Ramsey County Sheriff's Department. This, however, shall not preclude enforcement by other licensed peace officers.

Sec. 21-106. EXEMPTIONS. All authorized resource management, emergency and enforcement personnel, while acting in the performance of their assigned duties are exempt from the foregoing restrictions.

Sec. 21-107. NOTIFICATION. It shall be the responsibility of the City of Maplewood to provide for adequate notification of the public, which shall include the placement of a sign at each public access outlining essential elements of this ordinance.

Sec. 21-108. PENALTIES. Any person who shall violate any of the provisions of this Ordinance shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than seven hundred dollars (\$700.00) or by imprisonment of not more than ninety (90) days, or both.

Secs. 21-109 -- 110. Reserved.

SECTION 3

EFFECTIVE DATE. This Ordinance shall be in effect from and after the date of its passage and publication.

AGENDA REPORT

Action by Council:

TO: City Manager
FROM: City Engineer
SUBJECT: Certification of Sewer Cash Connection Charge
DATE: December 1, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

Thomas and Mary Garrity recently bought the home at 2480 Ariel Street in North St. Paul. The home was served by an individual disposal system for sanitary purposes. The septic system was not working well and the Garrity's were in need of a sanitary sewer service. I assumed that any property north of 11th Avenue on Ariel would be provided service through the recent construction project. That was not the case since the street in front of the Garrity's home was not disturbed by the project, therefore no sewer service was constructed. There was much confusion about this issue during the initial stages of the project.

Eventually Maplewood contracted to construct a service for the property. The cost of providing service significantly exceeded the cash connection charge that would normally be imposed for this property. Since this was an unexpected expense for a new home owner, and Maplewood is the operator of the sewer utility, the homeowner requested that Maplewood certify the cost of the service, which is \$6,000.00 to the taxes. In unusual situations in the past, Maplewood has certified property owner cost without interest to the taxes.

It is recommended the city council adopt the attached resolution certifying \$6,000.00 against the subject property over a five year period as 0% interest.

KGH

CERTIFICATION OF CASH CONNECTION CHARGE

RESOLED, that the City Clerk is hereby authorized and directed to certify to the auditor of Ramsey County, the attached list of cash connection sanitary sewer charges, said list made a part herein for certification against the tax levy of said property owners for a period of five years beginning in the year of 1997, collectable in 1998 with equal installments due and payable each year at 0 % interest.

Thomas and Mary Garrity
2480 Ariel Street North, North St. Paul, Minnesota 55109
PIN 11-29-22-13-0016-8

Total amount \$6,000.00

AGENDA REPORT

Action by Council:

Endorsed _____
Modified _____
Rejected _____
Date _____

TO: City Manager

FROM: Finance Director *R. O. Rust*

RE: WRITE-OFF UNCOLLECTIBLE AMBULANCE BILLS FOR 1995

DATE: December 1, 1997

PROPOSAL

It is proposed that the uncollectible 1995 ambulance bills in the amount of \$135,864.39 be written off.

BACKGROUND

The following four steps are used to collect payments on ambulance bills:

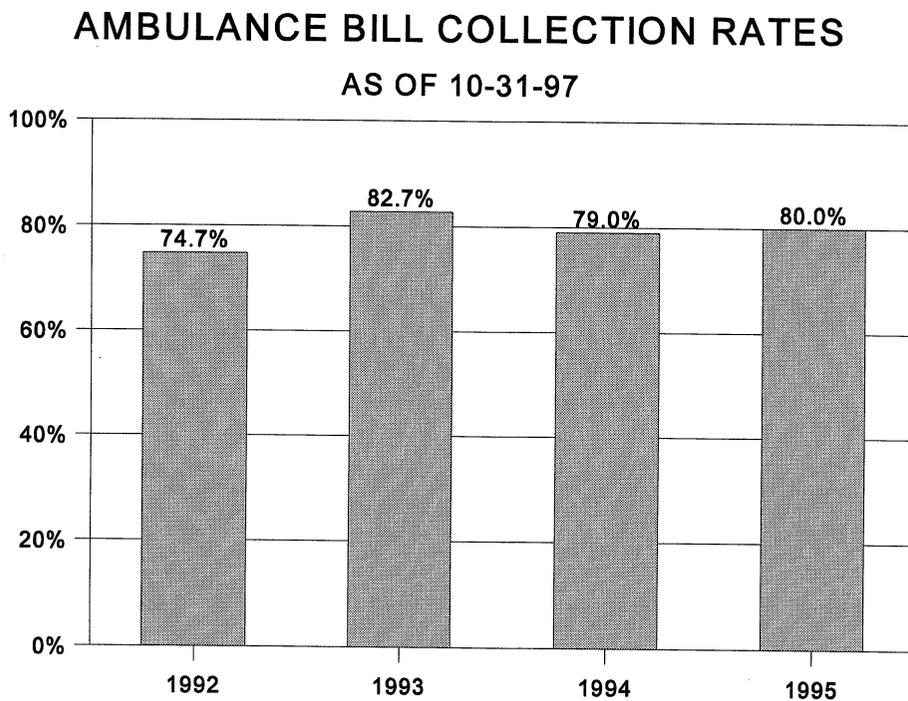
1. **First Notice:** Ambulance charges are billed on a daily basis upon receipt of a run sheet. The first notice requests: (1) payment in full unless covered by insurance, (2) appropriate numbers and consent forms for those having insurance.
2. **Second Notice:** If the bill remains unpaid 30 days after the first bill, a second notice is sent to those who have still not paid or did not send in requested insurance information.
3. **Final Notice:** If the bill remains unpaid 60 days after the first bill, a final notice requests payment in full within 30 days or the account may be referred to a collection agency.
4. If the bill remains unpaid, it is sent to Associated Bureaus 90 days after the first bill. Associated Bureaus writes two letters. After 45 days, Associated Bureaus calls us and asks for approval to send the unpaid accounts on to full collection and possible court proceedings.

The 1995 ambulance bills proposed to be written off have been processed through these four steps. Further collection efforts are not feasible.

Steps taken to improve collections have been:

1. Installed upgraded version of ambulance billing software.
2. Revised our billing notices to minimize misunderstandings and achieve quicker follow-up.
3. Bill on a daily basis.
4. Bill all insurance.

The following graph shows the collection rates for 1992 - 1995.



The following is a summary of transactions for ambulance services provided in 1993 compared to 1994 and 1995.

	<u>1993</u>	<u>1994</u>	<u>1995</u>
Service Charges	\$486,773	\$577,485	\$679,422
Court Filing Fees	<u>0</u>	<u>0</u>	<u>0</u>
Total Billed	\$486,773	\$577,485	\$679,422
Service Charges Paid	-380,243	-455,194	-540,830
Hardship Cancellations	<u>-220</u>	<u>-815</u>	<u>-2,728</u>
Uncollectible Balance	\$106,310	\$121,476	\$135,864

An itemization of the uncollectible balance for 1995 is attached. The first page lists a recap of the balance by category. The uncollectible balance for 1995 is \$14,388 more than 1994. It is higher due to an increase in the number of advanced life support transports and the addition of a mileage charge.

Service charges have increased annually due to increases in the billing rates. The billing rates for 1993 through 1995 were as follows:

<u>Services Rendered</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>
Basic Life Support - Resident	\$220	\$225	\$240
Basic Life Support - Non-Resident	240	250	265
Advanced Life Support - Resident	395	430	465
Advanced Life Support - Non-Resident	435	475	510
Mileage (rate per mile)	0	7.10	7.10

The increase in billing rates is partly responsible for the increase in uncollectible accounts.

