

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, August 26, 2013  
City Hall, Council Chambers  
Meeting No. 15-13

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

1. *Acknowledgement of Maplewood Residents Serving the Country.*

**C. ROLL CALL**

Mayor's Address on Protocol:

***“Welcome to the meeting of the Maplewood City Council. It is our desire to keep all discussions civil as we work through difficult issues tonight. If you are here for a Public Hearing or to address the City Council, please familiarize yourself with the Policies and Procedures and Rules of Civility, which are located near the entrance. Before addressing the council, sign in with the City Clerk. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.”***

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. Approval of August 05, 2013 Council Manager Workshop Meeting Minutes
2. Approval of August 12, 2013 Council Manager Workshop Meeting Minutes
3. Approval of August 12, 2013 City Council Meeting Minutes
4. Approval of August 16, 2013 Special City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

None

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

1. Approval of Claims
2. Approval of Grant for Turf Overflow Parking Lot at Prairie Farm
3. Approval to Solicit RFP's for an Intoxicating Liquor Provider at the Maplewood Community Center
4. Approval to Solicit RFP's for Catering Services at the Maplewood Community Center
5. Approval for Police Department Text Tip/Tip411 Subscription
6. Approval for Police Department Vehicle Purchase
7. Approval to Receive Quotes and Award Construction Contract, Area #20 & #21, July 16th Storm Clean-up, City Project 11-19
8. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order with Weber, Inc., Police Department Expansion Project – Phase 2
9. Approval to Increase the Project Budget for Document Scanning with Mid-America Business Systems
10. Approval of a Grant Submittal for Recycling Carts Through the Ramsey County Public Entity Reduction and Recycling Program
11. Approval of a Conditional Use Permit Review – Keller Golf Course, 2166 Maplewood Drive

12. Approval of a Temporary Amusement Rides Permit for the Ramsey County Sheriff's Office's "Fright Farm" – Ramsey County Fairgrounds, 2020 White Bear Avenue

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Beebe Road Street Improvements, City Project 13-10, Approval of Resolution Ordering Preparation of Feasibility Study
2. Approval of First Reading of an Ordinance Amending the Xcel Energy Franchise Fee and Waive Second Reading
3. Denial of a Land Use Plan Amendment and Rezoning Request for Tyrus Land Company, St. Clair Hills, Carver Avenue and Sterling Street
4. Approval of a Resolution for a Conditional Use Permit Revision for a Parking Lot Expansion, Bruentrup Heritage Farm, 2170 County Road D

**K. AWARD OF BIDS**

1. East Metro Public Safety Training Center, City Project 09-09, Approval of Resolution Receiving Bids and Awarding of Contract for Bid Package 5 (Burn Building and Burn Tower)

**L. VISITOR PRESENTATIONS**

**M. ADMINISTRATIVE PRESENTATIONS**

1. Council Calendar Update
2. Commission, Board and Volunteer Event Announcement (No Report)

**N. COUNCIL PRESENTATIONS**

**O. ADJOURNMENT**

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

**RULES OF CIVILITY FOR OUR COMMUNITY**

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

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

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:01 p.m. by Mayor Rossbach.

**B. ROLL CALL**

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

**C. APPROVAL OF AGENDA**

Councilmember Koppen moved to approve the agenda as submitted.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

**1. 2014 Department Budget Presentations**

City Manager Ahl gave a brief introduction about the budget presentation that will be presented to the council.

**a. Finance Department**

Finance Director Bauman gave the Finance Department 2014 budget presentation and answered questions of the council.

**b. Executive / Legislative Departments**

City Manager Ahl gave the Executive / Legislative Departments 2014 budget presentation.

**c. IT / Building Operations**

IT Director Fowlds gave the IT / Building Operations 2014 budget presentation.

**d. Citizen Services Department**

Citizen Services Director/City Clerk Guilfoile gave the Citizen Services Department 2014 budget presentation.

**e. Police Department**

Police Chief Schnell gave the Police Department 2014 budget presentation and answered questions of the council.

**f. Fire Department / EMS**

Fire Chief Lukin gave the Fire Department / EMS 2014 budget presentation and answered questions of the council.

**F. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 6:31 p.m.

DRAFT

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
 5:00 P.M. Monday, August 12 2013  
 Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:05 p.m. by Mayor Rossbach.

**B. ROLL CALL**

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

**C. APPROVAL OF AGENDA**

Councilmember Koppen moved to approve the agenda as submitted.

Seconded by Councilmember Cardinal                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS****1. 2014 Department Budget Presentations****a. Parks and Recreation and MCC**

Parks & Recreation Director Konewko gave the Parks & Recreation and MCC 2014 Budget presentation and answered questions of the council. City Manager Ahl gave additional information on the MCC 2014 budget.

**b. Public Works**

Public Works Director Thompson gave the Public Works 2014 Budget presentations and answered questions of the council.

**c. Community Development**

Interim Community Development Director/Building Official Fisher gave the Community Development 2104 Budget presentation and answered questions of the council. City Manager Ahl gave additional information on the Community Development 2014 Budget.

**d. Summary of Budget/Council Direction**

City Manager Ahl gave a summary of the 2104 Budget and requested additional input from the council on the budget.

**E. NEW BUSINESS**

None

**F. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 6:30 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 p.m., Monday, August 12, 2013  
Council Chambers, City Hall  
Meeting No. 14-13

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:01 p.m. by Mayor Rossbach.

Mayor Rossbach read a letter from a resident about her grandson, Airman First Class Joseph William Carlin serving in the military.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

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

**D. APPROVAL OF AGENDA**

Councilmember Juenemann moved to approve the agenda as submitted.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. Approval of July 22, 2013 City Council Workshop Minutes**

Councilmember Juenemann moved to approve the July 22, 2013 City Council Workshop Minutes as submitted.

Seconded by Councilmember Cardinal                      Ayes – All

The motion passed.

**2. Approval of July 22, 2013 City Council Meeting Minutes**

Add to item F2; Senator Kent was unable to attend the meeting.

Councilmember Cave moved to approve the July 22, 2013 City Council Meeting Minutes as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

**1. Introduction of Police Chief and Assistant City Manager**

Mayor Rossbach introduced and welcomed Police Chief Paul Schnell to the City of Maplewood.

Mayor Rossbach introduced and welcomed Melinda Coleman back to the City of Maplewood as the Community Development Director.

**2. Swearing In Ceremony of Police Chief Paul Schnell (No Report)**

City Manager Ahl presented the badge to Julie Schnell so she could do the honors of pinning the badge on Police Chief Schnell. City Clerk Guilfoile re-administered the oath of office to Police Chief Schnell.

**3. Swearing In of Police Officers Brian Micheletti and Zachary Strand (No Report)**

Police Chief Schnell introduced and welcomed Police Officer Brian Micheletti and Police Officer Zachary Strand to the City of Maplewood. City Clerk Guilfoile administered the oath of office.

**G. CONSENT AGENDA**

Councilmember Juenemann requested agenda item G10 be highlighted.

Councilmember Cave moved to approve agenda items G1-G15.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Cave moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 1,547,571.59 Checks # 90326 thru # 90374  
dated 07/18/13 thru 07/23/13

\$ 281,141.30 Disbursements via debits to checking account  
dated 07/15/13 thru 07/19/13

\$ 386,270.86 Checks # 90375 thru # 90402  
dated 07/30/13

\$ 432,893.08 Disbursements via debits to checking account  
dated 07/22/13 thru 07/26/13

\$ 1,923,931.63 Checks # 90403 thru # 90454  
dated 07/26/13 thru 08/06/13

\$ 2,929,771.84 Disbursements via debits to checking account  
dated 07/29/13 thru 08/02/13

\$ 7,501,580.30 Total Accounts Payable

PAYROLL

\$ 522,224.55 Payroll Checks and Direct Deposits dated 07/19/13

\$ 763.00 Payroll Deduction check # 9989447 thru # 9989448  
dated 07/19/13

\$ 524,427.17 Payroll Checks and Direct Deposits dated 08/02/13

\$ 1,719.20 Payroll Deduction check # 9989474 thru # 9989476 dated 08/02/13

\$ 1,049,133.92 Total Payroll

\$ 8,550,714.22 GRAND TOTAL

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**2. Approval of a Resolution for a Lawful Gambling Premise Permit for Merrick, Inc at Freddy’s Tiki Hut, 1820 Rice Street**

Councilmember Cave moved to approve the Resolution for a Lawful Gambling Premise Permit for Merrick, Inc. at Freddy’s Tiki Hut, 1820 Rice Street.

RESOLUTION 13-7-949

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the premise permit for lawful gambling is approved for Merrick Inc to operate at Freddy’s Tiki Hut, located at 1820 Rice Street, Maplewood, MN.

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.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**3. Approval of a Resolution for a Temporary Lawful Gambling Permit for the Church of St. Jerome and Waiver of Permit Fees**

Councilmember Cave moved to approve the Resolution for a Temporary Lawful Gambling Permit for the Church of St. Jerome and Waive the Permit Fees.

RESOLUTION 13-7-950

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the temporary premise permit for lawful gambling is approved for the Church of St Jerome, 380 E Roselawn Avenue in Maplewood.

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.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**4. Approval of a Resolution Approving the Terms of Interfund Loan in Connection with Proposed Tax Increment Financing District No. 1-13**

Councilmember Cave moved to approve the Resolution to Allow Automatic Interfund Loans for a Proposed Tax Increment Financing District 1-13 with Development District No. 1 and provide the terms and conditions for repayment.

RESOLUTION 13-7-951

RESOLUTION APPROVING THE TERMS OF UP TO A \$2,000,000 INTERFUND LOAN IN CONNECTION WITH A PROPOSED TAX INCREMENT FINANCING DISTRICT NO. 1-13

BE IT RESOLVED by the City Council (the "Council") of the City of Maplewood, Minnesota (the "City"), as follows:

Background.

The City proposes to establish a Tax Increment Financing District No. 1-13 (the "TIF District") within Development District No. 1, and proposes to adopt a tax increment financing plan for the TIF District (the "TIF Plan").

The City has determined to pay for certain costs identified in the TIF Plan consisting of land/building acquisition, public utilities, site improvements/preparation, other eligible improvements, and administrative costs (the "Qualified Costs") incurred in connection with the establishment of the TIF District and development/redevelopment of land within the TIF District, which costs will be financed on a temporary basis from City funds available for such purposes.

Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the City's general fund or any other fund from which such advances may be legally made, in order to finance the Qualified Costs.

The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from tax increments derived from the TIF District in accordance with the terms of this resolution (which terms are referred to collectively as the "Interfund Loan").

Terms of Interfund Loan.

The City hereby authorizes the advance of up to \$2,000,000 from the City's General Fund or so much thereof as may be paid as Qualified Costs. The City shall reimburse itself for such advances together with interest at the rate stated below. Interest accrues on the principal amount from the date of each advance. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or Section 549.09 are from time to time adjusted. The interest rate shall be 4% and will not fluctuate.

Principal and interest on the Interfund Loan shall be paid semi-annually on each February 1 and August 1 (each a "Payment Date") commencing with the Payment Date on which the City has Available Tax Increment (defined below), or on any other dates determined by the City Manager, through the last receipt of tax increment from the TIF District.

Payments on the Interfund Loan are payable solely from "Available Tax Increments" which shall mean, on each Payment Date, all of the tax increment available after other obligations have been paid, generated in the preceding six (6) months with respect to the property within the TIF District and remitted to the City by Ramsey County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on the Interfund Loan are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with Available Tax Increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with Available Tax Increment.

The principal sum and all accrued interest payable under the Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from Available Tax Increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of Available Tax Increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the final Payment Date.

The City may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

Effective Date. This resolution is effective upon the date of its approval.

Adopted this 12<sup>th</sup> day of August, 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**5.   Maplewood Mall Park and Ride Expansion, City Project 10-03, Approval of the Interagency Agreement for the Maplewood Mall Transit Center, Park and Ride Expansion**

Councilmember Cave moved to approve the Interagency Agreement between the City of Maplewood and the Metropolitan Council for the Maplewood Mall Transit Center, Park and Ride Expansion, located at the northeast corner of the intersection of Beam Avenue and Southlawn Drive; and authorize the Mayor and City Manager to execute the agreement signifying City Council approval. Minor revisions as approved the City Attorney are authorized as needed for interagency agreements.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**6.   Approval of a Resolution for Final Payment and Acceptance of Project, Maplewood Mall Sidewalk Improvements, City Project 11-09**

Councilmember Juenemann moved to approve the Resolution for the Maplewood Mall Sidewalk Improvements, City Project 11-09, approving final payment and acceptance of project.

RESOLUTION 13-7-952  
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT  
PROJECT 11-09

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 11-09, Maplewood Mall Sidewalk Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, the City Engineer for the City of Maplewood has determined that the Maplewood Mall Sidewalk Improvements, City Project 11-09 is complete and recommends acceptance of the project.

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

- 1 City Project 11-09 is complete and maintenance of these improvements is accepted by the city; and the final construction cost is \$202,368.65. Final payment to Urban Companies, LLC and the release of any retainage or escrow is hereby authorized.

Adopted by the Maplewood City Council on this 12th day of August 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**7. Approval of a Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, TH 36/English Street Interchange Improvements, City Project 09-08**

Councilmember Cave moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, for the Highway 36/English Street Interchange Improvements, City Project 09-08.

RESOLUTION 13-7-953  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
PROJECT 09-08, CHANGE ORDER NO. 3

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 09-08, Highway 36/English Street Interchange Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 09-08, Change Order No. 3.

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

- 1. The mayor and city engineer are hereby authorized and directed to modify the existing contract by executing said Change Order No. 3 which is an increase of \$45,552.15.

The revised contract amount is \$16,718,503.40.

Adopted by the Maplewood City Council on this 12th day of August 2013.

Seconded by Councilmember Cave                      Ayes – All

The motion passed.

**8. Consider Approval of Contract Between the City of Maplewood and ISD 622 for Aquatic Programming Services**

Councilmember Cave moved to approve the contract between the City of Maplewood and ISD 622 for aquatic programming services and authorizes the City Manager to execute contract.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**9. Conditional Use Permit Review—Beaver Lake Town Houses, Maryland Avenue and Lakewood Drive**

Councilmember Cave moved to approve to review the conditional use permit for the planned unit development for the Beaver Lake Town Houses at Maryland Avenue and Lakewood Drive again in one year or sooner if the owner proposes a major change to the site or to the project plans.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**10. Approval of a Resolution Accepting Donation to the Maplewood Police Reserves**

Councilmember Cave moved to approve the resolution accepting the donation of \$400 from the Ramsey County Agricultural Society/Ramsey County Fair to be allocated to the Maplewood Police Reserves for materials and/or training.

RESOLUTION 13-7-954  
ACCEPTANCE OF DONATION

WHEREAS the City of Maplewood and the Maplewood Police Reserves have received a donation of \$400 for the purpose of materials and/or training,

NOW, THEREFORE, BE IT RESOLVED that the Maplewood City Council authorizes the City of Maplewood Police Reserves to accept this donation.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**11. Approval for Police Department to Purchase Two License Plate Readers**

Councilmember Cave moved to approve the purchase of two license plate readers and authorize the Finance Director to make the necessary budget adjustments.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**12. Approval of a Resolution Directing Modification of Existing Construction Contract, Change Orders with Derau Construction, Police Department Expansion Project – Phase 1**

Councilmember Cave moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, for the Police Department Expansion Project – Phase 1.

RESOLUTION 13-7-955  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
POLICE DEPARTMENT EXPANSION PROJECT - PHASE 1, CHANGE ORDER NO. 3

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 1, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Police Department Expansion Project – Phase 1, Change Order No. 3.

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

- 1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 3 which is a decrease of \$797.00.

The revised contract amount is \$251,765.00.

Adopted by the Maplewood City Council on this 12th day of August 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**13. Approval of a Resolution Directing Modification of Existing Construction Contract, Change Orders with Weber, Inc., Police Department Expansion Project – Phase 1A**

Councilmember Cave moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, for the Police Department Expansion Project – Phase 1A.

RESOLUTION 13-7-956  
 DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
 POLICE DEPARTMENT EXPANSION PROJECT - PHASE 1A, CHANGE ORDER NO. 1

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 1A, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Police Department Expansion Project – Phase 1A, Change Order No. 1.

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

- 1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 1 which is an increase of \$1,936.51.

The revised contract amount is \$166,936.51.

Adopted by the Maplewood City Council on this 12th day of August 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**14. Approval of a Resolution Directing Modification of Existing Construction Contract, Chance Orders with Weber, Inc., Police Department Expansion Project – Phase 2**

Councilmember Cave moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, for the Police Department Expansion Project – Phase 2.

RESOLUTION 13-7-957  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
POLICE DEPARTMENT EXPANSION PROJECT - PHASE 2, CHANGE ORDER NO. 1

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 2, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Police Department Expansion Project – Phase 2, Change Order No. 1.

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

- 1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 1 which is an increase of \$3,653.72.

The revised contract amount is \$362,653.72.

Adopted by the Maplewood City Council on this 12th day of August 2013.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**15. Clarification of Wording for Leave Provisions in City Manager Contract**

Councilmember Cave moved to approve the clarification of leave provisions for the City Manager contract to provide for an accrual rate of 34 days per year.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**H. PUBLIC HEARING**

- 1. **Consider Approving Refinancing Plan for Properties Owned by Dakota Communities, Inc**
  - a. **Resolution Giving Host Approval to the Issuance of Revenue Bonds by the Dakota County Community Development Agency**

City Manager Ahl gave the staff report. Ghazi Akailvi, Chief Financial Officer with Dakota Communities, Inc. addressed the council and gave additional information.

Mayor Rossbach opened the public hearing. No one spoke.

Mayor Rossbach closed the public hearing.

Councilmember Juenemann moved to approve the Resolution Approving the Issuance of Revenue Bonds by the Dakota County Community Development Agency giving host approval of the Bonds and does not obligate us to any finances.

RESOLUTION 13-7-958

Resolution Approving the Issuance of Revenue Bonds by the  
Dakota County Community Development Agency

WHEREAS, the Dakota County Community Development Agency (the "CDA") has received a request that it issue approximately \$3,500,000 of qualified 501(c)(3) revenue bonds (the "Bonds") and to loan the proceeds of the Bonds to Dakota Communities, Inc., a Minnesota 501(c)(3) corporation (the "Borrower") to refinance 31 scattered site properties owned by the Borrower and located in the State of Minnesota, including two properties located in the City of Maplewood, Minnesota (the "City") (the "Project"). The properties to be refinanced are comprised primarily of 4-6 bedroom homes owned and operated by the Borrower as residences to provide support and services for people with intellectual, developmental, and physical disabilities;

WHEREAS, pursuant to Minnesota Statutes, Section 469.152 to 469.1655 (the "Act") the CDA is authorized to issue the Bonds to finance the properties located in the City (the "Maplewood Property") pursuant to an intergovernmental agreement with the City;

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended ("Section 147(f)", each governmental unit in which facilities to be financed by the Bonds are located must approve the issuance of the Bonds following a public hearing; and

WHEREAS, a public hearing regarding the issuance of the Bonds to refinance the Maplewood Property was held by the City Council on the date hereof following duly published notice, at which hearing all persons that desired to speak were heard.

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

1. The City hereby approves the issuance of the Bonds by the CDA for purposes of the Act and Section 147(f). Notwithstanding such approval, the adoption of this resolution shall not be deemed to establish a legal obligation on the part of the City or the CDA to issue or to cause the issuance of the Bonds. The Bonds, if issued by the CDA, will not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the City. The Bonds will be payable solely from said revenues and property of the Borrower specifically pledged to the payment thereof, and will not constitute a debt or pecuniary liability of the City or the CDA within the meaning of any constitutional or statutory limitation.
2. This resolution shall constitute an intergovernmental agreement between the City and the CDA for purposes of Minnesota Statutes 469.155, Subd. 9 without the requirement of any further action by the City or the CDA.
3. The appropriate officers of the City are hereby authorized and directed to execute documents and certificates which are reasonably required by the CDA or its bond counsel to complete the transaction described herein. The execution of any instrument by the appropriate officer or officers of the City shall be conclusive evidence of the approval of such documents in accordance with the terms of this resolution. The City hereby authorizes the CDA to issue the Bonds to finance the Project and to take all actions necessary or desirable in connection therewith, and no further approval or authorization of the City shall be required.

Adopted this 12th day of August, 2013

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**I. UNFINISHED BUSINESS**

**1. Approval of a Resolution for a Conditional Use Permit and Design Review, Maplewood Auto Mall, a Used Auto Sales Business at 2529 White Bear Avenue**

City Planner Martin gave the staff report and answered questions of the council. John Lombardozi, property owner of Maplewood Auto Mall addressed and answered questions of the council. James Kuria and Quentin Minkin from Alpha One Motors were present and addressed the council to give additional information regarding parking concerns.

Mayor Rossbach moved to approve the resolution approving a conditional use permit for auto repair, auto detailing, auto rental, used auto sales and auto washing at 2525 and 2529 White Bear Avenue. Approval is based on the findings required by the code and subject to the conditions stated in the resolution.

**RESOLUTION 13-7-959  
CONDITIONAL USE PERMIT RESOLUTION**

WHEREAS, this permit for the Maplewood Auto Center, which was built in 1987, allows auto repair, auto detailing, auto rental, used auto sales and auto washing.

WHEREAS, this permit applies to property located at 2525 and 2529 White Bear Avenue. The legal description is:

SUBJECT TO EASEMENTS: N 280 FEET OF LOT 2 & ALL OF LOT 1 BLOCK 1, MAPLE RIDGE MALL (PIN 11-29-22-22-0040)

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

1. On July 16, 2013, the planning commission held a public hearing and recommended that the city council approve this permit. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning also considered reports and recommendations of the city staff.
2. On August 12, 2013, the city council reviewed this proposal. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approves the above-described conditional use permit based on the building and site plans. The city approved this permit because:

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

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

Approval is subject to the following conditions:

1. All façade improvements for the Maplewood Auto Mall (Cooper Motors) used auto sales business shall follow the plans approved by the city. The director of community development may approve minor changes.
2. The property owner shall comply with the signage requirements of the city code and the auto center's sign criteria.
3. Fire protection systems (fire extinguishers and a sprinkler system) shall meet all requirements of the code. These systems shall be approved and installed before the applicant begins his business.
4. All vehicles on-site shall be operational.
5. Ensure that there is no illegal parking on the site including no parking on the grass and no stacking of vehicles (i.e., two vehicles to one stall).
6. Ensure that the entire site is cleared of trash including all illegally dumped material located within the drainage ditch behind the auto mall.
7. Ensure that trash dumpsters are placed inside enclosures at all times.
8. Ensure that the site is in compliance with the city's temporary sign ordinance including obtaining a sign permit for all temporary signs over 12 square feet and only allowing one temporary sign per business located within the center.
9. Ensure that all landscaped areas are maintained including removing all weeds from the landscaped area around the base of the center's pylon sign.
10. There shall be no parting-out of vehicles outside the building and left in the parking lot.
11. Auto salvage businesses are prohibited from operating at this site.

- 12. The parking lot shall be kept clear of junk and dirt.
- 13. All service work that is needed on vehicles shall be completed inside a proper service garage.
- 14. There shall be an after-hours contact person on record with the city's emergency dispatcher.
- 15. If the building occupancy changes, the property owner shall comply with all applicable code requirements relative to the new building use. A building permit may then be required.
- 16. Verify that the parking on-site does not obstruct fire department access for their trucks.
- 17. All tenants at the Maplewood Auto Center must adhere to the parking plan, dated July 8, 2013, as submitted by the property owner to city staff. A parking plan needs to be filed with city staff at all times indicating the property is meeting the minimum parking requirements and how the spaces are allocated to each tenant. A new parking plan shall be filed any time a suite changes use or the building is physically altered in any way.
- 18. Parking in the center of the canopy, adjacent to the 2529 building, shall be for inventory only. A no customer parking sign shall be posted
- 19. The city council shall review this permit in one year.
- 20. The property owner shall provide city staff a plan for trash removal or design plans for a new enclosed structure for the 2529 building, subject to the city's design review process.
- 21. The property owner or manager is responsible for compliance of all conditions listed in this permit. If any tenant is found out of compliance the city will notify the property owner or manager in order to rectify the situation.

The Maplewood City Council approved this resolution on August 12, 2013.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

Mayor Rossbach moved to approve the design plans attached to this report for the façade improvements on building B (former Super America) located at 2529 White Bear Avenue.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**J. NEW BUSINESS**

**1. Approval of Plans for Building Additions to the Police Department at Maplewood City Hall and a Parking Waiver**

City Planner Martin gave the staff report and answered questions of the council. IT Director Fowlds gave additional specifics of the report and answered questions of the council.

Councilmember Juenemann moved to approve the plans date-stamped July 11, 2013, for the proposed additions to Maplewood City Hall for the Police Department expansion. This approval

includes a parking waiver for 74 fewer parking spaces than code requires since a) city hall has adequate parking available for its needs, b) there are no new employees proposed that would impact parking needs and, c) many employees have already relocated to 1902 County Road B which opens up several parking spaces at city hall. Approval is subject to the applicant complying with the following conditions:

1. The applicant shall meet all building code and fire code requirements and comply with all requirements as outlined in the engineering report dated July 15, 2013 by Jon Jarosch.
2. The applicant shall plant four trees preferably within the city hall campus if suitable locations can be found. As an alternative, they shall be planted in Maplewood parks, subject to the approval of the director of parks and recreation.
3. Applicant shall work with community development staff to incorporate elements of the adopted City Hall Campus Master Plan into the Police Department additions.
4. A landscaping plan shall be submitted for staff approval detailing landscaping around all mechanical equipment.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

## **2. Discussion on the Small Kennel License, First Reading of Revision to Small Kennel Ordinance and Waiver of Second Reading**

Citizen Services Director/City Clerk Guilfoile gave the staff report and answered questions of the council. City Attorney Kantrud answered additional questions of the council.

The following people spoke:

1. Marilyn Taylor, 1774 McKnight Road North
2. Joseph Browman, 1758 McKnight Road North
3. Gayle Corman, 1782 McKnight Road North
4. Terry Ingleston, 1772 McKnight Road North

Councilmember Cardinal moved to approve the first reading of revisions to the Small Kennel License Ordinance and Waive the Second Reading.

### ORDINANCE 930

#### **Sec. 10-218. Application; investigation; grant or denial of license.**

~~(b) Consent. The applicant for any license required under this division shall provide with the application the written consent of 75 percent of the owners or occupants of privately or publicly owned real estate within 150 feet of the outer boundaries of the premises for which the license is being requested or, in the alternative, proof that the applicant's property lines are 150 feet or more from any structure. However, where a street separates the premises for which the license is being requested from other neighboring property, no consent is required from the owners or occupants of property located on the opposite side of the street. Where a property within 150 feet consists of a multiple dwelling, the applicant need obtain only the written consent of the owner or manager or other person in charge of the building.~~

(b) Consent: Upon receipt of the completed Small Kennel license application, the City Clerk's office will obtain a list of affected properties from GIS identifying properties within 150 feet of the applying property. Certified letters shall be sent to the affected property addresses requesting approval or objection to the Kennel license. Upon written consent of 75 percent of the owners or occupants of privately or publicly owned real estate within 150 feet of the outer boundaries of the premises for which the license is being requested the license shall be forwarded to the Police Department for inspection and final approval. Where a property within 150 feet consists of a multiple dwelling, the applicant need obtain only the written consent of the owner or manager or other person in charge of the building is required if the building is renter-occupied, if the building is owner-occupied letters of consent or objection will be sent to each individual home owner for consent or objection.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATION**

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

**M. ADMINISTRATIVE PRESENTATIONS**

**1. National Night Out Report**

Police Chief Schnell gave the update on the 73 National Night Out sites that were held in the city.

**2. Council Calendar Update**

City Manager Ahl gave an update to the City Council calendar.

**N. COUNCIL PRESENTATIONS**

1. Councilmember Cardinal informed the residence about a letter he received regarding the bridge that is being pounded down on Highway 36 between Highway 61 and Edgerton Street. The pounding at the construction site will be occurring 24 hours a day for the next month or so. Michael Thompson added that under State guidelines they can work 24 hours a day. However, MN DOT staff have committed that if there are issues they will try to make adjustments; but if the night work doesn't happen, the project will take longer.

**O. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 8:58 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**SPECIAL CITY COUNCIL MEETING**  
5:00 P.M. Monday, August 16, 2013  
Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 10:00 a.m. by Mayor Rossbach.

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

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

**D. APPROVAL OF AGENDA**

Councilmember Juenemann moved to approve the agenda as submitted.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**E. UNFINISHED BUSINESS**

None

**F. NEW BUSINESS**

**1. Approval of the Resolution Canvassing the Results of the August 13, 2013 Municipal Primary Election**

City Clerk Guilfoile gave the staff report.

Councilmember Koppen moved to approve the Resolution Canvassing the Results of the August 13, 2013 Municipal Primary Election.

RESOLUTION 13-7-960  
CANVASS OF ELECTION

**RESOLVED**, that the City Council of Maplewood, Ramsey County, Minnesota, acting as a canvassing board on August 16, 2013, hereby declares the following results from the August 13, 2013, Municipal Primary Election.

**Mayoral Candidates:**

Fran Grant	174
Diana Longrie	716
Nora Slawik	1353

**Councilmember Candidates:**

Marylee Abrams	810
Margret Ann Behrens	707
Rebecca Cave	881
Kathleen Juenemann	1068
Roger Samarani	218
Warren Wessel	541

Two candidates for Mayor and four candidates for Councilmember will move on to the Municipal General Election which will be held on November 5, 2013. All elected terms are for four years.

Receiving the highest number of votes in the Primary Election for Mayor are Diana Longrie and Nora Slawik. Marylee Abrams, Margret Ann Behrens, Rebecca Cave and Kathleen Juenemann received the highest number of votes for the office of Councilmember and will be on the General Election ballot.

Seconded by Councilmember Juenemann Ayes – All

**G. ADJOURNMENT**

Mayor Rossbach adjourned the meeting at 10:04 a.m.

DRAFT

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**AGENDA REPORT**

**TO:** City Council  
**FROM:** Finance Manager  
**RE:** APPROVAL OF CLAIMS  
**DATE:** August 26, 2013

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:

\$ 191,304.34	Checks # 90455 thru # 90489 dated 08/02/13 thru 08/15/13
\$ 428,064.07	Disbursements via debits to checking account dated 08/05/13 thru 08/09/13
\$ 1,751,889.04	Checks # 90493 thru # 90544 dated 08/16/13 thru 08/20/13
\$ 320,095.14	Disbursements via debits to checking account dated 08/12/13 thru 08/16/13
\$ 2,691,352.59	Total Accounts Payable

PAYROLL

\$ 522,341.08	Payroll Checks and Direct Deposits dated 08/16/13
\$ 1,687.50	Payroll Deduction check # 9989499 thru # 9989501 dated 08/16/13
\$ 524,028.58	Total Payroll
\$ 3,215,381.17	<b>GRAND TOTAL</b>

Attached is a detailed listing of these claims. Please call me at 651-249-2902 if you have any questions on the attached listing. This will allow me to check the supporting documentation on file if necessary.

as  
attachments

**Check Register  
City of Maplewood**

08/09/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
90455	08/02/2013	04848 AVESIS	MONTHLY PREMIUM - AUGUST	259.27
90456	08/05/2013	02464 US BANK	FUNDS FOR ATMS	10,000.00
90457	08/06/2013	02149 HEIDI CAREY	MARKETING & ADVERTISING - JULY	4,000.00
90458	08/13/2013	05114 BOLTON & MENK, INC.	CONSULTING SERVICES	9,735.00
90459	08/13/2013	01202 NYSTROM PUBLISHING CO INC	NEIGHBORHOOD MEETING POSTCARD	4,354.49
90460	08/13/2013	01941 PATRICK TROPHIES	SUMMER SPORTS AWARDS	1,064.17
	08/13/2013	01941 PATRICK TROPHIES	SOCCER AWARDS	233.89
	08/13/2013	01941 PATRICK TROPHIES	COMMISSIONER AWARDS	42.72
90461	08/13/2013	04265 MARIA PIRELA	ZUMBA INSTRUCTION TUE EVE JULY	191.00
90462	08/13/2013	04528 SARA M. R. THOMPSON	ZUMBA INSTRUCTION MON/WED/FRI	117.50
90463	08/13/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	15,711.16
	08/13/2013	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	6,700.00
	08/13/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	1,400.24
	08/13/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	136.47
	08/13/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	53.56
90464	08/13/2013	01798 YOCUM OIL CO.	CONTRACT GASOLINE - JULY	17,859.54
	08/13/2013	01798 YOCUM OIL CO.	DIESEL FUEL FOR PW DEPT	9,286.20
90465	08/13/2013	00120 AQUA LOGIC INC	POOL CHEMICALS	975.77
	08/13/2013	00120 AQUA LOGIC INC	POOL CHEMICALS	106.75
90466	08/13/2013	00221 BROCK WHITE COMPANY, LLC.	EROSION CONTROL BIO LOG	1,161.84
90467	08/13/2013	00230 BRYAN ROCK PRODUCTS, INC.	REC ROOK FOR PARKS SYSTEM	701.21
	08/13/2013	00230 BRYAN ROCK PRODUCTS, INC.	RIP RAP ROCK FOR PARKS TRAIL	201.69
90468	08/13/2013	04549 JAN ALICE CAMPBELL	ZUMBA INSTRUCTION SAT MORN	37.13
90469	08/13/2013	04345 DAHLEN, DWYER & FOLEY INC.	APPRAISAL REPORT FORMER FIRE #3	2,250.00
90470	08/13/2013	05239 DAKOTA WOOD - GRINDING INC.	SCREENER RENTAL	2,805.47
90471	08/13/2013	03619 DRAIN KING INC	PROJ 12-09 SEWER TELEVISION	3,800.00
90472	08/13/2013	05207 EQUIFAX INFORMATION SERVICES	APPLICANT BACKGROUND CHECKS	50.00
90473	08/13/2013	00531 FRA-DOR INC.	BLACK DIRT FOR RESTORATION WORK	69.47
90474	08/13/2013	02263 HILLCREST ANIMAL HOSPITAL PA	BOARDING & DESTRUCTION FEES - JULY	1,070.15
90475	08/13/2013	04152 ISD 622 COMMUNITY EDUCATION	1/3 SHARE OF TARTAN ARENA	30,937.71
90476	08/13/2013	05030 KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#13	4,344.07
90477	08/13/2013	05156 KETTLER CONSTRUCTION INC.	ESCROW REFUND	6,004.00
90478	08/13/2013	03975 MICHELLE LARSON	REIMB FOR MILEAGE 7/7 - 8/7	192.10
90479	08/13/2013	01089 MN UC FUND	QTR UNEMPLOYMENT - 2ND QTR	5,011.47
90480	08/13/2013	05238 NORTH STAR PUMP SERVICE	REPLACE FAILED LIFT STATION PUMP	5,691.89
90481	08/13/2013	00001 ONE TIME VENDOR	REFUND J HUGHES TRANS MEDIC	87.70
90482	08/13/2013	00001 ONE TIME VENDOR	REFUND ARTISTIC PLUMBLING PERMIT	41.00
90483	08/13/2013	01338 RAMSEY COUNTY-VITAL RECORDS	REGISTRATION FEE FOR NOTARY COMM	20.00
90484	08/13/2013	04502 BRADLEY REZNY	REIMB FOR SIGN/FOOD PD OPEN HOUSE	44.10
90485	08/13/2013	03616 SIBLEY COVE, LTD PARTNERSHIP	TIF PMT TO DEVELOPER 1ST HALF 2013	30,830.34
90486	08/13/2013	01836 ST PAUL, CITY OF	JOINT POWERS AGREE APRIL/MAY/JUNE	2,700.00
	08/13/2013	01836 ST PAUL, CITY OF	PRINTING PROJ THRU MAY	2,130.27
90487	08/13/2013	02464 US BANK	PAYING AGENT FEES	425.00
	08/13/2013	02464 US BANK	PAYING AGENT FEES	425.00
90488	08/13/2013	04570 WOODLOCH INC.	HORSE CAMP INSTRUCTION	1,420.00
90489	08/15/2013	03738 CHARLES E. BETHEL	ATTORNEY SRVS FEES/RENT - SEPT	6,625.00
				191,304.34

**35 Checks in this report.**

**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking account**

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/5/2013	MN State Treasurer	Drivers License/Deputy Registrar	68,676.97
8/5/2013	U.S. Treasurer	Federal Payroll Tax	103,055.65
8/5/2013	P.E.R.A.	P.E.R.A.	88,084.30
8/6/2013	MN State Treasurer	Drivers License/Deputy Registrar	31,660.91
8/6/2013	MidAmerica - ING	HRA Flex plan	14,114.22
8/6/2013	Labor Unions	Union Dues	1,872.15
8/6/2013	MN State Treasurer	State Payroll Tax	20,968.18
8/7/2013	MN State Treasurer	Drivers License/Deputy Registrar	40,252.95
8/8/2013	MN State Treasurer	Drivers License/Deputy Registrar	25,198.15
8/9/2013	MN State Treasurer	Drivers License/Deputy Registrar	31,664.34
8/9/2013	MN Dept of Natural Resources	DNR electronic licenses	919.50
8/9/2013	Optum Health	DCRP & Flex plan payments	1,596.75
			428,064.07

**Check Register  
City of Maplewood**

08/16/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
90493	08/16/2013	02464	US BANK	FUNDS FOR ATMS	10,000.00
90494	08/20/2013	00111	ANIMAL CONTROL SERVICES	PATROL HOURS 7/28 - 8/11	1,400.00
90495	08/20/2013	04508	BETWEEN THE LINES	SUMMER SOFTBALL UMPIRES	8,506.50
90496	08/20/2013	05028	ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-AUG	397.00
	08/20/2013	05028	ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - AUGUST	369.00
90497	08/20/2013	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#8	1,455,344.59
90498	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	12,297.89
	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	3,364.00
	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	1,782.00
	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	1,725.63
	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	1,616.48
	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	881.72
	08/20/2013	00687	HUGO'S TREE CARE INC	JUNE STORM DAMAGE	360.70
90499	08/20/2013	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - JULY 17537123035	4,018.66
90500	08/20/2013	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - JULY	28,851.06
	08/20/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - JULY	458.64
	08/20/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - JULY	414.96
90501	08/20/2013	01337	RAMSEY COUNTY-PROP REC & REV	MULCH FROM WORKHOUSE	32.06
90502	08/20/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - JUNE 1-15	813.00
	08/20/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - JUNE 16-30	711.00
90503	08/20/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	2,063.17
	08/20/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	143.03
90504	08/20/2013	04845	TENNIS SANITATION LLC	RECYCLING FEE - JULY	27,153.00
90505	08/20/2013	04192	TRANS-MEDIC	EMS BILLING - JULY	3,814.86
90506	08/20/2013	04199	YOUTH SERVICE BUREAU, INC.	PD JUVENILE REFERRAL SRVS 3RD QTR	6,630.00
90507	08/20/2013	00064	MARK ALDRIDGE	REIMB FOR MEALS 8/7 - 8/8	26.42
90508	08/20/2013	01974	BLUE CROSS REFUNDS	REFUND FOR TRANS MEDIC	530.88
90509	08/20/2013	05234	BOLER EXPRESS CAR WASH	SQUAD CAR WASHES 7/10 - 8/2	97.36
90510	08/20/2013	00213	BREDEMUS HARDWARE	REPLACEMENT OF AUTO DOOR OPENERS	17,690.90
	08/20/2013	00213	BREDEMUS HARDWARE	REPLACEMENT OF AUTO DOOR OPENERS	8,845.44
90511	08/20/2013	00323	CONTINENTAL RESEARCH CORP.	MATS FOR LOCKER ROOM MCC	7,308.74
90512	08/20/2013	00451	EGAN COMPANIES INC	HEATING REPAIR STATION 3	630.00
90513	08/20/2013	00472	MICHAEL A ERICSON	CONSULTING FEES 7/29 - 8/9	1,250.00
90514	08/20/2013	05240	ELAINE EVANS	PROGRAM PRESENTER ON BEES 8/2	75.00
90515	08/20/2013	00531	FRA-DOR INC.	BLACK DIRT - RESTORATION & FILL	320.41
90516	08/20/2013	04846	HEALTHEAST	MEDICAL SUPPLIES	1,170.54
90517	08/20/2013	05055	HEALTHEAST VEHICLE SERVICES	SQUAD CAR SERVICES	1,307.18
	08/20/2013	05055	HEALTHEAST VEHICLE SERVICES	SQUAD CAR SERVICES	1,199.80
	08/20/2013	05055	HEALTHEAST VEHICLE SERVICES	SQUAD CAR SERVICES	659.13
90518	08/20/2013	03493	INTERNAL REVENUE SERVICE	JULY - VISUAL IMAGE - RUGG LEVY	325.00
90519	08/20/2013	03218	KLINE NISSAN	JULY 25TH CVR ERROR	426.75
90520	08/20/2013	00857	LEAGUE OF MINNESOTA CITIES	TRAINING - KVAM	30.00
90521	08/20/2013	02966	JOHNNIE LU	REIMB FOR MEALS 8/7 - 8/8	26.84
90522	08/20/2013	05222	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSMENT	850.00
90523	08/20/2013	02197	MASTERPIECE HOMES INC	ESCROW RELEASE - DEV PROJ 05-06	14.71
90524	08/20/2013	00986	METROPOLITAN COUNCIL	MONTHLY SAC - JULY	69,908.85
90525	08/20/2013	03296	MILLERBERND MANUFACTURING CO	PROJ 09-09 SIGNAL MAST ARMS/POSTS	28,693.80
90526	08/20/2013	04825	MOBILE RADIO ENGINEERING, INC.	NEW WALKIES (16)	5,386.50
	08/20/2013	04825	MOBILE RADIO ENGINEERING, INC.	WALKIE TALKIE REPAIR	320.63
	08/20/2013	04825	MOBILE RADIO ENGINEERING, INC.	WALKIE TALKIE REPAIR	117.35
	08/20/2013	04825	MOBILE RADIO ENGINEERING, INC.	WALKIE TALKIE REPAIR	74.00
90527	08/20/2013	00001	ONE TIME VENDOR	REFUND S ROBINS TRANS MEDIC	406.63
90528	08/20/2013	00001	ONE TIME VENDOR	REFUND A FERNANDEZ - TREE REBATE	114.50
90529	08/20/2013	00001	ONE TIME VENDOR	REFUND P BARTON - TREE REBATE	86.47
90530	08/20/2013	00001	ONE TIME VENDOR	REFUND Y YANG SWIM LESSONS	73.00
90531	08/20/2013	00001	ONE TIME VENDOR	REFUND D GREER OVERPMT	50.00
90532	08/20/2013	00001	ONE TIME VENDOR	REFUND S EDGETT TRANS MEDIC	25.00
90533	08/20/2013	00001	ONE TIME VENDOR	REFUND J BLAKE TRANS MEDIC	14.60

