

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, September 23, 2013
City Hall, Council Chambers
Meeting No. 17-13

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 September 9, 2013 City Council Workshop Minutes
2. Approval of September 9, 2013 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 to Solicit Quotes for a City-Wide Parks Needs Assessment Survey
3. Approval of Resolution of Support for Tubman to Allow the City of Maplewood to Serve as Fiscal Agent for State Bonding Proposal
4. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 4 with Weber, Police Department Expansion Project - Phase 2
5. Approval of Amendment to Joint Powers Agreement for Wireless Network and Support Services
6. Approval of a Fee Waiver for a Temporary Food Sales Permit Fee for Ramsey County Sheriff's Foundation

H. PUBLIC HEARINGS

1. Approval of First Reading Amending the Ordinance Regulating Off-Sale Intoxicating Liquor Licenses - Distance Requirements

I. UNFINISHED BUSINESS

1. Approval of Green Building Ordinance – Second Reading
 - a. International Code Council Members

2. Approval of Geranium Park Playground Plan
3. Approval of Marshlands Trail Agreements for East Metro Training Facility
 - a. Hill Murray School
 - b. Ramsey County
4. Approval of Subsurface Sewage Treatment System – Second Reading

J. NEW BUSINESS

1. Approval for Improvements at 1830 County Road B East - Police Department Expansion Project Phase 3 - Police Department Portion
 - a. Approval of Project & Budget
 - b. Approval of Construction Plans
 - c. Authorize Receipt of Bids
2. Review of 2014 Charitable Gambling Requests
3. Approval of First Reading Amending the Ordinance Regulating Personal Services- Closing Hours and Waiving Second Reading

K. AWARD OF BIDS

None

L. VISITOR PRESENTATIONS

M. ADMINISTRATIVE PRESENTATIONS

1. Update on Solar Panel Arrays on City Campus
2. Council Calendar Update

N. COUNCIL PRESENTATIONS

O. ADJOURNMENT

The Maplewood City Council Serves as the Maplewood Area Economic Development Authority and Will Conduct a Meeting as Such Immediately Following the City Council Meeting.

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, September 9, 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 5:12 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 Cave moved to approve the agenda as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS**1. Instruction on CPR – Fire Department**

Fire Chief Lukin gave brief initial remarks and then introduced Assistant Fire Chief/EMS/Deputy Emergency Management Director Mike Mondor and Medical Director Pete Tanghe. Assistant Fire Chief Mondor gave the staff report and answered questions of the council. Medical Director Tanghe and Assistant Fire Chief Mondor instructed the council on how to perform CPR.

2. Commission Interview**a. Heritage Preservation Commission**

The following individual was interviewed for appointment to the Heritage Preservation Commission; Frank Gilbertson.

3. 2014 Budget: Discussion of Capital Options for Levy

City Manager Ahl gave the staff report and answered questions of the council. Police Chief Schnell and Fire Chief Lukin were present and answered additional questions of the council. Finance Director Bauman gave additional information to the council on the Debt Levy.

F. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 6:51 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, September 9, 2013
Council Chambers, City Hall
Meeting No. 16-13

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.

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

- N1 Highway 36 Opening
- N2 Ramsey/Washington County Cable Franchise Committee Meeting
- N3 Clear Channel Billboard
- N4 Bruentrup Farm Barn Dance

Councilmember Juenemann moved to approve the agenda as amended.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

E. APPROVAL OF MINUTES

1. Approval of August 26, 2013 City Council Meeting Minutes

Councilmember Cave moved to approve the August 26, 2013 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Distinguished Budget Award to Finance Staff

Mayor Rossbach presented the Distinguished Budget Award from the Government Finance Officers Association to the Finance Department Staff. This award is the highest form of

recognition in governmental budgeting and represents a significant achievement by the City of Maplewood Finance Department.

2. MnDOT I-35E MnPASS Update

Public Works Director/City Engineer Thompson introduced Ginny Reed from MnDOT. Ginny Reed addressed the council and gave the report and answered questions of the council.