RECOMMENDATION

It is recommended that the \$135,864.39 of ambulance bills itemized in the attached exhibit be written off as uncollectible.

rb

11/18/97

CITY OF MAPLEWOOD
CALL REPORT - FLAG SUMMARY
1/ 1/95 TO 12/31/95

8:32 am

FLAG	DESCRIPTION	CALLS	CHARGES	CREDITS	BALANCE
N	MEDICARE FILED - FINAL	1	311.00	0.00	311.00
T	MA FILED - 60-90 DAYS	1	479.20	262.26	216.94
o	PENDING COLLECT DECISION	5	2129.60	558.72	1570.88
p	SUBMITTED TO COLL. AGENCY	15	5832.50	1511.99	4320.51
q	COLLECTION WRITE-OFFS	153	62255.80	6932.97	55322.83
s	WORKMANS COMPENSATION**	24	8892.50	7083.96	1808.54
t	PAYMENT PLAN	2	1031.80	520.10	511.70
u	BANKRUPTCY	6	2181.40	449.70	1731.70
v	DECEASED	27	12015.50	3658.39	8357.11
y	WRITE-OFF ACCTS M/MA**	295	124860.50	63351.42	61509.08
z	WRITE-OFF ACCT-CC APPRVD	6	2717.10	2513.00	204.10
TOTALS		535	222706.90	86842.51	135864.39

11/18/97

Old

CITY OF MAPLEWOOD

CALL REPORT

1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
501002	9500033	MAHNKE, MARIE	1/ 1/95	y	1	500.50	271.79	228.71
501007	9500080	BIGAQUETTE, HOWARD	1/ 2/95	v	1	536.00	435.16	100.84
501010	9500114	WELLER, GENEVIEVE	1/ 3/95	y	1	296.80	0.00	296.80
501012	9500145	JOHNSON, VIVIAN	1/ 4/95	y	1	566.80	351.65	215.15
501013	9500149	BACKUS, ALVIN	1/ 4/95	v	1	500.50	0.00	500.50
501015	9500160	PEK, MEAK	1/ 4/95	p	1	486.30	0.00	486.30
501016	9500162	THELANDER, EVELYN	1/ 4/95	y	1	268.40	129.52	138.88
501017	9500164	DURAND, RICHARD	1/ 4/95	q	1	536.00	287.67	248.33
501022	9500219	SLAYDEN, LATISHA	1/ 5/95	q	1	321.80	0.00	321.80
501024	9500260	WELLS, DAVID	1/ 6/95	v	1	286.30	214.72	71.58
501026	9500313	SCHWARTZ, THERESA	1/ 7/95	q	1	272.10	0.00	272.10
501030	9500363	HAUBRICH, HALEY	1/ 8/95	y	1	261.30	94.06	167.24
501042	9500373	WIDEMER, ROBERT	1/ 8/95	q	1	307.60	0.00	307.60
501034	9500405	ALTENDORFER, DOUGL	1/ 9/95	y	1	486.30	331.80	154.50
501035	9500406	TROOIJEN, CORA	1/ 9/95	y	1	493.40	335.77	157.63
501039	9500442R	ERICKSON, LENORE	1/ 9/95	y	1	282.60	169.85	112.75
501040	9500451	LEE, RHODA	1/ 9/95	t	1	472.10	250.10	222.00
501041	9500452	BALLBACH, JOY	1/ 9/95	y	1	296.80	107.91	188.89
501044	9500456	JOHNSON, DENISE	1/10/95	y	1	261.30	96.06	165.24
501046	9500523	SCHERER, JESSICA	1/11/95	y	1	581.00	464.80	116.20
501047	9500535	DENUCCI, NANCY	1/11/95	y	1	296.80	177.79	119.01
501053	9500560	WEEKS, ELINOR	1/12/95	y	1	275.50	165.88	109.62
501055	9500566	BUZGAU, RODICA M	1/12/95	y	1	552.60	265.76	286.84
501057	9500590R	FISCHER, HERMAN	1/12/95	y	1	282.60	0.00	282.60
501060	9500608	MOLLENHOFF, TIMOTH	1/13/95	q	1	300.50	0.00	300.50
501076	9500696	NELSON, ALLAN	1/14/95	q	1	139.60	0.00	139.60
501069	9500710	PRUST, KEVIN	1/15/95	q	1	507.60	406.08	101.52
501070	9500712	BETRU, LYNDA	1/15/95	y	1	517.10	251.91	265.19
501071	9500735	AUGE, ARMAND	1/15/95	y	1	486.30	331.80	154.50
501079	9500728	RAMSEY, PAULINE	1/15/95	y	1	275.50	0.00	275.50
501081	9500774	MAJORS, TAMARA	1/16/95	q	1	275.50	0.00	275.50
501109	9500751	RYCHLICKI, DIANE	1/16/95	q	1	559.70	0.00	559.70
501083	9500802	LUNDQUIST, VERNON	1/17/95	v	1	254.20	0.00	254.20
501087	9500816	LARSON, LEONIE	1/17/95	v	1	521.80	0.00	521.80
501088	9500818	BLOM, TIMOTHY	1/17/95	y	1	303.90	0.00	303.90
501093	9500915	CECKA, ROGER	1/18/95	q	1	536.00	428.80	107.20
501095	9500931	THOMPSON, MARGUERI	1/19/95	y	1	507.60	0.00	507.60
501096	9500950	ALTENDORFER, DOUGL	1/20/95	y	1	282.60	169.85	112.75
501097	9500961	WILLIAMS, LINDA	1/20/95	q	1	472.10	0.00	472.10
501099	9500972	VERHAAGH, LOUISE	1/20/95	y	1	268.40	0.00	268.40
501101	9501006	JOHNSON, DENISE	1/21/95	y	1	261.30	96.06	165.24
501112	9501090A	ERISENO, JASON	1/22/95	q	1	155.50	0.00	155.50
501115	9501115R	BOSSMAN, IDA	1/23/95	y	1	486.30	265.44	220.86
501117	9501127	PRUDEN, FRANK	1/23/95	t	1	559.70	270.00	289.70
501121	9501163	FORBES, DOUGLAS	1/24/95	y	1	296.80	109.91	186.89
501122	9501164	TALARICO, SHERYL	1/24/95	y	1	268.40	96.83	171.57
501123	9501194	SARGENT, STEVEN	1/24/95	y	1	275.50	99.60	175.90

11/18/97

CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
501124	9501196	KUHBENDER, GRETCH	1/24/95	q	1	321.80	289.62	32.18
501130	9501251	SCHULTZ, DAWN	1/26/95	y	1	500.50	339.74	160.76
501133	9501274R	KUNZE, ELMER	1/26/95	y	1	261.30	157.94	103.36
501134	9501296	SMITH, SHAEN	1/27/95	y	1	261.30	157.94	103.36
501135	9501300	BRYANT, LUCILLE	1/27/95	y	1	493.40	335.77	157.63
501136	9501307	KIEWEL, NATHAN	1/27/95	y	1	261.30	94.06	167.24
501137	9501308	STEVENS, WILLIAM	1/27/95	p	1	493.40	268.61	224.79
501139	9501345	McMAHON, PATRICK	1/28/95	q	1	507.60	0.00	507.60
501142	9501361	SINGH, JAGINDER	1/28/95	q	1	276.30	0.00	276.30
501143	9501361A	SINGH, NARIBER	1/28/95	q	1	300.50	0.00	300.50
501144	9501361B	RAHMAN, AZIZUR	1/28/95	q	1	276.30	0.00	276.30
501149	9501456	SOKOL, DEBORAH	1/30/95	y	1	581.00	330.82	250.18
501152	9501486	FRAME, SELMA	1/30/95	y	1	528.90	355.62	173.28
501153	9501505R	BLISS, PETE P	1/31/95	y	1	261.30	126.35	134.95
501156	9501552	WILSON, VENAYE	1/31/95	q	1	261.30	0.00	261.30
502001	9501584	RINEHART, MARGARET	2/ 1/95	y	1	486.30	0.00	486.30
502004	9501600	MALONEY, MARTIN	2/ 1/95	p	1	528.90	301.90	227.00
502005	9501623R	HALVERSON, VERNON	2/ 2/95	v	1	514.70	278.14	236.56
502009	9501680	WANN, ELIZABETH	2/ 3/95	y	1	514.70	268.53	246.17
502011	9501692	HAVERTY, CATHERINE	2/ 3/95	v	1	282.60	135.88	146.72
502017	9501745R	FISCHER, HERMAN	2/ 4/95	y	1	296.80	142.23	154.57
502021	9501828	MARTIN, SHANTICE	2/ 5/95	y	1	289.70	107.14	182.56
502022	9501833	SMITH, SHAEN	2/ 5/95	y	1	268.40	161.91	106.49
502030	9501962	BRUNKO, CHRISTINA	2/ 8/95	q	1	514.70	0.00	514.70
502035	9501980R	BERENSON, MAIER	2/ 9/95	y	1	536.00	0.00	536.00
502041	9502048	GARRITY, LUCY	2/10/95	s	1	279.20	237.32	41.88
502042	9502096	GABERT, HELEN	2/11/95	y	1	268.40	129.52	138.88
502043	9502097R	GIERASIMCZUK, JOZE	2/11/95	y	1	254.20	153.97	100.23
502044	9502109	RAYMENT, LAURA	2/11/95	y	1	486.30	265.44	220.86
502045	9502110	SWANDOLLAR, AGNES	2/11/95	y	1	311.00	148.58	162.42
502047	9502159	BERG, PETER	2/12/95	y	1	521.80	271.30	250.50
502050	9502186	BOIGENZAHN, KAREN	2/13/95	y	1	500.50	262.99	237.51
502052	9502193	ROINESTAD, EVELYN	2/13/95	y	1	486.30	0.00	486.30
502060	9502187	LUNZER, VIVIAN	2/13/95	q	1	275.50	0.00	275.50
502059	9502278	LILJA, KENNETH	2/14/95	q	1	314.70	0.00	314.70
502064	9502317	HINES, LUELLE	2/15/95	q	1	282.60	0.00	282.60
502065	9502323	BEY, FRANK	2/15/95	y	1	524.20	327.83	196.37
502069	9502375R	WALLER, JOHN	2/16/95	y	1	536.00	287.67	248.33
502074	9502434	SCHULTZ, MICHAEL	2/17/95	q	1	531.30	0.00	531.30
502075	9502446	MONK, FELICIA	2/17/95	q	1	134.20	0.00	134.20
502076	9502446A	FERGUSON, CAMILLIA	2/17/95	q	1	146.70	0.00	146.70
502079	9502459A	BORST, JEFFREY	2/17/95	u	1	272.10	172.10	100.00
502081	9502466	TIETZ, MARGARET	2/18/95	y	1	296.80	177.79	119.01
502083	9502485	HAMER, LEROY	2/18/95	y	1	296.80	107.91	188.89
502086	9502511	BECK, RONALD	2/18/95	y	1	261.30	0.00	261.30
502087	9502534	JOHNSON, SHIRLEY	2/19/95	q	1	289.70	95.00	194.70
502089	9502545	SIEBENALER, JESSIE	2/19/95	y	1	296.80	177.79	119.01