90534	08/20/2013	02043	OVERHEAD DOOR COMPANY	REPAIRS	470.46
90535	08/20/2013	01387	DR. JAMES ROSSINI	ADMIN FEE FOR STRESS TEST - AUG	100.00
90536	08/20/2013	01455	MICHAEL SHORTREED	SECURITY OFFICER FOR MCC AUG 10	210.00
90537	08/20/2013	00006	SILVER SNEAKERS	REFUND W THALHUBER MEMBERSHIP	285.70
90538	08/20/2013	00006	SILVER SNEAKERS	REFUND R RASCHKE MEMBERSHIP	84.35
90539	08/20/2013	01616	PAUL THIENES	SECURITY OFFICER FOR MCC AUG 10	70.00
90540	08/20/2013	04104	TRANE U.S. INC.	MAINTENANCE CONTRACT	2,596.00
90541	08/20/2013	01669	TWIN CITIES TRANSPORT &	FORFEITED VEHICLE & OTHER TOWING	2,071.00
90542	08/20/2013	03606	URBAN COMPANIES	PROJ 11-09 MW MALL SIDEWALK PMT#5	19,029.43
90543	08/20/2013	03460	VERIPIC, INC.	MAINT AGREEMENT RENEWAL	4,644.00
90544	08/20/2013	05241	WARNING LITES OF MN, INC.	TRAFFIC CONES & WARNING SIGNS	1,122.72
					1,751,889.04

**52 Checks in this report.**

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**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking account**

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
8/12/2013	MN State Treasurer	Drivers License/Deputy Registrar	24,406.44
8/12/2013	MN Dept of Revenue	Fuel Tax	(341.18)
8/13/2013	MN State Treasurer	Drivers License/Deputy Registrar	19,478.05
8/14/2013	MN State Treasurer	Drivers License/Deputy Registrar	78,540.50
8/15/2013	MN State Treasurer	Drivers License/Deputy Registrar	25,039.95
8/15/2013	VANCO	Billing fee	81.95
8/16/2013	MN State Treasurer	Drivers License/Deputy Registrar	66,235.16
8/16/2013	MN Dept of Natural Resources	DNR electronic licenses	512.50
8/16/2013	US Bank VISA One Card*	Purchasing card items	69,688.81
8/16/2013	Optum Health	DCRP & Flex plan payments	3,076.96
8/16/2013	ICMA (Vantagepointe)	Deferred Compensation	3,954.50
8/16/2013	ING - State Plan	Deferred Compensation	29,421.50
			320,095.14

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
07/25/2013	07/29/2013	PAKOR, INC.	\$473.31	REGAN BEGGS
07/30/2013	08/01/2013	OFFICE DEPOT #1090	\$134.30	REGAN BEGGS
07/30/2013	08/01/2013	OFFICE DEPOT #1090	\$86.11	REGAN BEGGS
07/30/2013	08/01/2013	OFFICE DEPOT #1090	\$28.88	REGAN BEGGS
07/30/2013	08/01/2013	UNIFORMS UNLIMITED INC.	\$134.66	STANLEY BELDE
08/05/2013	08/08/2013	GATEWAY CYCLE	\$151.75	STANLEY BELDE
08/01/2013	08/02/2013	WEDDINGPAGES INC	\$311.16	CHRISTINE BERNARDY
07/28/2013	07/29/2013	MIDWAY USA	\$289.54	BRIAN BIERDEMAN
07/30/2013	07/31/2013	STONE MOUNTAIN PET LODG	\$205.41	BRIAN BIERDEMAN
07/26/2013	07/29/2013	BYERLY'S ST PAUL	\$54.74	OAKLEY BIESANZ
07/30/2013	08/01/2013	MONARCH WATCH	\$45.85	OAKLEY BIESANZ
07/26/2013	07/29/2013	CUB FOODS #1599	\$22.97	NEIL BRENEMAN
08/01/2013	08/02/2013	MICHAELS STORES 2744	\$17.14	NEIL BRENEMAN
08/06/2013	08/07/2013	JOHN DEERE LANDSCAPES530	\$41.59	TROY BRINK
08/06/2013	08/07/2013	MENARDS 3059	\$7.35	TROY BRINK
08/06/2013	08/07/2013	MENARDS 3059	\$21.62	TROY BRINK
07/29/2013	07/30/2013	PANERA BREAD #1305	\$53.51	SARAH BURLINGAME
07/30/2013	07/31/2013	CHIPOTLE 0224	\$35.83	SARAH BURLINGAME
08/05/2013	08/07/2013	SUBWAY 00052159	\$56.99	SARAH BURLINGAME
08/07/2013	08/08/2013	TARGET 00018325	\$7.71	SARAH BURLINGAME
08/07/2013	08/08/2013	FIRST SHRED	\$177.00	SARAH BURLINGAME
08/04/2013	08/05/2013	GLOCK PROFESSIONAL INC	\$195.00	DAN BUSACK
07/25/2013	07/29/2013	VERIZON WRLS M3593-01	\$213.98	DANIEL BUSACK
07/26/2013	07/29/2013	LODGE AT SUGAR LAKE	\$149.69	NICHOLAS CARVER
07/26/2013	07/29/2013	STATE SUPPLY	\$571.00	SCOTT CHRISTENSON
07/29/2013	07/30/2013	KELE INC	\$385.55	SCOTT CHRISTENSON
07/31/2013	08/01/2013	VIKING ELECTRIC-CREDIT DE	(\$29.78)	SCOTT CHRISTENSON
07/31/2013	08/01/2013	VIKING ELECTRIC-CREDIT DE	\$566.83	SCOTT CHRISTENSON
07/31/2013	08/01/2013	VIKING ELECTRIC-CREDIT DE	\$31.05	SCOTT CHRISTENSON
07/31/2013	08/01/2013	VIKING ELECTRIC-CREDIT DE	\$701.25	SCOTT CHRISTENSON
07/31/2013	08/01/2013	VIKING ELECTRIC-CREDIT DE	\$67.29	SCOTT CHRISTENSON
08/01/2013	08/02/2013	WESCO - # 7649	\$52.73	SCOTT CHRISTENSON
08/01/2013	08/05/2013	THE HOME DEPOT 2801	\$145.95	SCOTT CHRISTENSON
08/02/2013	08/05/2013	VIKING ELECTRIC-CREDIT DE	\$40.62	SCOTT CHRISTENSON
08/07/2013	08/08/2013	VIKING ELECTRIC-CREDIT DE	\$27.66	SCOTT CHRISTENSON
08/07/2013	08/08/2013	MENARDS 3022	\$33.19	SCOTT CHRISTENSON
08/07/2013	08/09/2013	SPRINT STORE #226	\$21.41	SCOTT CHRISTENSON
08/07/2013	08/09/2013	WW GRAINGER	\$93.68	SCOTT CHRISTENSON
08/08/2013	08/09/2013	HENRIKSEN ACE HARDWARE	\$99.69	SCOTT CHRISTENSON
07/30/2013	07/31/2013	HOLMESSTAMP	\$27.90	LUANNE CORTESI
07/30/2013	08/01/2013	APS, A TRIMBLE CO	\$470.82	KERRY CROTTY
07/31/2013	08/01/2013	AMAZON MKTPLACE PMTS	\$598.00	KERRY CROTTY
08/07/2013	08/08/2013	FASTENAL COMPANY01	\$25.28	THOMAS DEBILZAN
08/07/2013	08/09/2013	HUB HOBBY CENTER	\$33.08	THOMAS DEBILZAN
07/29/2013	07/31/2013	KUSTOM SIGNALS, INC.	\$747.74	RICHARD DOBLAR
07/29/2013	07/31/2013	KUSTOM SIGNALS, INC.	\$666.27	RICHARD DOBLAR
08/01/2013	08/02/2013	CDW GOVERNMENT	\$319.76	RICHARD DOBLAR
08/01/2013	08/05/2013	COMO PARK ANIMAL HOSPITAL	\$585.65	RICHARD DOBLAR
08/05/2013	08/07/2013	OFFICE MAX	\$23.55	RICHARD DOBLAR
08/07/2013	08/09/2013	OFFICE MAX	(\$23.55)	RICHARD DOBLAR
07/25/2013	07/29/2013	THE HOME DEPOT 2801	\$15.14	TOM DOUGLASS
07/31/2013	08/01/2013	HENRIKSEN ACE HARDWARE	\$12.64	TOM DOUGLASS
08/01/2013	08/02/2013	HENRIKSEN ACE HARDWARE	\$5.21	TOM DOUGLASS
08/02/2013	08/05/2013	SYX*GLOBALINDUSTRIALEQ	\$46.56	TOM DOUGLASS
08/06/2013	08/07/2013	NUCO2 01 OF 01	\$153.36	TOM DOUGLASS
08/06/2013	08/07/2013	NUCO2 01 OF 01	\$260.95	TOM DOUGLASS
08/06/2013	08/07/2013	NUCO2 01 OF 01	\$207.97	TOM DOUGLASS
08/06/2013	08/07/2013	NUCO2 01 OF 01	\$295.83	TOM DOUGLASS
08/06/2013	08/07/2013	NUCO2 01 OF 01	\$226.63	TOM DOUGLASS
08/08/2013	08/09/2013	ACE HARDWARE	\$64.17	TOM DOUGLASS

07/28/2013	07/31/2013	TACGEAR DIST.	\$138.69	MICHAEL DUGAS
08/08/2013	08/09/2013	OAKDALE RENTAL CENTER	\$207.82	DOUG EDGE
07/31/2013	08/02/2013	BOUND TREE MEDICAL LLC	\$179.52	PAUL E EVERSON
08/02/2013	08/05/2013	WALGREENS #7388	\$169.99	PAUL E EVERSON
07/25/2013	07/29/2013	OFFICE MAX	\$55.68	LARRY FARR
07/25/2013	07/29/2013	THE HOME DEPOT 2810	\$853.16	LARRY FARR
07/26/2013	07/29/2013	BRAUN INTERTEC CORP.	\$2,537.00	LARRY FARR
07/26/2013	07/29/2013	MUSKA ELECTRIC CO.	\$502.50	LARRY FARR
07/26/2013	07/29/2013	CINTAS 470	\$90.27	LARRY FARR
07/26/2013	07/29/2013	METROPOLITAN MECHANICAL	\$1,873.41	LARRY FARR
07/27/2013	07/29/2013	ULINE *SHIP SUPPLIES	\$266.91	LARRY FARR
07/29/2013	07/31/2013	ADAM'S PEST CONTROL INC	\$159.49	LARRY FARR
07/30/2013	07/31/2013	ELECTRO WATCHMAN INC	\$545.30	LARRY FARR
07/31/2013	08/01/2013	CINTAS 470	\$318.70	LARRY FARR
07/31/2013	08/02/2013	CERTIFIED LABORATORIES	\$781.09	LARRY FARR
08/01/2013	08/02/2013	WM EZPAY	\$500.76	LARRY FARR
08/01/2013	08/02/2013	CINTAS 470	\$26.78	LARRY FARR
08/01/2013	08/02/2013	CINTAS 470	\$63.92	LARRY FARR
08/01/2013	08/02/2013	CINTAS 470	\$117.72	LARRY FARR
08/03/2013	08/05/2013	NAPA STORE 3279016	\$11.53	LARRY FARR
08/05/2013	08/06/2013	WM EZPAY	\$1,062.52	LARRY FARR
08/05/2013	08/06/2013	WM EZPAY	\$525.56	LARRY FARR
08/05/2013	08/06/2013	WM EZPAY	\$102.00	LARRY FARR
08/05/2013	08/06/2013	WM EZPAY	\$255.00	LARRY FARR
08/05/2013	08/06/2013	HOTSY EQUIPMENT OF MN	\$596.22	LARRY FARR
08/06/2013	08/06/2013	ULINE *SHIP SUPPLIES	\$167.47	LARRY FARR
08/06/2013	08/07/2013	SCHINDLER ELEVATOR CORP	\$634.89	LARRY FARR
08/08/2013	08/09/2013	CINTAS 470	\$90.27	LARRY FARR
08/01/2013	08/02/2013	CABLING SERVICES	\$2,905.70	MYCHAL FOWLDS
08/02/2013	08/05/2013	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
08/05/2013	08/06/2013	TOSHIBA BUSINESS SOLUTION	\$299.03	MYCHAL FOWLDS
08/06/2013	08/07/2013	VZWRLSS*APOCC VISB	\$709.98	MYCHAL FOWLDS
08/08/2013	08/09/2013	SURVEYMONKEY.COM	\$300.00	MYCHAL FOWLDS
07/26/2013	07/29/2013	IDU*INSIGHT PUBLIC SEC	\$315.90	NICK FRANZEN
07/30/2013	07/31/2013	IDU*INSIGHT PUBLIC SEC	\$122.46	NICK FRANZEN
08/06/2013	08/07/2013	SHI CORP	\$565.62	NICK FRANZEN
08/07/2013	08/08/2013	HP DIRECT-PUBLICSECTOR	\$68.55	NICK FRANZEN
08/05/2013	08/06/2013	HTC EDEN PRAIRIE TUITION	\$1,579.92	CLARENCE GERVAIS
08/06/2013	08/08/2013	ABRA5215 MAPLEWOOD	\$191.12	CLARENCE GERVAIS
07/31/2013	08/02/2013	OFFICE DEPOT #1090	\$59.60	JEAN GLASS
07/31/2013	08/02/2013	OFFICE DEPOT #1079	\$0.21	JEAN GLASS
08/07/2013	08/08/2013	VZWRLSS*APOCC VISN	\$107.36	KAREN GUILFOILE
08/07/2013	08/08/2013	SKILLPATH SEMINARS MAIN	\$199.00	KAREN GUILFOILE
08/07/2013	08/08/2013	SKILLPATH SEMINARS MAIN	\$34.17	KAREN GUILFOILE
07/30/2013	08/01/2013	EULL'S MANUFACTURING COMP	\$203.49	MARK HAAG
08/01/2013	08/02/2013	MENARDS 3059	\$15.24	MARK HAAG
07/26/2013	07/29/2013	LTG POWER EQUIPMENT	\$270.45	GARY HINNENKAMP
07/26/2013	07/29/2013	GRUBERS POWER EQUIPMENT	\$87.17	GARY HINNENKAMP
07/29/2013	07/30/2013	MENARDS 3022	\$3.10	GARY HINNENKAMP
08/01/2013	08/05/2013	THE HOME DEPOT 2801	\$50.72	GARY HINNENKAMP
08/07/2013	08/09/2013	THE HOME DEPOT 2801	\$77.04	GARY HINNENKAMP
08/05/2013	08/06/2013	SPRINT AQUATICS	\$183.70	RON HORWATH
08/08/2013	08/09/2013	ATAFA.COM/OPENTIP.COM	\$45.56	RON HORWATH
08/07/2013	08/08/2013	FRATTALLONES WOODBURY AC	\$35.93	ANN HUTCHINSON
07/26/2013	07/29/2013	THE HOME DEPOT 2801	\$91.09	DAVID JAHN
07/29/2013	07/30/2013	TARGET 00011858	\$19.78	DAVID JAHN
08/07/2013	08/09/2013	THE HOME DEPOT 2801	\$26.73	DAVID JAHN
08/08/2013	08/09/2013	MICHIGAN COMPANY	\$136.85	DAVID JAHN
08/08/2013	08/09/2013	HENRIKSEN ACE HARDWARE	\$5.33	KEVIN JOHNSON
07/29/2013	07/30/2013	FREDPRYOR CAREERTRACK	\$199.00	LOIS KNUTSON
07/30/2013	07/31/2013	THE UPS STORE 2171	\$14.24	NICHOLAS KREKELER

08/06/2013	08/07/2013	CUB FOODS #1599	\$80.80	NICHOLAS KREKELER
08/06/2013	08/08/2013	UNIFORMS UNLIMITED INC.	\$38.00	NICHOLAS KREKELER
08/07/2013	08/08/2013	CUB FOODS #1599	\$25.65	NICHOLAS KREKELER
07/30/2013	08/01/2013	UNIFORMS UNLIMITED INC.	\$79.20	DAVID KVAM
08/01/2013	08/02/2013	LA POLICE GEAR INC	\$229.46	DAVID KVAM
08/01/2013	08/05/2013	UNIFORMS UNLIMITED INC.	\$79.20	DAVID KVAM
08/02/2013	08/02/2013	COMCAST CABLE COMM	\$67.45	DAVID KVAM
08/06/2013	08/07/2013	THOMSON WEST*TC	\$612.20	DAVID KVAM
08/07/2013	08/08/2013	DON'S PAINT & COLLISION	\$835.36	DAVID KVAM
08/07/2013	08/09/2013	UNIFORMS UNLIMITED INC.	\$436.47	DAVID KVAM
08/07/2013	08/09/2013	UNIFORMS UNLIMITED INC.	\$851.90	DAVID KVAM
08/07/2013	08/09/2013	UNIFORMS UNLIMITED INC.	\$17.30	DAVID KVAM
08/07/2013	08/09/2013	UNIFORMS UNLIMITED INC.	\$840.58	DAVID KVAM
08/07/2013	08/09/2013	UNIFORMS UNLIMITED INC.	\$849.84	DAVID KVAM
08/07/2013	08/09/2013	UNIFORMS UNLIMITED INC.	\$977.57	DAVID KVAM
07/30/2013	08/01/2013	TOWNEPLACE SUITES KENT	\$357.42	TODD LANGNER
07/28/2013	07/29/2013	WAL-MART #2990	\$26.46	MICHAEL LOCHEN
08/04/2013	08/05/2013	BEST BUY 00000075	\$250.00	JOHNNIE LU
08/06/2013	08/08/2013	UNIFORMS UNLIMITED INC.	\$52.36	JOHNNIE LU
07/30/2013	07/31/2013	EMERGENCY APPARATUS MAINT	\$2,119.11	STEVE LUKIN
08/01/2013	08/05/2013	RR BRAKE AND SUSPENSION	\$2,210.43	STEVE LUKIN
08/02/2013	08/05/2013	METRO FIRE	\$876.64	STEVE LUKIN
08/02/2013	08/05/2013	MES MUNICIPAL EMERG	\$1,329.73	STEVE LUKIN
08/05/2013	08/06/2013	CHIPOTLE 0224	\$26.62	STEVE LUKIN
08/06/2013	08/08/2013	BOLER EXPRESS CAR WASH	\$22.00	STEVE LUKIN
08/07/2013	08/09/2013	ASPEN MILLS INC.	\$130.35	STEVE LUKIN
07/29/2013	07/30/2013	ST PAUL PUBLIC WORKS PARK	\$0.75	MIKE MARTIN
08/08/2013	08/09/2013	OAKDALE RENTAL CENTER	\$207.82	BRENT MEISSNER
07/26/2013	07/29/2013	BEST BUY MHT 00000109	\$85.67	MICHAEL MONDOR
07/29/2013	07/31/2013	BOUND TREE MEDICAL LLC	\$4.70	MICHAEL MONDOR
07/29/2013	07/31/2013	BOUND TREE MEDICAL LLC	\$1,314.17	MICHAEL MONDOR
07/31/2013	08/02/2013	BOUND TREE MEDICAL LLC	\$31.96	MICHAEL MONDOR
07/31/2013	08/02/2013	BOUND TREE MEDICAL LLC	\$144.57	MICHAEL MONDOR
07/31/2013	08/02/2013	VIDACARE CORPORATION	\$582.49	MICHAEL MONDOR
08/04/2013	08/05/2013	MASIMO AMERICAS, INC	\$1,487.00	MICHAEL MONDOR
08/07/2013	08/09/2013	BOUND TREE MEDICAL LLC	\$64.40	MICHAEL MONDOR
08/08/2013	08/09/2013	MOTION COMPUTING INC	\$60.87	MICHAEL MONDOR
07/30/2013	07/31/2013	CINTAS CORP # 060A	(\$336.32)	BRYAN NAGEL
07/29/2013	07/30/2013	WALGREENS #7388	\$17.98	JOHN NAUGHTON
08/01/2013	08/02/2013	HENRIKSEN ACE HARDWARE	\$35.34	JOHN NAUGHTON
08/02/2013	08/05/2013	HENRIKSEN ACE HARDWARE	\$17.12	JOHN NAUGHTON
07/26/2013	07/29/2013	GOODYEAR AUTO SRV CT 6920	\$91.99	MICHAEL NYE
07/25/2013	07/29/2013	OFFICE DEPOT #1090	\$24.39	MARY KAY PALANK
07/25/2013	07/29/2013	OFFICE DEPOT #1090	\$67.45	MARY KAY PALANK
07/26/2013	07/29/2013	OFFICE DEPOT #1090	\$64.31	MARY KAY PALANK
07/26/2013	07/29/2013	OFFICE DEPOT #1090	\$60.26	MARY KAY PALANK
07/29/2013	07/31/2013	OFFICE DEPOT #1090	\$28.25	MARY KAY PALANK
07/29/2013	07/31/2013	OFFICE DEPOT #1080	\$23.43	MARY KAY PALANK
07/29/2013	07/31/2013	OFFICE DEPOT #1079	\$28.25	MARY KAY PALANK
08/02/2013	08/05/2013	OFFICE DEPOT #1090	\$160.63	MARY KAY PALANK
08/08/2013	08/09/2013	BCA TRAINING EDUCATION	\$25.00	MARY KAY PALANK
08/05/2013	08/06/2013	B & H PHOTO-VIDEO.COM	\$222.47	PHILIP F POWELL
08/06/2013	08/07/2013	AMAZON.COM	\$49.99	PHILIP F POWELL
08/07/2013	08/08/2013	AMAZON.COM	\$67.97	PHILIP F POWELL
08/08/2013	08/08/2013	AMAZON MKTPLACE PMTS	\$120.48	PHILIP F POWELL
07/26/2013	07/29/2013	BAUER BUILT TIRE 18	\$124.49	STEVEN PRIEM
07/29/2013	07/31/2013	FLEETPRIDE 570	\$26.10	STEVEN PRIEM
07/30/2013	07/31/2013	BAUER BUILT TIRE 18	\$61.60	STEVEN PRIEM
07/31/2013	08/01/2013	DELEGARD TOOL COMPANY	\$381.37	STEVEN PRIEM
07/31/2013	08/01/2013	AUTO PLUS LITTLE CANADA	\$34.54	STEVEN PRIEM
07/31/2013	08/01/2013	BAUER BUILT TIRE 18	\$71.00	STEVEN PRIEM

08/01/2013	08/02/2013	KATH FUEL OFFICE	\$113.24	STEVEN PRIEM
08/01/2013	08/02/2013	SAFELITE AUTOGLASS	\$176.10	STEVEN PRIEM
08/01/2013	08/02/2013	AN FORD WHITE BEAR LAK	\$228.17	STEVEN PRIEM
08/01/2013	08/02/2013	BAUER BUILT TIRE 18	\$1,069.41	STEVEN PRIEM
08/01/2013	08/05/2013	FACTORY MTR PTS #1	\$164.15	STEVEN PRIEM
08/02/2013	08/05/2013	ZARNOTH BRUSH WORKS INC	\$489.49	STEVEN PRIEM
08/06/2013	08/07/2013	HENRIKSEN ACE HARDWARE	\$0.58	STEVEN PRIEM
08/06/2013	08/08/2013	TRI-STATE BOBCAT	\$51.30	STEVEN PRIEM
08/06/2013	08/08/2013	TRI-STATE BOBCAT	\$832.28	STEVEN PRIEM
08/07/2013	08/08/2013	AN FORD WHITE BEAR LAK	\$195.82	STEVEN PRIEM
08/08/2013	08/09/2013	AUTO PLUS LITTLE CANADA	\$85.52	STEVEN PRIEM
08/08/2013	08/09/2013	AUTO PLUS LITTLE CANADA	\$34.88	STEVEN PRIEM
07/29/2013	07/31/2013	DALCO ENTERPRISES, INC	(\$226.40)	KELLY PRINS
08/01/2013	08/05/2013	PARK SUPPLY OF AMERICA IN	\$82.83	KELLY PRINS
08/07/2013	08/09/2013	PIONEER PRESS ADVERTISING	\$1,205.00	TERRIE RAMEAUX
08/07/2013	08/08/2013	HILLYARD INC MINNEAPOLIS	\$1,052.87	MICHAEL REILLY
08/01/2013	08/05/2013	SCW FITNESS EDUCATION	\$270.00	LORI RESENDIZ
07/26/2013	07/29/2013	SCIENCE MUSEUM OF MN	\$672.00	AUDRA ROBBINS
08/07/2013	08/08/2013	CTY OF EAGAN-CASCADE BAY	\$261.00	AUDRA ROBBINS
08/08/2013	08/09/2013	CUB FOODS #1599	\$5.63	AUDRA ROBBINS
08/06/2013	08/07/2013	SIMPLEX SUPPLIES	\$259.98	ROBERT RUNNING
08/06/2013	08/08/2013	TRI-STATE BOBCAT INC.	\$541.75	ROBERT RUNNING
07/29/2013	07/30/2013	CUB FOODS #1599	\$30.66	DEB SCHMIDT
08/02/2013	08/05/2013	T-MOBILE.COM*PAYMENT	\$32.58	DEB SCHMIDT
08/06/2013	08/07/2013	LILLIE SUBURBAN NEWSPAPE	\$102.00	DEB SCHMIDT
08/06/2013	08/07/2013	LILLIE SUBURBAN NEWSPAPE	\$812.25	DEB SCHMIDT
08/08/2013	08/09/2013	FINANCE AND COMMERCE INC	\$105.63	DEB SCHMIDT
07/29/2013	07/30/2013	MENARDS 3059	\$60.72	SCOTT SCHULTZ
07/30/2013	08/01/2013	USA MOBILITY WIRELE	\$16.07	SCOTT SCHULTZ
07/30/2013	08/01/2013	ON SITE SANITATION INC	\$47.63	SCOTT SCHULTZ
08/06/2013	08/08/2013	ON SITE SANITATION INC	\$50.24	SCOTT SCHULTZ
07/31/2013	07/31/2013	AMAZON.COM	\$31.58	CAITLIN SHERRILL
07/31/2013	08/01/2013	APL*APPLE ONLINE STORE	\$0.01	CAITLIN SHERRILL
07/31/2013	08/01/2013	APL*APPLE ONLINE STORE	\$35.35	CAITLIN SHERRILL
08/02/2013	08/05/2013	A-1 LAUNDRY	\$74.00	CAITLIN SHERRILL
07/30/2013	07/31/2013	G & A COLORTECH INC	\$629.31	MICHAEL SHORTREED
08/05/2013	08/07/2013	DRI*WWW.ELEMENT5.INFO	\$1,177.30	MICHAEL SHORTREED
08/03/2013	08/05/2013	OFFICE DEPOT #1090	\$3.20	ANDREA SINDT
08/05/2013	08/07/2013	OFFICE DEPOT #1090	\$99.00	ANDREA SINDT
07/29/2013	07/31/2013	STRAUSS SKATES AND BIC	\$3,136.00	JAMES TAYLOR
08/01/2013	08/02/2013	UNIVERSAL ATHLETIC	\$2,928.09	JAMES TAYLOR
07/29/2013	07/30/2013	CUB FOODS #1599	\$808.00	PAUL THIENES
07/29/2013	07/30/2013	CUB FOODS #1599	\$444.40	PAUL THIENES
07/29/2013	07/30/2013	CUB FOODS #1599	\$202.00	PAUL THIENES
07/26/2013	07/30/2013	QUILL CORPORATION	\$117.27	SUSAN ZWIEG

\$69,688.81

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>
	08/16/13	CARDINAL, ROBERT	435.16
	08/16/13	CAVE, REBECCA	435.16
	08/16/13	JUENEMANN, KATHLEEN	435.16
	08/16/13	KOPPEN, MARVIN	435.16
	08/16/13	ROSSBACH, WILLIAM	494.44
	08/16/13	STRAUTMANIS, MARIS	50.00
	08/16/13	VALLE, EDWARD	50.00
	08/16/13	AHL, R. CHARLES	5,150.40
	08/16/13	BURLINGAME, SARAH	2,200.53
	08/16/13	ROCKEMAN, JESSICA	342.00
	08/16/13	KANTRUD, HUGH	184.62
	08/16/13	CHRISTENSON, SCOTT	2,078.11
	08/16/13	FARR, LARRY	2,650.68
	08/16/13	JAHN, DAVID	1,952.41
	08/16/13	METRY, THOMAS	717.00
	08/16/13	RAMEAUX, THERESE	3,130.54
	08/16/13	BAUMAN, GAYLE	4,602.03
	08/16/13	ANDERSON, CAROLE	1,186.67
	08/16/13	DEBILZAN, JUDY	1,385.92
	08/16/13	JACKSON, MARY	2,176.92
	08/16/13	KELSEY, CONNIE	2,653.11
	08/16/13	RUEB, JOSEPH	2,829.00
	08/16/13	SINDT, ANDREA	2,240.22
	08/16/13	ARNOLD, AJLA	1,649.23
	08/16/13	BEGGS, REGAN	1,608.99
	08/16/13	GUILFOILE, KAREN	4,452.98
	08/16/13	SCHMIDT, DEBORAH	3,096.67
	08/16/13	SPANGLER, EDNA	1,357.07
	08/16/13	LARSON, MICHELLE	1,910.60
	08/16/13	MECHELKE, SHERRIE	978.83
	08/16/13	MOY, PAMELA	1,557.27
	08/16/13	OSTER, ANDREA	1,953.51
	08/16/13	RICHTER, CHARLENE	1,012.43
	08/16/13	SCHOENECKER, LEIGH	1,687.39
	08/16/13	VITT, SANDRA	965.39
	08/16/13	WEAVER, KRISTINE	2,412.20
	08/16/13	CARLE, JEANETTE	168.00
	08/16/13	JAGOE, CAROL	168.00
	08/16/13	CORCORAN, THERESA	1,946.59
	08/16/13	KVAM, DAVID	4,304.38
	08/16/13	PALANK, MARY	1,951.20
	08/16/13	POWELL, PHILIP	2,999.32
	08/16/13	SCHNELL, PAUL	4,745.37

08/16/13	SVENDSEN, JOANNE	2,152.62
08/16/13	THOMFORDE, FAITH	1,608.99
08/16/13	ABEL, CLINT	3,300.18
08/16/13	ALDRIDGE, MARK	3,118.77
08/16/13	BAKKE, LONN	3,339.94
08/16/13	BARTZ, PAUL	3,281.16
08/16/13	BELDE, STANLEY	3,542.22
08/16/13	BENJAMIN, MARKESE	3,046.73
08/16/13	BIERDEMAN, BRIAN	4,453.37
08/16/13	BUSACK, DANIEL	4,057.07
08/16/13	CARNES, JOHN	2,239.22
08/16/13	CROTTY, KERRY	3,684.01
08/16/13	DEMULLING, JOSEPH	3,206.30
08/16/13	DOBLAR, RICHARD	4,095.31
08/16/13	DUGAS, MICHAEL	4,120.38
08/16/13	ERICKSON, VIRGINIA	3,253.95
08/16/13	FORSYTHE, MARCUS	2,582.04
08/16/13	FRITZE, DEREK	3,318.74
08/16/13	GABRIEL, ANTHONY	3,653.23
08/16/13	HAWKINSON JR, TIMOTHY	3,232.90
08/16/13	HER, PHENG	3,246.37
08/16/13	HIEBERT, STEVEN	3,457.53
08/16/13	JOHNSON, KEVIN	5,211.04
08/16/13	KALKA, THOMAS	963.29
08/16/13	KONG, TOMMY	3,229.06
08/16/13	KREKELER, NICHOLAS	942.09
08/16/13	KROLL, BRETT	3,520.31
08/16/13	LANGNER, SCOTT	3,165.98
08/16/13	LANGNER, TODD	3,388.88
08/16/13	LU, JOHNNIE	3,187.67
08/16/13	LYNCH, KATHERINE	2,948.79
08/16/13	MARINO, JASON	3,273.02
08/16/13	MARTIN, JERROLD	4,040.77
08/16/13	MCCARTY, GLEN	3,268.39
08/16/13	METRY, ALESIA	3,627.78
08/16/13	NYE, MICHAEL	3,416.66
08/16/13	OLSON, JULIE	3,007.30
08/16/13	PARKER, JAMES	2,624.82
08/16/13	REZNY, BRADLEY	3,637.25
08/16/13	RHUDE, MATTHEW	3,164.39
08/16/13	SHORTREED, MICHAEL	4,183.06
08/16/13	STEINER, JOSEPH	3,804.87
08/16/13	SYPNIEWSKI, WILLIAM	3,571.75
08/16/13	TAUZELL, BRIAN	3,099.92
08/16/13	THEISEN, PAUL	3,168.66
08/16/13	THIENES, PAUL	4,197.13
08/16/13	TRAN, JOSEPH	3,111.27
08/16/13	WENZEL, JAY	3,644.86
08/16/13	XIONG, KAO	3,164.39
08/16/13	ANDERSON, BRIAN	826.20
08/16/13	BAHL, DAVID	292.74
08/16/13	BASSETT, BRENT	146.88

08/16/13	BAUMAN, ANDREW	2,839.95
08/16/13	BOURQUIN, RON	971.04
08/16/13	CAPISTRANT, JACOB	740.52
08/16/13	CAPISTRANT, JOHN	963.90
08/16/13	CONCHA, DANIEL	146.88
08/16/13	COREY, ROBERT	183.60
08/16/13	CRAWFORD - JR, RAYMOND	746.64
08/16/13	CRUMMY, CHARLES	942.48
08/16/13	DABRUZZI, THOMAS	2,199.03
08/16/13	DAWSON, RICHARD	2,906.75
08/16/13	EATON, PAUL	440.64
08/16/13	EVERSON, PAUL	3,507.20
08/16/13	HAGEN, MICHAEL	660.96
08/16/13	HALE, JOSEPH	285.60
08/16/13	HALWEG, JODI	4,029.33
08/16/13	HAWTHORNE, ROCHELLE	2,566.75
08/16/13	HUTCHINSON, JAMES	714.00
08/16/13	IMM, TRACY	330.48
08/16/13	JANSEN, CHAD	440.64
08/16/13	JONES, JONATHAN	379.44
08/16/13	JUREK, GREGORY	1,014.06
08/16/13	KANE, ROBERT	35.70
08/16/13	KARRAS, JAMIE	654.84
08/16/13	KELLOGG, JOHNATHAN	403.92
08/16/13	KERSKA, JOSEPH	612.00
08/16/13	KONDER, RONALD	783.36
08/16/13	KUBAT, ERIC	2,698.84
08/16/13	LINDER, TIMOTHY	2,706.40
08/16/13	LOCHEN, MICHAEL	252.96
08/16/13	MILLER, LADD	417.69
08/16/13	MILLER, NICHOLAS	403.92
08/16/13	MONDOR, MICHAEL	3,500.59
08/16/13	MONSON, PETER	716.04
08/16/13	MORGAN, JEFFERY	212.16
08/16/13	NEILY, STEVEN	183.60
08/16/13	NIELSEN, KENNETH	342.72
08/16/13	NOVAK, JEROME	3,303.33
08/16/13	NOWICKI, PAUL	214.20
08/16/13	OLSON, JAMES	2,843.40
08/16/13	OPHEIM, JOHN	174.93
08/16/13	PACHECO, ALPHONSE	789.48
08/16/13	PARROW, JOSHUA	342.72
08/16/13	PETERSON, MARK	442.68
08/16/13	PETERSON, ROBERT	3,614.08
08/16/13	POWERS, KENNETH	146.88
08/16/13	RAINEY, JAMES	887.40
08/16/13	RANK, NATHAN	660.96
08/16/13	RANK, PAUL	587.52
08/16/13	RICE, CHRISTOPHER	678.30
08/16/13	RIEKEN, NICHOLAS	636.48
08/16/13	RODRIGUEZ, ROBERTO	146.88
08/16/13	SEDLACEK, JEFFREY	3,306.05

08/16/13	STREFF, MICHAEL	3,893.72
08/16/13	SVENDSEN, RONALD	2,989.69
08/16/13	WHITE, JOEL	293.76
08/16/13	GERVAIS-JR, CLARENCE	4,075.48
08/16/13	LUKIN, STEVEN	4,721.04
08/16/13	ZWIEG, SUSAN	1,745.75
08/16/13	CORTESI, LUANNE	1,406.41
08/16/13	KNUTSON, LOIS	2,223.39
08/16/13	BRINK, TROY	2,571.25
08/16/13	BUCKLEY, BRENT	2,155.39
08/16/13	DEBILZAN, THOMAS	2,207.79
08/16/13	EDGE, DOUGLAS	2,167.40
08/16/13	JONES, DONALD	2,213.79
08/16/13	MEISSNER, BRENT	2,114.59
08/16/13	NAGEL, BRYAN	3,630.80
08/16/13	OSWALD, ERICK	2,369.51
08/16/13	RUIZ, RICARDO	1,652.19
08/16/13	RUNNING, ROBERT	2,412.19
08/16/13	TEVLIN, TODD	2,197.79
08/16/13	BURLINGAME, NATHAN	2,172.01
08/16/13	DUCHARME, JOHN	2,804.00
08/16/13	ENGSTROM, ANDREW	2,972.84
08/16/13	HANSON, TODD	1,086.25
08/16/13	JAROSCH, JONATHAN	2,995.39
08/16/13	KREGER, JASON	3,388.09
08/16/13	LINDBLOM, RANDAL	2,806.31
08/16/13	LOVE, STEVEN	3,665.85
08/16/13	THOMPSON, MICHAEL	4,531.66
08/16/13	ZIEMAN, SCOTT	752.00
08/16/13	JANASZAK, MEGHAN	1,608.99
08/16/13	KONEWKO, DUWAYNE	4,512.71
08/16/13	BUTTWEILER, TYLER	616.00
08/16/13	GUNDERSON, THOMAS	644.00
08/16/13	HAMRE, MILES	1,706.62
08/16/13	HAYS, TAMARA	1,652.19
08/16/13	HINNENKAMP, GARY	2,368.09
08/16/13	NAUGHTON, JOHN	2,197.79
08/16/13	NORDQUIST, RICHARD	2,200.09
08/16/13	PURVES, JUSTIN	1,579.39
08/16/13	RANWEILER, GABRIEL	588.00
08/16/13	BIESANZ, OAKLEY	1,672.75
08/16/13	DEAVER, CHARLES	345.27
08/16/13	GERNES, CAROLE	884.00
08/16/13	HAYMAN, JANET	1,036.51
08/16/13	HUTCHINSON, ANN	2,709.28
08/16/13	SANDERS, MARA	192.40
08/16/13	SOUTTER, CHRISTINE	680.00
08/16/13	WACHAL, KAREN	1,048.05
08/16/13	GAYNOR, VIRGINIA	3,317.22
08/16/13	KROLL, LISA	1,954.59
08/16/13	THOMPSON, DEBRA	779.56
08/16/13	YOUNG, TAMELA	2,104.19

08/16/13	EKSTRAND, THOMAS	3,906.16
08/16/13	FINWALL, SHANN	3,306.59
08/16/13	MARTIN, MICHAEL	2,826.59
08/16/13	BRASH, JASON	2,569.79
08/16/13	CARVER, NICHOLAS	3,317.22
08/16/13	FISHER, DAVID	4,272.90
08/16/13	SWAN, DAVID	2,829.79
08/16/13	WELLENS, MOLLY	1,783.75
08/16/13	ACEITUNO, FELIPE	98.00
08/16/13	BERGER, STEPHANIE	465.50
08/16/13	BJORK, BRANDON	896.00
08/16/13	BRENEMAN, NEIL	2,318.58
08/16/13	COLE, BENJAMIN	384.00
08/16/13	LARSON, KATELYN	405.00
08/16/13	LARSON, TRISTA	616.50
08/16/13	MALLET, AMANDA	740.00
08/16/13	PROHOFSKY, SARAH	104.00
08/16/13	ROBBINS, AUDRA	3,242.05
08/16/13	ROBBINS, CAMDEN	460.75
08/16/13	SHERWOOD, CHRISTIAN	352.00
08/16/13	TAYLOR, JAMES	2,941.39
08/16/13	VUKICH, CANDACE	459.00
08/16/13	ADAMS, DAVID	2,290.10
08/16/13	HAAG, MARK	2,544.77
08/16/13	ORE, JORDAN	1,652.19
08/16/13	SCHULTZ, SCOTT	3,418.81
08/16/13	WILBER, JEFFREY	1,579.39
08/16/13	AKEY, SHELLEY	146.13
08/16/13	BERNARDY, CHRISTINE	2,504.43
08/16/13	CRAWFORD - JR, RAYMOND	198.78
08/16/13	EVANS, CHRISTINE	1,460.94
08/16/13	GLASS, JEAN	2,173.21
08/16/13	HER, PETER	140.60
08/16/13	HOFMEISTER, MARY	1,145.22
08/16/13	HOFMEISTER, TIMOTHY	462.08
08/16/13	KELLEY, CAITLIN	1,095.68
08/16/13	KULHANEK-DIONNE, ANN	543.75
08/16/13	PELOQUIN, PENNYE	584.16
08/16/13	VANG, TIM	502.50
08/16/13	VUE, LOR PAO	390.54
08/16/13	AICHELE, MEGAN	104.64
08/16/13	ANDERSON, ALYSSA	92.52
08/16/13	ANDERSON, JOSHUA	769.27
08/16/13	BAETZOLD, CLAIRE	169.05
08/16/13	BAETZOLD, SETH	370.45
08/16/13	BAUDE, SARAH	87.88
08/16/13	BESTER, MICHAEL	103.50
08/16/13	BRUSOE, AMY	251.76
08/16/13	BUCKLEY, BRITTANY	664.50
08/16/13	BUTLER, ANGELA	67.50
08/16/13	CRANDALL, KRISTA	675.00
08/16/13	DEMPSEY, BETH	31.56

08/16/13	DRECHSEL, HEIDI	66.74
08/16/13	DUNN, RYAN	1,145.78
08/16/13	EHLE, DANIEL	209.48
08/16/13	EKSTRAND, DANIEL	14.70
08/16/13	ERICKSON-CLARK, CAROL	18.56
08/16/13	ERICSON, RACHEL	55.82
08/16/13	FLORES, LUIS	24.00
08/16/13	FONTAINE, KIM	507.79
08/16/13	FOX, KELLY	60.00
08/16/13	FRAMPTON, SAMANTHA	658.00
08/16/13	GADOW, VERONIKA	208.09
08/16/13	GIEL, NICOLE	57.76
08/16/13	GRAY, MEGAN	173.55
08/16/13	GRAY, SOPHIE	11.78
08/16/13	GRUENHAGEN, LINDA	251.30
08/16/13	HAGSTROM, EMILY	233.70
08/16/13	HASSAN, KIANA	345.61
08/16/13	HEINRICH, SHEILA	391.89
08/16/13	HOLMBERG, LADONNA	364.39
08/16/13	HORWATH, RONALD	2,800.97
08/16/13	HUNTLEY, NATALIE	118.50
08/16/13	JOHNSON, BARBARA	432.95
08/16/13	JOYER, ANTHONY	47.30
08/16/13	KOHLER, ROCHELLE	74.00
08/16/13	KOZDROJ, GABRIELLA	68.75
08/16/13	LAMEYER, BRENT	197.57
08/16/13	LAMEYER, ZACHARY	390.12
08/16/13	MCCOMAS, LEAH	285.00
08/16/13	MEDD, KELLY	19.50
08/16/13	MUSKAT, JULIE	202.50
08/16/13	NADEAU, TAYLOR	87.60
08/16/13	NITZ, CARA	208.00
08/16/13	NORTHOUSE, KATHERINE	448.04
08/16/13	PROESCH, ANDY	1,159.69
08/16/13	RANEY, COURTNEY	508.00
08/16/13	RESENDIZ, LORI	2,425.96
08/16/13	RICHTER, DANIEL	113.40
08/16/13	ROLLERSON, TERRANCE	45.00
08/16/13	SCHREIER, ROSEMARIE	309.00
08/16/13	SCHREINER, MARK	127.75
08/16/13	SKUNES, KELLY	332.25
08/16/13	SMITH, ANN	61.65
08/16/13	SMITH, CASEY	289.16
08/16/13	SMITH, JEROME	48.00
08/16/13	SMITLEY, SHARON	310.82
08/16/13	SYME, ABBEY	226.27
08/16/13	SYME, LAUREN	61.81
08/16/13	TREPANIER, TODD	287.50
08/16/13	TRUE, ANDREW	158.40
08/16/13	TUPY, HEIDE	45.80
08/16/13	TUPY, MARCUS	95.00
08/16/13	WARNER, CAROLYN	85.80

	08/16/13	WEINHAGEN, SHELBY	135.25
	08/16/13	WHITE, DANICA	29.40
	08/16/13	YUNKER, JOSEPH	82.00
	08/16/13	BOSLEY, CAROL	72.00
	08/16/13	HITE, ANDREA	121.00
	08/16/13	LANGER, KAYLYN	125.38
	08/16/13	RANGEL, SAMANTHA	60.00
	08/16/13	BORCHERT, JONATHAN	282.63
	08/16/13	CRAWFORD, SHAWN	480.00
	08/16/13	CUSICK, JESSICA	531.25
	08/16/13	DOUGLASS, TOM	2,156.38
	08/16/13	DYER, KATELYN	51.00
	08/16/13	MAIDMENT, COLIN	325.13
	08/16/13	MALONEY, SHAUNA	325.50
	08/16/13	PRINS, KELLY	1,800.20
	08/16/13	REILLY, MICHAEL	1,981.79
	08/16/13	SINDT, DARIEN	97.75
	08/16/13	SPEARS, SHYTIANA	51.00
	08/16/13	THOMPSON, BENJAMIN	416.50
	08/16/13	COUNTRYMAN, BRENDA	1,056.00
	08/16/13	SWANSON, CHRIS	1,564.19
	08/16/13	AICHELE, CRAIG	2,255.29
	08/16/13	PRIEM, STEVEN	2,472.89
	08/16/13	WOEHRLE, MATTHEW	2,384.95
	08/16/13	BERGO, CHAD	2,768.75
	08/16/13	FOWLDS, MYCHAL	3,911.11
	08/16/13	FRANZEN, NICHOLAS	2,817.49
9989487	08/16/13	FRASER, JOHN	0.01
9989488	08/16/13	BONKO, NICHOLAS	200.00
9989489	08/16/13	CHRISTOPHER, KYLE	232.00
9989490	08/16/13	DIAZ, SARITA	35.00
9989491	08/16/13	BAUDE, JANE	84.70
9989492	08/16/13	CORCORAN, JOSHUA	16.88
9989493	08/16/13	O'BRIEN, ELIZABETH	63.89
9989494	08/16/13	SCHREIER, ABIGAIL	355.93
9989495	08/16/13	SCHREIER, ZACHARY	315.00
9989496	08/16/13	SCOTT, HALEY	66.80
9989497	08/16/13	WALES, ABIGAIL	241.72
9989498	08/16/13	STEFFEN, MICHAEL	102.00
			522,341.08

## AGENDA REPORT

**TO:** Chuck Ahl, City Manager

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

**RE:** Approval of Grant for Turf Overflow Parking at Prairie Farm

**DATE:** August 19, 2013 for August 26, 2013 Meeting

### INTRODUCTION

The Maplewood Area Historical Society (MAHS) would like to install an overflow turf parking area at the Bruentrup Heritage Farm. The City has been awarded a cost-share grant from Ramsey-Washington Metro Watershed District (RWMWD) for this project.