3. Review of Commission & Board Reappointment Assessments

a. Resolution for Reappointment

City Manager Ahl gave the staff report.

Councilmember Cardinal moved to approve the Commission and Board Assessments and Reappointment Resolution.

RESOLUTION 13-9-967

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

Hereby appoints the following individuals, who the Maplewood City Council has reviewed, to serve on the following commissions:

Heritage Preservation Commission:

Richard Currie, term expires 4/30/2016

Environmental & Natural Resources Commission

Ginny Yingling, term expires 9/30/2016

Ann Palzer, term expires 9/30/2016

Housing & Economic Development Commission

Jennifer Lewis, term expires 9/30/2016

Joy Tkachuck, term expires 9/30/2016

Mark Jenkins, term expires 9/30/2016

Police Civil Service Commission

Debra Birkholz, term expires 12/31/2016

Planning Commission

Tushar Desai, term expires 12/31/2016

Bill Kempe, term expires 12/31/2016

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

4. Appointment to Heritage Preservation Commission

a. Resolution for Appointment

City Manager Ahl gave the staff report.

Councilmember Cave moved to approve the Resolution for Appointment to the Heritage Preservation Commission.

RESOLUTION 13-9-968

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

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

Heritage Preservation Commission

Frank Gilbertson, term expires 4/30/2016

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

G. CONSENT AGENDA

Councilmember Juenemann requested agenda item G9 be highlighted.

Councilmember Juenemann moved to approve agenda items G1-G9.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Juenemann moved to approve the Approval of Claims.

ACCOUNTS PAYABLE

\$ 628,439.45	Checks # 90545 thru # 90590 dated 08/16/13 thru 08/27/13
\$ 413,288.98	Disbursements via debits to checking account dated 08/19/13 thru 08/23/13
\$ 1,551,826.11	Checks # 90591 thru # 90636 dated 09/03/13
\$ 260,148.07	Disbursements via debits to checking account dated 08/26/13 thru 08/30/13

\$ 2,853,702.61 Total Accounts Payable

PAYROLL

\$ 527,831.26	Payroll Checks and Direct Deposits dated 08/30/13
\$ 939.44	Payroll Deduction check # 9989512 thru # 9989519 dated 08/30/13

\$ 528,770.70 Total Payroll

\$ 3,382,473.31 GRAND TOTAL

Seconded by Councilmember Koppen Ayes – All

The motion passed.

2. Approval of Conditional Use Permit Review – The Shores at Lake Phalen, 1870 East Shore Drive

Councilmember Juenemann moved to extend the approval of the conditional use permit for The Shores at Lake Phalen and review again in one year.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

3. Approval of Conditional Use Permit Review – Maplewood Toyota, 2873 Maplewood Drive

Councilmember Juenemann moved to extend the approval of the conditional use permit for Maplewood Toyota and review again in one year.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

4. Approval for Police Department to Purchase One License Plate Reader

Councilmember Juenemann moved to approve the purchase of one license plate reader at a cost of \$14,340 and authorize the Finance Director to make the necessary budget adjustments.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

5. Approval of School Resource Officer Contract With School District 622

Councilmember Juenemann moved to approve the Contract between the City of Maplewood and North St. Paul-Maplewood-Oakdale School District 622 for School Resource Officer Services and authorize the Finance Director to make the necessary budget adjustments.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

6. Approval of a Resolution for a Temporary Lawful Gambling Permit for the Good Samaritan Society-Maplewood

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

H. PUBLIC HEARING

1. Approval of Warehousing in Business Commercial Districts by Conditional Use Permit Ordinance– First Reading

City Planner Martin gave the staff report and answered questions of the council. Christopher Bohlman, President of Southern U-Haul in Minnesota was present and addressed the council to give additional information and answered questions of the council. William Piette, President of U-Haul in Northern Minnesota addressed the council and answered additional questions of the council.