11/18/97

CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
502096	9502586R	BUHL, JEAN	2/20/95	y	1	507.60	232.63	274.97
502099	9502613R	BLISS, PETE	2/20/95	y	1	514.70	236.56	278.14
502103	9502633	PETERSON, VIOLET	2/21/95	y	1	493.40	335.77	157.63
502110	9502698	KRANZ, GREG	2/22/95	y	1	521.80	351.65	170.15
502117	9502803R	KUEHLWEIN, MARGARE	2/24/95	y	1	296.80	177.79	119.01
502118	9503817	KHANH, KY	2/24/95	y	1	311.00	148.58	162.42
502124	9502821	JOHN, NAOMI	2/24/95	q	1	247.10	0.00	247.10
502125	9502839R	STERNER, MAE	2/25/95	y	1	282.60	169.85	112.75
502126	9502849	COLEMAN, PAULINE	2/25/95	y	1	486.30	238.90	247.40
502128	9502890	SWANSTROM, PATTI	2/26/95	p	1	521.80	0.00	521.80
502130	9502930	ORTH, KIMBERLY	2/26/95	y	1	307.60	0.00	307.60
502132	9502962	SWANDOLLAR, AGNES	2/27/95	y	1	536.00	307.92	228.08
502134	9502972	GIESELMAN, MELINDA	2/27/95	s	1	321.80	273.53	48.27
503002	9503088A	ANDERSON, ALLEN	3/ 1/95	s	1	153.80	130.73	23.07
503003	9503095	ROSSE, RACHEL	3/ 1/95	y	1	479.20	254.68	224.52
503009	9503174R	VOIGHT, GEORGE	3/ 2/95	y	1	507.60	343.71	163.89
503012	9503148	SHORT, BARBARA	3/ 2/95	s	1	293.40	0.00	293.40
503014	9503207	WRIGHT, JULIE	3/ 3/95	y	1	500.50	262.99	237.51
503015	9503241	PLASTER, JASON	3/ 3/95	q	1	307.60	0.00	307.60
503017	9503263	REDDEN, JUDY	3/ 4/95	q	1	296.80	0.00	296.80
503021	9503344	HOFFER, JEAN	3/ 6/95	s	1	289.70	246.25	43.45
503027	9503385	FALLIN, BRIDGET	3/ 6/95	y	1	328.90	110.68	218.22
503028	9503394	SCHICHEL, GREGORY	3/ 6/95	y	1	521.80	351.65	170.15
503029	9503401R	WINKEL, JOHN	3/ 6/95	y	1	282.60	169.85	112.75
503030	9503405	SIMBECK, DONALD	3/ 7/95	v	1	514.70	0.00	514.70
503039	9503466	SEIPEL, KURT	3/ 8/95	s	1	307.60	261.46	46.14
503038	9503555	LODAHL, JEANETTE	3/10/95	y	1	479.20	262.26	216.94
503042	9503586	GREELEY, TABITHA	3/10/95	y	1	328.90	112.68	216.22
503047	9503638	MEDINA, EDNA	3/11/95	y	1	196.40	0.00	196.40
503055	9503723	HANSEN, JEFFREY	3/12/95	u	1	289.70	0.00	289.70
503058	9503764	BRUSKI, LYNN	3/13/95	y	1	536.00	375.20	160.80
503060	9503774	FAGEN, RALPH	3/13/95	y	1	493.40	268.61	224.79
503063	9503801R	FISHER, HERMAN	3/13/95	y	1	514.70	298.39	216.31
503062	9503796	SCHICHEL, GREGORY	3/14/95	y	1	303.90	181.76	122.14
503065	9503809	MAYER, JUSTIN	3/14/95	q	1	573.90	176.52	397.38
503067	9503876	HENNING, JUNE	3/15/95	o	1	493.40	223.72	269.68
503068	9503881	COLE, LUTHER	3/15/95	y	1	581.00	0.00	581.00
503071	9503865	COLEMAN, JUDY	3/15/95	q	1	289.70	0.00	289.70
503069	9503927	WILSON, WINIFRED	3/16/95	y	1	296.80	177.79	119.01
503074	9503945	DYBVIG, BEVERLY	3/16/95	y	1	507.60	355.32	152.28
503082	9504081	DIXON, MARY	3/18/95	y	1	514.70	268.53	246.17
503087	9504127	BERG, MALCOLM	3/19/95	y	1	536.00	287.67	248.33
503095	9504163	JORGENSEN, RICHARD	3/20/95	q	1	559.70	0.00	559.70
503096	9504196	CRAWFORD, GORDON	3/21/95	y	1	275.50	99.60	175.90
503097	9504208	JORDAN, MICHAEL	3/21/95	p	1	282.60	0.00	282.60
503098	9504218R	FOLGER, DONALD	3/21/95	y	1	507.60	343.71	163.89
503099	9504220	POLSKI, MICHAEL	3/21/95	y	1	581.00	276.84	304.16