### BACKGROUND

The MAHS manages the Bruentrup Heritage Farm (Farm). Maplewood leases 2.36 acres of land that the buildings reside on to MAHS. The site is surrounded on three sides by the 22-acre Prairie Farm Neighborhood Preserve, which is part of the City's Neighborhood Preserve System. The 21-stall parking lot east of the farm buildings is on the preserve land and is maintained by the City for visitors to the Farm and to the preserve.

Under the Conditional Use Permit approved for the Farm, MAHS may host several historical events and up to six large non-historical events annually. The 21-stall parking lot is not adequate for large events. MAHS would like to expand the existing parking area to provide overflow parking for its events (see Attachment 1). Due to the amount of anticipated use, they do not need an asphalt lot. They would like to install an overflow turf parking lot east of the existing parking lot, on city land. In 2012, Maplewood amended its ordinance to allow for overflow turf parking lots in the city.

Expanding the parking lot will require a revision of the Conditional Use Permit. City Council will review the request for revision on August 26 (see Agenda Item J4).

Overflow turf parking lots are lawn areas that accommodate occasional parking. They typically have a mesh product on the soil surface, which the grass grows through. This product helps spread out vehicle weight and reduces soil compaction. Turf parking areas have environmental benefits since they reduce the amount of impervious surface needed for parking, they allow rain to infiltrate, and they are cooler than an asphalt lot. MAHS would use the product GrassProtecta™ for this project (Attachment 2).

## **DISCUSSION**

The City has been awarded a grant from RWMWD to install an overflow turf parking lot at Prairie Farm Preserve. Project costs are estimated at \$28,447. The grant will cover 75% of the projected costs -- \$21,335.25. The City would cover landscaping costs for a vegetated swale estimated at \$2,000, from open space general operating funds. MAHS would cover the remaining costs. Depending on bids received, some of the planting may be done by volunteers.

The Bruentrup Heritage Farm is a valuable asset to the City. Its facilities and programming are funded by MAHS. The City typically participates in one or two public events at the Farm each year, but it benefits in many ways from what the Farm provides to the community.

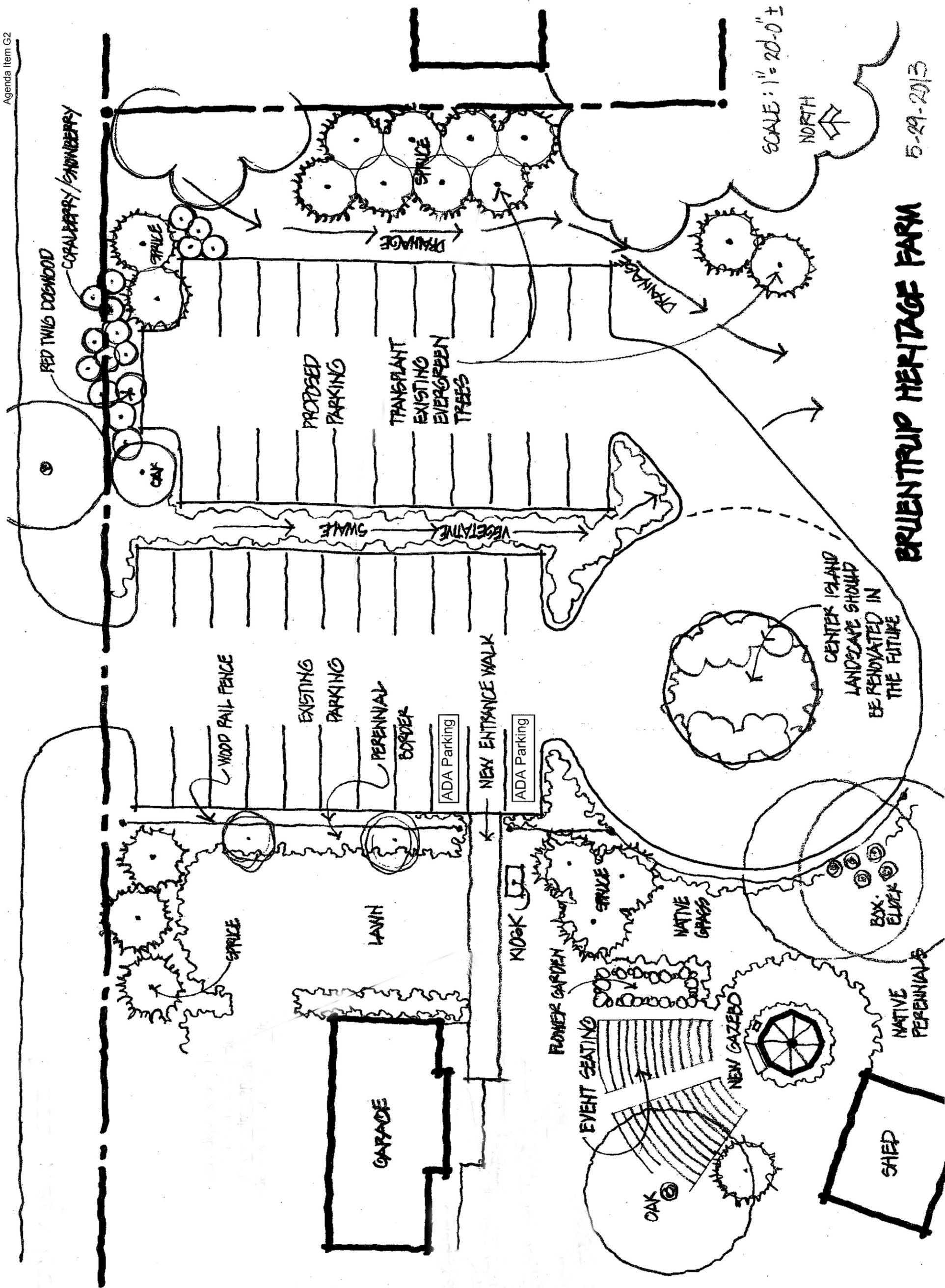
If installed, this would be the first turf overflow parking lot in Maplewood. One of the City's goals is to continue to be an environmental leader. This project is consistent with that goal. The Farm is an excellent site to demonstrate this type of project due to its location, existing parking lot, and the level of use is appropriate for turf parking.

## **RECOMMENDATION**

It is recommended that the Council approves acceptance of a grant from RWMWD for an overflow turf parking lot at Prairie Farm Neighborhood Preserve.

Attachments:

1. Landscape Design
2. GrassProtecta case study



# BRIENTRUP HERITAGE FARM

5-29-2013

# GrassProtecta™

## CASE STUDY



Client: Church of the Redeemer  
 Location: Nashville, Tennessee  
 Product: GrassProtecta™ (Heavy)  
 Application: Overflow Grass Parking Solution (7,300 sq ft)



### PROJECT RATIONALE:

The church has seen its congregation grow rapidly over the years, resulting in the surrounding grassed areas having to be used for parking, due to a limited parking lot and on-street parking. The unreinforced turf was unable to withstand the amount of use and reduced to a bare, unsightly, muddy and slippery surface when wet.

### THE SOLUTION:

Boddingtons GrassProtecta™ Heavy was selected and installed on a large grass area designated specifically for grass parking. The GrassProtecta™ was pinned directly to the surface allowing the grass to grow through the mesh, creating a strong reinforced surface for parking. Due to the historical site conditions, a secondary Geogrid mesh layer was installed directly below the GrassProtecta™ mesh to enable usage during wet months. Special 'Push-in' Parking stall markers were used to clearly show individual stalls, enabling tidy parking. These special parking stall markers are a useful GrassProtecta™ accessory. The reorganized and reinforced grass parking improved capacity by 30 parking stalls.



Installation



Parking markers in place



Site now in use

# GrassProtecta™

## CASE STUDY



Client: Church of the Redeemer  
 Location: Nashville, Tennessee  
 Product: GrassProtecta™ (Heavy)  
 Application: Overflow Grass Parking Solution (7,300 sq ft)

**CONCLUSION:** Boddingtons GrassProtecta™ allowed the Church of the Redeemer to employ a green solution to their parking problem while preserving the natural appearance of the site. The permeable grass surface eliminated the effects that would have been caused by a paved surface (water run-off, construction mess etc.) and offered a cost effective, discreet and easy to install solution, that maximized parking.



### PRODUCT SPECIFICATION:

PHYSICAL CHARACTERISTICS:		HEAVY
Structure		Oscillated
Polymer		HDPE (80% Virgin, 20% Recycled)
Colour		Green
UV Stabilised		Yes
NOMINAL DIMENSIONS:		
Roll Width		6.56'
Roll Length		65.6'
Roll Weight		176.44lbs
Weight per square foot		0.41lbs/ft <sup>2</sup>
Thickness		0.55"
Mesh Aperture (Diamond:Oval)		3:1 ratio
TECHNICAL CHARACTERISTICS:		
Measurement	Method	Results
Tensile strength (MD)	ISO 10319	16kN/m
Yield point elongation (MD)		35%
Residual thickness @ 500 kPa	ASTM D1621	60%
Slip risk PTV value	BS7976: 1-3	>40 (low slip)

### FURTHER ADVICE :

Contact: **Jason Lamers** - Business Development Manager  
 Telephone: (651) 330-2920  
[jason.lamers@boddingtons.us](mailto:jason.lamers@boddingtons.us)

## MEMORANDUM

**TO:** Charles Ahl, City Manager

**FROM:** DuWayne Konewko, Parks and Recreation Director

**SUBJECT:** **Approval to Solicit RFP's for a Liquor Provider at the Maplewood Community Center**

**DATE:** August 14, 2013 for Council Meeting on August 26, 2013

### INTRODUCTION

The City of Maplewood is seeking proposals to enter into an agreement with a maximum of two exclusive liquor providers for the Maplewood Community Center. Selected liquor providers will supply alcohol and/or non-alcoholic beverages for banquets, meetings, special events, and other functions conducted at the MCC. Patrons will hire the Maplewood licensed alcohol provider who will, in turn, provide insurance, bartenders, and a full service bar. The intent is to have the selected liquor providers available for service by January 1, 2014.

### DISCUSSION

Maplewood Community Center's 5,000 square foot banquet room can accommodate up to 350 guests. Annually, the banquet facility hosts, on average, over 25 wedding receptions and over 500 meetings and events.

The City of Maplewood is seeking proposals to enter into an exclusive liquor provider agreement that provides the City with a percentage of revenue from gross sales. The percentage rates established for exclusive beverage service is 20% of all gross sales.

The proposed RFP outlines the liquor provider's responsibilities, accounting procedures, and a request for references. The terms of the agreement will be for a three-year period running through December 31, 2016.

The City will be receiving proposals until 1:00PM on Wednesday, September 25, 2013. Following a background check by the city police department and reference check by our department, we will be providing a recommendation to the City Council for the liquor providers at the October 14 City Council meeting.

### RECOMMENDATION

Staff recommends that the City Council approve the request for proposal for liquor providers as outlined with the understanding that the City Council will be making a final selection at the October 14 City Council meeting.

# City of Maplewood

## Maplewood Community Center

# **LIQUOR PROVIDER REQUEST FOR PROPOSAL**

September 2013

## **I. GENERAL INFORMATION**

### **A. PROPOSAL OVERVIEW**

The City of Maplewood is seeking proposals to enter into an agreement with a maximum of two (2) exclusive liquor providers (hereinafter referred to as "Liquor Providers") for the Maplewood Community Center (here in after referred to as "MCC"). Selected Liquor Providers will supply alcohol and/or non-alcoholic beverages for banquets, meetings, special events and other functions conducted at the MCC. The intent is to have the selected Liquor Providers available for service by January 1, 2014.

Those selected will be the only alcohol service providers available to MCC event holders unless the event has been booked prior to January 1, 2014. Under this arrangement, MCC event holders will hire one of the selected Liquor Providers who will, in turn provide insurance, bartenders, bar service, etc.

For the privilege of being an exclusive Liquor Provider, the Liquor Providers will be required to pay the MCC a percentage of the revenues generated from MCC events on a monthly basis.

### **B. COMMUNITY CENTER BANQUET ROOM INFORMATION**

MCC has been in the meeting and event business for nearly twenty years and averages over 25 weddings and more than 400 meetings per year. Able to accommodate up to 350 guests, MCC offers a central location and easy accessibility in our beautiful 5,000 square foot banquet facility. The spacious dance floor, sheltered patio, and 21-foot bay window all provide a special elegance to the venue.

Moreover, the MCC is actively marketed to maintain its popularity. The room is frequently booked 8 – 12 months in advance for weddings, meetings, fundraisers, tradeshow, and other special weekend events. Weekday events include business luncheons, workshops and seminars.

### **C. BARS & STORAGE**

The MCC will provide one portable bar to accommodate beverage service. All consumables related to the beverage operation are the responsibility of the Liquor Provider. In addition, the Liquor Provider is responsible for stocking and purchasing ice. Equipment brought in by the Liquor Provider must meet health department and city/state codes.

The MCC Caterers will not be responsible for providing alcoholic beverages but may be asked to assist in clearing them at tables as part of the meal function with all liquor liability remaining with the Liquor Provider. The selected Liquor Providers must secure all property, as the MCC will not be responsible for lost or stolen items.

### **D. FINANCIAL ARRANGEMENTS**

The selected Liquor Providers will be required to pay the MCC a percentage of the revenues generated from MCC events. The percentage paid to the MCC will be based on the final gross bill, excluding tax and gratuity. Liquor Providers should include in their proposal the percentage they are willing to pay the MCC as an exclusive liquor provider. The MCC will consider only those proposals that offer the MCC percentages that are a minimum of 20% of all gross sales.

### **E. ACCOUNTING PROCEDURES**

The MCC Banquet and Event Manager will collect the room rental fee and coordinate the services of any necessary security officers. However, the collection of all deposits and fees for beverage charges are the sole responsibility of the Liquor Provider. Non-payment by a client to

the Liquor Provider for services rendered will not negate payment of the commission revenue to the MCC.

The Liquor Provider agrees to pay the MCC the commission revenues based on the final gross billing for each event. The Liquor Provider will supply one copy of the final billing for each event in a given month to the Banquet and Event Manager by the 15th of the following month, along with payment. Delinquent payments will be charged \$50 every 30 days, starting with the first day payment is late.

The City reserves the right to inspect all financial records for an event. Providers must provide documentation within two business days upon request.

## **F. LIQUOR POLICY**

The City of Maplewood allows liquor to be dispensed within MCC under the following conditions:

1. Alcoholic beverages can be served and consumed in the banquet room only (unless previously approved by the Banquet and Event Manager). Absolutely NO ALCOHOL is allowed on the lower and mezzanine levels. Alcoholic beverages can be dispensed to persons twenty one years of age or older that are attending the event for which the liquor is being served. Any deviation from the above will result in the immediate termination of the Liquor Provider's contract.
2. For any event where alcohol is served a Maplewood Police Officer must be hired and in attendance from the time the bar opens until 30 minutes after bar close or until all liquor has been removed from the tables. The renter will cover the officer's fees and the officer's services will be coordinated by the Banquet and Event Manager.

## **G. LIQUOR PROVIDER'S RESPONSIBILITY**

- Provide professional staff that will maintain a consistently high level of both service and appearance.
- Provide pre-event customer service in a timely and professional manner and work with customers directly to provide beverage service for their event.
- Provide a full range of beverages.
- Provide appropriate staffing to prepare, serve and host events.
- Provide sufficient daytime staff when necessary.
- Provide MCC with a copy of the current State liquor license and be registered with the Maplewood City Clerk's office and on-sale liquor license holder in the city.
- Provide MCC with proof of bonding by the State of Minnesota.
- Work with customer directly to provide beverage service for their event.
- Provide marketing information to assist MCC with potential rentals.
- Designate an on-site coordinator/head bartender for each event to work with MCC staff throughout the event.
- Coordinate set-up of room(s) with MCC staff.
- Follow all procedures and policies set by the MCC pertaining to the beverage operation.
- Adhere to standards set forth in Minnesota Statutes and the Department of Health.
- Work cooperatively with caterer at events, including clearing drinks/bottles off tables.
- Responsible for keeping the bars, storage areas, and receiving areas clean.
- Assist with cleaning and maintenance of banquet room as needed.
- Provide a detailed accounting of events held at the MCC and make fee payments to MCC in a timely manner, per month by the 15<sup>th</sup> of following month.

- Work with MCC exclusive soda pop provider for all soda pop served on the bar and at events.

## II. QUESTIONS

Questions regarding the proposal and requests for additional information should be in writing and directed to:

DuWayne Konewko  
 Maplewood Community Center  
 2100 White Bear Avenue  
 Maplewood, MN 55109  
 Fax: 651-249-2249  
 duwayne.konewko@ci.maplewood.mn.us

All questions must be received by September 12, 2013. A copy of all questions and answers will be sent by September 17, 2013 to all known proposers.

A pre-proposal question and answer meeting will be held on September 16 at 5:30PM at the Maplewood Community Center, 2100 White Bear Avenue. We will not be scheduling individual tours outside of this date.

## III. SCHEDULE

- RFP Distribution – August 27, 2013
- Pre-Proposal Meeting – September 16, 5:30PM
- Submittal Date – September 25, 1:00PM
- Anticipated Contract Award Date – October 14, 2013
- Contract Commencement Date – January 1, 2014

## IV. TERMS OF AGREEMENT

**Non-performance:** It is the Caterer's responsibility to familiarize themselves and their staff as to the requirements of the contract and to perform all tasks in an acceptable timely manner. It is not the City's responsibility to remind the Caterer of the contract requirements. This includes knowing and enforcing facility rules pertaining to the grounds, room, or patio use.

**Term:** The agreement shall be effective January 1, 2014 to December 31, 2016. If the Caterer's contract is not chosen for the following contract period, Caterer will remain responsible for providing services to the rentals booked at the MCC for which they had committed to before the time of contract termination.

**Termination and Cancellation:** The Banquet and Event Manager and the catering company owner (or owner's representative) shall work to positively resolve any service/performance issues that may arise. If the issue is not able to be resolved within 30 days, either party may terminate this agreement with a thirty (30) day written notification. The MCC reserves the right to terminate the contract with the Caterer with a 30 day written notification if there are service, performance, health or safety issues that are impeding the success of reserved events. At the discretion of the Banquet & Event Manager, the Caterer will remain responsible for providing service to the rentals booked at the MCC for which they had committed to prior to the time of the written notification.

**Liability:** In consideration of being allowed to use the MCC, the Caterers hereby voluntarily assume all risks of accident or damage to its property and to the persons and property of its employees. The Caterers hereby agrees to defend, indemnify and hold harmless the City of Maplewood and

Maplewood Community Center, respective officers, employees, agents and insurers from damages solely caused by the intentional action of the Caterers representatives and employees.

**No Contact:** Proposing Caterers and their representatives are prohibited from contacting any elected official for purposes of lobbying to secure this contract. Contact with City Council members during the pendency of the award of the contract will result in immediate disqualification of the bid.

**Acceptance/Rejection of Proposals:** The City of Maplewood intends to enter into a contract with Caterers that best satisfies the needs of the City. The City of Maplewood reserves the right to reject any and all proposals and to act in the best interest of the City and its citizens. This RFP does not commit the City to award contract or share in any expenses of preparing these proposals, or travel expenses related to the proposal or interview process.

**V. SUBMITTAL INSTRUCTIONS**

Respondents shall supply three copies of the Request for Proposal suitable for reproduction and distribution to appropriate City officials. Responses are to be delivered to:

Maplewood City Hall  
 1830 East County Road B  
 Maplewood, MN 55109

All proposals shall be received no later than 1:00PM on Wednesday, September 25, 2013.

Note: Faxes and e-mailed responses will not be accepted.

- RFP announcements are mailed to those organizations that have shown a prior interest in beverage services at MCC and/or known organizations that appear to fit the image, quality and service MCC wishes to offer clients and guests. MCC assumes no responsibility for failure to send RFP announcements to all interested companies.
- All proposals should be clearly marked “Maplewood Community Center Liquor Provider Proposal.” All pages of the proposal should be identified with the name of the proposing firm.
- MCC reserves the right to reject any and all proposals.
- Proposals may not be withdrawn for 60 days after the receipt of proposals without the consent of the City of Maplewood.

**VI. PROPOSAL REQUIREMENTS**

Each submitted proposal shall include:

**A. COMPANY INFORMATION**

Name, address, phone, fax, e-mail and website address of responding company.

**B. COMPANY DESCRIPTION**

Liquor Providers shall provide an overview of the proposing company’s background and history, as well as a detailed description of beverage services. Liquor Providers shall identify members of their staff that will provide catering service at events, their background experience and number of years associated with the Liquor Provider. Liquor Providers will also identify any additional services that will benefit the MCC or MCC customers (i.e. advertising, existing clientele base, sponsorship of special event(s), unique offerings, etc...)

**C. REFERENCES**

Liquor Providers shall include at least five (5) event references that demonstrate a full range of service experience. Experience must include wedding receptions and/or banquets for over 100 people. References shall include events in all of the following categories; less than 6 months, one (1) year, and three (3) years. Each event reference should include: type of event, who event was for, where it was hosted and the total number of people in attendance. Please include any extraordinary elements of the event.

**D. PRICING**

Liquor Providers need to identify customer related fees including any extraneous fees potential customers would be responsible for, i.e. tax, gratuity, etc. Liquor Providers need to identify how changes to fees will be handled allowing enough lead time for MCC to keep their information current. Price increases will need the approval of the Banquet and Event Manager before they can be implemented. Prices shall only be increased at a maximum of one time per year at designated time each year. Liquor Providers should also identify any services beyond that stated above that will benefit the MCC or MCC customers (i.e. advertising, sponsorship of special event(s), unique offerings, etc.)

**E. LETTER OF INTENT**

Liquor Providers will include a statement of intent to provide requested services for the MCC and a statement of capability for licensing, bonding and insurance.

**VII. SELECTION PROCESS & BASIS OF AWARD**

Basis of award shall include, but is not limited to, the following criteria:

- A. Experience and positive client references demonstrating the ability to provide quality beverage service.
- B. The perceived quality of the catering service program, the reputation and references of the proposer and the perceived value to MCC clients.
- C. Accuracy, completeness, organization, comprehensibility, credibility and quality of responses to RFP elements.
- D. Proposed financial arrangements in regards to City commission revenue.

The MCC reserves the right to reject any and all proposals.

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

**FROM:** DuWayne Konewko, Parks and Recreation Director

**SUBJECT:** **Approval to Solicit RFP's for Catering Services at the Maplewood Community Center**

**DATE:** August 15, 2013 for Council Meeting on August 26, 2013

**INTRODUCTION**

The City of Maplewood is seeking proposals to enter into an agreement with a maximum of four exclusive food service providers to supply food catering services for the Maplewood Community Center. Selected caterers will supply good service and/or non-alcoholic beverages for banquets, meetings, special events, and other functions conducted at the MCC. The caterers will not be allowed to provide alcoholic beverages for the MCC, as this will be the sole responsibility of the liquor provider. The intent is to have the selected caterers available for service by January 1, 2014.

**DISCUSSION**

Maplewood Community Center's 5,000 square foot banquet room can accommodate up to 350 guests. Annually, the banquet facility hosts, on average, over 25 wedding receptions and over 500 meetings and events.

The City of Maplewood is seeking proposals to enter into an exclusive catering agreement that provides the City with a percentage of revenue from gross sales. The percentage rates established for food are as follows:

10% Monday – Thursday  
15% Friday – Sunday

The proposed RFP outlines the catering provider's responsibilities, accounting procedures, and a request for references. The terms of the agreement will be for a three-year period running through December 31, 2016.

The City will be receiving proposals until 1:00PM on Wednesday, September 25, 2013. Following a background check by the city police department and reference check by our department, we will be providing a recommendation to the City Council for the caterers at the November 22 City Council meeting.

## **RECOMMENDATION**

Staff recommend that the City Council approve the request for proposal for catering providers as outline with the understanding that the City Council will be making a final selection at the November 22 City Council meeting.

ATTACHMENT: Request for Proposals for Catering Services at Maplewood Community Center

# City of Maplewood

## Maplewood Community Center

### **FOOD CATERER REQUEST FOR PROPOSAL**

September 2013

## **I. GENERAL INFORMATION**

### **A. PROPOSAL OVERVIEW**

The City of Maplewood is seeking proposals to enter into an exclusive agreement with a maximum of four (4) exclusive food service providers (hereinafter referred to as "Caterers") to provide catered food, and non-alcoholic and alcoholic beverages at the Maplewood Community Center (hereinafter referred to as "MCC"). Clients will be able to choose any one of the four (4) caterers to handle food and beverage needs for their MCC events. For the privilege of being an exclusive Caterer, the Caterers will be required to pay the MCC a percentage of the revenues generated from MCC events on a monthly basis.

Contracts with up to four (4) catering service providers are expected to be awarded by the end of November 2013 and exclusive provision of catering services for MCC events is expected to commence on January 1, 2014. The MCC reserves the right to waive use of the exclusive caterers for any event in which the catering service providers are unable to meet the customer's needs based on cultural or religious factors.

### **B. COMMUNITY CENTER BANQUET ROOM INFORMATION**

MCC has been in the meeting and event business for nearly twenty years and averages over 25 weddings and more than 400 meetings per year. Able to accommodate up to 350 guests, MCC offers a central location and easy accessibility in our beautiful 5,000 square foot banquet facility. The spacious dance floor, sheltered patio, and 21-foot bay window all provide a special elegance to the venue.

Moreover, the MCC is actively marketed to maintain its popularity. The room is frequently booked 8 – 12 months in advance for weddings, meetings, fundraisers, tradeshow, and other special weekend events. Weekday events include business luncheons, workshops and seminars.

MCC clients are diverse in age and culture, and have varying expectations and food needs. Our customers have high expectations and varying food needs. As such, it is the intent of MCC to offer a variety of appealing food menu and beverage choices for all clients at several different price points, including options that can be adapted to meet dietary needs, ethnic customs, etc. Proposers should be motivated and energized to increase and facilitate events business at the MCC.

### **C. KITCHEN & STORAGE**

The MCC has one licensed catering kitchen adjacent to the banquet room. Caterers can use this kitchen to warm/serve food using existing equipment and shelving. Equipment brought in by the Caterer must meet health department and city/state codes. It is the Caterers responsibility to provide, at their cost, accommodations as required by authorizing agencies for such things as grills, pig roasters, etc.

Caterers will supply food, service staff, tableware and linens for banquets, buffets, meetings and special events. The Caterer will not be responsible for providing alcoholic beverages but may be asked to clear alcoholic beverages at tables as part of the meal function. The selected Caterers must secure all property, as the MCC will not be responsible for lost or stolen items. Caterers shall be unable to store anything on site. The kitchen shall be available for use by the selected caterers on the day of the event at which they are scheduled to provide services.

### **D. FINANCIAL ARRANGEMENTS**

The selected Caterers will be required to pay the MCC a percentage of the revenues generated through food service, beverage service and other services provided, including rental items and

decorations from all MCC events. The percentage paid to the MCC will be based on the final gross bill, excluding tax and gratuity. Caterers must include, in their proposal, the percentage payable to the MCC as an exclusive caterer. The MCC will consider only those proposals that offer the MCC percentages that are a minimum of:

- 10% of all gross sales for service scheduled Monday through Thursday
- 15% of all gross sales for service scheduled Friday through Sunday and on Holidays

#### **E. ACCOUNTING PROCEDURES**

The MCC Banquet and Event Manager will collect the room rental fee. However, the collection of all deposits and fees for catering charges is the sole responsibility of the Caterer. Non-payment by a client to the Caterer for services rendered will not negate payment of the commission revenue to the MCC.

The Caterer agrees to pay the MCC the commission revenues based on the final gross billing for each event. The Caterer will supply one copy of the final billing for each event in a given month to the Banquet and Event Manager by the 15th of the following month, along with payment. Delinquent payments will be charged \$50 every 30 days, starting with the first day payment is late.

The City reserves the right to inspect all financial records for an event. Providers must provide documentation within two business days upon request.

#### **F. CATERER RESPONSIBILITIES**

**Event Staffing:** Caterers will designate an on-site coordinator for each event to work with MCC staff throughout the event. Caterers will agree to provide appropriate staffing to prepare, serve and host food events. Caterers must also provide sufficient daytime staff when necessary. Professional staff provided will maintain a consistently high level of both service and appearance. Wait staff must also be able to distribute and clean up alcoholic beverages at tables as part of a meal function if requested.

**Customer Service:** Caterers agree to provide pre-event customer service in a timely and professional manner and to provide food tasting for current and potential MCC customers as needed. Caterers will work with customers directly to provide food service for their event.

**Menus & Pricing:** Caterers will provide a multi-level price list with varied menus to meet customer's needs and accommodate small and large events. Said price list shall provide information regarding rates for wait staff, tableware and linens.

**Licensing:** Caterers will provide MCC with a copy of the current Health Department License and Certified Food Managers License during the term of the contract, as well as proof of bonding by the State of Minnesota. Caterers will adhere to all standards set forth in Minnesota Statutes and the Department of Health.

**Set-Up:** Caterers will also coordinate set-up of room(s) with MCC staff. Caterers agree to provide event set-up for placement and take down of items such as linens, tableware, glassware and utensils on tables, and any other agreed upon placement of items supplied by the client.

**Procedures:** Caterers will follow all procedures and policies set by the MCC pertaining to the food operation.

**At Cost Events:** Caterers agree to provide no more than two sponsored City events each contractual year, at cost, with no commission received by the City of Maplewood.

**Cleaning & Sanitation:** Catering service providers must maintain the kitchen space and equipment in a clean, safe, and sanitary manner. Catering service providers must comply with all health and safety standards required by law. MCC staff will inspect the kitchen after each event to ensure that the space is left in the same condition as it was prior to the event and prior to use of the room by the catering service provider. Catering service providers that are found to leave the kitchen space in an unclean and unsafe manner shall be subject to immediate termination from this catering services agreement at the MCC's discretion.

Unless otherwise approved by the MCC in advance of a specific event, catering service providers shall have all owned goods, products and equipment removed, and clean-up maintenance of the MCC completed the evening of the catered event.

**Trash Disposal:** Catering service providers shall deposit, in receptacles provided by the MCC, all kitchen waste, garbage, and refuse which shall accumulate from an event. Catering service providers are required to remove trash, wet trash, and garbage, resulting from the event immediately following the event to a location provided by the MCC.

## II. QUESTIONS

Questions regarding the proposal and requests for additional information should be in writing and directed to:

DuWayne Konewko  
Maplewood Community Center  
2100 White Bear Avenue  
Maplewood, MN 55109  
Fax: 651-249-2249  
duwayne.konewko@ci.maplewood.mn.us

All questions must be received by September 12, 2013. A copy of all questions and answers will be sent by September 17, 2013 to all known proposers.

A pre-proposal question and answer meeting will be held on September 16 at 6:30PM at the Maplewood Community Center, 2100 White Bear Avenue. We will not be scheduling individual tours outside of this date.

## III. SCHEDULE

- RFP Distribution – August 27, 2013
- Pre-Proposal Meeting – September 16, 5:30PM
- Submittal Date – September 25, 1:00PM
- Anticipated Contract Award Date – November 22, 2013
- Contract Commencement Date – January 1, 2014

## IV. TERMS OF AGREEMENT

**Non-performance:** It is the Caterer's responsibility to familiarize themselves and their staff as to the requirements of the contract and to perform all tasks in an acceptable timely manner. It is not the City's responsibility to remind the Caterer of the contract requirements. This includes knowing and enforcing facility rules pertaining to the grounds, room, or patio use.

**Term:** The agreement shall be effective January 1, 2014 to December 31, 2016. If the Caterer's contract is not chosen for the following contract period, Caterer will remain responsible for providing services to the rentals booked at the MCC for which they had committed to before the time of contract termination.

**Termination and Cancellation:** The Banquet and Event Manager and the catering company owner (or owner's representative) shall work to positively resolve any service/performance issues that may arise. If the issue is not able to be resolved within 30 days, either party may terminate this agreement with a thirty (30) day written notification. The MCC reserves the right to terminate the contract with the Caterer with a 30 day written notification if there are service, performance, health or safety issues that are impeding the success of reserved events. At the discretion of the Banquet & Event Manager, the Caterer will remain responsible for providing service to the rentals booked at the MCC for which they had committed to prior to the time of the written notification.

**Liability:** In consideration of being allowed to use the MCC, the Caterers hereby voluntarily assume all risks of accident or damage to its property and to the persons and property of its employees. The Caterers hereby agrees to defend, indemnify and hold harmless the City of Maplewood and Maplewood Community Center, respective officers, employees, agents and insurers from damages solely caused by the intentional action of the Caterers representatives and employees.

**No Contact:** Proposing Caterers and their representatives are prohibited from contacting any elected official for purposes of lobbying to secure this contract. Contact with City Council members during the pendency of the award of the contract will result in immediate disqualification of the bid.

**Acceptance/Rejection of Proposals:** The City of Maplewood intends to enter into a contract with Caterers that best satisfies the needs of the City. The City of Maplewood reserves the right to reject any and all proposals and to act in the best interest of the City and its citizens. This RFP does not commit the City to award contract or share in any expenses of preparing these proposals, or travel expenses related to the proposal or interview process.

## V. SUBMITTAL INSTRUCTIONS

Respondents shall supply three copies of the Request for Proposal suitable for reproduction and distribution to appropriate City officials. Responses are to be delivered to:

Maplewood City Hall  
1830 East County Road B  
Maplewood, MN 55109

All proposals shall be received no later than 1:00PM on Wednesday, September 25, 2013.

Note: Faxes and e-mailed responses will not be accepted.

- RFP announcements are mailed to those organizations that have shown a prior interest in catering at MCC and/or known organizations that appear to fit the image, quality and service MCC wishes to offer clients and guests. MCC assumes no responsibility for failure to send RFP announcements to all interested foodservice or retail/commercial companies.
- All proposals should be clearly marked "Maplewood Community Center Catering Proposal." All pages of the proposal should be identified with the name of the proposing firm.
- MCC reserves the right to reject any and all proposals.

- Proposals may not be withdrawn for 60 days after the receipt of proposals without the consent of the City of Maplewood.

**VI. PROPOSAL REQUIREMENTS**

Each submitted proposal shall include:

**A. COMPANY INFORMATION**

Name, address, phone, fax, e-mail and website address of responding company.

**B. COMPANY DESCRIPTION**

Caterer shall provide an overview of the proposing company’s background and history, as well as a detailed description of catering services. Caterer shall identify members of their staff that will provide catering service at events, their background experience and number of years associated with the Caterer. Caterer will also identify any additional services that will benefit the MCC or MCC customers (i.e. advertising, existing clientele base, sponsorship of special event(s), unique offerings, etc...)

**C. REFERENCES**

Caterer shall include at least five (5) event references that demonstrate a full range of catering experiences. Experience must include wedding receptions and/or banquets. Each event should include: type of event, menu, who event was for, where it was hosted and the total number of people in attendance. Please include any extraordinary elements of the event.

**D. MENU & PRICING**

Caterers need to identify specific menu, cost per plate/person and any other extraneous fees potential customers would be responsible for, i.e. tax, gratuity, etc. Caterers need to identify how changes to menu items and fees will be handled allowing enough lead time for MCC to keep their information current.

**E. SCENARIO**

Provide responses to the following scenarios:

***Scenario I***

You have a wedding reception that has a total count of 215 (which includes the head table). Event budget is \$7,000.00.

**Setup Requirements:**

- 25 rounds, with eight per round, for a total of 200 guests – table coverings needed
- 4 standard 8-foot banquet tables for a head table of 15 – table coverings and skirting needed
- 1 round cake table – table covering and skirting needed
- 2 banquet tables for a buffet – table coverings and skirting needed
- 1 banquet tables for beverages – table covering and skirting needed

**Minimum Food Requirements:**

- Salad
- Dinner Rolls
- Entrée
- 2 Side Options

**Minimum Beverage Requirements:**

- Punch
- Coffee
- Water
- Liquor Provider will be supplying two bars from 5:00PM – 12:00AM and will be hosting pop throughout the event

**Wedding Cake:**

- Wedding party is providing cake but would like the caterer to cut and serve.

Please include a proposed menu and include all quantities for required items including cost per item, number of staff, gratuities, any up-charges, and the final grand total cost to the wedding party.

**Scenario 2**

You have a wedding reception that has a total count of 160 (which includes the head table). Event budget is \$4,500.00.

**Setup Requirements:**

- 19 rounds, with eight per round, for a total of 200 guests – table coverings needed
- 3 standard 8-foot banquet tables for a head table of 10 – table coverings and skirting needed
- 1 round cake table – table coverings and skirting needed
- 3 banquet tables for a T-style buffet – table coverings and skirting needed
- 2 banquet tables for beverages – table coverings and skirting needed

**Minimum Food Requirements:**

- Salad
- Dinner Rolls
- Entrée
- 2 Side Options

**Minimum Beverage Requirements:**

- Punch
- Coffee
- Water

**Wedding Cake:**

- Wedding party is providing cake but would the caterer to cut and serve.

Please include a proposed menu and include all quantities for required items including cost per item, number of staff, gratuities, any up-charges, and the final grand total cost to the wedding party.

**Scenario 3**

You have an all-day business conference for 200 guests with a \$6,000.00 budget.

**Setup Requirements:**

- 25 rounds, with eight per round, for a total of 200 guests – table coverings needed

- 2 banquet tables for a buffet – table coverings and skirting needed

**Minimum Food Requirements:**

- Continental Breakfast
- Assortment of Boxed Lunches
- Light Afternoon Snack

**Minimum Beverage Requirements:**

- Punch
- Coffee
- Water

Please include a proposed menu and include all quantities for required items including cost per item, number of staff, gratuities, any up-charges, and the final grand total cost to the wedding party.

**F. TASTING**

Caterer shall furnish two dates between October 18 and November 1, upon which to prepare a meal for the city representatives to sample a menu selection with meals priced at approximately \$15.00 per person and \$25.00 per person, as they would be offered to banquet customers with an additional 3 appetizers and 3 dessert options. Invitations to schedule a tasting appointment will be offered at the discretion of the MCC Banquet and Event Manager once the applicant scope has been narrowed.

**G. LETTER OF INTENT**

Caterers will include a statement of intent to provide requested services for the MCC and a statement of capability for licensing, bonding and insurance.

**VII. SELECTION PROCESS & BASIS OF AWARD**

Basis of award shall include, but is not limited to, the following criteria:

- A. Experience and positive client references demonstrating the ability to provide quality food, beverage and service.
- B. The perceived quality of the catering service program, the reputation and references of the proposer and the perceived value to MCC clients.
- C. Accuracy, completeness, organization, comprehensibility, credibility and quality of responses to RFP elements.

The MCC reserves the right to reject any and all proposals.

AGENDA REPORT

To: City Manager Chuck Ahl  
From: Chief of Police Paul P. Schnell  
Subject: Approval for Police Department Text Tip/Tip411 Subscription  
Date: August 16, 2013

Introduction

The Police Department would like to purchase a subscription to Text Tip/Tip411, and City Council approval is required to purchase this service.

Background

Using money from a JAG Grant, the Police Department would like to purchase a two-year subscription to Text Tip/Tip411.

Text Tip/Tip 411 is a web-based application for community alerting, social media publishing, and two-way anonymous tip communications. It will allow us to issue text and e-mail alerts via Facebook, Twitter, Google maps, and our City/department website as well as receive and respond to text and web tips. The subscription offers unlimited log-in credentials for administrators, unlimited opt-in subscribers to community alerts, a searchable tip database, and training and support.

The cost for a two-year subscription is \$5,700.

Budget Impact

The \$5,700 cost for this subscription will be paid from JAG Grant funds.

Recommendation

It is recommended that the City Council approve the Police Department entering into a two-year subscription with CitizenObserver, LLC, for Text Tip/Tip411 and authorize the Finance Director to make the necessary budget adjustments.

Action Required

Submit to the City Council for review and approval.

PPS:js



# Subscription Invoice

Date: August 12, 2013

**Vendor Information:**

CitizenObserver, LLC  
325 Cedar St., Ste. 325  
St. Paul, MN 55101

**Finance Contact:**

finance@citizenobserver.com  
651-236-8463

**CO LLC Contact:**

Josh Roiger  
jroiger@citizenobserver.com  
(651) 236-8464

Invoice #: 6278-850275

PO #: \_\_\_\_\_

Vendor #: \_\_\_\_\_

Fed Tax ID: 20-5401994

Payment Terms: 2% 10 Day Net 30

**Bill to:**

Maplewood Police Dept  
1830 E County Road B  
Maplewood, MN 55109-2702

**Attn:**

Paul Schnell  
paul.schnell@ci.maplewood.mn.us  
(651) 249-2602

Visa, Mastercard, American Express accepted

<i>Product Subscription</i>	<i>List Price</i>	<i>Extended Price</i>
tip411 Bundle™ <i>Web based application for Community Alerting, Social Media Publishing, and two way anonymous tip communications</i>	\$5,000.00	\$5,000.00
Agency Branded iPhone and Android tip applications	\$500.00	\$500.00
Extra Group Keyword	\$200.00	\$200.00
24 month subscription term length	<b>Total Due</b>	<b>\$5,700.00</b>
<i>Price is inclusive of all services described below for subscription term</i>		

**tip411™ Bundle™ Subscription Includes:**

- Agency access to tip411 Bundle™ web based application
- Custom public and private Groups for targeting text and email alerts.
- RSS feed ready to connect to Facebook, Twitter, Google Maps, Agency website, etc.
- Assistance with social media setup and best practices.
- Unlimited log in credentials for administrators.
- Unlimited receipt, response, and storage of text and web tips
- Unlimited alerts
- Unlimited opt in subscribers to community alerts
- Dynamically searchable tip database for correlating tip intelligence
- Command staff best practices and administrator training and support.
- Reservation of keyword(s) for the term of the subscription and any subsequent subscription renewals.
- Access to the tip411 promotional kit. Kit includes customizable templates, web banner templates and other graphical files to assist with creating awareness.

**Additional Notes:**

AGENDA REPORT

To: City Manager Chuck Ahl  
From: Chief of Police Paul P. Schnell  
Subject: Approval for Police Department Vehicle Purchase  
Date: August 16, 2013

Introduction

The Police Department is requesting permission to purchase a 2014 Ford Explorer, and City Council approval is required to make this purchase.

Background

In December 2012, the City Council approved the purchase of a vehicle for the Police Department. For various reasons, this purchase was not made in 2012.

We would now like to purchase a 2014 Ford Explorer to serve as the Police Chief's vehicle.

We have received two quotes for the vehicle, with the high quote being \$31,819. The low quote of \$29,857 was received from Cornerstone Auto Resource (formerly Elk River Ford).

City Council approval is now being requested to purchase this vehicle using budgeted funds.

Budget Impact

The purchase price of \$29,857 would be from 2012 carryover and current budget funds.

Recommendation

It is recommended that City Council approval be given to purchase a 2014 Ford Explorer from Cornerstone Auto Resource using 2012 budget carryover funds and that the Finance Director be authorized to make the necessary budget adjustments.

Action Required

Submit to the City Council for review and approval.

PPS:js



Disclaimer: This window sticker is only representative of the information contained on an actual window sticker, and may or may not match the actual window sticker on the vehicle itself. Please see your retailer for further information.

Vehicle Description

**EXPLORER 4-DOOR** 2014 4DR 4WD XLT  
3.5L V6 TIVCT ENGINE  
6-SPEED AUTO TRANSMISSION

VIN 1FM5K8D84EG A02035

**Exterior**  
TUXEDO BLACK METALLIC  
**Interior**  
CHARCOAL BLACK INTERIOR/UNIQUE CLOTH  
BUCKET W/PWR DRVR

**Standard Equipment INCLUDED AT NO EXTRA CHARGE**

**EXTERIOR**

- . 18" ALUMINUM WHEELS
- . P245/60R18 A/S BSW
- . AUTO PROJ BEAM HEADLAMPS
- . FOG LAMPS
- . MIRRORS-MAN FOLD DUAL PWR
- . HEATED WITH APPROACH LAMP
- . INTEGRATED SPOTTER MIRRORS
- . SECURICODE KEYLESS ENTRY
- . DOOR HANDLES - CHROME
- . PRIVACY GLASS 2ND/3RD ROW
- . ROOF RACK-SIDE RAILS
- . REAR SPOILER, BODY COLOR
- . LED TAILLAMPS
- . EXHAUST TIPS - CHROME
- . EASY FUEL CAPLESS FILLER

**INTERIOR**

- . CLOTH SEATING SURFACES
- . POWER DRIV SEAT - 6-WAY
- . POWER PASS SEAT - 6-WAY
- . 2ND ROW 60/40 FOLD FLAT
- . 3RD ROW - 50/50 FOLD FLAT
- . 4.2" LCD SCREEN
- . 1TOUCH UP/DOWN DR/PASS WIN
- . LEATHER SHIFT KNOB
- . LEATHER WRAPPED STR WHEEL
- . W/CRUISE AND AUDIO CONTRO
- . TILT/TELESCOPE STR COLUMN
- . CRUISE CONTROL
- . OVERHEAD CONSOLE
- . DUAL ILLUM VANITY MIRRORS
- . CARPETED FLOOR MATS

**FUNCTIONAL**

- . SYNC W/ MYFORD
- . SIRIUS SAT SVC N/A AK&HI
- . AM/FM SINGLE CD/MP3, 6SPKR
- . AIR CONDITIONING WITH
- . AUXILIARY REAR CONTROLS
- . POWER LOCKS AND MIRRORS
- . MYKEY
- . REVERSE SENSING SYSTEM
- . POWER STEERING W/EPAS
- . BRAKES, 4-WHEEL DISC/ABS
- . CURVE CONTROL
- . TRAILER SWAY CONTROL
- . HILL START ASSIST
- . POWERPOINTS (4)
- . REAR WIPER/WASHER/DEFROST

**SAFETY/SECURITY**

- . LATCH CHILD SAFETY SYSTEM
- . AIRBAGS - DUAL STAGE FRONT
- . AIRBAGS - FRONT SEAT
- . MOUNTED SIDE IMPACT
- . FRONT PASS. KNEE AIRBAG
- . AIRBAGS - SAFETY CANOPY
- . SOS POST CRASH ALERT SYS
- . PERIMETER ALARM
- . TIRE PRESSURE MONITOR SYS
- . ADVANCETRAC WITH RSC

**WARRANTY**

- . 3YR/36,000 BUMPER / BUMPER
- . 5YR/60,000 POWERTRAIN
- . 5YR/60,000 ROADSIDE ASSIST

**Price Information**

**Included on this Vehicle**  
EQUIPMENT GROUP 200A

**Optional Equipment**

2014 MODEL YEAR  
TUXEDO BLACK METALLIC  
CHARCOAL BLACK UNIQUE CLOTH

3.5L V6 TIVCT ENGINE  
6-SPEED AUTO TRANSMISSION  
FRONT LICENSE PLATE BRACKET  
ENGINE BLOCK HEATER  
TRAILER TOW PACKAGE CLASS III  
SELECT SHIFT TRANSMISSION  
FLEXIBLE FUEL

**BASE PRICE** **\$34,600**

TOTAL VEHICLE & OPTIONS 35,170  
DESTINATION & DELIVERY 895

570 **TOTAL MSRP** **\$36,065**

Disclaimer: Option pricing will be blank for any item that is priced as 0 or "No Charge".

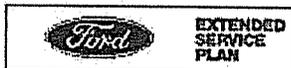


**CITY MPG**  
**017**  
**HIGHWAY MPG**  
**023**

Estimated Annual Fuel Cost: \$2,750

**Vehicle Engine Information**

Actual mileage will vary with options, driving conditions, driving habits and vehicle's condition. Results reported to EPA indicate that the majority of vehicles with these estimates will achieve between \_\_\_ and \_\_\_ mpg in the city and between \_\_\_ and \_\_\_ mpg on the highway.  
For Comparison Shopping, all vehicles classified as \_\_\_ have been issued mileage ratings from \_\_\_ to \_\_\_ mpg city and \_\_\_ to \_\_\_ mpg highway.



Ford Extended Service Plan is the ONLY service contract backed by Ford and honored by the Ford and Lincoln dealers. Ask your dealer for prices and additional details or see our website at www.Ford-ESP.com.

\$ 29,857.00 + Fees

X

# ELK RIVER FORD DODGE JEEP

17219 HWY 10 NW ELK RIVER, MN 55330    763-441-2300    WWW.ELKRIVERLITTLEGUYS.COM

Stock # \_\_\_\_\_ Date 08/13/2013 Salesperson Orphan Service  
 Buyer Name: (Last) City of Maplewood (First) City (Middle) \_\_\_\_\_  
 Co-Buyer Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_  
 Address 1830 County Road B E City: MAPLEWOOD State: MN County: Ramsey Zip 55109  
 Home Phone: (651) 249-2000 Bus. Phone: (651) 777-8191 Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: \_\_\_\_\_  
 Buyer D.L. # \_\_\_\_\_ Co-Buyer D.L. # \_\_\_\_\_  
 Home Email \_\_\_\_\_ Work Email \_\_\_\_\_

Buyers Insurance Co. \_\_\_\_\_ Policy # \_\_\_\_\_ LIEN HOLDER NAME \_\_\_\_\_  
 PLEASE ENTER MY ORDER FOR: NEW  Used  Demo  as follows: LIEN HOLDER ADDRESS \_\_\_\_\_

YEAR	2014	MAKE	Ford	MODEL	explorer	BODY	kit	TRANSMISSION	auto	COLOR	black	INTERIOR	charcoal
VIN #	1fm5k8d84ega02035			LIC #		TAB EXP DATE		STATE		MILEAGE		DELIVERED ON OR ABOUT	

buyer handles all vehicle transfer fees on their own

VEHICLE PRICE	\$	
DEALER INSTALLED OPTIONS		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
TOTAL PURCHASE PRICE	\$	29857.00
Trade-In or Discount (-)		
TOTAL TAXABLE SALE	\$	29857.00
Sales Tax		
License Fee & Exp. Date ( )		
Title & Transfer Fees		
Lien Recording Fee		
Document Administration Fee		
SUB-TOTAL		
Service Contract		
Cash Down Payment		
Cash on Delivery:		
Total Down Payment		
Plus Pay-Off (+)		
AMOUNT DUE ON DELIVERY	\$	29857.00

**TRADE-IN DATA**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Body Style \_\_\_\_\_  
 Vin # \_\_\_\_\_  
 Lic. \_\_\_\_\_ State \_\_\_\_\_ Exp. \_\_\_\_\_  
 Plate # \_\_\_\_\_ State \_\_\_\_\_ Date \_\_\_\_\_  
 Color \_\_\_\_\_ Body \_\_\_\_\_ Transmission \_\_\_\_\_  
 Mileage Now \_\_\_\_\_ Estimate Mileage @ Delivery \_\_\_\_\_  
 Lien holder Name \_\_\_\_\_  
 Lien-holder Address \_\_\_\_\_  
 Pay-Off Now \$ \_\_\_\_\_ Estimate Pay-Off @ Delivery \$ \_\_\_\_\_

**POLLUTION CONTROL SYSTEM DISCLOSURE (TRADE-IN VEHICLE)**  
In order to comply with Minnesota Statutes, Section 339R.0351, no person may transfer a motor vehicle without providing a written disclosure to the transferee (buyer) certifying the condition of the pollution control system.  
 Transferor (seller) hereby certifies, to the best of his/her knowledge, that the pollution control system on this vehicle being traded in, including the restricted gasoline pipe, has not been removed, altered, or rendered inoperative.  
 Dealer Signature X

**DEALERS POLLUTION CONTROL SYSTEM DISCLOSURE (VEHICLE BEING SOLD)**  
Transferor (seller) hereby certifies, to the best of his/her knowledge, that the pollution control system on this vehicle, including the restricted gasoline pipe, has not been removed, altered, or rendered inoperative.

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that no credit has been extended by dealer for the purchase of this motor VEHICLE. You certify that you are 18 years of age or older, and acknowledge receiving a copy of this contract.  
 The terms of this CONTRACT were agreed upon and the CONTRACT signed in this dealership on the date noted at top of this form. If DEALER is arranging credit for YOU, this CONTRACT is not valid until a credit disclosure is made as described in Regulation Z and you have accepted the credit extended.  
**NOTICE OF SALESPERSON'S LIMITED AUTHORITY.** This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

This is an OFFER to buy the above vehicle. You are authorized to make investigations concerning the credit worthiness of the undersigned.  
**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

Accepted X \_\_\_\_\_  
 Reorder from MADA Services 6/91

X \_\_\_\_\_  
 Buyer's Signature Accepting Terms of Contract

## Paul Schnell

---

**From:** Sawtelle, David [SawtelleD@autonation.com]  
**Sent:** Thursday, August 08, 2013 12:49 PM  
**To:** Paul Schnell  
**Subject:** 2 explorers  
**Attachments:** Paul, FWD, eco, explorer.pdf; Paul, 4WD Explorer.pdf

Paul, I have attached window stickers for 2 Explorers. The 4WD one is the green one on my lot. The FWD one is a dealer trade with Ecoboost.

1. Green 4WD, 200A package. Sticker = \$35575, your cost = \$33819, minus \$2000 rebates = **\$31819**
2. Gray FWD, 200A with Ecoboost = \$34565, your cost = \$32865 minus \$2000 rebates = **\$30865**

David Sawtelle  
Sales Consultant  
Autonation Ford White Bear Lake, formerly Tousley Ford  
Cell: 612-802-2517  
[www.autonationfordwhitebearlake.com](http://www.autonationfordwhitebearlake.com)  
[sawtelled@autonation.com](mailto:sawtelled@autonation.com)

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**AGENDA REPORT**

**To:** Chuck Ahl, City Manager  
**From:** Steve Love, Assistant City Engineer  
**Subject:** Approval to Receive Quotes and Award Construction Contract, Area #20 & #21, July 16th Storm Clean-up, City Project 11-19  
**Date:** August 16, 2013

**INTRODUCTION**

The City Council will consider receiving quotes and awarding a construction contract for flood remediation work for Area #20 and #21, July 16<sup>th</sup> Storm Clean-up, City Project 11-19.

**BACKGROUND**

On Friday evening through Saturday morning (July 15-16, 2011) the city received 4.54 inches of rain, with a majority of that total received over a 3 hour span on Saturday morning. This event was greater than a 100-year storm event causing many problems throughout the city. The high intensity storm event taxed the overall storm sewer networks especially the ponds and lakes which could not drain fast enough to avoid flooding and backups in the storm pipe networks. Following the storm event 21 areas were identified that reported localized flooding issues. On July 25, 2011, the City Council authorized the investigation and remediation efforts of the localized flooding issues resulting from the July 16, 2011 storm event.

On March 25, 2013 the City Council approved a budget adjustment for investigation and remediation efforts of localized flooding issues associated with the July 2011 storm event. As part of the March 25<sup>th</sup> Agenda report Area #20, 2482 Adele Street, and Area #21, 522 Marnie, were identified as recommended projects for construction in 2013. Plans have been completed for the proposed remediation work for each of these properties. The total engineers estimate for both areas is \$54,436.

On July 22, 2013 the City Council authorized the Mayor and City Manager to enter into agreements with Ramsey Washington Metro Watershed District (RWMWD) to receive cost-share grants funds for the construction of flood remediation work for Areas #20 and #21 for a not to exceed grant amount of \$47,529.00

The total engineer’s estimate for the work was \$54,436.00. In accordance with City purchasing policies, staff distributed the final plans and requested written quotations from five contractors. Two quotes were received on August 13, 2013, as follows:

St. Croix Valley Landscaping	\$ 71,468.35
Urban Companies, LLC	\$ 56,200.00

Urban Companies, LLC was the low quote at \$56,200. Urban Companies is experienced in the type of work proposed and most recently constructed rainwater gardens as part of the Bartelmy – Meyer Area Street Improvements, City Project 11-14.

If approved the contractor would begin immediately with the intent to finish the project by November 1, 2013. SEH is preparing final contract documents. Once signed by the City and contractor the contractor will begin the flood remediation work.

## **BUDGET IMPACT**

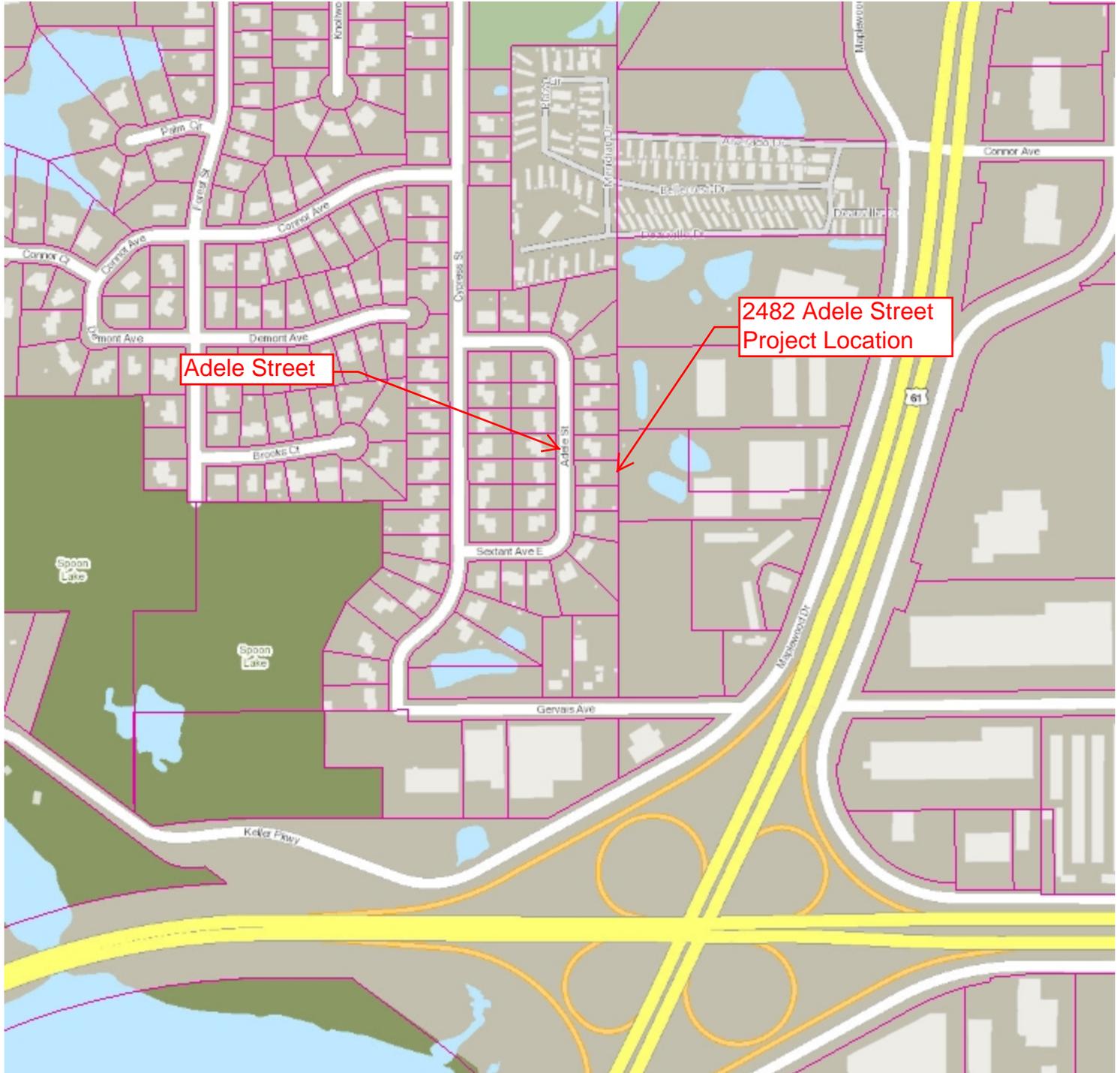
The total awarded contract amount will be \$56,200.00. With the \$47,529.00 of grant money received (RWMWD) the estimated total City project expenditure will be \$8,671.00 and would be funded through the Environmental Utility Fund. The flood remediation work for Area #20 and Area #21 was budgeted for as part of the March 25, 2013 agenda report and were identified as recommended projects for construction in 2013. No adjustments to the approved budget are needed at this time.

## **RECOMMENDATION**

It is recommended that the City Council approve the quote from Urban Companies, LLC and award the construction contract in the amount of \$56,200.00. It is further recommended to authorize the finance manager to make the necessary transfers and budget adjustments.

### Attachments:

1. Location Map 1
2. Location Map 2
3. Low Quote – Urban Companies, LLC



900.0 0 450.0 900.0 Feet

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet

© Ramsey County Enterprise GIS Division

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

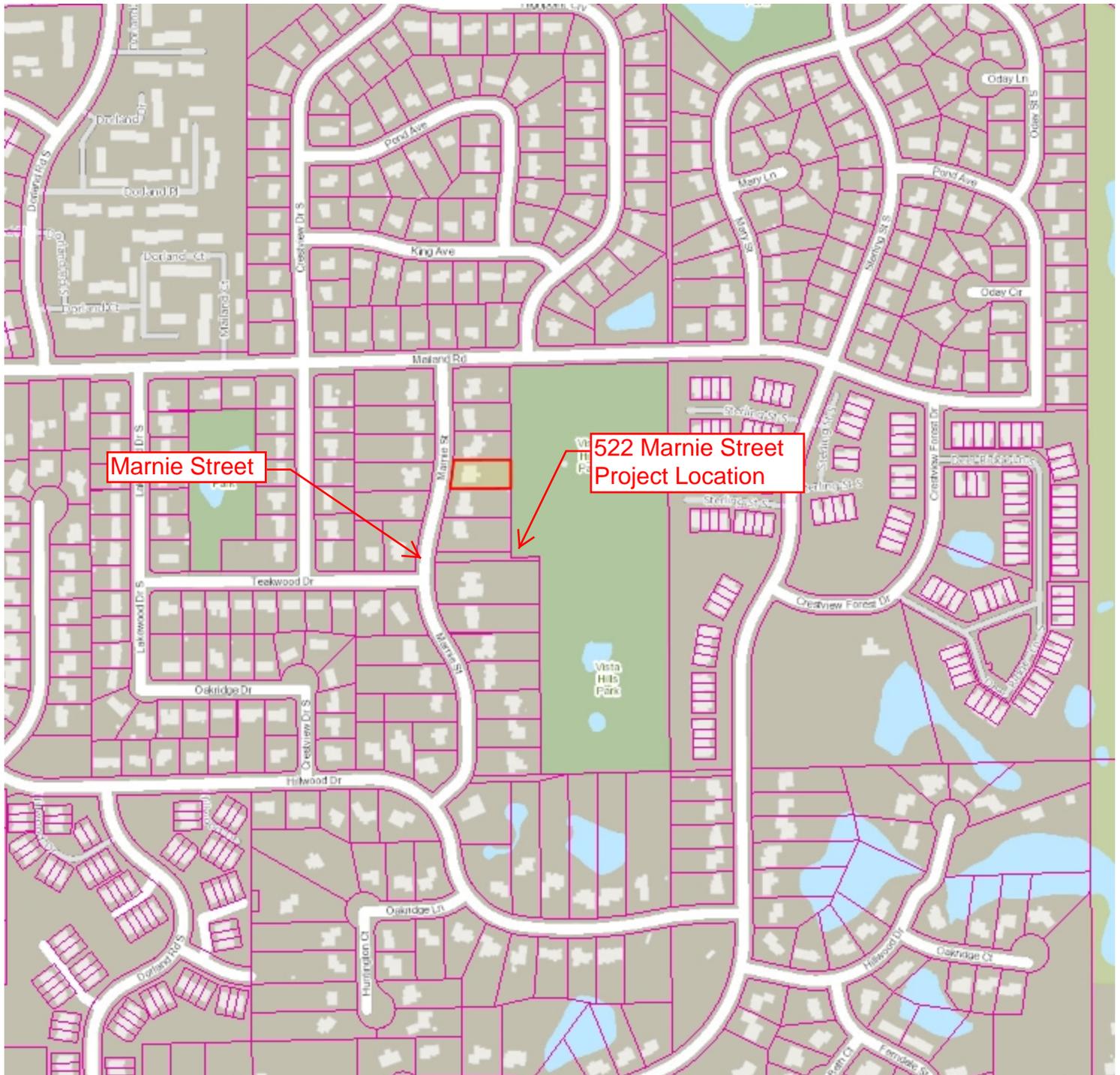
Enter Map Description

1: 5,400





Location Map  
522 Marnie Street



900.0 0 450.0 900.0 Feet  
1: 5,400

NAD\_1983\_HARN\_Adj\_MN\_Ramsey\_Feet  
© Ramsey County Enterprise GIS Division

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes  
Enter Map Description



Date: 8/12/13 collected incl.

Total Quote for Project 1 - 2482 Adele Street: \$ 24098 26,298

Total Quote for Project 2 - Vista Hills Park: \$ 29902

Total Amount of Quote for Projects 1 and 2 Combined: \$ 54000 56,200

Contractor's Name: Urban Companies LLC

Telephone: 651-248-9830

**QUOTE FORM**

**RAIN WATER GRADENS AT 2482 ADELE STREET AND  
VISTA HILLS PARK (522 MARNIE STREET)  
MAPLEWOOD, MINNESOTA**

**QUOTES SHALL BE SUBMITTED BY: August 13, 2013, AT 2:00 P.M.**

**THIS QUOTE IS SUBMITTED TO:**

**SEH  
3535 VADNAIS CENTER DRIVE  
ST. PAUL, MINNESOTA 55110  
ATTN: RON LEAF  
(or by email to rleaf@sehinc.com)**

1. The undersigned contractor proposes and agrees, if this quote is accepted, to enter into an agreement with the city in the form included in the contract documents to perform and furnish all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in this quote and in accordance with the other terms and conditions of the contract documents.
2. Contractor accepts all of the terms and conditions of the invitation to provide a quotation and instructions, including without limitation those dealing with the deposit of the security. This quote will remain subject to acceptance for ninety days after the day of quote opening. Contractor will sign and submit the agreement with the bonds and other documents required within five days after the date of city's notice of award.
3. In submitting this quote, contractor represents, as more fully set forth in the agreement, that:
  - a. Contractor has examined copies of all the construction documents and of the following addenda (receipt of all which is hereby acknowledged):

<u>Date</u>	<u>Number</u>
_____	_____

- b. This quote is genuine and not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; contractor has not directly or indirectly induced or solicited any other contractor to submit a false or sham quote; contractor has not solicited or induced any person, firm, or corporation to refrain from submitting a quotation; and contractor has not sought by collusion to obtain for itself any advantage over any other contractor or over the city.

4. Contractor will complete the work for the price(s) listed in the Quote Form:  
  
Quantities are not guaranteed. Final payment will be based on actual quantities in accordance with Maplewood Specification MW-1903.
5. Contractor agrees that the work will be substantially complete, and completed and ready for final payment in accordance with Mn/DOT Specification 1908.  
  
Contractor accepts the provisions of the agreement as to liquidated damages in the event of failure to complete the work on time.
6. The following documents are attached to and made a condition of this quote:
  - a. A tabulation of subcontractors and other persons and organizations required to be identified in this quote.
  - b. A letter or exhibit prepared by the contractor that includes: a brief description of the contractor's understanding of the work; a summary of three recent similar projects; listing of the name(s) of the contractor's primary site contact(s) for construction (If subcontractors will be used, a list of at least three similar projects that the subcontractor has completed in the past two years); and a statement confirming that the contractor can complete the work in the specified time.
  - c. Affidavit of noncollusion.
  - d. American Disabilities Act acknowledgement and Minnesota Department of Labor and Industry Prevailing Wage acknowledgement form.

**Project 1 - 2482 Adele Street**

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Amount</u>
1	MOBILIZATION	LS	1	\$ 2300	\$ 2300
2	COMMON EXCAVATION	CY	190	\$ 22	\$ 1980
3	RAIN GARDEN SOIL MIX BORROW	CY	25	\$ 30	\$ 750
4	SELECT TOPSOIL BORROW	CY	70	\$ 22	\$ 1540
5	NO. 5 POT - RED TWIG DOGWOOD	EA	7	\$ 40	\$ 280
6	NO. 5 POT - HIGHBUSH CRANBERRY	EA	4	\$ 40	\$ 160
7	MODULAR BLOCK RETAINING WALL (WITH COARSE FILTER AGGREGATE)	SF	421	\$ 28	\$ 11788
8	GEOTEXTILE FABRIC TYPE III	SY	50	\$ 5	\$ 250
9	6" PVC PIPE - SDR 35	LF	20	\$ 40	\$ 800
10	18" x 22" SUMP PUMP BASIN	LS	1	\$ 800	\$ 800
11	SHREDDED HARDWOOD MULCH 3-INCH DEPTH	CY	8	\$ 50	\$ 400
12	SOD	SY	570	\$ 5	\$ 2850
13	BIOROLL (EROSION CONTROL)	LF	40	\$ 5	\$ 200
TOTAL					\$ 24098

*Corrected amt.  
4180*

*+2200  
26,298*

Project 2 - Vista Hills Park (522 Marnle)

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Extended Amount</u>
1	MOBILIZATION	LS	1	\$ <u>1200</u>	\$ <u>1200</u>
2	CLEAR AND GRUB (TREE - 4 INCH AND OVER)	EA	6	\$ <u>400</u>	\$ <u>2400</u>
3	CLEAR AND GRUB (AREA)	SY	350	\$ <u>3</u>	\$ <u>1050</u>
4	COMMON EXCAVATION	CY	400	\$ <u>22</u>	\$ <u>8800</u>
5	RAIN GARDEN SOIL MIX BORROW	CY	70	\$ <u>30</u>	\$ <u>2100</u>
6	SALVAGE TOPSOIL	CY	36	\$ <u>22</u>	\$ <u>792</u>
7	NO. 5 POT - RED TWIG DOGWOOD	EA	37	\$ <u>40</u>	\$ <u>1480</u>
8	NO. 5 POT - AMERICAN CRANBERRY	EA	11	\$ <u>40</u>	\$ <u>440</u>
9	NO. 5 POT - WINTERBERRY	EA	32	\$ <u>40</u>	\$ <u>1280</u>
10	NO. 5 POT - SPIREA	EA	31	\$ <u>40</u>	\$ <u>1240</u>
11	NO. 5 POT - CORAL BERRY	EA	40	\$ <u>40</u>	\$ <u>1600</u>
12	NO. 5 POT - DWARF BUSH HONEYSUCKLE	EA	20	\$ <u>40</u>	\$ <u>800</u>
13	NO. 5 POT - DIERVILLA	EA	15	\$ <u>40</u>	\$ <u>600</u>
14	NO. 5 POT - SPIREA	EA	31	\$ <u>40</u>	\$ <u>1240</u>
15	SHREDDED HARDWOOD MULCH 3-INCH DEPTH	CY	40	\$ <u>50</u>	\$ <u>2000</u>
16	SEEDING AND TYPE I MULCH	AC	0.12	\$ <u>10000</u>	\$ <u>1200</u>
17	SEED MIX MNDOT 5B	LBS	3	\$ <u>10</u>	\$ <u>30</u>
18	SEED MIX MNDOT 260	LBS	5	\$ <u>10</u>	\$ <u>50</u>
19	SILT FENCE (EROSION CONTROL)	LF	400	\$ <u>4</u>	\$ <u>1600</u>
TOTAL					\$ <u>29902</u> ✓

**AGENDA REPORT**

**TO:** Chuck Ahl, City Manager  
**FROM:** Mychal Fowlds, IT Director  
**SUBJECT:** **Approval of Resolution Directing Modification of Existing Construction Contract, Change Order with Weber, Inc., Police Department Expansion Project – Phase 2**  
**DATE:** August 20, 2013

**INTRODUCTION**

The City Council will consider approving the attached resolution directing the modification of the existing construction contract for the Police Department Expansion Project – Phase 2.

**BACKGROUND**

On April 29, 2013, the Council awarded Weber, Inc. a construction contract for the build out of offices and modification of existing areas in 1830 County Road B East in the amount of \$359,000. There has been 1 change order to the contract to date in the amount of \$3,653.73.

**DISCUSSION**

The modifications consist primarily of small changes due to items found during the demolition of existing areas. These modifications result in an increase to the overall construction contract.

**Replace corroded portions of roof (Addition)**

During demolition portions of the roof that were not originally slated to be replaced were found to be quite corroded and needing replacement. All corroded portions of the roofing were removed and replaced with matching roofing to tie into existing roof.

**Time extension (No Cost Changes)**

Add 8 calendar days for substantial completion.

The change order costs are summarized below:

<u>Change Order #2</u>	<u>Amount</u>
1 Replace corroded portions of roof	\$ 8,523.12
Total Change Order No. 2	\$ 8,523.12

**BUDGET**

Approval of Change Order No. 2 will increase the project construction contract amount by \$8,523.12 from \$362,653.73 to \$371,176.85. No adjustments to the approved budget are needed at this time.

**RECOMMENDATION**

Staff recommends that the council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 2, for the Police Department Expansion Project – Phase 2.

Attachments:

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

**RESOLUTION**  
**DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT**  
**POLICE DEPARTMENT EXPANSION PROJECT - PHASE 2, CHANGE ORDER NO. 2**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 2, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Police Department Expansion Project – Phase 2, Change Order No. 2.

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

1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 1 which is an increase of \$8,523.12.

The revised contract amount is \$371,176.85.

Adopted by the Maplewood City Council on this 26th day of August 2013.

**CHANGE ORDER  
CITY OF MAPLEWOOD**

**PROJECT NAME:** Police Department Expansion Project - Phase 2  
**CONTRACTOR:** Weber, Inc.  
**CHANGE ORDER NO.:** Two (2)  
**DATE:** August 26, 2013

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**The following changes shall be made in the contract documents:**

**ADD BID SCHEDULE CO #2 – CHANGE ORDER NO. 2**

<b>Item No.</b>	<b>Item Description</b>	<b>Amount</b>
1	Replace corroded portions of roof	\$ 8,523.12
2	Time extension as listed in report	\$ 0.00
<b>TOTAL SCHEDULE CO #2</b>		<b>\$8,523.12</b>
<b>TOTAL NET CHANGE ORDER NO. 2</b>		<b>\$8,523.12</b>

**CONTRACT STATUS:**

**Original Contract:** \$359,000.00  
**Net Change of Prior Changes:** \$3,653.73  
**Change this Change Order:** \$8,523.12  
**Revised Contract:** \$371,176.85

**Recommended By: SEH, Inc.**

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

**Agreed to By: Weber, Inc.**

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

**Approved By: City of Maplewood**

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

## AGENDA REPORT

**TO:** City Manager, Jim Antonen  
**FROM:** IT Director, Mychal Fowlds  
**SUBJECT:** **Approval to Increase the Project Budget for Document Scanning with Mid-America Business Systems**  
**DATE:** August 20, 2013

### **Introduction**

As part of the Police Department Expansion Project the Community Development department and their files needed to be moved to 1902 County Road B East. At that time staff recommended that rather than moving these files we instead scan them.

### **Background**

On February 25<sup>th</sup>, 2013 the City Council approved a project to scan files located in 2 Lektriever storage systems in the amount of \$60,000. Prior to Council approving this project staff sent out a pilot project that we could then use to estimate the entire project. We know now that the files located in the Lektrievers had many more large format drawings that what were originally in the pilot project. Due to the larger than expected number of large format blue prints and drawings staff now needs to increase the project budget to finish the last 20% of the project. As stated in the original agenda report, Mid-America Business Systems is on the State contract for scanning services and the pricing that we continue to use is off of that contract.

### **Budget Impact**

The initial project was funded with a transfer of \$45,000 from the General Fund with the remaining \$15,000 being covered by the Police Department Expansion Fund. The additional project amount will initially be funded from the Police Department Expansion Project fund. Staff will work with the benefiting departments to recoup some of those funds for the Police Department Expansion Project fund.

### **Recommendation**

It is recommended that approval be given to increase the project budget for document scanning with Mid-America Business Systems from \$60,000 to \$78,000.

### **Action Required**

Submit to City Council for review and approval.

## MEMORANDUM

**TO:** Chuck Ahl, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**SUBJECT:** **Approval of a Grant Submittal for Recycling Carts through the Ramsey County Public Entity Reduction and Recycling Program**  
**DATE:** August 20, 2013 for the August 26 City Council Meeting

### BACKGROUND

The Ramsey County Board of Commissioners established a Public Entity Reduction and Recycling Grants Project. The project provides financial assistance to cities for the purpose of creating and implementing innovative programs to increase source reduction and residential recycling efforts. Funding is intended to initiate and defray initial capital, start up, and education/promotional costs for implementation of activities. One grant opportunity outlined in the grant criteria is the purchase of recycling carts that will lead to increased recycling rates and participation. Total grant funds available in 2012 and 2013 is \$1,500,000 for the entire project, but no single award may exceed \$100,000. Applications are accepted the first business day of each quarter (January, April, July, and September).

### DISCUSSION

#### Recycling Contract Negotiations

Tennis Sanitation's recycling contract ends December 31, 2013. Under the current contract, Tennis charges the City \$1.75 per household per month for recycling collection. Staff negotiated three contract extension scenarios including the use of the City's existing recycling bins, contractor-supplied recycling carts, and City-supplied recycling carts. The contracts and pros and cons of each scenario are outlined below:

1. **Use of Existing Recycling Bins** - Tennis proposed no increase to recycling rates for two years with the continued use of City-supplied recycling bins. The rate would remain at \$1.75 per household per month for the first two years of a contract extension (2014 and 2015) and \$2.00 per household per month for two additional extensions (2016 and 2017).
 

**Pros:** Status quo – no changes needed.  
**Cons:** No potential to increase recycling rates and participation. From results of Tennis' cart pilot project and telephone calls and e-mails to the City, residents want carts for their recyclables.
2. **Contractor-Supplied Recycling Carts** - Tennis proposed to supply recycling carts for Maplewood residential properties with at least a four-year contract. Cost of the contract would be \$2.50 per household per month for the first two years of the contract (2014 and 2015) and \$2.75 per household per month for two additional years (2016 and 2017).
 

**Pros:** Less administrative work rolling out recycling carts.  
**Cons:** Most costly contract option. The City must lock into a four-year contract.

3. **City-Supplied Recycling Carts** - If the City purchases recycling carts, Tennis proposes no increase to recycling rates, remaining at \$1.75 per household per month for a two-year extension (2014 and 2015) with the possibility of two additional one-year extensions. Purchase of carts is estimated to cost \$553,000 (including taxes and distribution). To cover the cost of the carts the City would need to charge a fee to residents estimated at \$.75 per household per month. Additionally, the City will capture 70 percent of the revenue earned for any increases in tonnage of materials collected with the use of recycling carts over tonnage collected that month in 2012 with the use of recycling bins.

**Pros:** City-supplied carts will - cost residents less than contractor-supplied carts, ensure revenue share for tonnage over that collected in 2012 with use of existing bins, and ensure competitive pricing in future contracts. The Trash Cart Memorandum of Understanding agreed to by Otto (the City's trash cart manufacturer) ensures the same pricing for recycling carts as received for trash carts if purchased by the end of 2014. City carts allow City branding and better data collection with the use of radio frequency identification (RFID).