11/18/97

CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
503103	9504251	SCHULTZ, MILDRED	3/22/95	v	1	318.10	189.70	128.40
503109	9504365	HANKORN, SHARON	3/24/95	q	1	545.50	0.00	545.50
503110	9504404	PAULSON, ROGER	3/24/95	v	1	493.40	394.72	98.68
503111	9504411	KNORR, MARK	3/24/95	q	1	581.00	0.00	581.00
503112	9504425	SCHIRMER, BERNICE	3/25/95	y	1	493.40	268.61	224.79
503113	9504443	MORSE, FRANCES	3/25/95	q	1	531.30	0.00	531.30
503114	9504959	HOFSTAD, MARLENE	3/25/95	y	1	500.50	339.74	160.76
503115	9504462	LEWANDOWSKI, DANIE	3/25/95	q	1	328.90	0.00	328.90
503116	9504485	VETTER, ROSE	3/26/95	y	1	545.50	262.99	282.51
503118	9504492	LITTLE, WILLIAM	3/26/95	q	1	493.40	0.00	493.40
503121	9504508	MAYWALD, BOBBY	3/26/95	q	1	493.40	0.00	493.40
503122	9504527	ALIPERTO, JOSEPH	3/26/95	y	1	521.80	351.65	170.15
503123	9504531	BOYCE JR, GARY	3/27/95	y	1	275.50	99.60	175.90
503125	9504551R	LENTZ, AUGUSTA	3/27/95	y	1	261.30	157.94	103.36
503126	9504571R	WHITAKER, EILEEN	3/28/95	y	1	289.70	173.82	115.88
503134	9504668R	NEIHART, JOHN	3/30/95	y	1	493.40	268.61	224.79
503136	9504682	MEIGE, HARRY	3/30/95	q	1	581.00	0.00	581.00
504001	9504789	WILSON, ROBERT	4/ 1/95	q	1	479.20	100.00	379.20
504002	9504824	SERPICO, THERESA	4/ 1/95	y	1	247.10	150.00	97.10
504020	9504857R	LENTZ, AUGUSTA	4/ 2/95	y	1	486.30	265.44	220.86
504005	9504898R	EDWARDS, GEORGE	4/ 3/95	y	1	500.50	271.79	228.71
504007	9504939	WEAVER, HARRY	4/ 3/95	y	1	493.40	268.61	224.79
504008	9504942R	NEVIN, DOROTHY	4/ 4/95	y	1	528.90	284.49	244.41
504009	9504959R	MARSHALL, FORREST	4/ 4/95	y	1	486.30	265.44	220.86
504010	9504964	TATRO, ROGER	4/ 4/95	y	1	486.30	331.80	154.50
504013	9505003	TATRO, ROGER	4/ 5/95	y	1	493.40	335.77	157.63
504014	9505007	GERVAIS, BELLE	4/ 5/95	y	1	268.40	129.52	138.88
504017	9505047	ALTENDORFER, DOUGL	4/ 6/95	y	1	493.40	335.77	157.63
504021	9505115	FAGEN, RALPH	4/ 7/95	y	1	261.30	126.35	134.95
504032	9505236B	WAGNER, KEYANDRA	4/ 9/95	y	1	182.20	105.14	77.06
504033	9505236C	HODGES, ALICIA	4/ 9/95	q	1	182.20	0.00	182.20
504034	9505236D	ZERAHAN, DANA	4/ 9/95	q	1	314.70	0.00	314.70
504037	9505284	HOSKA, ANNE	4/10/95	v	1	296.80	269.96	26.84
504038	9505312	LEKFO, TODD	4/11/95	q	1	517.10	0.00	517.10
504047	9505357	SCHWINGHAMMER, PAU	4/12/95	y	1	343.10	0.00	343.10
504050	9505379	RAMIREZ, JOHN	4/12/95	y	1	507.60	343.71	163.89
504053	9505422	MAYWALD, BOBBY	4/13/95	q	1	500.50	0.00	500.50
504055	9505437	JONES, JOHN	4/13/95	q	1	521.80	0.00	521.80
504062	9505561	LUNZER, VIVIAN	4/16/95	q	1	493.40	0.00	493.40
504063	9505564R	JOHNSON, KATHRINE	4/16/95	y	1	507.60	274.97	232.63
504065	9505570	RINEHART, MARGARET	4/16/95	y	1	282.60	0.00	282.60
504067	9505617	ANDERSON, DAN	4/16/95	s	1	307.60	261.46	46.14
504076	9505620	PUFFER, ORMOND	4/16/95	v	1	268.40	129.52	138.88
504070	9505706	LODAHL, JEANETTE	4/19/95	y	1	479.20	416.82	62.38
504072	9505709	JOHANSON, PAMELA	4/19/95	s	1	314.70	267.49	47.21
504073	9505710R	ZANISLAK, CHARLES	4/19/95	y	1	289.70	139.05	150.65
504082	9505839	FRESHWATER, AMY	4/21/95	p	1	261.30	0.00	261.30

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504083	9505853	SARALAMPI, ALAN	4/21/95	s	1	552.60	469.71	82.89
504093	9505970	PERKINS, MELODY	4/23/95	q	1	268.40	0.00	268.40
504094	9505998	DVORAK, ANTONIO	4/23/95	y	1	321.80	107.91	213.89
504096	9506024R	SAULTER, BURDETTE	4/24/95	y	1	486.30	265.44	220.86
504099	9506081	BURDETTE, BERNIECE	4/25/95	q	1	254.20	0.00	254.20
504101	9506117	PARISEAU, ELIZABET	4/25/95	u	1	507.60	0.00	507.60
504103	9506111	KAUFFENBERG, JEFFR	4/25/95	q	1	286.30	229.04	57.26
504106	9506140	HOSKA, ANNE	4/26/95	v	1	536.00	508.07	27.93
504107	9506163R	VOIGHT, GEORGE	4/26/95	y	1	507.60	274.97	232.63
504108	9506175	ROINESTAD, THOMAS	4/27/95	y	1	254.20	0.00	254.20
504115	9506255	PUFFER, ORMOND	4/28/95	v	1	268.40	129.52	138.88
504118	9506286	SAPP, ROBERT	4/28/95	y	1	500.50	339.74	160.76
504120	9506326	KLEIN, DOREEN	4/29/95	y	1	500.50	262.99	237.51
504121	9506348	MUELLER, SCOTT	4/29/95	q	1	493.40	0.00	493.40
504122	9506369	SATTERSTROM, NANCY	4/30/95	y	1	493.40	335.77	157.63
505001	9506424R	CARLSON, HAROLD	5/ 1/95	y	1	486.30	265.44	220.86
505002	9506431	BRUMM, THERESA	5/ 1/95	s	1	321.80	273.53	48.27
505004	9506442	GERVIAS, BELLE	5/ 1/95	y	1	493.40	268.61	224.79
505005	9506445	JONES, CAROLINA	5/ 1/95	v	1	550.20	0.00	550.20
505007	9506487	PEDERSEN, JOAN	5/ 2/95	v	1	507.60	0.00	507.60
505008	9506499	TOOLEY, ANTHONY	5/ 2/95	s	1	314.70	267.50	47.20
505012	9506559R	CARLSON, HAROLD	5/ 3/95	y	1	486.30	265.44	220.86
505013	9506563	KARR, JOHN	5/ 3/95	y	1	536.00	287.67	248.33
505017	9506617	GARCIA, KALA	5/ 4/95	q	1	261.30	0.00	261.30
505026	9506674	KHANH, KY	5/ 5/95	y	1	550.20	294.02	256.18
505035	9506807	JEWETT, GREGORY	5/ 8/95	y	1	536.00	287.67	248.33
505043	9506918	WASSMAN, DAVID	5/10/95	y	1	293.40	161.91	131.49
505045	9506941	LUNDGREN, SANFORD	5/10/95	q	1	559.70	0.00	559.70
505046	9506963R	HEMMER, MILTON	5/11/95	y	1	521.80	281.32	240.48
505047	9506967	ALBRIGHT, ROBERT	5/11/95	s	1	328.90	279.56	49.34
505062	9507045	SEIDL, DELORES	5/12/95	q	1	328.90	145.40	183.50
505076	9507200	DENSMORE, DOUGLAS	5/15/95	q	1	500.50	0.00	500.50
505077	9507219	LAFFERTY, ROCKY	5/15/95	y	1	282.60	0.00	282.60
505080	9507252	LUND, NANCY	5/16/95	y	1	296.80	177.79	119.01
505086	9507309	FORBES, LEONE	5/17/95	q	1	507.60	295.22	212.38
505087	9507311	VANGEEEST, RENEE	5/17/95	y	1	293.40	96.83	196.57
505088	9507332	SOKOLIK, LINDSEY	5/17/95	q	1	536.00	0.00	536.00
505091	9507355	ONNEN, CLIFFORD	5/18/95	y	1	531.30	331.80	199.50
505095	9507367	EMERSON, MARGARET	5/18/95	y	1	524.20	262.26	261.94
505096	9507406	BARNES, HELEN	5/19/95	y	1	275.50	132.70	142.80
505097	9507412	HOPKINS, WILLIAM	5/19/95	q	1	521.80	0.00	521.80
505099	9507419R	COLEMAN, ANN	5/19/95	y	1	282.60	135.88	146.72
505100	9507444	STEPHENSON, DAVID	5/20/95	q	1	300.50	240.40	60.10
505101	9507462	YOUNG, DONALD	5/20/95	y	1	472.10	259.09	213.01
505102	9507473R	LACKNER, LOIS	5/20/95	y	1	339.40	201.61	137.79
505103	9507494	DeNOMA, JOHN	5/20/95	q	1	307.60	0.00	307.60
505115	9507657R	YOUNGBERG, SUSAN	5/23/95	y	1	536.00	276.84	259.16