**Cons:** More administrative work rolling out recycling carts.

### **July 22 City Council Workshop**

During the July 22 City Council workshop staff updated the Council on the above-mentioned contract scenarios. The Council expressed support for the conversion of the City's recycling program from recycling bins to recycling carts. However, there was not a consensus on which cart option to proceed with, contractor-supplied or City-supplied carts. For this reason staff is proposing to present a modified contract scenario for approval during the September 9 City Council meeting as follows:

**Use of Existing Recycling Bins with a contract opener to allow for either contractor-supplied or City-supplied recycling carts during the term of the contract.** This would combine all three scenarios mentioned above to include a two-year contract with the use of existing recycling bins and no increase in recycling rates unless the City opened the contract for the collection of recyclables in carts. In this case the contract term and rates would reflect scenarios 2 (contractor-supplied carts) or 3 (City-supplied carts). This scenario will ensure the City's recycling contract continues for two more years, with the option to review carts again in the future.

### **Ramsey County Public Entity Reduction and Recycling Grant Opportunity**

Ramsey County has indicated that it will be requiring all cities in the County to step up residential recycling rates to comply with Minnesota Pollution Control Agency requirements for the County and in accordance with Ramsey County Solid Waste Master Plan. Maplewood, in particular, has been identified by the County as having low residential recycling rates, ranking lowest in the County for pounds of recycling per person, and pounds of recycling per household. Ramsey County is therefore very supportive of the City's efforts to increase recycling rates with the conversion to recycling carts.

After the July 22 City Council workshop, the County recommended that the City apply for a Public Entity Reduction and Recycling Grant for the purchase of recycling carts. The grant funds of \$100,000 would be used to offset the cost of recycling carts and decrease the fee charged to residents. If the grant is awarded, the initial cart cost estimated at \$553,000 (including taxes and distribution) would be reduced to \$453,000. Staff estimates the reduction in cart cost to decrease the fee of \$.75 per household per month to approximately \$.61 per

household per month. Maplewood's current residential recycling rate is \$2.56 per household per month. An increase of \$.61 per month would equal \$3.17 per month, which is still one of the lowest recycling rates charged by a city in the county.

## **RECOMMENDATION**

It is recommended that the City Council approve a grant submittal for the purchase of recycling carts through the Ramsey County Public Entity Reduction and Recycling Program in the amount of \$100,000. The full grant submittal application will be forwarded to Ramsey County on September 3, 2013, for their review.

Attachment: Public Entity Reduction and Recycling Program Guidelines

# Ramsey County 2012 - 2013 Public Entity Innovation Grant

## Guidelines and Application Instructions

### Purpose

The Ramsey County Board of Commissioners established a Public Entity Reduction and Recycling Grants Project to provide financial assistance to public entities for the purpose of creating and implementing innovative programs to increase source reduction and residential recycling efforts, initiate residential organic management programs, expand public space recycling, and address bulky waste management.

Total funds in the amount of \$1,500,000 are available in 2012 – 2013 for the entire project. No single award may exceed \$100,000; the specific number of awards made will be determined by the number of applications received, and in consultation with a review committee (comprised of county staff, other public and private sector recycling experts, and community representatives) established to review applications for their ability to achieve program objectives.

This project is authorized under the County's Solid Waste Master Plan, the policy document that guides county-wide solid waste management decision-making and planning. The Master Plan specifies how Ramsey County will achieve state-mandated recycling goals.

### Eligible Applicants

Eligible applicants include municipalities, Independent School Districts, park boards, watershed districts, libraries and other public entities in Ramsey County. The University of Minnesota, Minnesota State Colleges and Universities (MNSCU), State of Minnesota, and metropolitan agencies and commissions are *not* eligible for grant funding under this program.

### Objectives

Program objectives include:

- increased residential, small-business, school-based and public-space recycling,
- establishment or expansion of organics management programs,
- appropriate management of bulky wastes,
- expanded public understanding and support of county recycling and solid waste management goals, and
- additional environmental benefits (such as energy efficiency, water conservation and sound resource management) that may be realized in conjunction with enhanced recycling activities.

### **Examples of eligible projects include, but are not limited to:**

- Design and implementation of incentives to enhance residential curbside collection programs, such as pay-as-you-throw, rebate, credit, aggressive volume-based pricing, recognition, or other incentive programs.
- Development of partnerships to create more efficient delivery of residential recycling services.
- Evaluation and implementation of regulatory approaches, such as mandatory recycling ordinances.

- Creation of an educational tool, such as a video, for the school community on food waste recycling.
- Purchase of equipment or upgrade to kitchen infrastructure to support organics recovery in a school's cafeteria.
- Expanded or enhanced services for multi-unit recycling, such as improvements in the collection of recyclable materials at multi-unit dwellings, expanded outreach and technical assistance.
- Purchase of recycling bins, carts or containers that will lead to more recycling.
- Design and implementation of residential collection of source-separated organics for delivery to a composting facility.
- Implementation of a special collection program for recycling of bulky wastes, such as carpet and mattresses.
- Expansion of public space recycling to include fairs and festivals, collection of recyclables and/or organics at special events (e.g., community festivals) and other away-from-home locations (e.g., community centers and parks).
- Production and dissemination of educational information to increase awareness and participation in recycling programs.
- Inclusion of small businesses and churches in a municipal curbside collection program.
- Projects within communities of color to increase recycling participation.

### **Selection Criteria**

Applications will be reviewed for the extent to which they address the following:

1. **Impact (40%)**  
Increased recycling and/or organic waste management and/or diversion of bulky wastes from the mixed municipal waste stream. Also see "Objectives" above.
2. **Innovation (20%)**  
What makes the project innovative?
3. **Evaluation (15%)**  
Are specific measures of project success included?  
Are quantifiable process and outcome objectives identified?
4. **Budget (10%)**  
Will resources be used efficiently?  
Is the budget appropriate to the project as proposed?
5. **Collaboration (10%)**  
Does the project involve partnership with other entities (such as municipalities, community groups and other partners)?
6. **Timeline (5%)**  
Is the timeframe for the project reasonable and consistent with Application Guidelines?

### **Reporting**

Recipients of grants must submit progress reports with each invoice during the project period. A final report must be submitted with the final invoice. Reports will be in a form provided by the County and must detail progress towards meeting goals, adherence to timeline, and spending status. Final reports must include barriers encountered and solutions implemented, lessons learned, and the plan for continuation.

## **Guidelines**

1. Grant funds may not support existing activities or operations. Funding is intended for new and innovative projects or to expand the scope of existing waste management efforts. Funding is intended to initiate and defray initial capital, start up, and education/promotional costs for implementation of activities.
2. Eligible expenses include but are not limited to: consulting/contracting services, new supplies, educational campaigns, and equipment purchase and installation. Support of ongoing staffing needs is not an eligible expense; however, one-time, short-term staffing specific to the activities described in the application may be approved.
3. Grantees will invoice the County on a monthly basis (or other agreed upon timeframe) for expenses incurred not to exceed the total amount of the grant award, on an invoice form approved by the county.
4. Priority will be given to projects that demonstrate a strong plan to sustain the activities after grant funds have been exhausted; projects that are readily replicable in other locations may be favored.
5. The committee reviewing the applications reserves the right to recommend award of partial funding for project proposals.
6. Projects must be completed within 24 months of grant award date.
7. Upon grant award, the applicant must submit a resolution from its governing board, authorizing execution of a grant agreement with Ramsey County, along with certificates of insurance and the public entity's W-9, if not already on file with the County.

## **Application and Timeline**

- If the requested amount is equal to or less than \$25,000, a full application is required.
  - If the requested amount is over \$25,000, the first step is to submit a letter of intent.
1. Full applications must be submitted by 4:30pm on the first business day of each quarter (January, April, July and September).
  2. Letters of intent (if required, see above) are accepted at any time.
  3. Applications and letters of intent must be submitted to Rae Eden Frank, Ramsey County Public Health, Environmental Health Section, 2785 White Bear Ave No, Suite 350, Maplewood, MN 55109.
  4. A complete application will include: (a) a cover letter, (b) the completed application form, (c) budget and (d) any supporting documentation.
  5. The letter of intent must include a brief description of the project that addresses the project scope and design, expected outcomes, practices or policies that will be changed during the project, key individuals participating in the project and their roles, project timeline, why project is compelling and worth funding and a narrative budget including the project cost estimate and explanation of cost. (2 pages maximum).
  6. Applications will be reviewed once a quarter and notifications will be made shortly thereafter.
  7. Proposals will continue to be accepted as long as funds are available. Once all funds have been committed, no additional applications will be considered.
  8. All grant-funded work must be completed within 2 years of the grant award.

## **For more information**

For assistance with the application and any program-related questions please contact Rae Eden Frank at 651-266-1153 or Rachel.Frank@co.ramsey.mn.us. County staff will provide feedback to interested applicants prior to the application deadline. You are encouraged to contact county staff for assistance with developing a project or reviewing draft project ideas.

## MEMORANDUM

**TO:** Charles Ahl, City Manager  
**FROM:** Michael Martin, AICP, Planner  
 Melinda Coleman, Assistant City Manager  
**SUBJECT:** **Conditional Use Permit Review – Keller Golf Course**  
**LOCATION:** 2166 Maplewood Drive  
**DATE:** August 19, 2013

### INTRODUCTION

The conditional use permit for Keller Golf Course is due for its annual review.

### BACKGROUND

On August 13, 2012, the city council approved a conditional use permit amendment, design review and a wetland map amendment for the redevelopment of the Keller Golf Course.

### DISCUSSION

Construction of the new clubhouse and pro shop is underway but is not complete. The new drive entrance from County Road B East is in place as are the parking lots. As part of the street improvement project the city installed a new fence along County Road B. Between the fence and the new parking lot near the street, Ramsey County will be adding vegetation for screening purposes for the residential homes on the north side of County Road B East.

In addition, during construction the county's protection system for one of the site's ponds failed after a heavy rainfall and silted over. The county is required to restore the pond to the city and watershed district's standards. Staff is not aware of any other neighborhood concerns or complaints related to this project.

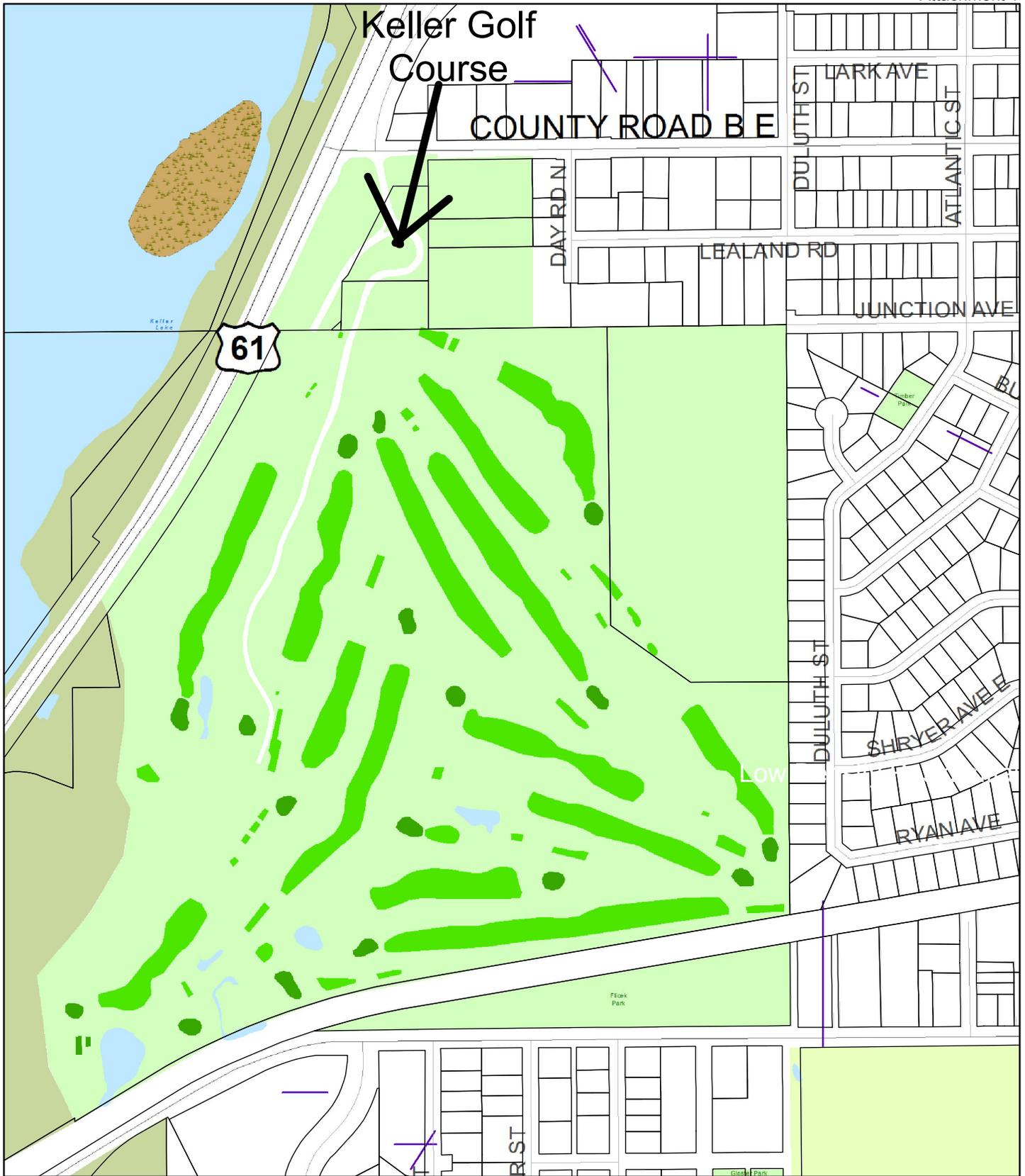
### RECOMMENDATIONS

Review the conditional use permit for the Keller Gold Course at 2166 Maplewood Drive again in one year or sooner if the owner proposes a major change.

P:\SEC9\Keller Golf Course\2012\_CDRB\_CUP\_Review\Keller Golf Course\_CUPReview\_082613

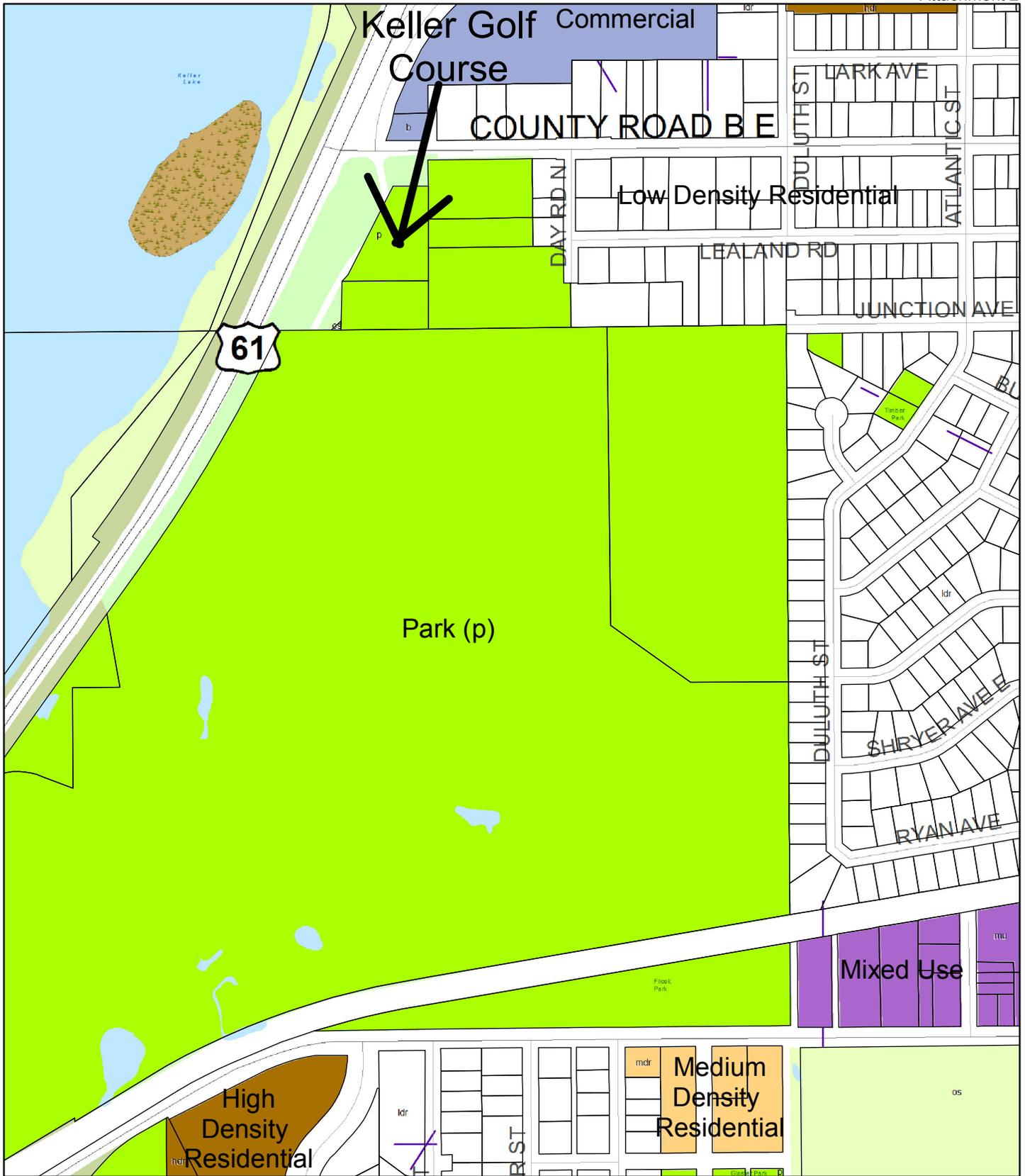
Attachments:

1. Location Map
2. Land Use Map
3. Zoning Map
4. Site Plan
5. Site Plan Enlargement
6. Clubhouse and Pro Shop Elevations
7. City Council Minutes, dated August 13, 2012



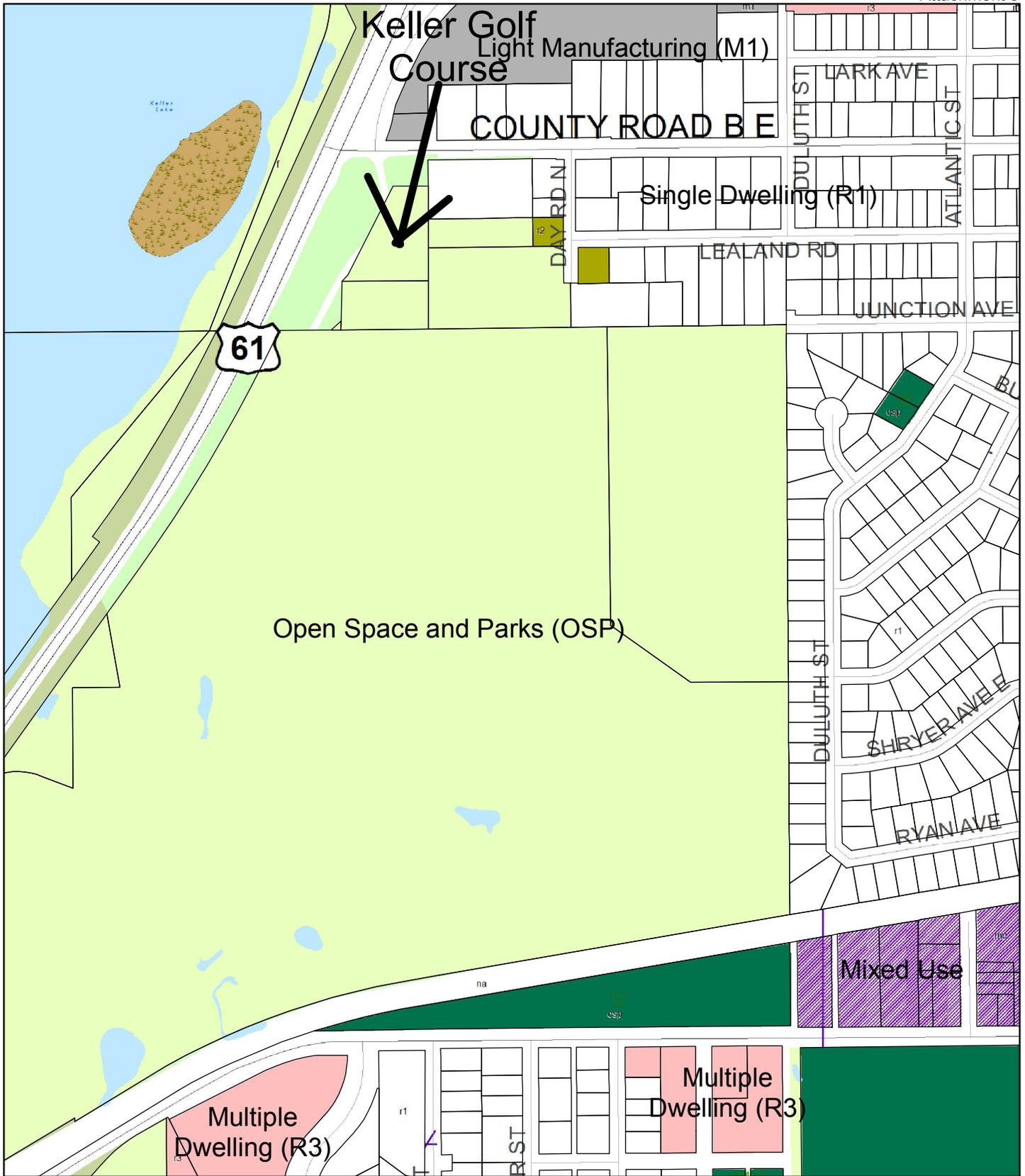
### 2166 Maplewood Drive Keller Golf Course

Location Map



### 2166 Maplewood Drive Keller Golf Course

### Future Land Use Map



### 2166 Maplewood Drive Keller Golf Course

Zoning Map

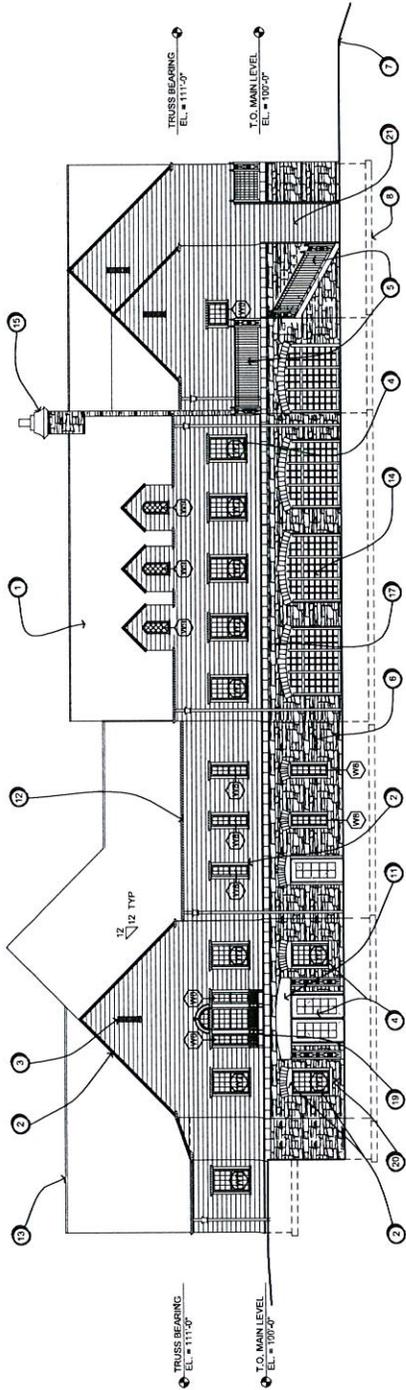




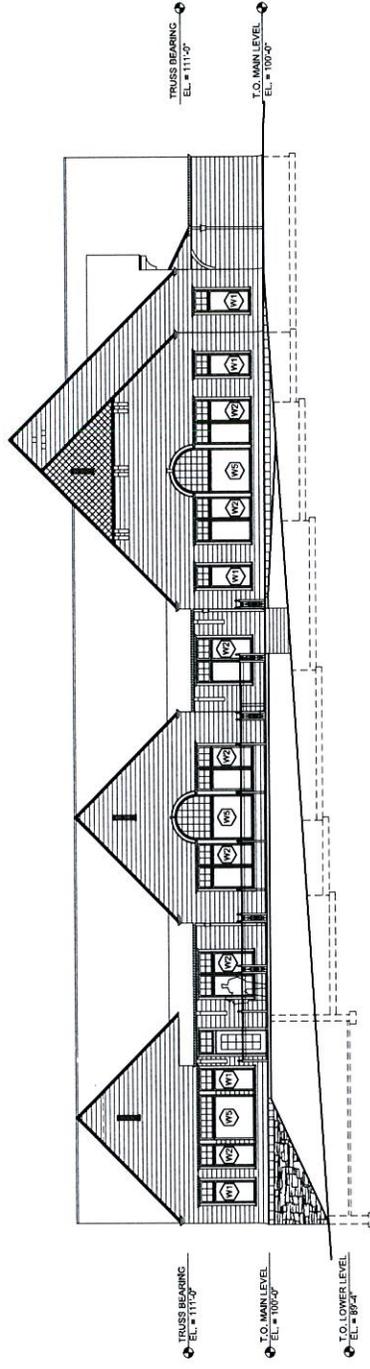


**Keller Golf Course**  
 2166 Maplewood Drive  
 Maplewood, MN 55109

**DESIGN DEVELOPMENT**



**NORTH ELEVATION** 1/8"=1'-0" 3



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

**Building Elevation Keynotes:**

- 1 ASPHALT SHINGLE ROOF
- 2 COMPOSITE TRIM (SEE A6.0 FOR DETAILS)
- 3 COMPOSITE LOWER AND TRIM
- 4 CLAD WD. WINDOWS AND DOORS W/ COMPOSITE TRIM
- 5 ORNAMENTAL POWDER COATED METAL RAILS TO MATCH EXIST.
- 6 THIN STONE VENEER
- 7 PROPOSED GRADE
- 8 CONCRETE FOOTINGS AND FOUNDATION
- 9 COMPOSITION SHINGLE SIDING
- 10 COMPOSITION DECORATIVE BRACKETS
- 11 ORNAMENTAL POWDER COATED METAL FRAME W/ CANVAS AWNING CANOPY
- 12 PREFINISHED GUTTERS, COLLECTION BOXES AND DOWNSPOUTS TO MATCH EXIST.
- 13 PREFINISHED METAL RIDGE CAP/VENT CONC. BEHIND
- 14 CAST CONC. FIREPLACE CAP TO MATCH EXIST.
- 15 ELECTRIC CLOCK W/ MATCHING TRIM PACKAGE
- 16 CAST STONE CAP (SEE A6.0)
- 17 ORNAMENTAL METAL FLOWER BOX MATCH EXIST.
- 18 STONE SILL
- 19 CONC. FILLED STEEL PAN STAIRS

**KEYNOTES**

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

John Sirny Registration No. 1119.00  
 SEAL DATE 15 MAY 2012  
 PROJ. NO. 1119.00

**CLUBHOUSE EXTERIOR ELEVATIONS**

TITLE **A6.0**  
 SHEET NO.

**Keller Golf Course**

2165 Maplewood Drive  
 Maplewood, MN 55109

**DESIGN DEVELOPMENT**

**ISSUED**  
 I hereby certify that this specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John Sirny Registration No. \_\_\_\_\_  
 SEAL \_\_\_\_\_  
 DATE 15 MAY 2012  
 PROJ. NO. 1119.00

**CLUBHOUSE EXTERIOR ELEVATIONS**

TITLE **AD.1**  
 SHEET NO. \_\_\_\_\_

**Building Elevation Keynotes:**

- 1 ASPHALT SHINGLE ROOF
- 2 COMPOSITE TRIM (SEE A6.0 FOR DETAILS)
- 3 COMPOSITE LOUVER AND TRIM
- 4 CLAD W/D. WINDOWS AND DOORS W/ COMPOSITE TRIM
- 5 ORNAMENTAL POWDER COATED METAL RAILS TO MATCH EXIST.
- 6 THIN STONE VENEER
- 7 PROPOSED GRADE
- 8 CONCRETE FOOTINGS AND FOUNDATION
- 9 COMPOSITION SHINGLE SIDING
- 10 COMPOSITION DECORATIVE BRACKETS
- 11 ORNAMENTAL POWDER COATED METAL FRAME W/ CANVAS WINING CANOPY
- 12 PREFINISHED GUTTERS, COLLECTION BOXES AND DOWNSPOUTS TO MATCH EXIST.
- 13 PREFINISHED METAL RIDGE CAP/VENT
- 14 COMPOSITE TRELLIS W/ EXPOSED PAINTED CONC. BEHIND
- 15 CAST CONC. FIREPLACE CAP TO MATCH EXIST.
- 16 ELECTRIC CLOCK W/ MATCHING TRIM PACKAGE
- 17 CAST STONE CAP (SEE A6.0)
- 18 ORNAMENTAL METAL FLOWER BOX MATCH EXIST.
- 19 STONE SILL
- 20 CONC. FILLED STEEL PAN STAIRS

TRUSS BEARING  
 EL. = 111'-0"

T.O. MAIN LEVEL  
 EL. = 102'-0"

T.O. LOWER LEVEL  
 EL. = 89'-4"

**EAST ELEVATION 1/8"=1'-0" 4**

TRUSS BEARING  
 EL. = 111'-0"

T.O. MAIN LEVEL  
 EL. = 102'-0"

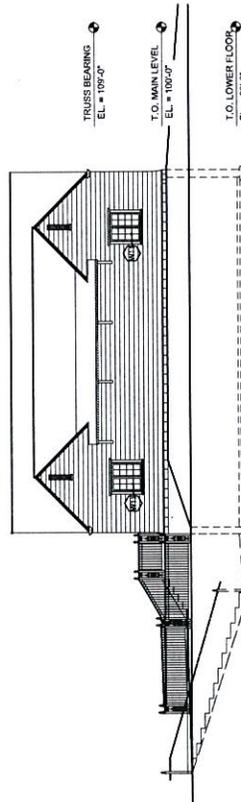
T.O. LOWER LEVEL  
 EL. = 89'-4"

**WEST ELEVATION 1/8"=1'-0" 1**

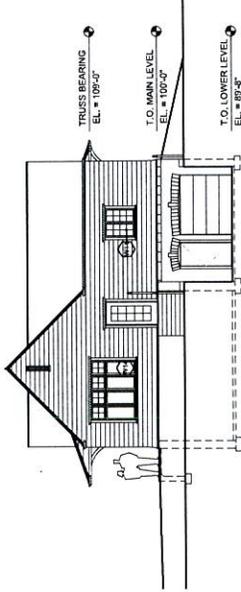
**Building Elevation Keynotes:**

- 1 ASPHALT SHINGLE ROOF
- 2 COMPOSITE TRIM (SEE A&D FOR DETAILS)
- 3 COMPOSITE LOUVER AND TRIM
- 4 CUAD W/D. WINDOWS AND DOORS W/ COMPOSITE TRIM
- 5 ORNAMENTAL POWDER COATED METAL RAILS TO MATCH EXIST.
- 6 THIN STONE VENEER
- 7 PROPOSED GRADE
- 8 CONCRETE FOOTINGS AND FOUNDATION
- 9 COMPOSITION SHINGLE SIDING
- 10 COMPOSITION DECORATIVE BRACKETS
- 11 ORNAMENTAL POWDER COATED METAL FRAME W/ CANVAS AWNING CANOPY
- 12 PREFINISHED METAL RIDGE CAP/VENT AND DOWNSPOUTS TO MATCH EXIST.
- 13 PREFINISHED METAL RIDGE CAP/VENT
- 14 COMPOSITE TRELLIS W/ EXPOSED PAINTED CONC. BEARING
- 15 CAST CONC. FIREPLACE CAP TO MATCH E
- 16 ELECTRIC CLOCK W/ MATCHING TRIM PAC
- 17 CAST STONE CAP (SEE A&J)
- 18 ORNAMENTAL METAL POWER BOX MATCH
- 19 STONE SILL
- 20 CONC. FILLED STEEL PAN STAIRS

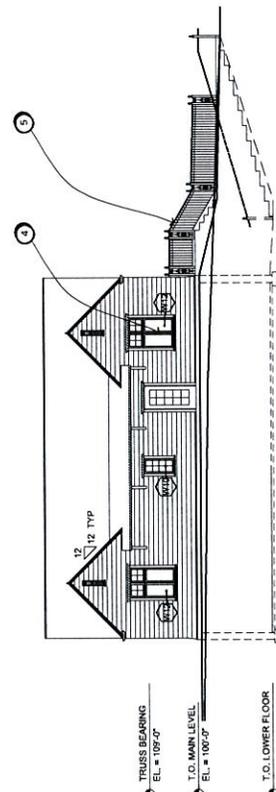
**KEYNOTES**



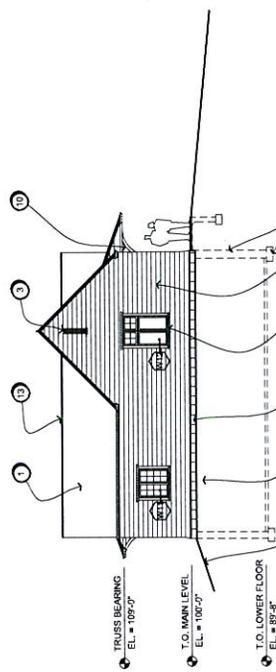
PRO SHOP NORTH ELEVATION 1/8"=1'-0" 21



PRO SHOP EAST ELEVATION 1/8"=1'-0" 3



PRO SHOP SOUTH ELEVATION 1/8"=1'-0" 19



PRO SHOP WEST ELEVATION 1/8"=1'-0" 1



Senior Planner Ekstrand presented the staff report and answered questions of the council. Planning Commissioner Arbuckel was present and addressed the council. Scott Yonke, Director of Planning and Development with Ramsey County Parks addressed the council and answered questions of the council. Kevin Finley, Director of Golf with Ramsey County Parks and Recreation addressed the council and answered questions of the council.

Mayor Rossbach moved to approve the Resolution approving the conditional use permit amendment for Keller Golf Course located at 2166 Maplewood Drive with changes to item #4 which would indicate that the use of 9 foot parking spaces is approved for employee parking and 9.5 foot shall be used for all patron parking.

RESOLUTION 12-8-778  
CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Ramsey County applied for a conditional use permit amendment to renovate and reconstruct its Keller Golf Course.

WHEREAS, Section 44-1092(1) of the city code requires a conditional use permit for any public service or public building use.

WHEREAS, this permit applies to the property located at 2166 Maplewood Drive. The legal description is:

SUBJ TO HWY 61 & FROST AVE & EX STATE OF MINNESOTA R/W; W ½ OF NW ¼ OF NE ¼ & TRIANGULAR PART IN SW COR OF E ½ OF NW ¼ OF NE ¼ MEAS 208.71 FT ON WL & 297.26 FT ON SL THEREOF ALSO PART OF SW ¼ OF NE ¼ LYING NLY OF STATE OF MINNESOTA R/W ALSO PART OF NE ¼ OF NW ¼ LYING ELY OF HWY 61 & ELY OF AL DESC AS COM AT PT ON NL OF & 1830.5 FT E OF NW COR OF NW ¼ TH S 40 DEG 15 MIN W FOR 790 FT TO WL OF NE ¼ OF NW ¼ TH S ON SD WL FOR 310 FT TH S 43 DEG 15 MIN E FOR 160 FT TO PT OF BEG TH S 10 DEG E FOR 300 FT TO SL OF NE ¼ OF NW ¼ & THERE TERM ALSO PART OF SE ¼ OF NW ¼ LYING NLY OF STATE OF MINNESOTA R/W

ALSO PART OF SW ¼ OF NW ¼ LYING ELY & SLY OF AL BEG ON EL OF & 366 FT S FROM NE COR OF SW ¼ OF NW ¼ TH N 72 DEG 18 MIN W FOR 119 FT TH WLY ALONG CURVE TO LEFT RAD 215 FT FOR 185 FT TH S 66 DEG 34 MIN W FOR 195 FT TH S 48 DEG 40 MIN W FOR 320 FT TH S 440 FT TH S 46 DEG 45 MIN E FOR 400 FT TO SL OF SW ¼ OF NW ¼ & THERE TERM ALSO PART OF NW ¼ OF SW ¼ LYING ELY & NLY OF PART OWNED BY CITY OF ST PAUL ALSO W 330 FT OF GOVT. LOT 2 IN NE ¼ OF SW ¼ LYING ELY & NLY OF PART OWNED BY CITY OF ST PAUL ALSO PART OF E 10 ACRES OF W 20 ACRES OF SD GOVT. LOT 2 LYING NLY OF STATE OF MINNESOTA R/W; ALL IN SECTION 16, TOWNSHIP 29, RANGE 22.

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

1. On July 27, 2012, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve this permit.

2. On August 13, 2012, the city council considered this application. The council also considered reports and recommendations of the city staff and planning commission.

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

1. All construction shall follow the site plan approved by the city. Staff may approve minor changes.
2. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.
3. The use would not change the existing or planned character of the surrounding area.
4. The use would not depreciate property values.
5. 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.
6. The use would not exceed the design standards of any affected street.
7. 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.
8. The use would not create excessive additional costs for public facilities or services.
9. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
10. The use would cause no more than minimal adverse environmental effects.

Approval is subject to the following conditions (additions are underlined and deletions are crossed out:

1. All construction shall follow the approved site plan. The director of community development may approve minor changes.
2. The applicant must begin construction within one year after the council approves this permit or the permit shall end. The city council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The use of 9 foot parking spaces is approved for employee parking and 9.5 foot shall be used for all patron parking is approved as an expansion of a legal, non-conforming use.
5. Applicant must provide six foot tall, 80 percent opaque screening between the new parking lot near County Road B East and the single family dwellings to the east. Current vegetation meets this requirement but if existing trees are ever removed or die new screening must be installed.

The Maplewood City Council approved this resolution on August 13, 2012.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

Mayor Rossbach moved to approve the plans date-stamped June 22, 2012 for the proposed renovations of the Keller Golf Course located at 2166 Maplewood Drive, based on the findings required by the code.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

Mayor Rossbach moved to approve the Amended Resolution for the Wetland Map.

RESOLUTION 12-8-779  
Changes to the Maplewood Wetland Map

WHEREAS, on December 14, 2009, the Maplewood City Council adopted a wetland ordinance (Ordinance No. 895) dealing with wetland regulations.

WHEREAS, as part of the ordinance the City Council adopted a wetland classification map. The map is based on wetland classifications from Minnesota Routine Assessment Method (MnRAM) wetland studies and assigned by the applicable watershed districts.

WHEREAS, the ordinance states that the City Council will adopt changes to the wetland map which are based on MnRAM and other studies conducted and approved by watershed districts.

WHEREAS, in 2012 Ramsey County had wetlands delineated on Keller Golf Course (refer to May 22, 2012, wetland delineation report).

WHEREAS, the wetland delineation report found that Wetlands 1 through 3 were manmade ponds developed for the management of stormwater and Wetlands 7 and 10 were developed incidentally (nonhistoric wetlands).

WHEREAS, in May 2012 the Local Governmental Unit (Ramsey-Washington Metro Watershed District) reviewed the delineation report and agreed with the above-mentioned wetland assessment and authorized the following changes to their wetland classification map:

- a. Wetlands 1 and 2 were added to the wetland map and classified as stormwater ponds.
- b. Wetland 3 was downgraded from a Manage B wetland to a stormwater pond.
- c. Wetlands 7 and 10 were removed from the wetland map as they have been shown to be incidental wetlands.

WHEREAS, On July 16, 2012, the Maplewood Environmental and Natural Resources Commission reviewed the Ramsey-Washington Metro Watershed District's decision to make the above-mentioned wetland classification map changes. The Commission recommended approval of the changes to the wetland classification map.

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the above-described wetland map change because Wetlands 1 through 3 were manmade ponds developed for the management of stormwater and Wetlands 7 and 10 were developed incidentally (nonhistoric wetlands) and the Ramsey-Washington Metro Watershed District will be making changes to the wetlands on their wetland classification map.

The Maplewood City Council approved this resolution on August 13, 2012.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**4. Review of Gun Range Acoustical Study**

City Manager Antonen presented the staff report and answered questions of the council. The following people spoke:

1. Mark Bradley, Maplewood Resident

Mayor Rossbach moved to approve the City Manager to enter into an agreement with Erich Thalheimer for acoustical engineering services as determined not to exceed \$12,000 with the City of Maplewood's share not to exceed \$4,000. The City Council further authorizes the city share to be appropriated out of the contractual services portion of the City Council program budget.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**5. Approval of an Off-Sale Intoxicating Liquor License for Maddie's Liquor, 1690 McKnight Road**

City Clerk Guilfoile presented the staff report and answered questions of the council. Owner Roger Samarani was present and addressed the council.

Councilmember Koppen moved to approve the Off-Sale Intoxicating Liquor License for Maddie's Liquor located at 1690 McKnight Road.

Seconded by Mayor Rossbach                                      Ayes – All

The motion passed.

**6. Approval of Wetland Buffer Waiver for Restoration at the Former Maplewood Dump West of Rolling Hills Manufactured Home Park**

Environmental Planner Finwall presented the staff report and answered questions of the council. The following people spoke:

1. Bob Zick, North St. Paul Resident

Councilmember Koppen moved to approve the wetland buffer waiver with the conditions outlined in the staff report.

Seconded by Mayor Rossbach                                      Ayes – All

The motion passed.

Mayor Rossbach called for 10 minutes recess.

**7. Approval of Settlement Agreement of Litigation for Flooding at Properties at 1665 and 1673 Lark Avenue**  
**a. Declaration of Intent to Close Meeting – Attorney-Client Privilege (Minn. Stat 13D.05, Subd. 3(b))**

**MEMORANDUM**

**TO:** Charles Ahl, City Manager

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

**DATE:** August 20, 2013

**SUBJECT:** Approval of a Temporary Amusement Rides Permit for the Ramsey County Sheriff's Office's "Fright Farm" – Ramsey County Fairgrounds, 2020 White Bear Avenue

**Introduction**

An application has been submitted for a temporary Amusement Rides permit by Brad Camitsch on behalf of the Ramsey County Sheriff's Office for their annual "Fright Farm" event held at the Ramsey County Fairgrounds, 2020 White Bear Avenue.

The event will be held the dates of October 4-5, 11-12, 18-19, 25-26 and 30-31 and will run from 7:00pm to 11:00pm each night. In addition, a Low Scare Event will be held on October 27<sup>th</sup> from 12:00pm to 4:00pm.

All proceeds from the Fright Farm event are donated to the Ramsey County Sheriff's Foundation to support community programs, such as the Drug Abuse Resistance Education (D.A.R.E.) and Canine (K-9) programs.

**Recommendation**

It is recommended that the Council approve the temporary Amusement Rides permit for the Ramsey County Sheriff's Office's "Fright Farm" located at the Ramsey County Fairgrounds, 2020 White Bear Avenue.

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## AGENDA REPORT

**TO:** Chuck Ahl, City Manager  
**FROM:** Steven Love, Assistant City Engineer  
Jon Jarosch, Civil Engineer I  
**SUBJECT:** **Beebe Road Street Improvements, City Project 13-10, Approval of Resolution Ordering Preparation of Feasibility Study**  
**DATE:** August 16, 2013

### INTRODUCTION

Beebe Road is located east of Mounds Park Academy, north of Larpenteur Avenue, west of Howard Street, and south of Holloway Avenue (*see attached drawing*). This street is a designated State Aid street and is listed in the approved 2014 – 2018 Maplewood Capital Improvement Plan (CIP) as a proposed project for the 2015 construction season. The City Council will consider initiating the project by approving the attached resolution ordering the preparation of a feasibility study.

### BACKGROUND

Beebe Road has continued to deteriorate over the years with the street having a current average PCI rating of 13 (on a scale from 1 to 100) according to the 2013 street rating survey. The existing street has concrete curb and gutter along with a storm sewer system. The majority of the street runoff flows untreated off of Beebe Road and is discharged directly to local downstream water bodies. There are sections of existing concrete curb that have sunk or are in a deteriorated condition. The Public Works department continues to spend a considerable amount of time maintaining this street by patching potholes in severe areas to maintain a minimum level of service. Areas that lack a defined crown in the road have contributed to the deterioration of the street by allowing water to pond in the street section. The Public Works Utility department has stated that the existing sanitary sewer system will need to be televised as part of the feasibility study to verify the extent of repair work required. To address the issues within this neighborhood a full reconstruction of the roads is necessary.

This project would consist of approximately 0.5 miles of full street reconstruction. It is necessary to fully reconstruct this street to improve the serviceability and drainage, meet city standards, upgrade aging underground infrastructure as required, and relieve the maintenance department of continual repairs. Full street reconstruction would include reconstructing the road beds and replacement of damaged concrete curb and gutter. The reconstruction project would also include the installation of additional storm sewer as required, constructing storm water quality features to reduce the amount of pollutants and excess nutrients that currently flow untreated off the neighborhood streets, replacing/repairing water main as necessary, and improving the sanitary sewer system as required.

The use of Living Streets concepts along this street will be investigated as a part of this feasibility study. The Living Streets concept aims to reduce impervious surfaces, improve pedestrian and bicyclist safety, improve the quality of storm-water runoff, and enhance the urban forest.

### SCHEDULE

The following is a tentative schedule of the feasibility study portion of the project once initiated:

- September 2013 – staff initiates the project process and feasibility study by sending an informational letter to the neighborhood residents.

- Late September 2013 thru February 2014 – engineering department conducts topographic surveys, preliminary engineering studies, research of the project area, and drafts the feasibility study. Staff holds informational neighborhood meetings about the proposed project as the feasibility study is being conducted.
- February 2014 – Staff submits the feasibility study to Council to consider acceptance and scheduling of a public hearing.

During the public outreach and neighborhood meetings staff plans to discuss the assessments in extensive detail. Currently the assessment policy guidance for special assessments is \$7,690 per unit, however benefit appraisal services will be completed prior to finalizing the feasibility study to ensure a market based approach is utilized per State Statutes.

## **BUDGET**

Given that the project area consists of approximately 0.5 miles of roads and a significant amount of utility improvements are anticipated, a budget of \$60,000 would be established for the project development. This amount will cover topographic surveying, soil borings, benefit appraisal services, preparation of a feasibility report, preliminary engineering, and wetland delineations (as needed).

## **RECOMMENDATION**

Staff recommends that the council approve the attached resolution ordering the preparation of the feasibility study for the Beebe Road Street Improvements, City Project 13-10 and establish a project budget of \$60,000.

### Attachments:

1. Resolution Ordering Preparation of Feasibility Study
2. Capital Improvement Plan - Project Details
3. Location Map

## RESOLUTION

### ORDERING PREPARATION OF A FEASIBILITY STUDY

WHEREAS, it is proposed to make improvements to the Beebe Road Street Improvement, City Project 13-10 and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to the city engineer for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost effective and feasible, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

FURTHERMORE, funds in the amount of \$60,000 are appropriated to prepare this feasibility report.

Approved this 26<sup>th</sup> day of August, 2013

## CITY OF MAPLEWOOD CAPITAL IMPROVEMENT PLAN 2014 - 2018

<b>PROJECT TITLE:</b> Beebe Road Street Improvements	<b>TOTAL COST:</b> \$1,290,000
<b>PROJECT NUMBER:</b> PW14.060	<b>PROJECT CATEGORY:</b> Public Works
<b>DESCRIPTION:</b> Neighborhood Area Street Reconstruction	

**JUSTIFICATION:**

Beebe Road is a state aid route approximately ½ mile in length. A majority of funding will come from gas taxes (MSA Funds). Beebe Road is proposed for full reconstruction in 2015. The pavement condition rating in recent years has dropped significantly and is currently at 23 out of 100. The drainage is not of high concern however as storm sewer and curb and gutter currently exist. However the engineering department has received a number of complaints about the rough driving conditions. We will continue to work with the area townhome association, school, and others area stakeholders to help shape a future project. Project includes \$30,000 for fog seal preventative maintenance treatment (area to be determined).

Funding Source	Prior Years	2014	2015	2016	2017	2018	Funding Total
State Aid	0	100,000	625,000	0	0	0	725,000
St. Paul Water	0	0	51,000	0	0	0	51,000
St. Paul W.A.C. Fund	0	0	51,000	0	0	0	51,000
Sanitary Sewer Fund	0	0	63,000	0	0	0	63,000
Bonds-Special Assessment	0	0	400,000	0	0	0	400,000

<p><b>PROJECT STARTING DATE:</b> July 2014</p> <p><b>PROJECT COMPLETION DATE:</b> October 2015</p> <p><b>NEIGHBORHOOD:</b> 08 - Hillside</p>	<b>PROJECT COSTS</b>
	<b>Preliminaries:</b> \$100,000
	<b>Land Acquisition:</b> \$0
	<b>Construction:</b> \$1,190,000
	<b>Equipment and Other:</b> \$0
	<b>Project Costs:</b> \$1,290,000



**Beebe Road Street Improvements**  
 Project Location Map  
 City Project 13-10



**MEMORANDUM**

TO: Charles Ahl, City Manager  
 FROM: H. Alan Kantrud, City Attorney  
 Gayle Bauman, Finance Director  
 DATE: August 19, 2013  
 RE: **Approval of First Reading of an Ordinance Amending the Xcel Energy Franchise Fee and Waive Second Reading**

**INTRODUCTION**

The City Council approved its latest Ordinance re-stating the City's Franchise Agreement with Xcel Energy in October, 2012. Xcel has asked that the Ordinance be modified to reflect the changes promulgated by the Minnesota Public Utilities Commission (PUC). This matter is before you to approve a restated Ordinance with those changes.

**DISCUSSION**

The City and Xcel Energy have had a Franchise Agreement in place for approximately ten years. As part of the City's budget process staff requested that the rates be modified to reflect the ongoing/increasing costs of undergrounding electric services as part of its street and development projects. This increase was passed last fall with the new rates and is currently in-force and Ordinance 926 is attached for your review, along with the rate-schedule, as Attachment A.

According to Xcel Energy, in 2011, the PUC changed its 'notice period' for changes in franchise fees from the existing 60-day requirement to 90 days. This is the only change that affects the Agreement between the City and Xcel, in addition to the start-date of collection.

The Proposed Ordinance calls for the new rates to take effect on December 1, 2013. This updated Ordinance only modifies the existing law by adding the updated notice requirement and inception of fee increase date as per above. Due to the fact that the rates have already been adopted and the substantive law is not changing in any way, it is requested that the second reading of this Ordinance be waived to start the 90-day notice period asap.

Once approved, the Ordinance will be communicated with Xcel and they will undertake the 90 day notification period with the new collection rates to begin December 1, 2013 as per above.

**RECOMMENDATION**

Staff requests the following actions:

- 1) Approve proposed Ordinance
- 2) Waive 2<sup>nd</sup> Reading of Ordinance

**Attachments:**

1. ORDINANCE 926 and fee schedule
2. Proposed ORDINANCE

ORDINANCE NO. 926

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF MAPLEWOOD.

THE CITY COUNCIL OF THE CITY OF MAPLEWOOD DOES ORDAIN:

**SECTION 1.** The City of Maplewood Municipal Code is hereby amended to include reference to the following Special Ordinance.

**Subdivision 1. Purpose.** The Maplewood City Council has determined that it is in the best interest of the City to impose a franchise fee on those public utility companies that provide electric services within the City of Maplewood.

- (a) Pursuant to City Ordinance a Franchise Agreement between the City of Maplewood and Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, the City has the right to impose a franchise fee on Northern States Power Company, a Minnesota corporation, d/b/a Xcel Energy, its successors and assigns, in an amount and fee design as set forth in Section 9 of the Northern States Power Company Franchise and in the fee schedule attached hereto as Schedule A.

**Subdivision 2. Franchise Fee Statement.** A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its electric franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Xcel Energy January, 2013 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

**Subdivision 3. Payment.** The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9.4 of the Franchise.

**Subdivision 4. Surcharge.** The City recognizes that the Minnesota Public Utilities Commission allows the utility company to add a surcharge to customer rates to reimburse such utility company for the cost of the fee and that Xcel Energy will surcharge its customers in the City the amount of the fee.

**Subdivision 5. Record Support for Payment.** Xcel Energy shall make each payment when due and, if required by the City, shall provide at the time of each payment a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

**Subdivision 6. Enforcement.** Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

**Subdivision 7. Effective Date of Franchise Fee.** The effective date of this Ordinance shall be after its publication and sixty (60) days after the sending of written notice enclosing a copy of this adopted Ordinance to Xcel Energy by certified mail. Collection of the fee shall commence as provided above.

**Subdivision 8. Repeal of Prior Franchise Ordinance.** Upon the effective beginning of collection date of this Ordinance any existing, prior, Ordinance shall expire or be repealed so as not to have two such Ordinances co-existing. Passage of this Ordinance shall constitute the intent to have this one control.

Passed and approved: \_\_\_\_\_, 2012.

\_\_\_\_\_  
*Mayor*

Attest:

\_\_\_\_\_  
*City Clerk*

SEAL

SCHEDULE A

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**Franchise Fee Rates:**

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<b>Rate Classification</b>	<b>Electric Franchise Fee Amount Per Premise</b>
Residential	\$ 1.25
Small C&I Non-Demand	\$ 2.50
Small C&I Demand	\$ 15.00
Large C&I	\$ 112.50
Public Street Lighting	\$ 1.25
Municipal Pumping Non-Demand	\$ 1.25
Municipal Pumping Demand	\$ 1.25

Franchise fees are to be collected by the Utility at the rate listed below, and submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE IMPLEMENTING AN ELECTRIC SERVICE FRANCHISE FEE ON NORTHERN STATES POWER COMPANY, A MINNESOTA CORPORATION, D/B/A XCEL ENERGY, ITS SUCCESSORS AND ASSIGNS, FOR PROVIDING ELECTRIC SERVICE WITHIN THE CITY OF MAPLEWOOD.

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**Subdivision 2. Franchise Fee Statement.** A franchise fee is hereby imposed on Northern States Power Company, a Minnesota Corporation, d/b/a Xcel Energy, its successors and assigns, under its electric franchise in accordance with the schedule attached here to and made a part of this Ordinance, commencing with the Xcel Energy December, 2013 billing month.

This fee is an account-based fee on each premise and not a meter-based fee. In the event that an entity covered by this ordinance has more than one meter at a single premise, but only one account, only one fee shall be assessed to that account. If a premise has two or more meters being billed at different rates, the Company may have an account for each rate classification, which will result in more than one franchise fee assessment for electric service to that premise. If the Company combines the rate classifications into a single account, the franchise fee assessed to the account will be the largest franchise fee applicable to a single rate classification for energy delivered to that premise. In the event any entities covered by this ordinance have more than one premise, each premise (address) shall be subject to the appropriate fee. In the event a question arises as to the proper fee amount for any premise, the Company's manner of billing for energy used at all similar premises in the city will control.

**Subdivision 3. Payment.** The said franchise fee shall be payable to the City in accordance with the terms set forth in Section 9 of the Franchise.

**Subdivision 4. Surcharge.** The City recognizes that the Minnesota Public Utilities Commission may allow Company to add a surcharge to customer rates of city residents to reimburse Company for the cost of the fee.

**Subdivision 5. Record Support for Payment.** Xcel Energy shall make each payment when due and, if required by the City, shall provide at the time of each payment a statement summarizing how the franchise fee payment was determined, including information showing any adjustments to the total surcharge billed in the period for which the payment is being made to account for any uncollectibles, refunds or error corrections.

**Subdivision 6. Enforcement.** Any dispute, including enforcement of a default regarding this ordinance will be resolved in accordance with Section 2.5 of the Franchise Agreement.

**Subdivision 7. Effective Date of Franchise Fee.** The effective date of this Ordinance shall be after its publication and ninety (90) days after the sending of written notice enclosing a copy of this adopted Ordinance to Xcel Energy by certified mail. Collection of the fee shall commence as provided above.

Passed and approved: \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
*Mayor*

Attest:

\_\_\_\_\_  
*City Clerk*

SEAL

## SCHEDULE A

---

### Franchise Fee Rates:

Electric Utility

The franchise fee shall be in an amount determined by applying the following schedule per customer premise/per month based on metered service to retail customers within the City:

<u>Class</u>	<u>Monthly Flat Fee Amount Per Premise</u>
Residential	\$ 1.25
Sm C & I – Non-Dem	\$ 2.50
Sm C & I – Demand	\$ 15.00
Large C & I	\$112.50
Public Street Ltg	\$ 1.25
Muni Pumping –N/D	\$ 1.25
Muni Pumping – Dem	\$ 1.25

Franchise fees are to be collected by the Utility at the rate listed below, and submitted to the City on a quarterly basis as follows:

- January – March collections due by April 30.
- April – June collections due by July 31.
- July – September collections due by October 31.
- October – December collections due by January 31.

## MEMORANDUM

TO: Chuck Ahl, City Manager  
 FROM: Tom Ekstrand, Senior Planner  
 SUBJECT: **Denial of a Land Use Plan Amendment and Rezoning Request for Tyrus Land Company, St. Clair Hills, Carver Avenue and Sterling**  
 (4/5 vote required to approve the land use plan amendment; 3/5 vote required to approve the rezoning)  
 DATE: August 21, 2013

### INTRODUCTION

#### Request

Jamie Jensen, of Tyrus Land Company, is requesting approval of:

- A comprehensive land use plan amendment from R/LDR (rural/low density residential) to LDR (low density residential) for a single-dwelling development proposal.
- A rezoning of this property from R1R (rural conservation dwelling district) to R1 (single dwelling).

The reason for these requests is to enable Mr. Jensen to develop lots with a minimum of 10,000 square feet of lot area instead of the two-acre lot size minimum required for lots in the R1R district. If the council approves these changes, Mr. Jensen will submit his preliminary plat request for the subdivision proposal.

### BACKGROUND

#### History of this Proposal

In 2006, Mr. Jensen requested approval to rezone the easterly of his two proposed acreages to R1. At that time, he was proposing 14 lots on that easterly 5.22 acre tract. He had proposed this rezoning during the South Maplewood Development Moratorium and, therefore, also applied for a variance from the moratorium ordinance for the consideration of this rezoning.

On February 12, 2007, the city council denied the proposed moratorium ordinance variance and the rezoning to R1.

In March 2009, Mr. Jensen revised his previous proposal and submitted a rezoning request to change the zoning for the easterly of his parcels from R1R to R1S (small-lot single dwelling) to plat the property into 16 home sites.

On March 3, 2009, the planning commission recommended denial of Mr. Jensen's rezoning request to R1S.

On March 23, 2009, the city council tabled the proposed zoning map change from R1R to R1S at Mr. Jensen's request. Mr. Jensen did not pursue this request.

## **Current Land Use Plan Adopted**

January 25, 2010: The city council adopted the 2030 Land Use Plan Update which established the R/LDR land use category with its density range of .5 to 1.5 units per acre.

## **DISCUSSION**

### **Land Use Plan and Rezoning Requests**

These two requests are about density. The applicant is asking for amendment of the land use plan and zoning classifications to be permitted to develop his 8.61 acre property with the LDR density of 2.6 to 6 units per acre vs. the R/LDR density of .5 to 1.5 units per acre. With the 24 lots proposed, the applicant is proposing 2.8 units per acre. The existing R1R zoning would allow three homes at the two-acre minimum lot size requirement or up to 12 homes with density incentives applied (read below).

#### Density

As mentioned, the development density allowed in the requested LDR classification is 2.6 to 6 units per acre. With the requested R1 zoning, this would allow lots with a 10,000-square-foot minimum area vs. the current lot size requirement of a two-acre minimum. The R1R ordinance, further, allows an increase of density if the applicant would meet various density bonuses or density incentives. These density incentives would be met by applying various “conservation principles” that allow a higher density. For example, if a developer preserved trees or slopes, provided additional stormwater management, clustered homes, developed trail connections or preserved views (to name some of the 18 potential incentives), they could build at a density of 1.5 units per acre or three homes on a two-acre-size area. Refer to the attached R1R ordinance for the complete list of “Conservation Principles and Density Incentives.”

#### Applicant's Justification

The applicant has given the following reasons for his requests (refer to the applicant's letters as well):

- The property has sewer and water available, making 10,000 square foot lots feasible and proper.
- The property is in close proximity to hospitals, schools, police/fire protection and two major metropolitan cities making a standard 10,000-square-foot lot-size minimum subdivision concept appropriate.
- Public agencies have provided the above urban amenities and a lesser density would not provide a sufficient means to contribute toward recovering those costs and pay toward the ongoing expenses.
- The increase in housing density will allow more individuals to live within a close distance to their place of business. This leads to less time spent commuting and in traffic. Additionally, local businesses will have a greater potential for hiring employees.

- By amending the zoning to permit smaller lots, the city will be guaranteeing proper spacing and use of the land. Overcrowding would only occur if parcels like these parcels are allowed to remain low density such that other parcels are required to reach higher density to allow for all of the individuals who wish to live in the area.
- A change in zoning to R1 would conserve and increase property values. Properties with higher density values are more valuable. The improvement of the zoning for these parcels will reflect positively on nearby parcels and their values.
- The zoning change requested will bring these parcels in line with the zoning on the property directly across the street. (Staff note: the property across the street is planned and zoned the same as the applicant's two parcels.)
- The purpose of the R1R zoning designation is to *protect those properties that do not have access to city water and city sewer.* These parcels have access to city water and city sewer and therefore should not be listed with the rural designation properties. (Staff note: The R1R zoning ordinance does not state as a reason or purpose for larger lots as the need to protect properties that do not have access to city water and sewer.)

### **Engineering Comments**

Refer to the engineering report by Jon Jarosch, staff engineer. Mr. Jarosch indicates that sewer and water are available in the streets at the corner of Sterling Street and Carver Avenue. But, essentially, there have been no engineering details submitted yet for a thorough review.

### **Environmental Comments**

Shann Finwall, environmental planner, gave the following comments:

It appears that the proposed development would ultimately require variances to the City's wetland and creek buffer requirements. There is a 100-foot buffer requirement to Fish Creek. Some of the grading for the lots may come within that buffer area. Additionally, it appears that there are some slope issues that might prove a hardship for development under the current scenario.

### **Neighbor's Comments**

Staff surveyed the 21 surrounding property owners within 500 feet for their comments about these requests. We received the following seven comments:

- I am not for rezoning this land! I know Maplewood will do anything you want to do! (Robert Woog, 2595 Carver Avenue)
- I am concerned that lawn chemicals will runoff from lawns into the stream. (Amy Kaiser, 9880 Military Road)
- This is Paul Schломka. I own 2511 Carver Avenue and the lot next to it and 2591 Carver Avenue. These Properties are straight across from the Proposed Land Development. We would be the properties most affected by the proposed land development. We think the

zoning should stay rural because Fish Creek and the open space butts up to the proposed land development. We do not think Carver Ave or Sterling St could handle all the extra traffic from proposed land development. We do not want to be hooked up to city sewer and water or be assessed for it on our taxes. We think the proposed land development would increase our taxes, which are already extremely high. I've lived in South Maplewood for 42 yrs. We live here because it is still a rural area and we would prefer to keep it that way.

- 24 houses is far too many. I would be ok with maybe 8 houses. (Beverly Stielow, 1285 Sterling Street)
- Our names are Christopher and Jane Jenkins, and we live at 1435 Sterling Street S. Our concern with Mr. Jensen's proposal is the rezoning which from our understanding would exempt him from adhering to environmental issues such as setbacks from Fish Creek, run-off into Fish Creek, preservation of trees and other changes that might increase already evident erosion, etc.... What happened to his original plan he presented 6 years ago? We feel that would be more fitting for the area. His proposal has just a few inaccuracies in it, i.e. #3 rezoning would not affect light and open spaces (how could it not!); #5b rezoning brings his parcels more in line with the property across the street (those 3 properties seen from the street own a significant amount of land behind them, even if they may have access to city sewer and water on Carver, so they are far from being comparable -- these are just 2 examples although we have issues with several other claims in his proposal. There is also the concern regarding traffic -- how could there not be an impact? There are only 3 routes available to exit this area north and then east or west on Carver or south to Bailey-- what is his planned exit from his property? In and out onto Carver; in and out onto Sterling or 2 exits onto both streets? The narrow bridge over Fish Creek has pavement that is dipping now, there is a lot of bicycle traffic and there is no shoulder -- the speed limit is 35, which is too fast already in our opinion, with the deer and wild turkey prevalent in the area. We will stop there--we know you don't have all day to read this! But, these are just a few of our concerns. Thank you, Christopher and Jane Jenkins.
- I am against this. It would not be fare to wild life and environment. I feel it is wrong for the farming that live on the site to deal with new development when we have shortage of clean organic growing produce at this time. Maybe you should exercise more agriculture in Maplewood. (Patty Gearin, 2575 Carver Avenue)
- Refer to the letter from Jim Kerrigan, 2620 Carver Avenue.

## **Conclusion**

Staff is not supportive of the proposed land use plan amendment and rezoning changes to allow development at 10,000-square-foot lot size minimums and depart from the conservation principles outlined in the R1R ordinance. The city council has done considerable planning and visioning regarding the future development of south Maplewood. In 2003, the council adopted the original R1R ordinance. They then enacted the South Maplewood Development Moratorium in 2006 and 2007 and finally established the R/LDR density of .5 to 1.5 units per acre for this area in the 2030 Comprehensive Land Use Plan update adopted in 2010. These actions all point out the council's desire for environmentally-sensitive and ecologically-aware development practices in this remaining, largely undeveloped part of the city.

## COMMISSION ACTIONS

August 20, 2013: The planning commission recommended denial with the staff recommendations.

## RECOMMENDATIONS

1. Deny the requested land use plan amendment from R/LDR (rural/low density residential) to LDR (low density residential) for a single-dwelling development proposal located at the southeasterly corner of Sterling Street and Carver Avenue. This recommendation for denial is based on the following reasons:
  - a. The city council guided the subject properties as R/LDR on January 25, 2010 with the intention of limiting development impact and housing density in order to preserve and enhance the ecological and aesthetic character of the property.
  - b. Nothing has changed in the neighborhood or on these properties which would warrant changing their land use designation to a higher density.
  - c. Reclassifying the subject properties to LDR, a higher density, would create an inconsistency between these parcels and the surrounding acreage which is also guided R/LDR in the comprehensive plan like the subject properties.
  - d. A guiding principle of the land use plan is that “whenever possible, changes in types of land use should occur so that similar uses front on the same street or at borders of areas separated by major man-made or natural barriers.” A change to the land use plan to a higher density would be contrary to this objective.
2. Deny the requested rezoning from R1R (rural conservation dwelling district) to R1 (single dwelling) for the development proposal located at the southeasterly corner of Sterling Street and Carver Avenue. This recommendation for denial is based on the following reasons:
  - a. The city council zoned the subject properties as R1R (rural conservation dwelling district) with the intention of limiting development impact and housing density in order to preserve and enhance the ecological and aesthetic character of the property. Rezoning this land to R1 (single dwelling residential) would be contrary to that goal and eliminate the intended environmental controls.
  - b. Nothing has changed in the neighborhood or on these properties which would warrant rezoning this property to allow a higher density.

## REFERENCE INFORMATION

### SITE DESCRIPTION

Lot Size: 8.61 acres

Existing Land Use: Primarily undeveloped except for a single family home on the westerly side

### SURROUNDING LAND USES

North: Carver Avenue and large

South and East: Fish Creek and Ramsey County open space land

West: Interstate 494

### PAST ACTIONS

#### Previous Proposals by Mr. Jensen

In 2006, Mr. Jensen requested approval to rezone the easterly of his two proposed lots to R1. At that time, he was proposing 14 lots. He had proposed this rezoning during the South Maplewood Development Moratorium and, therefore, also applied for a variance from the moratorium ordinance for the consideration of this rezoning.

On February 12, 2007, the city council denied the proposed moratorium ordinance variance and the rezoning to R1 as follows:

The city council denied the moratorium ordinance variance request because:

- Strict enforcement of the moratorium ordinance would not cause an undue hardship to the property or to the property owner. The applicant knew the property in question was zoned R-1R (which limits the type of development possible on the property) when he purchased it and that the property could be subject to a moratorium when he made application to the city.
- There are no special circumstances or conditions in this case that warrant the city approving a variance to the moratorium.
- The proposed rezoning (and then the proposed subdivision) would be premature and would not be compatible with the R1R zoning designation.
- The proposed rezoning and subdivision would not meet the spirit and intent of the moratorium ordinance. This is because the city put the moratorium ordinance in place to study land use and zoning patterns in this area (among other things). The proposed variance would remove the subject property from the study and thus from any possible changes that the city decides to make to the land use and zoning designations as a part of the study.

The city council denied the proposed zoning map change to R-1 because:

- The request does not meet all the criteria required by the city for a zoning map change. This is because the city cannot determine if the proposed zoning change would have any negative effect upon the logical, efficient, and economical extension of public services and facilities.
- Staff recommended that the city not grant the variance to the moratorium. The moratorium prohibits the city from considering rezoning or development requests, unless the city approves a variance to the moratorium.
- The proposed rezoning was not consistent with the R-1R zoning that the city intended to use to preserve the semi-rural lifestyle and to minimize tract housing. The city expects the R-1R zoning and any development consistent with that zoning to have lots at least two acres in size and to have wells and individual septic systems (not using city sewer and water). The proposed plan as shown by the applicant for the rezoning was not consistent with the R-1R zoning as it showed 10,000-square-foot lots and the use of city water and sewer to serve the new lots.

March 2009: Mr. Jensen revised his previous proposal and submitted a rezoning request to change the zoning for the easterly of his parcels from R1R to R1S (small-lot single dwelling) to plat the property into 16 home sites.

March 3, 2009: The planning commission recommended denial of Mr. Jensen's rezoning request to R1S for the following reasons:

- A rezoning would not be consistent with the spirit, purpose and intent of the zoning code which is to provide larger lots.
- The proposed R-1S zoning would not be in character with the neighborhood since this neighborhood is not developed with lots of this small size.
- The proposed change would not serve the best interests of the community since the city council, based on substantial citizen input, has determined that a lower density in this neighborhood is preferred.
- The proposed change is not consistent with the current or future comprehensive plan.

March 23, 2009: The city council tabled the proposed zoning map change from R1R to R1S at Mr. Jensen's request. Mr. Jensen did not pursue this request.

### **Current Land Use Plan Adopted**

January 25, 2010: The city council adopted the 2030 Land Use Plan Update which established the R/LDR land use category with its density range of .5 to 1.5 units per acre.

## **PLANNING**

Land Use Plan: existing—R/LDR; proposed--LDR

Zoning: existing—R1R; proposed R1

## **REVIEW DEADLINE**

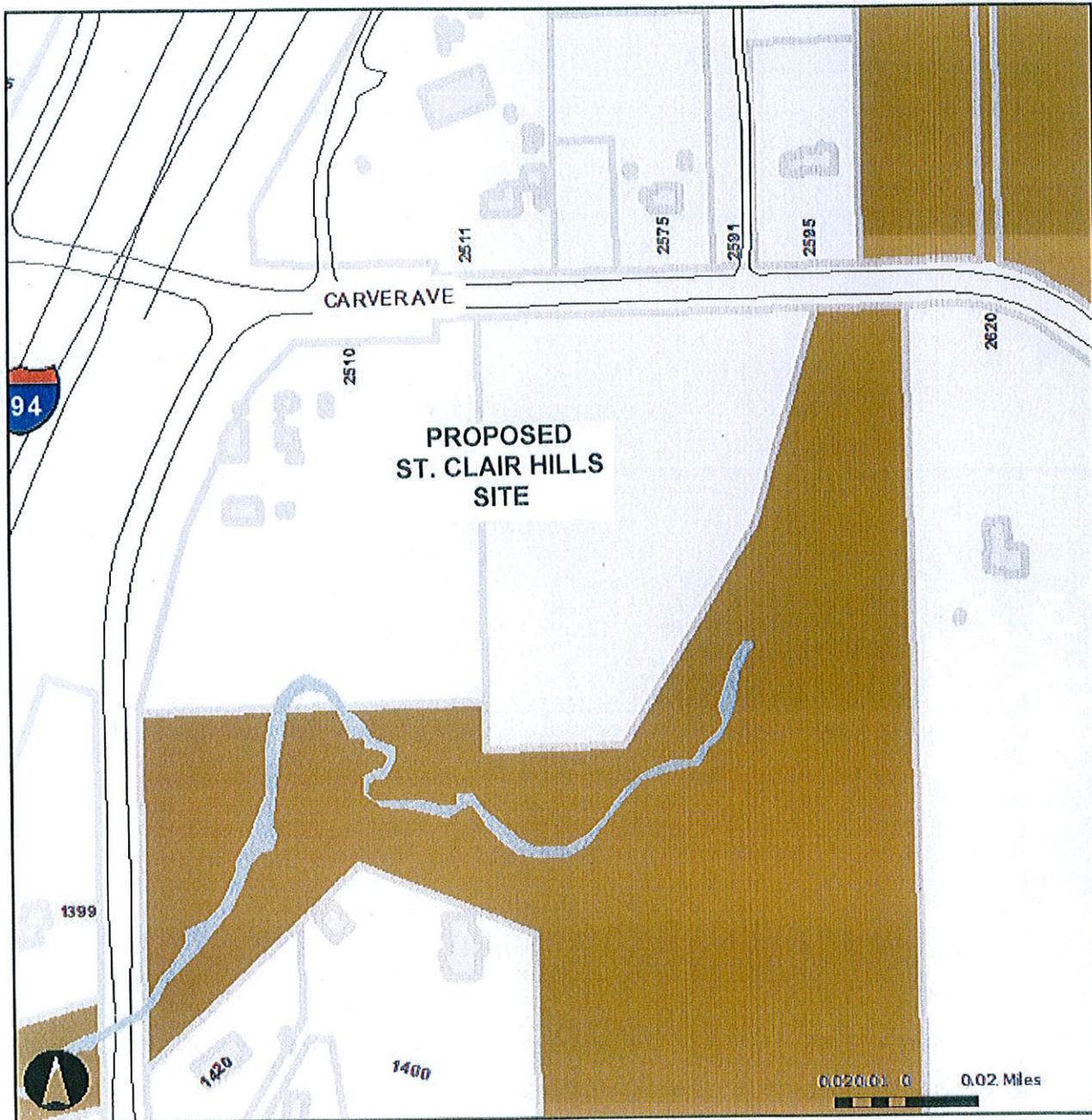
The applications for these requests were considered complete on June 28, 2013. State law requires that the city make a decision within 60 days of a complete application, however, the city can extend this deadline an additional 60 days. Staff has already extended the review period an additional 60 days. The new deadline for a council decision is, therefore, October 26, 2013

P:\Sec24-28\St. Clair Hills at Carver and Sterling Jamie Jensen Applicant\Plan Amendment and Rezoning for St. Clair Hills CC  
Report 8 13 te

Attachments:

1. Location Map
2. Land Use Plan Map
3. Zoning Map
4. Aerial Photo
5. Proposed Development Concept
6. Land Use Plan Letter of Justification dated June 22, 2013
7. Rezoning Letter of Justification dated June 7, 2013
8. Engineering Report dated July 10, 2013
9. Letter from Jim Kerrigan dated July 17, 2013
10. R1R Ordinance

# Location Map



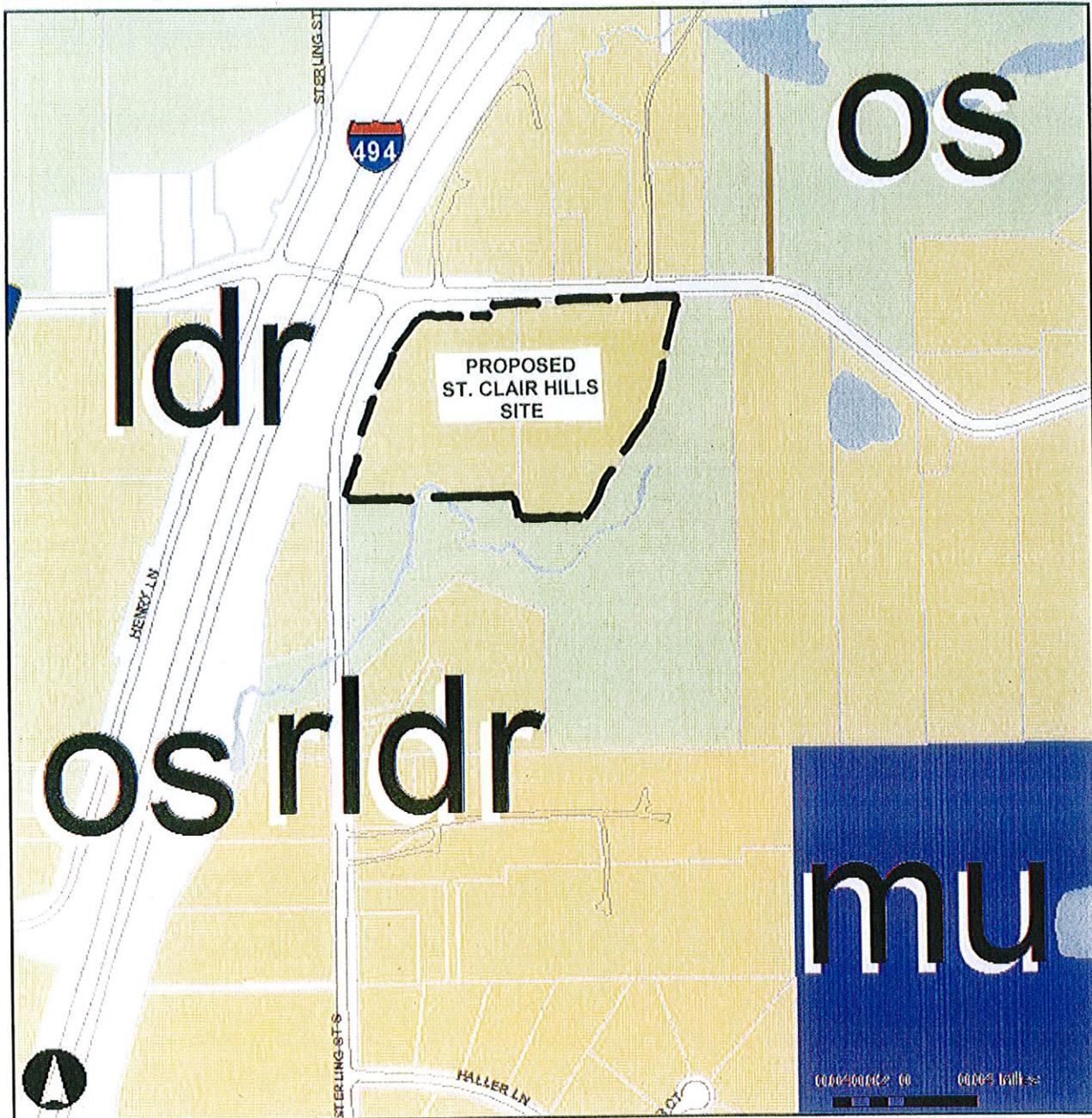
**Copyright**

MaplewoodBaseMap

Chad Bergo

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

# Land Use Plan Map



**Copyright**

MaplewoodBaseMap

Chad Bergo

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

# Zoning Map



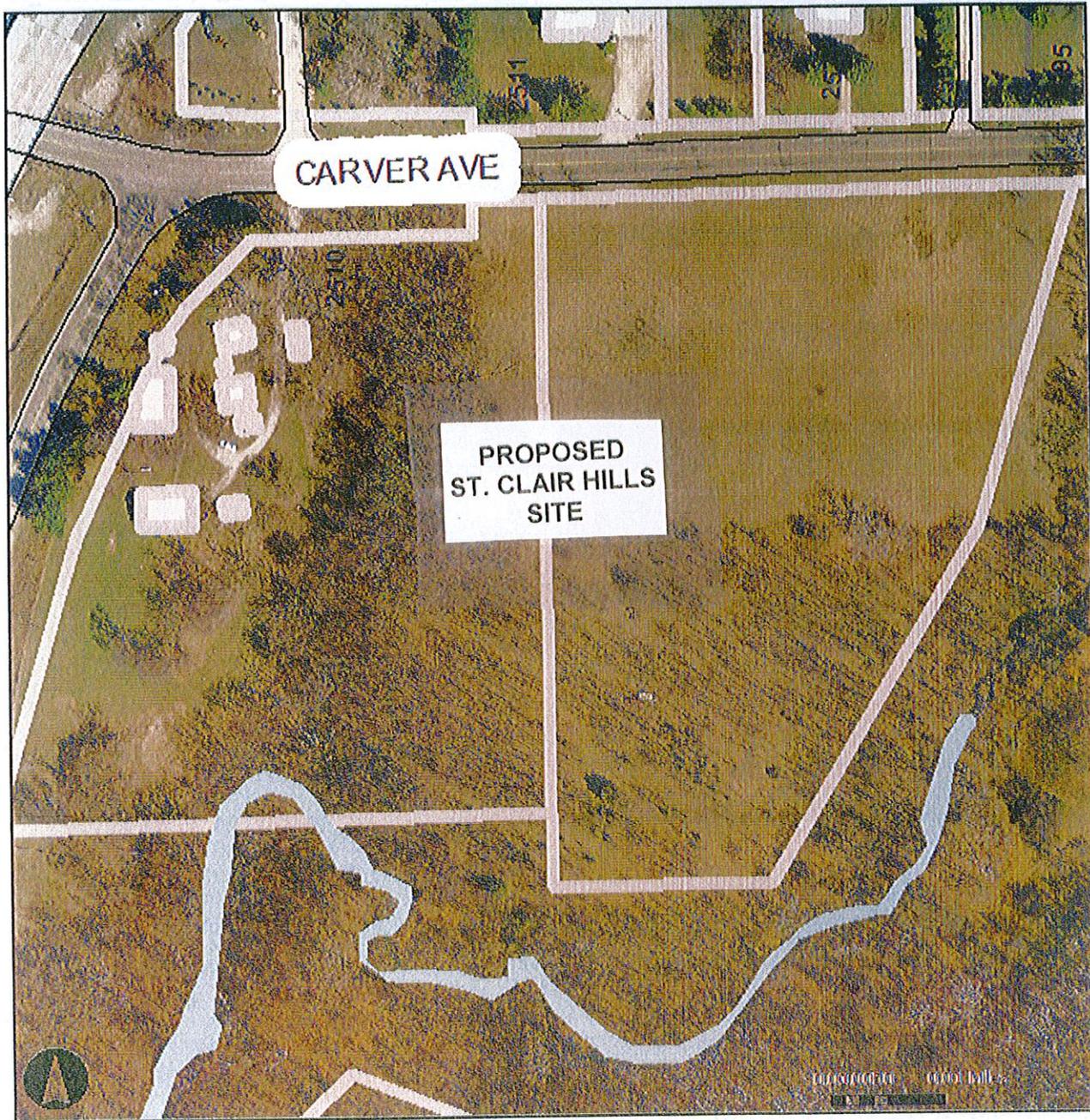
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Chad Bergo

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# Aerial Photo



**Copyright**

MaplewoodBaseMap

Chad Bergo

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## Tyrus Land Company

9314 62<sup>nd</sup> Place West  
Mukilteo, Washington 98275  
651-633-5010

June 22, 2013

Planning Department  
City of Maplewood  
1830 County Road B East  
Maplewood, MN 55109

Dear Sirs:

This is my letter to accompany my comprehensive plan amendment application for property at 2510 Carver Ave. and South Maplewood.

### Filing Requirements

1. It is our intention to develop the subject property under R-1 zoning requirements. Our current layout indicates that the property would support 24 single-family homes. There is adequate city water supply to the property, as well as adequate connections for sewer.

This property was guided, along with a very few other properties in this vicinity, as Rural/Low Density. This applicant feels that this designation is misguided for these two particular properties. The properties abuts Interstate 494, have sewer and water services in the street directly in front of the parcels, are in close proximity to hospitals, schools, fire and police protection, and are twenty minutes from two major metropolitan cities. These are all urban amenities.

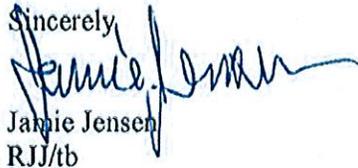
Secondly, the city, county, state, and federal governments have already paid for these amenities and need to recover those costs, along with ongoing expenses. By maintaining these lots as low density properties they are not required to participate in the cost of all of the amenities they enjoy. That seems unfair to the balance of the metro area.

2. Attached to this application please find maps that clearly show the area that we wish to have amended.
3. Attached to this letter please find a list of property owners and their addresses within 500 feet of this subject property.
4. Application fee is attached.