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505118	9507675	BERG, MALCOLM	5/23/95	y	1	550.20	294.02	256.18
505120	9507691	BAUER, JEFFREY	5/24/95	s	1	500.50	224.45	276.05
505121	9507692	McLEOD, JULISA	5/24/95	p	1	514.70	300.02	214.68
505122	9507693	ALLEN, AGNES	5/24/95	p	1	486.30	0.00	486.30
505125	9507758	BERNDT, DANIELLE	5/25/95	y	1	581.00	276.84	304.16
505127	9507761	CORRIGAN, MICHAEL	5/25/95	y	1	528.90	0.00	528.90
505132	9507842	FRAZEUR, GWENDOLYN	5/26/95	y	1	279.20	91.29	187.91
505133	9507858	SOKOLA, EMILY	5/27/95	y	1	486.30	220.86	265.44
505140	9507899	KARR, JOHN	5/27/95	y	1	521.80	281.32	240.48
505152	9508019	FRICK, RANDY	5/30/95	q	1	321.80	0.00	321.80
505154	9508061	PETERSON, KYLE	5/30/95	q	1	272.10	192.20	79.90
506002	9508162	GREEN, RUTH	6/ 1/95	q	1	581.00	0.00	581.00
506004	9508191	CARLSON, WILLARD	6/ 2/95	q	1	517.10	0.00	517.10
506005	9508204	JOHNSON, TROY	6/ 2/95	q	1	286.30	0.00	286.30
510039	9508215	CARLSON, WILLARD	6/ 2/95	q	1	524.20	0.00	524.20
506007	9508259	VINCENT, PAUL	6/ 3/95	y	1	507.60	265.76	241.84
506008	9508265	DELAHUNT, COLLEEN	6/ 3/95	q	1	286.30	0.00	286.30
506010	9508301	LYNN, BEATRICE	6/ 4/95	y	1	254.20	123.17	131.03
506011	9508311	TAUBE, RALPH	6/ 4/95	q	1	545.50	0.00	545.50
506012	9508337	MAYWALD, BOBBY	6/ 4/95	q	1	261.30	0.00	261.30
506013	9508339R	FISHER, HERMAN	6/ 4/95	y	1	566.80	301.57	265.23
506023	9508520	SOMMER, JEANNE	6/ 7/95	q	1	493.40	394.72	98.68
506025	9508584	LAGOON, CARRIE	6/ 8/95	q	1	272.10	10.00	262.10
506032	9508639	HAMILTON, CAROLYN	6/ 9/95	q	1	279.20	0.00	279.20
506033	9508663	WALKER, OTIS	6/ 9/95	q	1	272.10	0.00	272.10
506029	9508747	IVERSON, MARIE	6/10/95	y	1	479.20	262.26	216.94
506031	9508763	STRIGEL, DAVID	6/11/95	q	1	566.80	0.00	566.80
506042	9508868	HENDRICKS, IRENE	6/13/95	y	1	268.40	161.91	106.49
506044	9508862	McCAHEY, THOMAS	6/13/95	y	1	517.10	251.91	265.19
506047	9508916	OMDAHL, WILLIAM	6/14/95	q	1	261.30	0.00	261.30
506049	9508949	BREW, HEATHER	6/14/95	q	1	538.40	0.00	538.40
506062	9509117	SATTERSTROM, NANCY	6/17/95	y	1	500.50	339.74	160.76
506064	9509139	WEEKS, ELINOR	6/17/95	y	1	486.30	265.44	220.86
506065	9509150	MALLOY, MARY	6/17/95	y	1	493.40	260.22	233.18
506066	9509161	HARPER, TRACY	6/18/95	y	1	581.00	276.84	304.16
506069	9509166	BERRY, JULIE	6/18/95	q	1	289.70	0.00	289.70
506074	9509215	EDLAM, HELEN	6/19/95	y	1	472.10	259.09	213.01
506077	9509238	MADDICK, REBECCA	6/19/95	y	1	268.40	96.83	171.57
506085	9509291	KARR, JOHN	6/20/95	y	1	528.90	284.49	244.41
506086	9509299	TROOIJEN, CORA	6/20/95	y	1	486.30	265.44	220.86
506088	9509339	URBAN, JOSPEH	6/21/95	y	1	479.20	262.26	216.94
506092	9509342R	BOWE, VIVIAN	6/21/95	y	1	486.30	265.44	220.86
506094	9509350	BALTES, LUCINDA	6/21/95	y	1	282.60	169.85	112.75
506097	9509397	MORRISON, LINDA	6/21/95	y	1	261.30	94.06	167.24
506099	9509345	LASSEN, GERALDINE	6/21/95	v	1	493.40	268.61	224.79
506102	9509433R	GLASS, LUDWIG	6/22/95	y	1	282.60	135.88	146.72
506106	9509469	LATESSA, MICHAEL	6/23/95	s	1	559.70	475.74	83.96

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506107	9509491	HOLM, SELMA	6/23/95	y	1	514.70	278.14	236.56
506113	9509572A	KOETHE, KATHLEEN	6/24/95	q	1	290.50	0.00	290.50
506120	9509544R	LEONARD, VIDA	6/24/95	y	1	514.70	278.14	236.56
506114	9509610R	McQUILLAN, SYBIL	6/25/95	y	1	514.70	278.14	236.56
506115	9509627R	DAHLBLOM, KARL	6/25/95	y	1	479.20	282.51	196.69
506117	9509661	MILLER, ROY	6/26/95	q	1	552.60	0.00	552.60
506118	9509683R	KARL, ALBERT	6/26/95	y	1	289.70	139.05	150.65
506126	9509822	OLCOTT, AIMEE	6/29/95	y	1	311.00	233.25	77.75
507010	9510041R	BARNUM, HELEN	7/ 3/95	y	1	261.30	126.35	134.95
507013	9510094	AUDETTE, GEORGE A	7/ 4/95	v	1	479.20	262.26	216.94
507016	9510113B	ARMSTRONG, JUSTIN	7/ 4/95	y	1	153.80	94.06	59.74
507021	9510190	GELLEY, AMY	7/ 5/95	y	1	272.10	90.52	181.58
507023	9510225	KLANDE, EVELYN	7/ 5/95	y	1	507.60	274.97	232.63
507026	9510327	SCHMIDT, DANIEL	7/ 7/95	y	1	289.70	0.00	289.70
507029	9510394	MILLER, EVELYN	7/ 8/95	y	1	514.70	481.30	33.40
507032	9510415	BENNETT, MICHELE	7/ 9/95	q	1	514.70	0.00	514.70
507033	9510430	RINEHART, MARGARET	7/ 9/95	y	1	268.40	0.00	268.40
507037	9510550	POGEL, JESSE	7/11/95	q	1	293.40	120.00	173.40
507048	9510522	GRAHAM, THOMAS	7/11/95	s	1	552.60	469.71	82.89
507051	9510539	KIEKHAFER, MICHAEL	7/11/95	q	1	524.20	0.00	524.20
507042	9510625	BURRELL, BRIDGETT	7/13/95	q	1	177.20	0.00	177.20
507043	9510625A	NICKLES, KENNETH	7/13/95	q	1	177.20	0.00	177.20
507044	9510625B	LUCAS, PAMELA	7/13/95	p	1	177.20	0.00	177.20
507054	9510684	SEEBECK, LAUREL	7/13/95	y	1	493.40	335.77	157.63
507055	9510697	ALLEN, AGNES	7/14/95	q	1	486.30	0.00	486.30
507057	9510761	CLASEMAN, KIM	7/15/95	q	1	500.50	400.40	100.10
507061	9510809A	FAIRBANKS, CHRISTO	7/16/95	z	1	326.00	320.80	5.20
507078	9510994	HOLM, SELMA	7/18/95	y	1	493.40	268.61	224.79
507081	9511080	PICKAR, JAMES	7/20/95	q	1	545.50	100.00	445.50
507088	9511236	PIERCE, BRENDA	7/22/95	q	1	573.90	0.00	573.90
507089	9511266	NESS, SUSAN	7/22/95	y	1	321.80	177.79	144.01
507091	9511397	PERKINS, MELODY	7/23/95	q	1	275.50	0.00	275.50
507092	9511297	MILLER, EVELYN	7/23/95	y	1	479.20	327.83	151.37
507096	9511353R	NEIHART, JOHN	7/24/95	y	1	486.30	331.80	154.50
507098	9511372	BENDER, ANNA	7/24/95	q	1	528.90	0.00	528.90
507104	9511465A	KELLY, CYNTHIA	7/26/95	q	1	146.70	0.00	146.70
507105	9511472	SCHOSSOW, SHIRLEY	7/26/95	y	1	552.60	265.76	286.84
507107	9511508	BAKER, PATRICIA	7/26/95	y	1	507.60	265.76	241.84
507117	9511610R	FOLGER, DONALD	7/28/95	y	1	514.70	347.68	167.02
507119	9511707	PERKINS, MELODY	7/30/95	q	1	493.40	0.00	493.40
507120	9511755	PONSOLLE, CECELIA	7/30/95	z	1	550.20	550.00	0.20
508001	9511826	SATTERSTROM, NANCY	8/ 1/95	y	1	493.40	335.77	157.63
508008	9511913	FOUNTAIN, BRENDA	8/ 2/95	q	1	407.00	0.00	407.00
508009	9511949	DEANDRADE, SHANI	8/ 2/95	q	1	514.70	0.00	514.70
508013	9512008	VANG, PAO	8/ 3/95	y	1	538.40	0.00	538.40
508018	9512049	CULLEN, MARY	8/ 4/95	v	1	517.10	0.00	517.10
508021	9512069	JEFFREY, JOSEPHINE	8/ 4/95	y	1	500.50	0.00	500.50