This application is made in tandem with a zoning change application. A more detailed description of our intentions is included in that application and is included here by reference.

If you need any further information please feel free to contact me at the number above. As you can see from the letterhead, we are currently in the Seattle, Washington area. We expect to move back to Minnesota later this year. I would like to participate in the planning commission meetings by Skype, if that can be arranged with your IT person. I expect to be present at any city council meetings, if possible.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Jensen", with a long horizontal flourish extending to the right.

Jamie Jensen  
RJJ/tb

## Tyrus Land Company

9314 62<sup>nd</sup> Place West  
Mukilteo, Washington 98275  
651-633-5010

June 7, 2013

City of Maplewood  
Planning Department  
1830 County Road B East  
Maplewood, MN 55109

Re: St.Clair Hills

Dear Sirs:

### Filing Requirements

This is my written statement, answering Paragraph 2, describing the intended use of the property and why the City should approve a request.

a. It is our intention to divide two parcels that are subject to this application into 24 individual single-family home lots. The land is currently zoned R (1) (R). It has a rural designation, allowing for only one lot for every 2 acres. That is a very low density of homes for the amount of services and utilities available to the property. By matching the zoning to the north, east, and west this property will then be contributing to the infrastructure of the city and the matching region. Water and sewer are already accessible to this property which allow it to become R (1) zoned rather than R (1) (R).

1. Regarding traffic congestion, the increase in housing density will allow more individuals to live within a close distance to their place of business. By living closer to their places of business those individuals will spend less time commuting and in traffic. Additionally, local businesses will have additional potential employees that live within close proximity to the local businesses, further reducing long commutes which cause traffic congestion.

2. It is unlikely that a change in zoning will have any significant effect on safety or fire dangers in the region.

3. It is unlikely that a change in zoning will have any significant effect on the light and open space in the area.

4. By changing the zoning to allow for R (1) size lots the city will be guaranteeing proper spacing and use of the land. Overcrowding would only occur if parcels like these parcels are allowed to remain low density such that other parcels are required to reach a higher density to allow for all of the individuals who wish to live in the area.

5. A change in zoning to R (1) would conserve and increase property values. Properties with higher density values are more valuable. The improvement of the zoning for these parcels will reflect positively on nearby parcels and their values.

b. The zoning change that is requested will bring these parcels in line with the zoning on the property directly across the street. Due to the position of Fish Creek these properties are more closely associated to the other R (1) property in the area than they are to the rural designation properties. The purpose for the R (1) (R ) zoning designation is to *protect those properties that do not have access to city water and city sewer*. These parcels have access to city water and city sewer and therefore should not be listed with the rural designation properties.

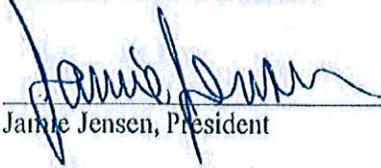
c. There are adequate public facilities serving these parcels. The properties are served by Sterling Avenue and Carver Avenue. Sewer lines and water lines are in the street on Carver Avenue and abut these parcels. Adequate schools are a reasonable distance from these parcels. Carver Lake Park is nearby. The city is also contemplating the purchase of 70 acres of land directly across the freeway from these parcels. The parcels are adequately served by public amenities.

In total, since these properties have access to city utilities and are in close proximity to other R (1) zoned properties these parcels should also be zoned R (1). These parcels would have little significant impact on the traffic, safety, or property values. And these parcels are under-supporting the local infrastructure. With 24 lots, rather than two, participating in the payment of taxes for police, fire, library, hospital, transportation, and other amenities, the parcels then would be contributing to the tax base in proper proportion to their size and location.

On a separate matter, we have been informed that approximately 40 feet on the west side of these properties is held as a right-of-way. Apparently there was a plan to put it freeway exit at Carver. That plan was scrapped but the right-of-way remains. We have been in contact with the state of Minnesota and it has deeded the property to Ramsey County. Ramsey County appears to be in agreement that the right-of-way is unnecessary along Sterling. The county would retain the small right-of-way on Carver. We would like to obtain that right-of-way so that we can move our whole project 40 feet to the west which would be 40 feet further away from Fish Creek. That process is currently in the works.

Dated this 7th day of June, 2013

TYRUS LAND COMPANY

  
\_\_\_\_\_  
Jamie Jensen, President

**Engineering Plan Review**

**PROJECT:** St. Clair Hills  
**PROJECT NO:**  
**COMMENTS BY:** Jon Jarosch, P.E. – Staff Engineer  
**DATE:** 7-10-2013  
**PLAN SET:** Conceptual Plans dated 5-29-2013  
**REPORTS:** Comprehensive Plan Amendment/Zoning Application letters dated 6-7-2013

The applicant is proposing a new development in southern Maplewood southeast of the intersection of Sterling Street at Carver Avenue. The applicant is currently requesting ~~and~~<sup>fix</sup> amendment of the comprehensive plan as well as a change in zoning for the subject properties. As this development is in the conceptual phase, the engineering requirements are general in nature. A more detailed review would be required as part of future submittals. The developer is required to meet the requirements set forth in future reviews.

**Sanitary Sewer and Water Service**

Sanitary sewer and water mainlines are currently in place near the intersection of Carver Avenue and Sterling Street. It appears from City records that these utilities could service the subject properties from a physical location standpoint. The adequacy of the pipe sizes, slopes, etc. are subject to future reviews as more detailed information becomes available.

**Drainage and Stormwater Management**

It appears that no accommodations have been made as part of the conceptual design for stormwater management. This project will be subject to the City's Stormwater Management Standards. Future plans shall address these requirements.

**Public Improvements**

The developer is proposing that the street and utilities be public. As such, the developer shall submit to the city a petition requesting that the city build the streets and utilities as part of a public improvement project. The developer will also need to request that the city prepare a feasibility report to begin the public improvement process.

**Right-Of-Way**

It is understood that the applicant wishes to have a portion of right-of-way along Sterling Street vacated to allow the development to be placed further from Fish Creek. The feasibility of this request is subject to review during future submittals.

### Noise Impacts

Due to the close proximity of the proposed development to Interstate 494, the developer should be aware of the potential need for implementing noise mitigation techniques in the development. The developer should be prepared to identify existing noise levels for the site and document the effectiveness of proposed noise mitigation measures.

July 17, 2013

Tom Ekstrand  
Senior Planner  
City of Maplewood  
1830 County Road B East  
Maplewood, MN 55109

Jim Kerrigan   
2620 Carver Avenue  
Maplewood, MN 55119

**SUBJECT: Comments – St. Clair Hills Rezoning Proposal, Tyrus Development**

- Tyrus previously proposed a similar development on a portion of the subject property. This project also required a rezoning to R-(1). However, due to concerns about the project's density a development moratorium was approved and a land use consultant was hired by the city to study the south Carver Avenue area.

After an exhaustive input and study process by the consultant, city officials, city staff and neighborhood representatives, the R-(1)(R) zoning was approved for the south side of Carver Avenue from Sterling to Century Avenue. This was a new zoning classification for the city created specifically for this area. It was felt this zoning was best suited to implement everyone's vision of how this area should develop in the future. The feeling was that a lower residential zoning was most suited for the area and would ensure that the creek, bluffs and natural amenities were protected.

Jamie Jensen with Tyrus was fully aware of this study process and had plenty of opportunities to provide input. It seems like Tyrus' thought process was to just let the city and neighborhood complete it's planning process and then just wait until they were ready to build and ask for a change. I am sure if the zoning had originally been made R-(1) and was not proposed to be changed to a lower density they would be arguing this is unfair and threatening legal action for a taking.

To now rezone the subject property to R-(1) after this extensive planning effort would be totally contradictory to all this previous group's input and recommendations of the completed land use study.

When the city and Z & P commission review this matter it would probably be helpful if they are provided a copy of the land use report relating to the R-(1)(R) zoning so they are fully aware of all this previous effort.

- Nothing has changed with the Tyrus property since the R-(1)(R) zoning was put in place. Mr. Jensen in his application letter makes it sound like a number of aspects of the site and project were not taken into account at the time of this previous rezoning. However, as part of the land use study process the city's consultant and city's staff were fully aware of the proximity of all schools, parks and public utilities to the site. Also they were totally cognizant of traffic congestion and property tax issues in the metropolitan area. Based on this knowledge it was still concluded that a lower density residential zoning was the most appropriate zoning for the area.
- Tyrus seems to be basing a strong argument for their zoning request on the fact that the site has close proximity to public utilities. In reality all of the adjacent properties on Carver Avenue are close to such utilities and will be that much closer once they are extended into the Tyrus property.

Access to public utilities does not by ordinance or statute automatically entitle a property owner to a higher density project. Many cities have large acreage lots serviced by public utilities.

- Tyrus purchased the subject property fully aware of the existing zoning. In fact, they just recently purchased their westerly lot without any contingency of securing a zoning change from the city.

At the time they purchased their property they were not given any guarantees they would be able to secure a higher density zoning. The price they paid for the property was based on the development potential at the time of the purchase. This price was less than if there had been a higher density zoning in place.

Tyrus' rationale for requesting higher density zoning is based on a desire to increase their return on overall investment. However, from the city's perspective the main concern isn't the developer's profit margin; but, to ensure the project is done in a quality manner and meets identified land use goals and objectives.

- I am sure Tyrus will argue they need more density to make the project "financially feasible." However, prior to purchasing the property they should have completed their due diligence by considering the overall site development costs.

Even though their profit margin may be less with the R-(1)(R) density there is a demand for large lot single family construction in the metro area. Specifically there is a very limited amount of this type of housing in Maplewood. When available these types of projects command a premium price in the market.

The bottom line is that Tyrus knew the land use constraints when they purchased the property. If they do not have the desire or ability to build under the R-(1)(R) zoning constraints they have the option sell the property to other developers that have such capabilities.

- With the R-(1)(R) zoning there is the ability to create a lot of less than two acres. However, this requires that an individual or developer must "clearly" demonstrate they are implementing significant environmental principles for their development project substantially over and above what is normally required. This is somewhat of a negotiation process.

If the subject property is rezoned to R-(1) the developer is automatically entitled to build on smaller lots provided they meet subdivision requirements. In essence the city has given up any negotiating ability it presently has under the R-(1)(R) zoning.

Even if Tyrus did implement extraordinary environmental principles based on the discussion when the R-(1)(R) zoning was implemented, I do not think the previous land use planning group envisioned a density as is presently being proposed for the St. Clair Hills project.

- I think it is interesting Mr. Jensen feels the rezoning of his property "will reflect positively on nearby parcels and their values." He can argue this but in reality the only significant positive impact will be on his bottom line.

Most residents that live in the Carver Avenue area enjoy the open space which is directly attributable to the large lots. This is why they strongly supported the R-(1)(R) zoning. By crowding a number of new housing units on smaller lots adjacent to the creek and bluffs the area would lose some of the open space feel. Making the Tyrus property higher density will impact the entire neighborhood. There will be a loss of some market demand by future buyers looking for the environment that presently exists.

In reality, I think the only possible way Mr. Jensen's proposed project would increase values for the neighborhood is if all the R-(1)(R) properties in the area were rezoned to R-(1) allowing every property owner to market their property to buyers with the higher density zoning. This, however, is a scenario I would not advocate as it does not meet the identified goals or objectives of the city or neighborhood. I would much rather see the low density zoning stay in place for all of the present R-(1)(R) property including the Tyrus parcel.

In the end in considering the Tyrus application the city needs to decide whether the R-(1)(R) area should stay low density or is better suited for high density. This should not be done on a parcel by parcel basis.

In conclusion please keep me informed as the Tyrus application moves forward. I would also appreciate if you would include this memo as an attachment to the staff report for the council and planning commission.

**ORDINANCE NO. 899****PROPOSED ORDINANCE MODIFYING THE R-1R (RURAL CONSERVATION DWELLING RESIDENCE) ZONING DISTRICT**

THE MAPLEWOOD CITY COUNCIL approved the following changes to the Maplewood Code of Ordinances:

**DIVISION 3.5 R-1(R) RURAL CONSERVATION DWELLING DISTRICT****Sec. 44-117. Purpose and Intent.**

The City of Maplewood finds that there is a direct link between the natural systems and character that exists throughout certain areas of the community. The requirements of this Rural Conservation Dwelling District are meant to preserve and enhance the ecological/aesthetic character by providing incentives that: 1) reinforce and establish ecological connections throughout the city; 2) protect and enhance drainageways and water quality; 3) protect and enhance ecological communities; 4) preserve and improve vistas; and 5) preserve or reinterpret local historical landmarks.

To allow for and to protect a semi-rural, residential life style, the city creates the R-1R zoning district that is intended to encourage conservation based development. This zoning district is for the areas of Maplewood that are not suitable for suburban or tract development because of topography, vegetation or other factors that make the area unique. The city finds the most suitable use of these areas is single dwellings on large lots, but is interested in protecting the natural resources and will encourage developments to follow the conservation principles and initiatives identified in subsequent sections of this ordinance. To further support the rural quality of the area, the density calculations in the R-1R district shall be calculated on a net acre basis which is further described Section 44-130 (c) of this ordinance. Low-density residential development and conservation development will lessen grading and soil erosion and will help protect ground water, vegetation, ecological communities and wooded areas.

**Sec. 44-118. Uses.**

The City shall only allow the following uses:

- (a) Permitted uses:
  - 1) Any permitted use in the R-1 District, subject to its regulations.
- (b) Conditional uses. The City may permit the following by conditional use permit:
  - 1) Any use allowed by conditional use permit in the R-1 (single dwelling) District.
  - 2) Commercial farming or gardening, including the use or storage or associated equipment, when on a property with a single dwelling.
  - 3) Stands for the sale of agricultural products grown or produced on the property.
  - 4) Metal storage buildings, commonly known as pole barns or agri-buildings, subject to the applicable size and height requirements.
- (c) Prohibited uses. The city prohibits the following uses in the R-1R zoning district:
  - 1) Accessory buildings without an associated single dwelling on the same property.
  - 2) Reserved.

**Sec. 44-119. Height of buildings.**

The maximum height of a single-family dwelling shall be thirty-five (35) feet.

**Sec. 44-120. Lot dimensions, lot area, width requirements, and side yards.**

- (a) No person shall build a single dwelling on a site less than eighty seven thousand one hundred twenty (87,120) square feet (2 acres) in area; unless the conservation design principles are applied as described in Section 44-128.
- (b) Each lot or parcel shall have enough area or usable space for a house, driveway, and if needed, a well and individual sewage treatment system (ISTS) with a primary and secondary site or an acceptable design and plan for a community septic system or regional sewer.
- (c) Each dwelling and any accessory structure(s) shall have side yard setbacks as defined in table 44-120.1 and shall be measured from the property line to the structure. The following exceptions to this standard shall apply:
  - 1) The side yard on the street side of a corner lot shall have a width of at least thirty (30) feet.
  - 2) When a property owner uses two (2) or more adjoining lots as a single-building site, the side yard requirements shall apply only to the outside lot lines.
- (d) The following table identifies the minimum lot area and lot width based on the conservation tiers:

Table 44-120.1

Conservation Tier	Density Range	Minimum Area	Minimum Frontage	Side Yard Setback	Front Yard Setback
Tier I (0-2 Principles)	0.5 – 1.0 U/A	43,560 SF	100'	30'	50'
Tier II (4 Principles)	1.1 –1.5 U/A	15,000 SF	80'	15'	30'

- (e) Each interior lot shall have at least eighty (80) feet of frontage on an improved public street.
- (f) Each corner lot or parcel shall have at least eighty (80) feet of frontage on each of the public streets.

**Sec. 44-121. Front Yards.**

- (a) Each dwelling and any accessory structure(s) shall have a front yard setback as defined in table 44-120.1. Except that:
  - 1) If each of the lots next to an interior lot has a dwelling, the minimum setback shall be the setback of the adjacent dwelling closest to the street. The maximum setback shall be the setback of the adjacent dwelling farthest from the street.
  - 2) If subsection (a)(1) above does not apply and there is a predominant setback, a dwelling shall be no further forward and no more than five feet to the rear of the predominant setback.
  - 3) Regardless of the above, if the city council has approved special setbacks for a development, those setbacks shall apply. City approval of a preliminary plat with building pads does not constitute approval of special setbacks.
  - 4) Regardless of the above, homeowners may add on to their homes using the existing setback.
  - 5) In all cases, the accessory structures shall be no closer than the principle structure unless approved by the City Council.
- (b) The director of community development may allow a different front yard setback if the proposed setback would not adversely affect the drainage of surrounding properties and if any of the following conditions apply:
  - 1) The proposed setback would not affect the privacy of adjacent homes.
  - 2) The proposed setback would save significant natural features, as defined in Section 9-188.
  - 3) The proposed setback is necessary to meet city, state or federal regulations, such as pipeline setback or noise regulations.
  - 4) The proposed setback is necessary for energy saving, health or safety reasons.

**Sec. 44-123. Rear Yards.**

- (a) Single dwellings shall have a rear yard setback of at least twenty (20) percent of the lot depth.
- (b) Accessory buildings shall have a rear yard setback of at least thirty (30) feet.

**Sec. 44-124. Tower, antenna and flagpole setbacks.**

Antennas and flagpoles for residential (non-commercial) use in the R-1R zoning district shall meet the same setbacks as accessory buildings in the R-1 (single dwelling) district.

**Sec. 44-125. Minimum foundation areas; room requirements.**

- (a) The minimum foundation area shall be at least:
  - 1) A one-story dwelling, nine hundred fifty (950) square feet.
  - 2) A one and one-half story dwelling, seven hundred twenty (720) square feet.
  - 3) A bi-level dwelling, eight hundred sixteen (816) square feet.
  - 4) A tri-level dwelling, seven hundred sixty five (765) square feet.
  - 5) A two story dwelling, five hundred twenty-eight (528) square feet.
- (b) Room size and number shall be consistent with the standards of the International Residential Code.

**Sec. 44-126. Building-width requirements.**

The minimum building width on the primary frontage shall be at least twenty-one (21) feet. The building width shall not include entryways or other appurtenances that do not run the fully depth of the building.

**Sec. 44-127. Accessory buildings.**

- (a) Section 44-114 (Accessory buildings) in the R-1 District shall apply to the use and height of accessory buildings and garages in the R-1R zoning district.
- (b) For lots in the R-1R zoning district, the following size standards shall apply to accessory buildings and garages:

Table 44-127.1 Accessory Sizes

	Detached Buildings (Max Area, Square Feet)	Attached Garages (Max Area, Square Feet)	Combination of detach buildings and attached Garage (Max Area)
Tier I	1,400 (garages), 1,100 (other)	1,400	2,800
Tier II	1,250 SF Total	1,250	1,850

**Sec. 44-128. Definitions and Conservation Principles.**

The conservation principles in the following table shall represent the conservation incentives for this ordinance. The definitions of each principle follow the table. All incentives, and subsequent conservation bonuses as described in Table 44-130.1, shall only be granted IF they exceed the minimum standards set forth in the existing City ordinances that relate to environmental protection as identified in, but are not limited to, Ordinance Chapters 12 and 44.

It shall be noted that the City has several ordinances that control and define natural resources and environmental quality, in all cases, the more restrictive ordinance shall apply and it is the developer's responsibility to discuss any issues or questions regarding the applicable ordinances with the City Planner.

**The developer shall be aware that the conservation principles shall be subject to the recommendations of the city staff, applicable commissions, planning commission and ultimate approval by the city council. As stated in Sec. 44-129 the developer shall be required to work closely with these bodies to develop a plan that supports the goals and objectives for the R-1R District. Without council approval the developer will be entitled to a base entitlement of one unit per two acres with a 2.0 acre lot minimum.**

In all cases, the developer shall receive a conservation bonus as described in Table 44-130.1 ONLY if the development integrates the conservation principle as a dominant theme throughout the proposed development. This shall be required of all proposed conservation principles. The City's objective is to maintain the rural quality of the R-1R district and encourage conservation principles and development in the city's areas with natural resource quality.

Table 44-128.1 identifies the conservation principles that may qualify for density incentives. The table is categorized into two groups: Group A – Natural Characteristics and Group B – Design Characteristics. The developer shall be required to present a diverse set of conservation principles for a site. Additionally, the developer is encouraged to use a mix of conservation principles and may not duplicate principles and receive a density incentive in exchange. For example if the developer proposes to preserve a large wooded area and consequently preserves an important stand of oak trees, the developer will receive the density incentive for one conservation principle not two.

Table 44-128.1 Conservation Principles for Density Incentives

<b>Group A: Natural Characteristics</b>	<b>Group B: Design Characteristics</b>
Additional Shoreline Buffers	Clustering
Additional Stormwater Management	Create/Develop Trail Connections
Creek Restoration Management	Create Passive Parks
Dedicate 50% Open Space	Energy Efficiency
Enhance/Preserve Large Wooded Areas or Forest	Historic Preservation
Enhance Wetlands, Create Management Plan	LEED Certified Buildings/Development
Prairie Restoration	Low Impact Development (LID)
Slope Buffer Preservation	Preserve and Establish Natural Area Greenways
Tree Preservation	Vista Shed/Corridor Preservation

**GROUP A: Natural Characteristics**

The following conservation principles are defined for this ordinance as natural characteristics because they directly apply specifically to naturally occurring characteristics on a site. The principles are presented in alphabetical order.

*Additional Shoreline Buffers:* Beyond those already identified in the Shoreland Overlay District, the creation and plan for permanent protection of protective buffers around those areas which are more sensitive to the negative impacts of development, especially areas that are defined as bluffs or steep slopes, where critical habitat may dwell, near historic tree clusters or heritage trees etcetera for which the additional buffers may vary or be averaged near the location of protection importance.

*Additional Stormwater Management:* The city has existing stormwater management policies, but there is opportunity to further improve the stormwater management on a site. The developer shall be given a conservation bonus for a stormwater management plan and implementation that exceeds the city's existing policy.

*Creek Restoration Management:* Restoration projects that the city believes would assist in the restoration of the stream or natural creek that compensate for the loss of past uses of the watershed due to contamination, erosion and other influences or issues. Specific types of projects proposed for implementation as part of a development plan would be those that enhance habitat, water quality, and flow regime such as stormwater management, stream

channel stabilization or greenways by implementing conservation easements, or additional buffers in riparian corridors.

*Dedicate 50% Open Space:* Open space is defined as public or publicly held land that is generally natural in character and contains relatively few human-made structures. The developer can achieve a conservation bonus for dedication of 50% of a site to open space. The open space dedication must be developable or have buildable qualities in order to achieve this principle. This conservation principle will be mandatory to achieve the full density allocation.

*Enhance/Preserve Large Wooded Areas or Forest:* An act of deliberately avoiding the removal of clusters of structurally healthy mature trees and understory trees which are native to the area and non-invasive, individual heritage trees which are structurally healthy and greater than 20 caliper inches in order to protect the present or future value for their use in protection from erosion, for their landscape and aesthetic value, for their use in screening development or for other environmental or intrinsic benefits. To meet this standard, the developer must prepare a health assessment of the trees on site, and must show a polygon area on the site with permanent protection plan, that the Developer shall implement, for the areas to be preserved and a management plan including removal of invasive species on the site.

*Enhance Wetlands, Create a Comprehensive Wetland Management Plan (CWMP):* A plan to resolve development and protection conflicts where wetlands affect a significant portion of a community. The plan encompasses the identification, study, and evaluation of wetland functions and community values, and development needs and investments with regard to wetlands protection, enhancement and regulation. The applicant shall be required to create a plan, that the developer shall implement, that exceeds the standards of the adopted Wetland Ordinance.

*Prairie Restoration:* After performing a historical analysis to determine pre-settlement conditions, prepare a plan for prairie restoration with a specific management strategy that the developer shall implement, over the course of five years in order to assure that the prairie establishes. This plan shall be submitted and approved by the city's natural resource coordinator to determine if it meets this requirement and subsequently qualifies for the conservation bonus.

*Slope Buffer Preservation:* A development plan that deliberately avoids placing any lots, in the buffer area of a slope exceeding 12 percent, or as described in the city's slope ordinance section 44-1238 and building code section 12-308. The developer shall establish a buffer with permanent protection to demonstrate how the buffer and slope is protected and the purpose of the protection measures and how it exceeds the current slope ordinance requirements. A conservation bonus will be given for those plans that exceed the standards identified in the current steep slopes ordinance.

*Tree Preservation:* Through means of a tree inventory, identifying the most significant trees on a site and permanently protecting them. The developer shall be required to present a plan for protection of these trees, and will be required to demonstrate how these trees will be integrated as a key component of the development.

**GROUP B: Design Characteristics**

The following conservation principles relate to the design of a project or of a site. The principles are presented in alphabetical order.

*Clustering:* A design technique that groups housing or development sites in a manner that allows for the conservation and preservation of open spaces such as farmland, natural areas, including habitat areas and open vistas.

*Create/Develop Trail Connections:* A plan that illustrates the development of trails that are indicated on the Parks, Trails and Open Space Plan map as part of the subdivision process, whether active or passive in nature, with an emphasis on creating trail connections to existing trails. A conservation bonus will be given for the development and construction of the trail not for the land dedication which will be considered part of the city's park accessibility charges.

*Create Passive Parks:* An area set aside through the development process that is environmentally sensitive and may or may not be developable. These parks may support passive uses such as walking trails, boardwalks and nature observation areas, but some areas may be too environmentally sensitive to accommodate any public access. A conservation bonus will only be given for passive dedication areas that are permanently protected and that are dedicated to a public entity.

*Energy Efficiency:* Using the Minnesota Greenstar Program, develop energy efficient and Greenstar rated projects and buildings. A conservation bonus will be given when the developer utilizes the program to create a 'theme' in a development and uses the Greenstar and conservation principles in marketing the project.

*Historic Preservation:* Identifying and protecting through permanent means, any historically significant areas on a specific site. If historical preservation is proposed as a conservation principle, the city's Historical Preservation Commission shall review and provide recommendations to the City Council regarding this principle. To reinforce the historical quality, a signage plan shall be included to clearly communicate the historical significance of the area or artifact.

*LEED Certified Buildings/Development (3 Practices per structure):* A national set of standards for buildings and neighborhoods that focuses on the principles of green building , smart growth, sustainability and healthy living. The LEED for Neighborhood Development Rating System provides independent, third-party verification that a development's location and design meet accepted high levels of environmentally responsible, sustainable development. A conservation bonus will be given for a minimum of 3 practices in the LEED standards certification criteria. The conservation bonus shall only be given if the LEED standards are applied to all structures throughout a development. Developers are encouraged to seek LEED certification.

*Low Impact Development (LID):* An ecologically friendly approach to site development and storm water management that aims to mitigate development impacts to land, water and air. The approach emphasizes the integration of site design and planning techniques that conserve the natural systems and hydrologic functions of a site. In all cases, the developer must minimize the impervious surface coverage to achieve low impact development, and must be a minimum of 5% below the 30% coverage standard allowed. This must be accomplished in conjunction with other LID techniques to achieve this principle. In order to achieve this principle the developer must demonstrate how they will achieve these principles.

*Preserve and Establish Natural Area Greenways:* The dedication, maintenance or management of an area identified on the City's Natural Areas Greenway map. The Natural Area Greenway is defined as large contiguous areas of natural habitat that cross ownership boundaries.

*Vista Shed/Corridor Preservation:* A site plan or development pattern that is designed specifically to protect an area on or near the development site that is viewed as integral to protecting the sense of place, whether the features in the vista are cultural, historical or natural or whether they are viewed from the street or within the development site.

**Sec. 44-129 Application Requirements and Procedures.**

The developer shall follow the steps outlined below as part of the development review process. The developer shall be required to review the contents of this ordinance and prepare a plan consisting of written and visual documents to support the proposed development.

- (a) The developer shall review this ordinance and available natural resource data. The intent is to establish the property's ecological connections both within Maplewood and as part of the regional ecological system. If the developer chooses not to use a conservation approach the developer may develop at the base entitlement of one (1) unit per two (2) acres of land and skip to step e. If the developer is interested in additional units and smaller lot sizes, then the developer shall follow steps b-e.
- (b) The developer shall prepare and submit a natural resources evaluation of the site, including all of the following elements, this step is in preparation for meeting with the city planner and should be completed prior to developing a concept plan:
  - 1) Tree survey, including all significant individual trees greater than 6 inches in diameter, and stands of trees, identifying tree species and size.
  - 2) Wetland inventory, including delineation reports; and MnRAM verification
  - 3) Topographic survey indicating existing drainage patterns. This shall include one foot (1') contours for steep slope areas to better understand where the top and bottom of the slopes are for preservation and placement
- (c) The developer shall set up a meeting with the city planner to discuss and establish the intent and goal for the subdivision. The process shall include a discussion regarding the appropriate conservation principles as identified in Table 44-128.1 for the specific site and shall be based on the preliminary natural resource information collected in step (b). **The principles utilized to achieve higher densities on a site must be reviewed and recommended by the City Staff, Planning Commission and approved by the City Council.** The conservation principles and corresponding conservation bonuses are shown in table 44-130.1
- (d) The developer shall create a concept plan that includes the following information:
  - 1) A base yield plan, which demonstrates the number of allowed lots as determined by the base entitlement of one unit per two acres.
  - 2) A description of the conservation principles that are used and the corresponding conservation bonus and unit count as the developer understands it. This shall also include information and data that supports how the concept plan addresses the conservation principle and how the plan meets and exceeds the standards of the city's existing natural resource ordinances.
  - 3) A graphic that demonstrates generally how the lots would be laid out and the unit types proposed as part of the development.

- 4) A narrative that describes the conservation principles used in the concept plan and supporting data demonstrating how the concept meets the standards of existing ordinances, and data demonstrating how the concept plan exceeds them.
  - 5) The developer shall submit, with their concept plans, data and reports related to the conservation principles performed by a reputable ecologist or ecological firm. The city shall reserve the right, if needed, to hire their own ecological expert at the cost of the developer to verify and further understand the plans submitted by the applicant/developer.
  - 6) Submit twenty (20) copies of items 1 through 4 for informal or non-binding comments by city staff, planning commission and city council. Each body will provide feedback and recommendations to the developer so the developer understands the changes they need to make moving forward to the preliminary plat. It will be up to the city council to make the final decision with respect to the implementation of the conservation principles and final density of a project.
- (e) After the concept plan review, the developer shall take and integrate the recommendations and prepare a preliminary plat and final plat submittal in accordance with section 34-5 of the subdivision ordinance.
  - (f) A full developer's agreement as well as any necessary agreements that document the conservation principles and how they will be upheld will be required as a part of any final plat approval. This shall also include, if applicable, any dedication or transfer of property for the purpose of permanent conservation which shall be completed prior to final plat approval or the issuance of any building permit.

**Sec. 44-130 Conservation Bonus Standards**

The following conservation bonuses shall be rewarded based on the number of conservation principles (as identified in Table 44-128.1) integrated within a development. The conservation principles and their application must be agreed to by both the developer and the city.

- (a) Conservation bonus is defined as the additional allotment of a lot or lots as determined by the number of conservation principles met. Conservation bonus is also commonly referred to as a density bonus.
- (b) The units obtained through the conservation bonus calculation shall always be rounded down to the nearest whole number.
- (c) The density and number of units shall be calculated on a net area basis. Net density shall be defined as the number of dwelling units per acre exclusive of arterial streets and right of ways, steep slopes (in excess of 18%), wetlands and water features, and other publicly dedicated improvements such as parks.

Table 44-130.1 Conservation Bonus Allotment for Conservation Principles

The following table identifies the baseline entitlement for all property zoned R-1R of 0.5 units per acre. All conservation bonuses are cumulative and the percentage bonus calculated as such.

Density Range	Number of Conservation Principles	Conservation bonus (Housing Units)	Number of Lots on a 10 Acre Site (Example)
Tier 1: 0.5 – 1.0	0 2	None – base entitlement of 2 Acre Lots 100%	5 Lots 10 lots
Tier 2: 1.1 – 1.5	4	100%	15 lots

This ordinance shall take effect after the approval by the city council and publishing in the official newspaper.

The Maplewood City Council approved this ordinance revision on April 12, 2010.

\_\_\_\_\_  
Mayor

Attest:

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

## MEMORANDUM

TO: Charles Ahl, City Manager  
 FROM: Tom Ekstrand, Senior Planner  
 SUBJECT: **Approval of a Resolution for a Conditional Use Permit Revision for a Parking Lot Expansion, Bruentrup Heritage Farm**  
 LOCATION: 2170 County Road D East  
 DATE: August 21, 2013

### INTRODUCTION

On July 23, 2012, the city council amended the parking ordinance to allow reinforced-turf, overflow parking areas. This ordinance revision was proposed by the Maplewood Area Historical Society (MAHS) in preparation of installing such a parking lot. They now are requesting approval to amend their conditional use permit (CUP) for the addition of a turf parking lot east of their existing blacktop parking lot. Refer to the attachments.

### Request

Amend the CUP to permit the addition of a reinforced-turf parking lot at the Bruentrup Farm.

### BACKGROUND

The MAHS manages the 2.36 acre Bruentrup Farm. The site is surrounded on three sides by the 22-acre Prairie Farm Neighborhood Preserve, which is part of the City's Neighborhood Preserve System. The 21-stall parking lot east of the farm buildings is on the preserve land and is maintained by the city for visitors to the Farm and to the preserve.

Under the CUP approved for the Farm, MAHS may host six private events annually, such as weddings and other celebrations. Revenue from these events goes to MAHS to help support the Farm's programs and facilities.

The 21-stall parking lot is not adequate for large events. Under the terms of the CUP, MAHS is required to have agreements with local businesses to use their parking lots. Getting permission to use these lots has not been an issue, but it is inconvenient for visitors, since they must cross a street and walk about a block to the Farm. While this can be an enjoyable walk and a fun part of a public event, it is very inconvenient for some elderly visitors and groups like wedding parties that may come in formal clothing and footwear. In addition, MAHS has concerns about safety since some visitors park on local streets and cross County Road D without a crosswalk. County Road D is very narrow and it is dangerous for pedestrians to walk along this road.

### DISCUSSION

MAHS would like to expand the existing parking area to provide overflow parking for its events. Because they are restricted to six large events per year, they do not need an asphalt lot. They would like to install a 24-stall, overflow turf parking lot east of the existing parking lot.

## **Criteria to Allow Turf Parking**

The parking ordinance would allow reinforced-turf parking lots when they would meet the following criteria:

- When the need for overflow parking is infrequent or limited to occasional parking events.
- Where there is already hard-surfaced parking that provides for handicap-accessible parking needs.
- Where the turf parking lot would meet setback and screening requirements.
- Where the parking need is seasonal (non winter) so snow plowing is not needed.
- Where there would be an environmental benefit due to storm water management or meeting shoreland/wetland/flood plain ordinance impact needs.
- Where the turf-parking plan meets the approval of the city engineer from the standpoint of using proven construction materials engineered for durability and aesthetics.
- Where the turf-parking plan meets the approval of the police and fire chief from the standpoint of meeting public safety requirements.
- This parking surface alternative shall not apply to single and double dwelling residential properties which are governed under Section 44-17 (j), the residential parking ordinance apply.

The proposed parking lot expansion would meet these criteria, subject to the city engineer, police chief and fire chief reviewing and approving the plans prior to construction.

## **Proposed Parking Lot Construction**

The proposed overflow turf parking lot would be a lawn area that is constructed of a durable mesh to accommodate occasional parking. This mesh product would be staked down to a prepared soil base and would allow the grass to grow through. This product helps spread out vehicle weight and reduces soil compaction. Turf parking areas have environmental benefits since they reduce the amount of impervious surface needed for parking, they allow rain to infiltrate, and they are cooler than an asphalt lot. MAHS would like to use the product GrassProtecta™ for this project. Refer to the attached data sheet.

## **Neighborhood Support and Screening**

MAHS has talked to adjacent neighbors and neighbors support this project as long as an evergreen buffer is installed to screen the property to the east of the parking lot. The landscape design includes evergreen screening. The city and MAHS would seek a grant from the Ramsey Washington Metro Watershed District (RWMWD) for this project, with matching funds from MAHS and in-kind services from Maplewood staff.

## CONCLUSION

This would be the first reinforced-turf overflow parking lot in Maplewood. One of the city's goals is to continue to be an environmental leader. This project is consistent with that goal. The Farm is an excellent site to demonstrate this type of project due to its location, existing parking lot, and the level of use is appropriate for turf parking.

If this project is approved by the city council, it would proceed only if grant funding is received from RWMWD.

## COMMISSION ACTIONS

July 17, 2013: The parks commission recommended approval of this proposal

July 23, 2013: The community design review board recommended approval.

August 8, 2013: The historical preservation commission recommended approval.

August 20, 2013: The planning commission recommended approval.

## RECOMMENDATION

Adopt the conditional use permit revision resolution for the Bruentrup Farm, located at 2170 County Road D East, to allow the addition of a 24-stall reinforced turf parking lot for overflow parking lot. Approval is based on the findings required by ordinance and subject to the following conditions (Additions are underlined>):

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before the city issues a building permit, the city engineer shall complete the necessary grading, drainage, utility and erosion control plans.
3. The applicant or contractor shall complete the following before occupying the buildings:
  - a. Replace property irons that are removed because of this construction.
  - b. Install reflectorized stop signs at all exits, a handicap-parking sign for each handicap-parking space and an address on the building.
  - c. Construct a trash dumpster enclosure for any outside trash containers. The enclosures must be 100 percent opaque, match the color of the buildings and have a closeable gate that extends to the ground. If the trash container is not visible to the public it does not have to be screened.
  - d. Install site-security lighting as required by the code. The light source, including the lens covering the bulb, shall be concealed so the light source is not visible and so it does not cause any nuisance to drivers or neighbors.

4. If any required work is not done, the city may allow temporary occupancy if the city determines that the work is not essential to the public health, safety or welfare.
5. All work shall follow the approved plans. The director of community development may approve minor changes.
6. Update the January 2008 Bruentrup Heritage Farm Master Plan to include correct site size, site conditions, parking references, and purpose and intent of uses including any large non-historical fundraising events.
7. When the parking lot located east of the site cannot accommodate parking for an event (i.e., events where there are more than 84 people based on 4 people per vehicle in the 21 space parking lot located to the east of the site) the society must supply off-site parking to accommodate the events.
8. Off-site parking at Salvation Army (78 parking spaces at 2080 Woodlyn Avenue):
  - a. The society must supply the city with a signed parking agreement between the society and the owners of the Salvation Army for the use of the parking lot.
  - b. Transportation of guests in a wagon pulled by a tractor to and from the Salvation Army parking lot (Woodlyn Avenue) on a trail through the Prairie Farm Neighborhood Preserve is only allowed during daytime hours.
  - c. The society must ensure safe pedestrian crossing at the intersection of Woodlyn Avenue and Ariel Street for visitors parking in the Salvation Army parking lot. Safe pedestrian crossing can involve temporary signs or crossing guards.
9. Off-site parking at Harbor Pointe (278 parking spaces at 2079 to 2127 County Road D):
  - a. The society must supply the city with a signed parking agreement between the society and the owners of Harbor Pointe which allows the use of this parking lot.
  - b. The society must ensure safe pedestrian crossing at the intersection of County Road D and Ariel Street for visitors parking in the Harbor Pointe parking lot. Safe pedestrian crossing can involve temporary signs or crossing guards.
10. Any large scale music proposed for any event on the site (such as DJs and bands) should be limited to inside the barn.
11. Use of the farm must comply with the city's noise ordinance which requires that no disturbing noises be generated before 7 a.m. and after 7 p.m.
12. The society will work with Maplewood city staff to coordinate the management of the oak savanna located west of the entry drive within the Bruentrup Heritage Farm site with the intent of continuing to manage that portion of the site as oak savanna.
13. The barn must be posted with a maximum occupancy of 290 people.

Conditions Which Apply to the Subleasing of the Site by the Society for Large Non-Historical Fundraising Events:

14. Subleased large non-historical fundraising events are allowed six times per year.
15. Subleased large non-historical fundraising events are allowed from 10 a.m. to 10 p.m.
16. Parking for subleased large non-historical fundraising events in which alcohol will be served is limited to the parking lot on the east side of the site and the Harbor Pointe parking lot located about a block west of the site on the north side of County Road D.
17. Maximum number of occupants allowed *on site* for large non-historical fundraising events in which alcohol will be served is limited to 290 people.
18. Appropriate liquor licenses must be obtained prior to serving alcohol on the site.
19. The society must obtain the appropriate liability coverage for large non-historical fundraising events which holds the city harmless.
20. A rental agreement must be approved by the city which dictates hours of use, maximum number of people, location of parking, etc.

Conditions Relative to the Proposed Reinforced-Turf Parking Plan:

21. The site and landscaping plan dated July 17, 2013, showing the proposed turf parking plan is approved.
22. Minor revisions may be approved by staff.
23. Construction shall begin on the proposed turf parking lot within one year or this approval shall end. The city council may extend this approval for one additional year.
24. The city engineer, police chief and fire chief shall review the plans, as required by ordinance, before construction on the turf parking lot can begin.
25. Screening must be provided, as proposed, to buffer the proposed parking lot from the neighbor to the east. This screening shall be completed before the parking lot may be used, unless the applicant provides escrow to guarantee its completion. Escrow shall be, as is typically required, in the amount of 150 percent of the cost of installing the landscaping.

## **REFERENCE INFORMATION**

### **SITE DESCRIPTION**

Site size: 2.36 acres

Existing land use: Bruentrup Heritage Farm

### **SURROUNDING LAND USES**

North: County Road D and Single Family Homes

South: Maplewood Prairie Farm Heritage Preserve

East: Single Family Homes

West: Maplewood Prairie Farm Heritage Preserve

### **PLANNING**

Land Use Plan designation: OS (open space)

Zoning: F (farm)

### **CODE REQUIREMENTS**

Section 44-1092(1) of the city ordinances requires a CUP for public service and public building uses.

#### **Findings for CUP Approval**

Section 44-1097(a) requires that the city council base approval of a CUP on nine findings. Refer to the findings for approval in the resolution.

### **APPLICATION DATE**

The application for this request was considered complete on July 17, 2013. State law requires that the city decide on these applications within 60 days. The deadline for city council action on this proposal is September 15, 2013.

P:\Sec2N\Bruentrup Farm\Turf Parking Lot Request\Bruentrup Farm Turf Parking Lot CC CUP Report 8 13 te  
Attachments:

1. Resolution of CUP Revision to allow turf parking
2. Zoning Map
3. Land Use Plan Map
4. Parking lot design date-stamped July 17, 2013
5. Landscape design date-stamped July 17, 2013
6. GrassProtecta™ Case Study
7. Turf-Parking Ordinance
8. Existing CUP Conditions dated July 27, 2009
9. Letter from Robert Jensen of MAHS dated July 9, 2013

## **PLANNED UNIT DEVELOPMENT REVISION RESOLUTION**

WHEREAS, the Maplewood Area Historical Society has applied for a conditional use permit revision to construct a 22-stall reinforced-turf parking lot at the Bruentrup Farm.

WHEREAS, Section 44-17, the off-street parking ordinance requires city council approval of turf parking lots.

WHEREAS, Section 44-1092(1) of the city code requires a conditional use permit for public building uses.

WHEREAS, this permit applies to the property located at 2170 County Road D East. The property identification numbers for this property is:

022922110009

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

1. On August 20, 2013, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On August 26, 2013, the city council considered reports and recommendations of the city staff and planning commission.

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the city council also determines that the above-described conditional use permit for a reinforced-turn parking lot meets the following criteria:

1. When the need for overflow parking is infrequent or limited to occasional parking events.
2. Where there is already hard-surfaced parking that provides for handicap-accessible parking needs.
3. Where the turf parking lot would meet setback and screening requirements.
4. Where the parking need is seasonal (non winter) so snow plowing is not needed.
5. Where there would be an environmental benefit due to storm water management or meeting shoreland/wetland/flood plain ordinance impact needs.
6. Where the turf-parking plan meets the approval of the city engineer from the standpoint of using proven construction materials engineered for durability and aesthetics.
7. Where the turf-parking plan meets the approval of the police and fire chief from the standpoint of meeting public safety requirements.

Approval is subject to the following conditions:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before the city issues a building permit, the city engineer shall complete the necessary grading, drainage, utility and erosion control plans.
3. The applicant or contractor shall complete the following before occupying the buildings:
  - a. Replace property irons that are removed because of this construction.
  - b. Install reflectorized stop signs at all exits, a handicap-parking sign for each handicap-parking space and an address on the building.
  - c. Construct a trash dumpster enclosure for any outside trash containers. The enclosures must be 100 percent opaque, match the color of the buildings and

have a closeable gate that extends to the ground. If the trash container is not visible to the public it does not have to be screened.

- d. Install site-security lighting as required by the code. The light source, including the lens covering the bulb, shall be concealed so the light source is not visible and so it does not cause any nuisance to drivers or neighbors.
4. If any required work is not done, the city may allow temporary occupancy if the city determines that the work is not essential to the public health, safety or welfare.
5. All work shall follow the approved plans. The director of community development may approve minor changes.
6. Update the January 2008 Bruentrup Heritage Farm Master Plan to include correct site size, site conditions, parking references, and purpose and intent of uses including any large non-historical fundraising events.
7. When the parking lot located east of the site cannot accommodate parking for an event (i.e., events where there are more than 84 people based on 4 people per vehicle in the 21 space parking lot located to the east of the site) the society must supply off-site parking to accommodate the events.
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19. The society must obtain the appropriate liability coverage for large non-historical fundraising events which holds the city harmless.
20. A rental agreement must be approved by the city which dictates hours of use, maximum number of people, location of parking, etc.

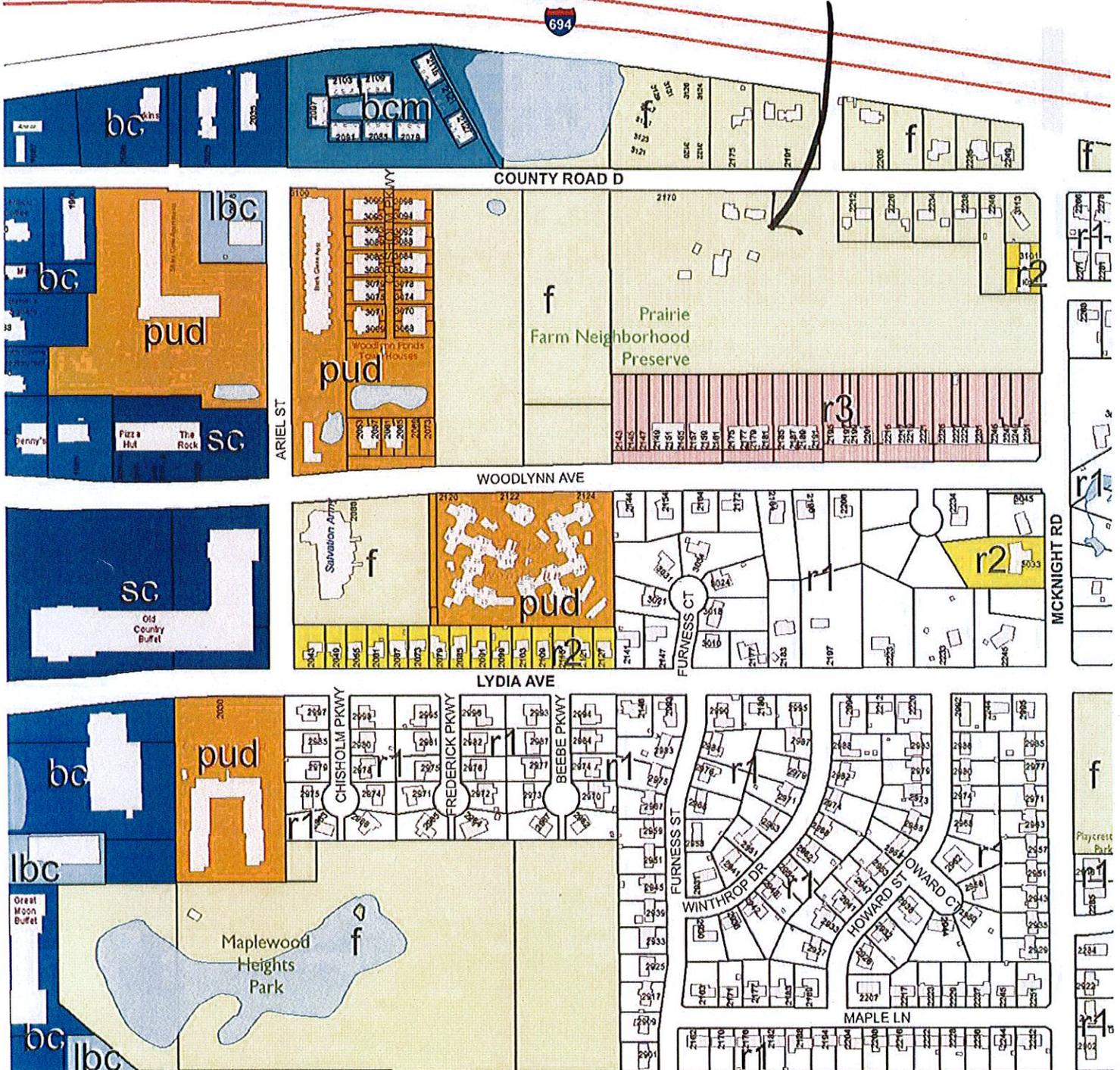
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21. The site and landscaping plan dated July 17, 2013, showing the proposed turf parking plan is approved.
22. Minor revisions may be approved by staff.
23. Construction shall begin on the proposed turf parking lot within one year or this approval shall end. The city council may extend this approval for one additional year.
24. The city engineer, police chief and fire chief shall review the plans, as required by ordinance, before construction on the turf parking lot can begin.

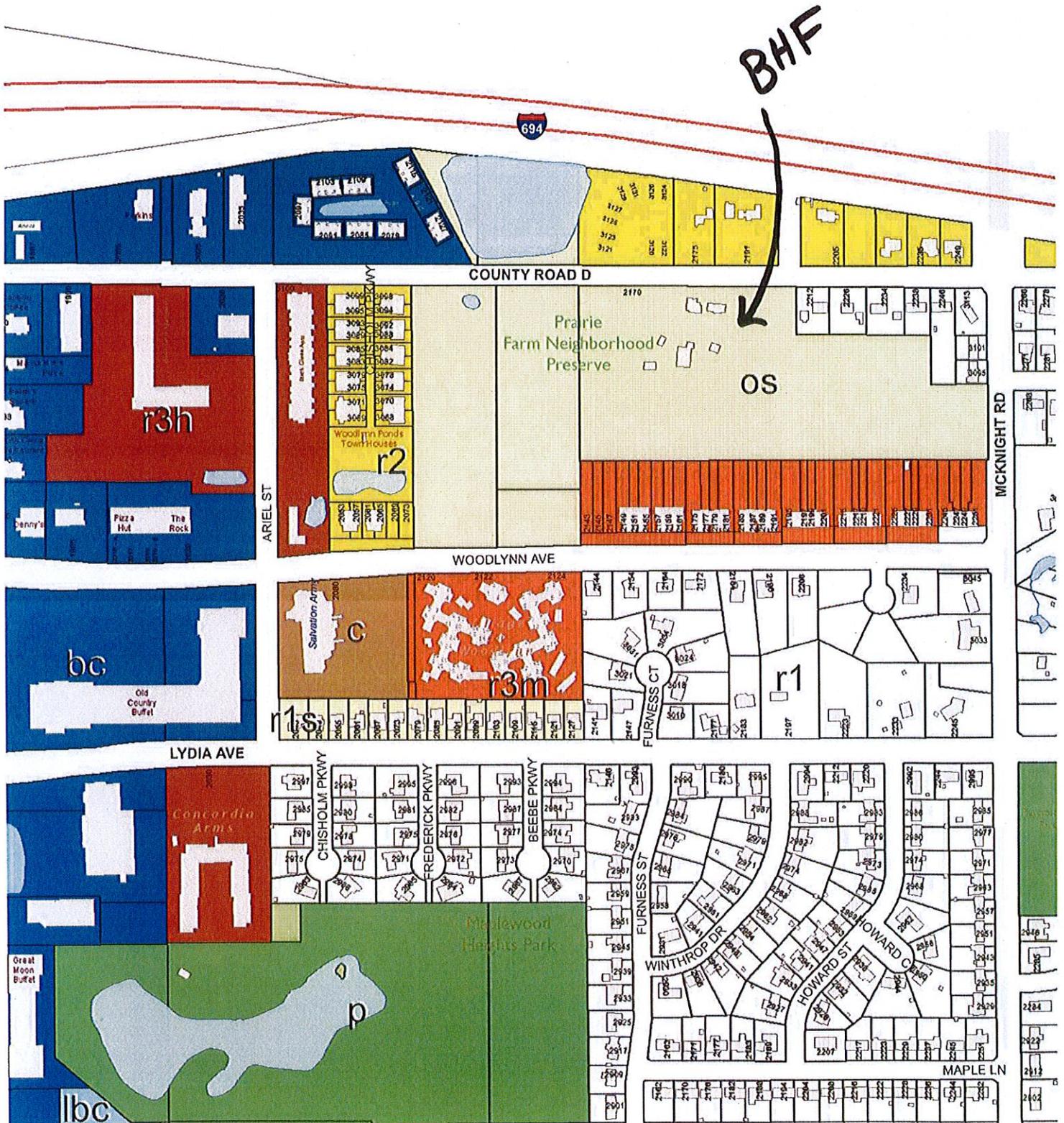
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The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_.

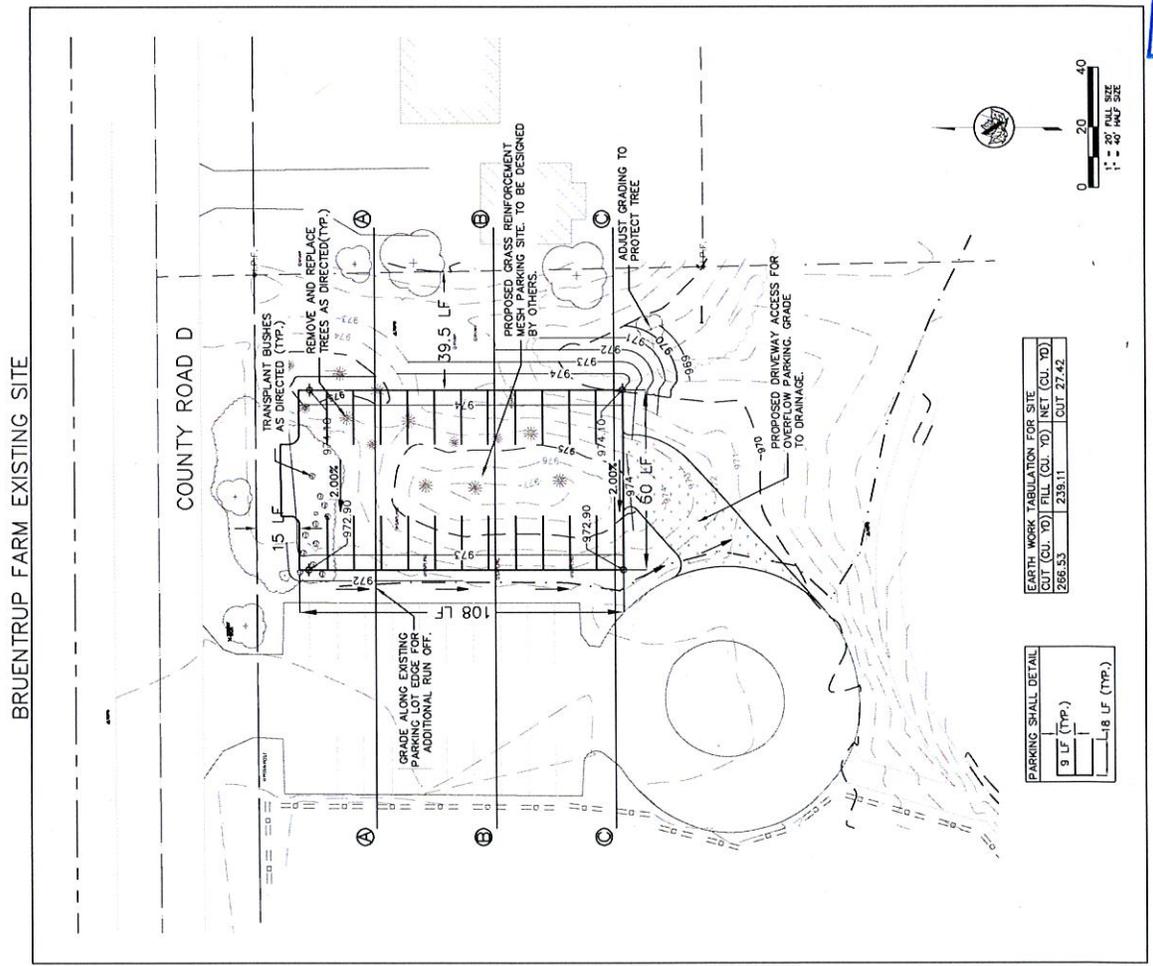
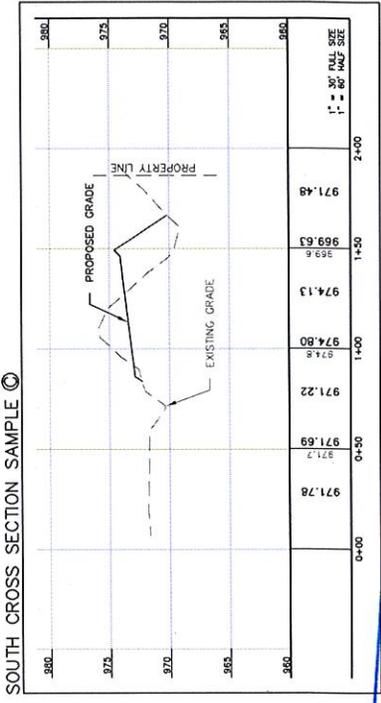
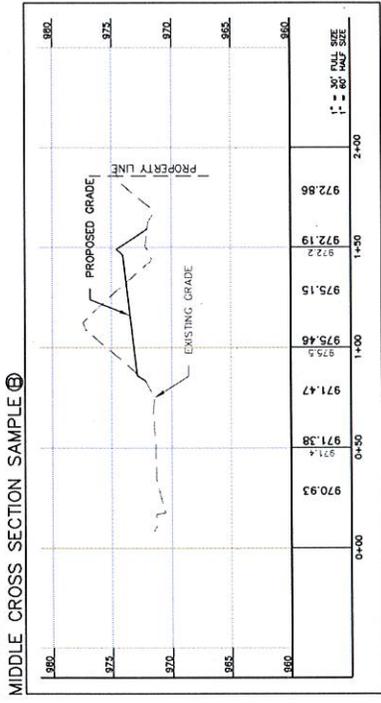
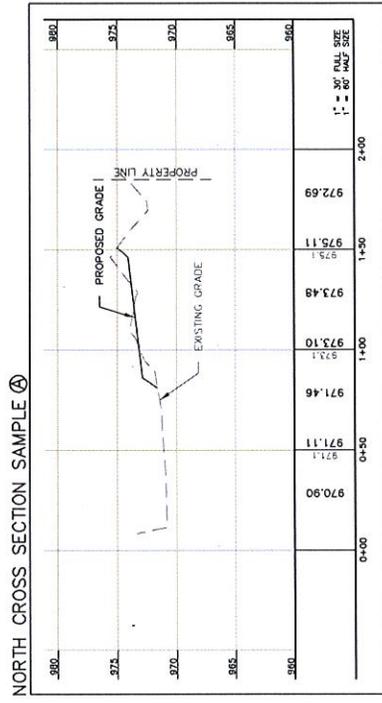
BHF



Zoning



Land Use



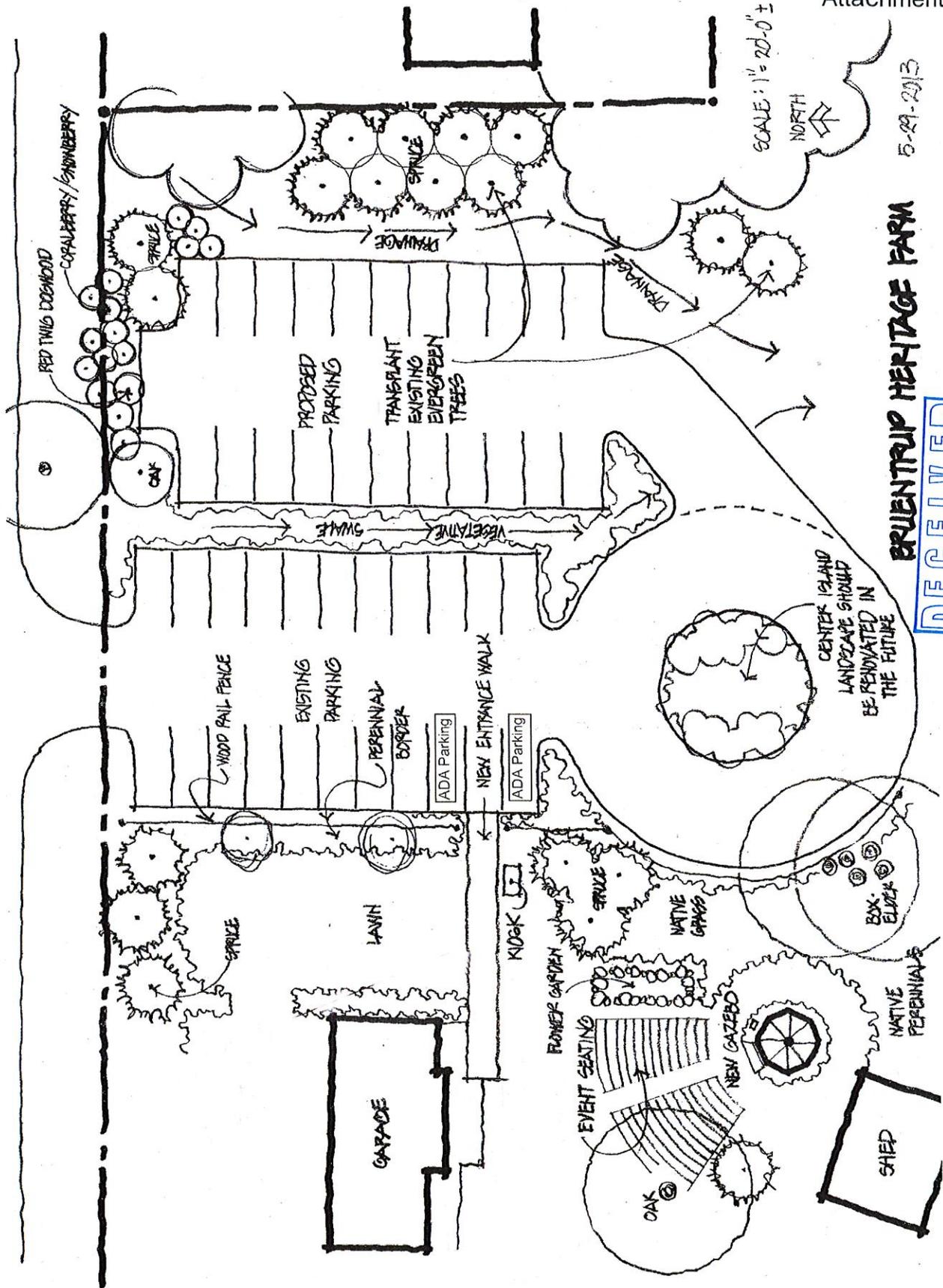
EARTH WORK TABULATION FOR SITE

CUT (CU. YD.)	FILL (CU. YD.)	NET (CU. YD.)
266.53	238.11	CUT 27.42

PARKING SHALL DETAIL

9 LF (TYP.)
118 LF (TYP.)

RECEIVED  
 JUL 17 2013  
 By



SCALE: 1" = 20'-0" ±  
 NORTH

5-29-2013

**BRIENTRUP HERITAGE FARM**

RECEIVED  
 JUL 17 2013  
 By \_\_\_\_\_

# GrassProtecta™

## CASE STUDY



Client: Church of the Redeemer  
 Location: Nashville, Tennessee  
 Product: GrassProtecta™ (Heavy)  
 Application: Overflow Grass Parking Solution (7,300 sq ft)



### PROJECT RATIONALE:

The church has seen its congregation grow rapidly over the years, resulting in the surrounding grassed areas having to be used for parking, due to a limited parking lot and on-street parking. The unreinforced turf was unable to withstand the amount of use and reduced to a bare, unsightly, muddy and slippery surface when wet.

### THE SOLUTION:

Boddingtons GrassProtecta™ Heavy was selected and installed on a large grass area designated specifically for grass parking. The GrassProtecta™ was pinned directly to the surface allowing the grass to grow through the mesh, creating a strong reinforced surface for parking. Due to the historical site conditions, a secondary Geogrid mesh layer was used, which was installed directly below the GrassProtecta™ mesh to enable usage during wet months. Special 'Push-in' Parking stall markers were used to clearly show individual stalls, enabling tidy parking. These special parking stall markers are a useful GrassProtecta™ accessory. The reorganized and reinforced grass parking improved capacity by 30 parking stalls.



Installation



Parking markers in place



Site now in use

# GrassProtecta™

## CASE STUDY



**Client:** Church of the Redeemer  
**Location:** Nashville, Tennessee  
**Product:** GrassProtecta™ (Heavy)  
**Application:** Overflow Grass Parking Solution (7,300 sq ft)

**CONCLUSION:** Boddingtons GrassProtecta™ allowed the Church of the Redeemer to employ a green solution to their parking problem while preserving the natural appearance of the site. The permeable grass surface eliminated the effects that would have been caused by a paved surface (water run-off, construction mess etc.) and offered a cost effective, discreet and easy to install solution, that maximized parking.



### PRODUCT SPECIFICATION:

PHYSICAL CHARACTERISTICS:		HEAVY
Structure		Oscillated
Polymer		HDPE (80% Virgin, 20% Recycled)
Colour		Green
UV Stabilised		Yes
NOMINAL DIMENSIONS:		
Roll Width		6.56'
Roll Length		65.6'
Roll Weight		176.44lbs
Weight per square foot		0.41lbs/ft <sup>2</sup>
Thickness		0.55"
Mesh Aperture (Diamond/Oval)		3:1 ratio
TECHNICAL CHARACTERISTICS:		
Measurement	Method	Results
Tensile strength (MD)	ISO 10319	16kN/m
Yield point elongation (MD)		35%
Residual thickness @ 500 kPa	ASTM D1621	60%
Slip risk PTV value	BS7976: 1-3	>40 (low slip)

### FURTHER ADVICE :

**Contact:** Jason Lamers - Business Development Manager  
 Telephone: (651) 330-2920  
[jason.lamers@boddingtons.us](mailto:jason.lamers@boddingtons.us)

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDMENT TO ALLOW  
REINFORCED-TURF PARKING LOTS**

The Maplewood City Council approves the following revision to the Maplewood Code of Ordinances. (Additions are underlined.)

Section 1. Section 44-17 (e) of the Maplewood Code of Ordinances is hereby amended as follows:

**Sec. 44-17. Off-Street Parking.**

(e) All parking lots and associated driveways shall have a surface of bituminous material or concrete and single-striped parking spaces. The city council may permit the alternative parking method of reinforced-turf parking when it would meet the following criteria:

- When the need for overflow parking is infrequent or limited to occasional parking events.
- Where there is already hard-surfaced parking that provides for handicap-accessible parking needs.
- Where the turf parking lot would meet setback and screening requirements.
- Where the parking need is seasonal (non winter) so snow plowing is not needed.
- Where there would be an environmental benefit due to storm water management or meeting shoreland/wetland/flood plain ordinance impact needs.
- Where the turf-parking plan meets the approval of the city engineer from the standpoint of using proven construction materials engineered for durability and aesthetics.
- Where the turf-parking plan meets the approval of the police and fire chief from the standpoint of meeting public safety requirements.

This parking surface alternative shall not apply to single and double dwelling residential properties which are governed under Section 44-17 (j), the residential parking ordinance apply.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
6:30 p.m., Monday, July 27, 2009  
Council Chambers, City Hall  
Meeting No. 15-09

**L. NEW BUSINESS**

- 1. Approval Of Bruentrup Heritage Farm Conditional Use Permit Amendment To Allow**
  - a. Environmental Planner, Shann Finwall gave the report.
  - b. Parks & Community Development Director, DuWayne Konewko answered questions of the council.
  - c. City Clerk, Citizens Services Director, Karen Guilfoile answered questions of the council.
  - d. City Attorney, Alan Kantrud answered questions of the council.

Mayor Longrie asked if anyone wanted to speak regarding this item.

1. Robert Overby, representing the Historical Society.
2. Gary Pearson, Planning Commission member.
3. Richard Currie, Historic Preservation Commission Vice Chairperson
4. Mark Bradley, 2164 Woodlyn Avenue, Maplewood.
5. Carolyn Peterson, 1801 Gervais Avenue, Maplewood. Vice President of the Historical Society.
6. Mark Jenkins, 830 New Century Boulevard South, Maplewood.

Councilmember Rossbach moved to approve the resolution amending the Maplewood Area Historical Society's Conditional Use Permit for the use of the Bruentrup Heritage Farm Site (2170 County Road D) Striking condition number 12.

**RESOLUTION 09-07-224**  
**Maplewood Area Historical Society Conditional Use Permit Amendment**  
**for the Bruentrup Heritage Farm**

WHEREAS, the Maplewood Area Historical Society was granted a Conditional Use Permit on June 14, 1999, and July 28, 2002 for the society to operate a public facility on the Bruentrup Heritage Farm at 2170 County Road D. Bruentrup Heritage Farm is further described as a 2.36 acre site within the Maplewood Prairie Farm Neighborhood Preserve as defined in the April 6, 2009, lease boundary completed by the City of Maplewood Department of Public Works.

WHEREAS, the Maplewood Area Historical Society has submitted a proposal to amend their conditional use permit to allow for the subleasing of the Bruentrup Heritage Farm for non-historical fundraising events.

WHEREAS, on May 19, 2009, the planning commission held a public hearing to review the conditional use permit revision. After due published notice in the legal newspaper and notice of said hearing was mailed to surrounding property owners, and after considering all testimony from every person or persons wishing to speak or those who wished to submit written statements, and after considering reports and recommendations from city staff the planning commission tabled the item for review by the city's historical preservation commission.

WHEREAS, on May 21, 2009, the historical preservation commission reviewed the conditional use permit revision and recommended approval of the Maplewood Area Historical Commission's fundraising proposal.

WHEREAS, on July 7, 2009, the planning commission reviewed the historical preservation commission's recommendations and the conditional use permit amendment and recommended approval of the fundraising proposal, on the condition that all parking for these events be accommodated on site.

WHEREAS, on July 27, 2009, the city council reviewed the planning commission and historical preservation commission's recommendation and the conditional use permit amendment.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL approves 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 area 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, smoking, dust, odor, fumes, water or air pollution, drainage, water runoff, 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 and design.
9. The use would cause minimal adverse environmental effects.

**Approval is subject to the following conditions (additions to the original 1999 and 2002 conditional use permits are underlined if added and stricken if deleted):**

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Before the city issues a building permit, the city engineer shall complete the necessary grading, drainage, utility and erosion control plans.
3. The applicant or contractor shall complete the following before occupying the buildings:
  - a. Replace property irons that are removed because of this construction.
  - b. Install reflectorized stop signs at all exits, a handicap-parking sign for each handicap-parking space and an address on the building.

- c. Construct a trash dumpster enclosure for any outside trash containers. The enclosures must be 100 percent opaque, match the color of the buildings and have a closeable gate that extends to the ground. If the trash container is not visible to the public it does not have to be screened.
  - d. Install site-security lighting as required by the code. The light source, including the lens covering the bulb, shall be concealed so the light source is not visible and so it does not cause any nuisance to drivers or neighbors.
4. If any required work is not done, the city may allow temporary occupancy if the city determines that the work is not essential to the public health, safety or welfare.
  5. All work shall follow the approved plans. The director of community development may approve minor changes.

New Conditions Which Apply to All Uses at the Bruentrup Heritage Farm:

6. Update the January 2008 Bruentrup Heritage Farm Master Plan to include correct site size, site conditions, parking references, and purpose and intent of uses including any large non-historical fundraising events.
7. When the parking lot located east of the site cannot accommodate parking for an event (i.e., events where there are more than 84 people based on 4 people per vehicle in the 21 space parking lot located to the east of the site) the society must supply off-site parking to accommodate the events.
8. Off-site parking at Salvation Army (78 parking spaces at 2080 Woodlyn Avenue):
  - a. The society must supply the city with a signed parking agreement between the society and the owners of the Salvation Army for the use of the parking lot.
  - b. Transportation of guests in a wagon pulled by a tractor to and from the Salvation Army parking lot (Woodlyn Avenue) on a trail through the Prairie Farm Neighborhood Preserve is only allowed during daytime hours.
  - c. The society must ensure safe pedestrian crossing at the intersection of Woodlyn Avenue and Ariel Street for visitors parking in the Salvation Army parking lot. Safe pedestrian crossing can involve temporary signs or crossing guards.
9. Off-site parking at Harbor Pointe (278 parking spaces at 2079 to 2127 County Road D):
  - a. The society must supply the city with a signed parking agreement between the society and the owners of Harbor Pointe which allows the use of this parking lot.
  - b. The society must ensure safe pedestrian crossing at the intersection of County Road D and Ariel Street for visitors parking in the Harbor Pointe parking lot. Safe pedestrian crossing can involve temporary signs or crossing guards.
10. Any large scale music proposed for any event on the site (such as DJs and bands) should be limited to inside the barn.
11. Use of the farm must comply with the city's noise ordinance which requires that no disturbing noises be generated before 7 a.m. and after 7 p.m.

- 12. In exchange for occasional use of the Bruentrup Heritage Farm site by the city, the city will allow the society the use of the Community Center at no charge for their annual fundraising Halloween Hoe Down.
- 13. The society will work with Maplewood city staff to coordinate the management of the oak savanna located west of the entry drive within the Bruentrup Heritage Farm site with the intent of continuing to manage that portion of the site as oak savanna.
- 14. The barn must be posted with a maximum occupancy of 290 people.

New Conditions Which Apply to the Subleasing of the Site by the Society for Large Non-Historical Fundraising Events:

- 15. Subleased large non-historical fundraising events are allowed six times per year.
- 16. Subleased large non-historical fundraising events are allowed from 10 a.m. to 10 p.m.
- 17. Parking for subleased large non-historical fundraising events in which alcohol will be served is limited to the parking lot on the east side of the site and the Harbor Pointe parking lot located about a block west of the site on the north side of County Road D.
- 18. Maximum number of occupants allowed on site for large non-historical fundraising events in which alcohol will be served is limited to 290 people.
- 19. Appropriate liquor licenses must be obtained prior to serving alcohol on the site.
- 20. The society must obtain the appropriate liability coverage for large non-historical fundraising events which holds the city harmless.
- 21. A rental agreement must be approved by the city which dictates hours of use, maximum number of people, location of parking, etc.

Seconded by Mayor Longrie.

Ayes – All

Councilmember Hjelle made a friendly amendment to remove the Halloween Hoe-Down from the discussion and address it separately.

Mayor Longrie accepted the friendly amendment regarding condition number 12 of the resolution be removed which stated In exchange for occasional use of the Bruentrup Heritage Farm Site by the city, the city will allow the society the use of the Community Center at no charge for their annual fundraising Halloween Hoe Down.

The friendly amendment was accepted by the motioners.

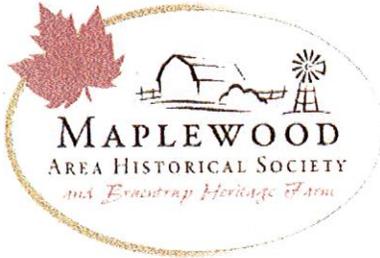
The motion passed.

Mayor Longrie moved that the staff review and bring back to the council options for memorializing that agreement including the idea that it may include an amendment to the current lease between the parties involved.

Seconded by Councilmember Nephew.

Ayes – All

The motion passed.



## MAPLEWOOD AREA HISTORICAL SOCIETY

2170 EAST COUNTY ROAD D, MAPLEWOOD, MN 55109  
(651) 748-8645 - [www.maplewoodhistoricalsociety.org](http://www.maplewoodhistoricalsociety.org)

July 9, 2013

Tom Ekstrand  
Senior Planner  
City of Maplewood  
1830 County Road B East  
Maplewood, Minnesota 55109

Subject: Requesting a revision to existing Conditional Use Permit for Bruentrup Heritage Farm, 2170 E. County Road D

Dear Mr. Ekstrand,

The Maplewood Area Historical Society requests C.U.P. approval to use (24) new overflow parking spaces that would be constructed adjacent to the existing (21) asphalt parking spaces at 2196 E. County Road D. This property is east of our Bruentrup Heritage Farm and is owned by the City of Maplewood as part of the Prairie Farm Open Space. The Society is a primary user of the existing 21 spaces as allowed by the existing Conditional Use Permit.

The overflow lot would be for temporary use by automobiles for perhaps 5 – 8 days each year and perhaps 4-8 hours each day during our larger events on weekends. Because the use is infrequent, we prefer to use a turf reinforcement mesh on top of the grass turf instead of the traditional hard surfaces of asphalt or concrete. Specifically, the Society is considering use of "GrassProtecta" as manufactured by Boddington. This mesh is highly porous so storm water runoff is minimized and the continuous web disperses the weight of a vehicle over a large area to minimize soil compaction or abuse to the grass. This mesh is considerably less expensive to install than asphalt or concrete and is more of an "environmentally green" product than asphalt or concrete.

Attached you will find our landscape plan, a site plan before and after grading, a case study, the C.U.P. application and a list of how we are addressing possible concerns. Please advise if additional information is required.

Respectfully submitted,

Robert Jensen  
President

Cc: David Fisher—City liaison to the Society  
Virginia Gaynor – Natural Resources Coordinator

*Where Maplewood History Lives*

## AGENDA REPORT

**TO:** Chuck Ahl, City Manager  
**FROM:** Michael Thompson, City Engineer / Public Works Director  
Steve Lukin, Fire Chief  
**SUBJECT:** **East Metro Public Safety Training Center, City Project 09-09, Approval of Resolution Receiving Bids and Awarding Contract for Bid Package 5 (Burn Building and Burn Tower)**  
**DATE:** August 19, 2013

### INTRODUCTION

Bids for Bid Package 5 were initially opened on July 2, 2013, and all bids were subsequently rejected due to the lack of sufficient secured funding to complete the improvements. Bid Package 5 was then rebid with a base bid and several alternates and the bid opening took place at 9:00 a.m. August 14, 2013. The award of bid will be considered by the Council.

### BACKGROUND

The project has been in the planning stages for several years and in 2012 was presented to and discussed with the City Council, Environmental and Natural Resources Commission, Community Design Review Board and Planning Commission. The project is located at 1881 Century Avenue North at the intersection of Trunk Highway 120 and 34<sup>th</sup> Street North (TH 5).

The next portion of the work to be bid will be the site work under Bid package 3. The preliminary engineer's estimate for the work under Bid Package 3 is on the order of \$950,000. Relative to the overall project budget, the amount of funds that are anticipated to be available for Bid Package 3 is approximately \$700,000. Therefore, given the recent bidding climate and the reality of not being able to fund all of the work under Bid Package 3, the project will be bid with one or more alternates and base project estimated construction cost targeted in the \$600,000 range. The base project will include site utilities, intersection improvements, lighting, security fencing and the Marshlands improvements. Alternates are expected to include entry road curb and pavement, site pavement and the entry sign/monument to allow for flexibility.

### DISCUSSION

The overall project schedule has been shifted from a fall of 2013 completion date to a spring 2014 completion date. At this August 26, 2013, meeting, Council will consider awarding the contract for the burn building and burn tower construction. Bidding and contract award for construction of the site improvements (Bid Package 3) is anticipated in October following completion of the MnDOT review and approval process. Construction of the burn buildings is anticipated from mid September through March 2014 with installation of the previously awarded gas-fired burn equipment in the burn house planned for the spring of 2014.

The feasibility study anticipated three bid packages to complete the facility construction that were described in the June 25, 2012, Council Agenda Report. As design work progressed it became apparent that savings in costs and schedule could be realized by separating the building and site construction work into three separate bid packages:

- Bid Package 3 Site Civil, Utilities, Traffic Signal, Marshlands
- Bid Package 4 Simulation and Training Building
- Bid Package 5 Burn House and Training Tower

Bid Packages 3 and 5 are planned to be started in fall 2013 and completed in 2014, with Bid Package 4 being delayed until additional funding is available. The Project Steering Committee made this adjustment in construction phasing relative to the previous plan to better focus the available funding resources on the most critical training equipment: the burn building and burn tower.

## BUDGET

The improvements are proposed to be financed through a combination of grant funds, City of Maplewood funds, funds paid by St. Paul Regional Water Services and MnDOT, and special assessments to the benefiting property. For the special assessment, the City desires to have the opportunity to assess the JPA for a portion of the costs of the public utility improvements.

The City has a total estimated budget of \$4,335,000 for the Phase 1 work including a \$3,000,000 grant from the State of Minnesota to design and construct a significant portion of the proposed improvements and \$450,000 grant from the Ramsey County Environmental Response. The following is a summary of the proposed financing plan:

FUNDING		
ITEM	FUNDING SOURCE	AMOUNT
1	STATE BONDING BILL GRANT	\$3,000,000
2	RAMSEY CO ERF GRANT	\$450,000
3	CITY EUF FUND	\$250,000
4	CITY CIP FUND	\$250,000
5	EAST METRO JPA – SPECIAL ASSESSMENT	\$175,000
6	MNDOT/MSA STREET ACCOUNT	\$55,000
7	ST PAUL REGIONAL WATER SERVICES (WATER MAIN LOOP)	\$55,000
8	SANITARY SEWER FUND	\$50,000
9	ST PAUL WAC FUND	\$50,000
TOTAL PHASE 1		\$4,335,000

The preliminary cost estimate for Bid Package 5 including the Burn Building and complete Burn Tower building was \$1,500,000. Four bids were opened and the results are shown below. Based on the project budget and targeting construction costs of approximately \$1,500,000, the budget will allow award of the base bid and Alternate 1 at a cost of \$1,518,000.

Company	Base Bid – Burn Building	Alternate 1 – 4-Story Tower	Alternate 2 – Add 5 <sup>th</sup> Story to Tower	Alternate 3 – Commercial Wing on Tower
CM Construction Co. Inc.	\$1,192,800.00	\$650,800.00	\$98,800.00	\$378,000.00
Meisinger Construction Co.	\$1,050,000.00	\$680,000.00	\$133,000.00	\$484,000.00
Rochon Corporation	\$1,136,000.00	\$684,000.00	\$129,000.00	\$439,000.00
<b>Weber Construction</b>	<b>\$873,000.00</b>	<b>\$645,000.00</b>	\$130,000.00	\$476,000.00

It should be noted that the City worked with MnDOT to secure an additional \$130,000 toward the new traffic signal to help fund Bid Package 3 which is set for later this year. At a future meeting the budget will be adjusted to reflect the additional allocation.

## **RECOMMENDATION**

It is recommended that the council approve the attached resolution for the East Metro Public Safety Training Center, City Project 09-09, Receiving Bids and Awarding a Contract to Weber Construction for Base Bid (Burn Building) and Alternate 1 (4-Story Tower) for Bid Package 5.

Attachments:

1. Resolution Receiving Bids and Awarding Contract to Weber Construction

**RESOLUTION  
RECEIVING BIDS AND AWARDING CONTRACT**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that the bid of Weber, Inc. in the amount of \$1,518,000.00, is the lowest responsible bid for construction of the Base Bid (burn building) and Alternate 1 (4-story burn tower) for the East Metro Public Safety Training Center: Bid Package 5 – City Project 09-09, and the mayor and city manager are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the city.

The finance director is hereby authorized to make the financial transfers necessary to implement the financing plan for the project as previously approved by council.

Adopted by the council on this 26<sup>th</sup> day of August, 2013.

## Agenda Report

**TO:** City Council  
**FROM:** Charles Ahl, City Manager  
**DATE:** August 21, 2013  
**SUBJECT:** Council Meeting Calendar Report

### INTRODUCTION/SUMMARY

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official announcement of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars. No action is required.

#### Upcoming Important Dates to Remember

1. Commission, Board and Volunteer appreciation Event – September 26th

#### Upcoming Agenda Items & Work Session Schedule

1. No Work Session – September 2 due to Labor Day
2. New Commissioner Interviews – September 9
3. MnDOT Presentation on MnPASS on 35E – September 9
4. Approval of Maximum Tax Levy for 2014 – September 9
5. Charitable Gambling Review of Applications – September 23

### RECOMMENDATION

No action required.