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508022	9512091	HOPKINS, EFFIE	8/ 4/95	y	1	521.80	281.32	240.48
508025	9512108	BREIN, PAUL	8/ 5/95	q	1	552.60	0.00	552.60
508029	9512233	SIMONS, KENNETH	8/ 7/95	s	1	531.30	451.61	79.69
508030	9512246	JACKSON, KAREN	8/ 7/95	s	1	307.60	261.46	46.14
508038	9512632R	LACHOWITZER, ALBER	8/ 9/95	y	1	268.40	0.00	268.40
508043	9512488	TIDMARSH, BRYANNA	8/10/95	q	1	514.70	0.00	514.70
508044	9512452	NEUMAN, JAMIE	8/10/95	y	1	538.40	260.22	278.18
508045	9512521	WILLIAMS, MICHELLE	8/11/95	q	1	517.10	0.00	517.10
508046	9512524	RAY, MONTE	8/11/95	q	1	307.60	0.00	307.60
508048	9512569	LANG, DIANE	8/11/95	y	1	282.60	0.00	282.60
508051	9512604	VITTUM, DANA	8/12/95	q	1	307.60	0.00	307.60
508055	9512702	ASHTON, RODERICK	8/13/95	y	1	286.30	0.00	286.30
508056	9512713	SCHWARZRACK, LISA	8/14/95	q	1	507.60	0.00	507.60
508059	9512739	VANG, SEE	8/14/95	q	1	247.10	0.00	247.10
508058	9512793	SMITH, TAWNY	8/15/95	q	1	275.50	220.40	55.10
508061	9512863	SCHULTZ, DAWN	8/16/95	y	1	507.60	343.71	163.89
510041	9512853A	MAGNUSON, MICHAEL	8/16/95	q	1	272.10	172.10	100.00
508064	9512901	CADUFF, JULIUS	8/17/95	y	1	493.40	335.77	157.63
508067	9513002	LUTGEN, REED	8/18/95	q	1	336.00	0.00	336.00
508068	9513016	BELL, NANCY	8/18/95	q	1	524.20	0.00	524.20
508069	9513034	SHEFFLER, MICHAEL	8/19/95	y	1	507.60	265.76	241.84
508074	9513095	PETERSON, SHARON	8/20/95	q	1	289.70	75.00	214.70
508081	9513217	KATH, KENNETH	8/22/95	q	1	531.30	0.00	531.30
508082	9513222	ANDERSON, JENNIE	8/22/95	v	1	486.30	442.13	44.17
508085	9513262	NELSON, NANCY	8/22/95	q	1	254.20	0.00	254.20
508086	9513280	PTACEK, DELORIS	8/23/95	y	1	486.30	331.80	154.50
508088	9513346	BOYCE, GARY	8/24/95	y	1	500.50	350.35	150.15
508090	9513372	PTACEK, DELORIS	8/24/95	y	1	479.20	327.83	151.37
508092	9513408	FOLKERTS, JOANNE	8/24/95	y	1	296.80	107.91	188.89
508100	9513598	BARNES, HELEN	8/28/95	y	1	268.40	129.52	138.88
508102	9513604	MORTENSON, ALVIN	8/28/95	y	1	543.10	290.85	252.25
508103	9513615R	FISHER, HERMAN	8/28/95	y	1	507.60	0.00	507.60
508104	9513617R	KUNZE, ELMER	8/28/95	y	1	282.60	135.88	146.72
508106	9513643	SIMON, MARGARET	8/29/95	y	1	268.40	129.52	138.88
508118	9513774R	BELL, IVAN	8/31/95	y	1	296.80	0.00	296.80
509004	9513836	CHARBONNEAU, NANCY	9/ 1/95	y	1	514.70	347.68	167.02
509007	9513863	SMITH, SHAEN	9/ 1/95	y	1	486.30	331.80	154.50
509008	9513885	STRAND, PAT	9/ 2/95	q	1	507.60	0.00	507.60
509010	9513909	GONSER, LOIS	9/ 2/95	v	1	517.10	0.00	517.10
509012	9513931	KELLEY, TRACY	9/ 2/95	q	1	272.10	0.00	272.10
509017	9514108	TORGUSSON, JOSHUA	9/ 6/95	q	1	247.10	0.00	247.10
509018	9514121	BRINKER, CAROL	9/ 6/95	y	1	479.20	254.68	224.52
509024	9514203	LARSON, BARBARA	9/ 7/95	y	1	247.10	120.00	127.10
509056	9514188	GRENZ, M KAY	9/ 7/95	s	1	314.70	267.49	47.21
509029	9514268	TUENGE, HERBERT	9/ 9/95	y	1	479.20	327.83	151.37
509032	9514293	MORRISEAU, CONRAD	9/10/95	s	1	486.30	389.04	97.26
509036	9514329	RAFFERTY, MARIE	9/10/95	y	1	521.80	281.32	240.48

11/18/97

CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
509039	9514349	PAUL, BARBARA	9/10/95	q	1	268.40	0.00	268.40
509040	9514370	BRINKER, CAROL	9/10/95	y	1	479.20	254.68	224.52
509042	9514427	COPPAGE, KIANA	9/11/95	q	1	300.50	0.00	300.50
509051	9514477	THOMPSON, JANE	9/12/95	y	1	517.10	323.86	193.24
509054	9514525	MORGAN, LINDA	9/13/95	y	1	293.40	161.91	131.49
509059	9514591	CATURIA, SHARON	9/14/95	y	1	517.10	0.00	517.10
509060	9514615	BUSHMAN, MELUDEE	9/14/95	q	1	528.90	423.12	105.78
509064	9514642	CRAWFORD, SHEILA	9/15/95	y	1	538.40	335.77	202.63
509065	9514711R	NEVIN, DOROTHY	9/15/95	y	1	507.60	343.71	163.89
509071	9514755	BALFE, LEONARD	9/16/95	y	1	261.30	157.94	103.36
509073	9514811R	SANBURG, MARGARET	9/17/95	y	1	486.30	285.69	200.61
509085	9514880	HINZ, MICHAEL	9/18/95	q	1	588.10	0.00	588.10
509089	9514990	PALUMBO, LOUISE	9/20/95	q	1	307.60	135.88	171.72
509093	9515031	NEWMAN, JAMIE	9/21/95	y	1	552.60	265.76	286.84
509099	9515086	STOKES, ANNA	9/22/95	y	1	303.90	152.55	151.35
509100	9515087	HENSON, RICHARD	9/22/95	q	1	517.10	0.00	517.10
509101	9515090	UPTON, DAGNEY	9/22/95	y	1	521.80	351.65	170.15
509108	9515176	ZAPPA, MARY	9/23/95	y	1	500.50	271.79	228.71
509109	9515181	RAFFERTY, MARIE	9/23/95	y	1	521.80	281.32	240.48
509114	9515211	PANKRATZ, CORA	9/24/95	y	1	479.20	327.83	151.37
509116	9515230	BLAISDELL, ROBERT	9/24/95	q	1	521.80	0.00	521.80
509117	9515239	GOETSCHER, MARVEL	9/24/95	y	1	521.80	351.65	170.15
509120	9515294	GAFEY, MICHAEL	9/25/95	q	1	552.60	0.00	552.60
509124	9515276	COLEMAN, KENNETH	9/25/95	y	1	336.00	113.45	222.55
509125	9515333	SHELTON JR, DAVID	9/26/95	u	1	307.60	277.60	30.00
509126	9515364R	LOWE, RAYMOND	9/27/95	y	1	507.60	274.97	232.63
509133	9515490	BERG, PETER	9/29/95	p	1	514.70	0.00	514.70
509136	9515541	GERALD, LINDA	9/30/95	q	1	524.20	0.00	524.20
509137	9515559	NELSON, STEPHANIE	9/30/95	q	1	507.60	0.00	507.60
509138	9515562	SLAUGHTER, RONALD	9/30/95	q	1	268.40	0.00	268.40
510002	9515587	NOVAK, RISA	10/ 1/95	y	1	536.00	276.84	259.16
510004	9515604	ERICKSON, JAZMIN	10/ 1/95	y	1	552.60	265.76	286.84
510007	9515642	BAKER, PATRICIA	10/ 1/95	y	1	507.60	265.76	241.84
510010	9515663	BOTTEN, STUART	10/ 2/95	y	1	479.20	0.00	479.20
510012	9515696R	BOWE, VIVIAN	10/ 3/95	y	1	486.30	265.44	220.86
510013	9515702	LITTLE, CECIL	10/ 3/95	q	1	493.40	0.00	493.40
510014	9515704	SATTERSTROM, NANCY	10/ 3/95	y	1	493.40	335.77	157.63
510015	9515719	CARLSON, TIFFANY	10/ 3/95	y	1	507.60	342.12	165.48
510023	9515797	SCHMEDEKE, WALLACE	10/ 5/95	v	1	538.40	0.00	538.40
510024	9515803R	FOLGER, DONALD	10/ 5/95	y	1	282.60	169.85	112.75
510029	9515816	REGENOLD, MARIE	10/ 5/95	y	1	275.50	165.88	109.62
510031	9515866	FOLKERTS, JOANNE	10/ 5/95	y	1	296.80	107.91	188.89
510027	9515858	STRAND, PATRICIA	10/ 6/95	q	1	521.80	0.00	521.80
510032	9515867	LEURER, ARLENE	10/ 6/95	y	1	521.80	281.32	240.48
510042	9515946	SKAJ JR, JAMES	10/ 7/95	p	1	272.10	0.00	272.10
510036	9515986R	FOLGER, DONALD	10/ 8/95	y	1	536.00	359.59	176.41
510044	9516036	WALLIN, ROY	10/ 9/95	v	1	282.60	0.00	282.60

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CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
510045	9516038	LOWRY, TROY	10/ 9/95	s	1	314.70	267.50	47.20
510058	9516050	ROMANCHUK, NORMAN	10/ 9/95	y	1	296.80	107.91	188.89
510057	9516252	WALLIN, ROY	10/12/95	v	1	507.60	0.00	507.60
510101	9516320	NERESON, SCOT	10/13/95	y	1	566.80	271.30	295.50
510064	9516373	UPTON, DAGNEY	10/14/95	y	1	521.80	351.65	170.15
510065	9516390R	ALEXANDER, EMMA	10/14/95	y	1	282.60	135.88	146.72
510067	9516445	EDLAM, HELEN	10/15/95	y	1	479.20	327.83	151.37
510082	9516527	SEMO, RUSSELL	10/17/95	s	1	328.90	279.57	49.33
510083	9516530R	ERICKSON, LENORE	10/17/95	y	1	500.50	339.74	160.76
510091	9516602	BERNIE, JOY	10/18/95	y	1	296.80	0.00	296.80
510092	9516611	HUNT, MIEA	10/18/95	q	1	521.80	0.00	521.80
510072	9516735	MORTENSON, ALVIN	10/20/95	y	1	311.00	148.58	162.42
510073	9516737	SIGSWORTH, LISA	10/20/95	q	1	528.90	0.00	528.90
510096	9516685	REGENOLD, MARIE	10/20/95	y	1	268.40	162.70	105.70
510074	9516768R	COLLIER, ANNA	10/21/95	y	1	486.30	265.44	220.86
510075	9516797	XIONG, XAI	10/21/95	q	1	307.60	0.00	307.60
510076	9516808	HUNTER, LINDA	10/21/95	q	1	254.20	0.00	254.20
510103	9516925	GATES, LILLIAN	10/24/95	v	1	521.80	0.00	521.80
510106	9516948	GHOLAR, DAVID	10/25/95	y	1	543.10	380.17	162.93
510107	9516976	KOUTEK, ELAINE	10/25/95	z	1	528.90	528.89	0.01
510108	9517004	ROINSTAD, THOMAS	10/25/95	y	1	261.30	0.00	261.30
510109	9517025R	KUEHLWEIN, MARGARE	10/26/95	y	1	296.80	177.79	119.01
510127	9517054	TACHENY, GREG	10/26/95	s	1	336.00	285.60	50.40
510128	9517056	SATTERSTROM, NANCY	10/26/95	y	1	261.30	157.94	103.36
510112	9517094	RICE, MAGDALENE	10/27/95	y	1	486.30	0.00	486.30
510113	9517104	SEVILLE, SHAWN	10/27/95	o	1	279.20	0.00	279.20
510115	9517158	TAVERNIER, GUNHILD	10/28/95	q	1	528.90	428.90	100.00
510116	9517159	KLENK, PATRICIA	10/28/95	y	1	486.30	257.45	228.85
510118	9517199R	MILAN, BLANCHE	10/29/95	y	1	486.30	331.80	154.50
510135	9517316	RUSSELL, DONALD	10/31/95	z	1	261.30	63.62	197.68
511001	9517367	HJULBERG, CASSANDR	11/ 1/95	y	1	517.10	251.91	265.19
511005	9517414	GARRISON, ELLEN	11/ 2/95	o	1	528.90	0.00	528.90
511008	9517445	JUNGCLAUS, ROXANNE	11/ 3/95	q	1	486.30	389.04	97.26
511023	9517466	DELOIA, KEITH	11/ 3/95	u	1	521.80	0.00	521.80
511009	9517505	PRITZEL, JEROME	11/ 4/95	N	1	311.00	0.00	311.00
511017	9517535	LAMSON, JANE	11/ 4/95	q	1	286.30	0.00	286.30
511024	9517672	SCHWINGHAMMER, PAU	11/ 7/95	y	1	524.20	327.83	196.37
511020	9517722	LETOURNEAU, OTTO	11/ 8/95	y	1	500.50	271.79	228.71
511028	9517741	WILSON, NICHOLE	11/ 8/95	q	1	311.00	0.00	311.00
511031	9517804	EPPS, CANDACE	11/ 9/95	q	1	514.70	0.00	514.70
511036	9517838	WOLKERSTORFER, JEA	11/10/95	y	1	517.10	323.86	193.24
511037	9517848R	ANGLIN, JAMES	11/10/95	y	1	521.80	351.65	170.15
511052	9517860	McKINNEY, LAWRENCE	11/10/95	q	1	559.70	0.00	559.70
511041	9517901	DAHLGREN, SALLY	11/11/95	y	1	559.70	268.53	291.17
511043	9517912	KONARE, AISHA	11/11/95	q	1	168.00	0.00	168.00
511044	9517912A	KONARE, IBRAHIMA	11/11/95	p	1	168.00	0.00	168.00
511061	9518139	FINN, SCOTT	11/16/95	s	1	559.70	475.75	83.95

11/18/97

CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
511065	9518174	KLEIN, KANDI	11/17/95	q	1	581.00	464.80	116.20
511068	9518179	CARPENTER, DANIEL	11/17/95	p	1	328.90	0.00	328.90
511083	9518399	HARPER, GEORGE	11/20/95	v	1	536.00	0.00	536.00
511090	9518439	LYNN, BEATRICE	11/21/95	y	1	479.20	254.68	224.52
511092	9518471R	BERRY, LAURA	11/21/95	y	1	261.30	126.35	134.95
511094	9518525R	ALEXANDER, EMMA	11/22/95	y	1	282.60	135.88	146.72
511100	9518671R	LOWE, RAYMOND	11/25/95	y	1	536.00	287.67	248.33
511103	9518719	BERG, SIGRID	11/26/95	q	1	536.00	0.00	536.00
511109	9518792	WILLIAMS, GERALDIN	11/27/95	q	1	581.00	0.00	581.00
511110	9518795	ROBA, GAVRILA	11/27/95	y	1	521.80	271.30	250.50
511113	9518884	BERG, LUELLA	11/29/95	y	1	272.10	120.00	152.10
511121	9518974	BURNS, MARGARET	11/30/95	q	1	507.60	0.00	507.60
511122	9518979	WHITE, JUSTINE	11/30/95	y	1	536.00	276.84	259.16
512003	9519004	ROINSTAD, EVELYN	12/ 1/95	y	1	254.20	0.00	254.20
512006	9519049	DAHLE, JOHN	12/ 2/95	p	1	272.10	222.10	50.00
512007	9519059	GUSTAFSON, WENDY	12/ 2/95	q	1	524.20	0.00	524.20
512008	9519074	SWANSON, ELMIRA	12/ 2/95	y	1	493.40	335.77	157.63
512009	9519075	FACKLAM, ANNA	12/ 2/95	T	1	479.20	262.26	216.94
512010	9519089	LAVALLE, EDWARD	12/ 2/95	y	1	507.60	265.76	241.84
512013	9519119	BALDWIN, TERRESA	12/ 3/95	q	1	493.40	0.00	493.40
512017	9519179	RICE, MAGDALENE	12/ 4/95	y	1	479.20	0.00	479.20
512018	9519189	SORENSEN, JUDITH	12/ 4/95	p	1	524.20	419.36	104.84
512019	9519190	CHARBONNEAU, NANCY	12/ 4/95	y	1	261.30	157.94	103.36
512024	9519252	UKURA, SHAWN	12/ 5/95	q	1	289.70	0.00	289.70
512025	9519298	AUSTAD, LUCY	12/ 5/95	z	1	521.80	520.86	0.94
512032	9519360	JOHNSON, RORY	12/ 7/95	q	1	507.60	0.00	507.60
512038	9519346	RODIN, LUCILLE	12/ 7/95	q	1	314.70	0.00	314.70
512041	9519401	BERG, PETER	12/ 8/95	y	1	536.00	276.84	259.16
512046	9519481	FORBES, LEONE	12/ 9/95	q	1	507.60	295.22	212.38
512051	9519458R	KARL, ALBERT	12/ 9/95	y	1	500.50	271.79	228.71
512050	9519523R	KUNERT, DONNA	12/10/95	y	1	521.80	281.32	240.48
512052	9519552	TOLLAS, MARVIN	12/11/95	v	1	486.30	0.00	486.30
512054	9519558	GUSTAFSON, MABEL	12/11/95	y	1	479.20	327.83	151.37
512056	9519585	STACK, WILLA	12/11/95	q	1	472.10	0.00	472.10
512058	9519599	LAFRENZ, BERNICE	12/12/95	z	1	528.90	528.83	0.07
512063	9519648	FARRIS, VIRGINIA	12/12/95	y	1	486.30	265.44	220.86
512068	9519616	LEE, DEREK	12/12/95	s	1	314.70	267.50	47.20
512064	9519658	ENRIGHT, MICHAEL	12/13/95	y	1	307.60	102.37	205.23
512081	9519805	SCHULTZ, DAWN	12/15/95	y	1	514.70	347.68	167.02
512083	9519811	DIXON, MARY	12/15/95	y	1	514.70	268.53	246.17
512085	9519845	SORIANO, MARGARET	12/16/95	q	1	573.90	0.00	573.90
512088	9519919	FUENTES, EMILIO	12/17/95	q	1	279.20	0.00	279.20
512090	9519920	OVERLAND, DAVID	12/17/95	y	1	289.70	0.00	289.70
512091	9519942	BEATTY, DONNA	12/18/95	q	1	521.80	0.00	521.80
512098	9520026	WILLS, LLOYD	12/19/95	y	1	472.10	259.09	213.01
512099	9520054	MORIARTY, MARLYS	12/19/95	y	1	528.90	370.23	158.67
512100	9520059	WRIGHT, JULIE	12/19/95	y	1	521.80	288.34	233.46

11/18/97

CITY OF MAPLEWOOD
CALL REPORT
1/ 1/95 TO 12/31/95

8:27 am

CALL	PAT. NUMBER	PATIENT NAME	DATE	F	C	CHARGES	CREDITS	BALANCE
512102	9520073	DEMARCO, EMMA	12/20/95	o	1	261.30	0.00	261.30
512103	9520077	WILLIAMS, CHAD	12/20/95	q	1	289.70	0.00	289.70
512104	9520121	SWANDOLLAR, AGNES	12/21/95	y	1	536.00	307.92	228.08
512105	9520125R	HAUPER, LAWRENCE	12/21/95	y	1	296.80	213.86	82.94
512107	9520162	TIDMARSH, BRYANNA	12/21/95	u	1	282.60	0.00	282.60
512109	9520197R	ZABROWSKI, AUGUST	12/22/95	y	1	486.30	265.44	220.86
512110	9520211	SHANNON, DARLENE	12/22/95	q	1	538.40	0.00	538.40
512115	9520265R	BOSSMAN, IDA	12/23/95	y	1	254.20	123.17	131.03
512116	9520270	PARKER, KAILA	12/23/95	y	1	289.70	105.14	184.56
512117	9520278	GILMORE, ANDRE	12/23/95	q	1	472.10	0.00	472.10
512118	9520313	REGENOLD, MARIE	12/23/95	y	1	268.40	161.91	106.49
512119	9520326R	MOEN, CHARLES	12/24/95	y	1	282.60	135.88	146.72
512123	9520340	JOHNSON, TROY	12/24/95	q	1	521.80	417.44	104.36
512137	9520434	HARRINGTON, WILLIA	12/27/95	o	1	566.80	335.00	231.80
512138	9520468R	SWEET, JOYCE	12/27/95	y	1	521.80	281.32	240.48
512149	9520612R	BERENSON, MAIER	12/30/95	y	1	507.60	325.71	181.89
512150	9520614	LEUTHARD, RANDY	12/30/95	q	1	559.70	0.00	559.70
512153	9520685	TRUAX, JOANNE	12/31/95	y	1	514.70	347.68	167.02
TOTALS						222706.90	86842.51	135864.39

Memorandum

Action by Council:

To: Michael McGuire
From: Tim Busse
Re: Mayoral/Council update
Date: December 3, 1997

Endorsed _____
Modified _____
Rejected _____
Date _____

Introduction

At the December 1 Council/Manager Workshop, the City Council filled the Mayoral vacancy and in doing so, created a city council vacancy. The Council should review the action taken at the Council/Manager Workshop and announce the guidelines that must be followed by applicants for the Council vacancy.

Background

At the December 1 Council/Manager Workshop, the City Council appointed Councilmember George Rossbach to serve as Mayor of Maplewood. Councilmember Rossbach will be sworn in as Mayor on Monday, January 12, 1998. His term will expire on December 31, 1999. The Mayor's office will be on the ballot of the next city general election on November 2, 1999.

Acting Mayor Marv Koppen will serve as Mayor until January 12, 1998. Acting Mayor Koppen will Chair meetings of the City Council until that time, including the regularly scheduled Council meetings on December 8 and December 22, as well as the Council/Manager Workshop on January 5, 1998. He will also chair the December 4 Budget Hearing, and if needed, the December 11 continuation hearing.

Councilmember Rossbach's appointment will create a vacancy on the City Council. State statute grants the Council the authority to fill the vacancy. The Council has set the following guidelines for filling the council vacancy:

- Applicants must submit a letter of interest in order to be considered. The letter must be addressed to Council Secretary Terrie Carlson, Maplewood City Hall, 1830 East County Road B, Maplewood, MN 55109. Applications must be received by Monday, December 15 at 4:30 p.m. Late applications will not be considered.
- Applicants must include home and work telephone number in their letter of interest. Ms. Carlson will contact applicants on December 16 to schedule interviews.
- Each Council member will submit four questions to City Manager Michael McGuire by Thursday, December 4. Mr. McGuire will use that input to compile a list of eight questions that each applicant will be asked during their interview.
- The Council will interview applicants on Wednesday, December 17 and Thursday, December 18 beginning at 5 p.m. Each interview will last approximately 30 minutes. After the interviews are complete, the Council will choose from the list of applicants.
- This Council term will expire on December 31, 1999. The Council seat will be on the ballot of the next city general election on November 2, 1999.