Mayor Rossbach opened the public hearing. No one spoke.

Mayor Rossbach closed the public hearing.

No action was taken by the council.

2. Approval of Green Building Ordinance – First Reading

Assistant Building Official Carver gave the staff report and answered questions of the council.

Mayor Rossbach opened the public hearing. No one spoke.

Mayor Rossbach closed the public hearing.

Councilmember Juenemann moved to approve the first reading of the proposed green building program ordinance.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

3. Approval of Subsurface Sewage Treatment System Ordinance – First Reading

Environmental Planner Finwall gave the staff report. Brian Malm from Bolton and Menk, Inc. addressed the council to give additional information and answered questions of the council. Public Works Director/City Engineer Thompson answered additional questions of the council.

Mayor Rossbach opened the public hearing. No one spoke.

Mayor Rossbach closed the public hearing.

Councilmember Juenemann moved to approve the first reading of the Subsurface Sewage Treatment System Ordinance.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Approval of the Maplewood Residential Recycling Contract

Environmental Planner Finwall gave the staff report and answered questions of the council.

Councilmember Cave moved to approve the Maplewood Residential Recycling Contract. The Contract extends recycling services by Tennis Sanitation, LLC, for two more years (2014 and 2015) beginning January 1, 2014. Recyclables will continue to be collected curbside in the City's existing recycling bins, with language which will allow the City to convert to recycling carts (either contractor-supplied or City-supplied) at any time during the term of the contract.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

2. Approval of a Resolution for a Conditional Use Permit Revision and Design Review for a Tennis Court Addition, Hill Murray School, 2625 Larpenteur Avenue

- a. Planning Commission Report
- b. Community Design Review Board Report
- c. Approval of a Resolution for a Conditional Use Permit Revision
- d. Approval of Design Review

City Planner Martin gave the staff report. Community Design Review Board Commissioner Shankar gave the CDRB report and answered questions of the council.

Councilmember Koppen moved to:

- A. Adopt the attached resolution. This resolution approves revisions for the conditional use permit for Hill Murray School and tennis facilities at 2625 Larpenteur Avenue East. The city bases this approval on the findings required by ordinance. Approval is based on the findings required by the code and subject to the following conditions (deletions are crossed out and additions are underlined):

1. All construction shall follow the plans date-stamped July 29, 2013 ~~as noted below:~~
 - a. ~~For the athletic fields, follow the plans date-stamped March 6, 1998.~~
 - b. ~~For the school and parking lot addition, follow the plans date-stamped May 19, 1999.~~
 - c. ~~For the chapel addition, follow the plans date-stamped October 1, 2001.~~
 - d. ~~For the field house, follow the plans dated June 28, 2006. These plans shall meet all the conditions and changes required by the city engineering department.~~

- The ~~interim~~ director of community development may approve minor changes.
2. The proposed construction for the tennis court complex field house addition must be substantially started within one year of council approval or the permit revision shall end. The council may extend this deadline for one year.
 3. The city council shall review this permit annually to monitor the traffic and parking situations related to the use of the athletic fields.
 4. Any new lights shall be installed to meet the city code. This requires that they be screened or aimed so they do not cause any light-glare problems on streets or residential properties.
 5. Post and maintain signs on the edge of the wetland-protection buffer prohibiting any building, mowing, cutting, filling or dumping within the buffer. Wetland buffer signs in the mowed area shall be placed at the edge of the lawn.
 6. That portion of the proposed walking/running path that is within 50 feet of the wetland shall be built with a pervious material.
 7. Ensure that all bleachers and dugouts are at least 30 feet from the Sterling Street and Larpenteur Avenue right-of-ways.
 8. The city may require the applicant to plant 30 native species of trees for screening between the playing fields and the homes on Knoll Circle, as may be determined at a future hearing on the conditional use permit.
 9. The school shall prepare for city approval a turf management plan for the athletic fields. This plan shall include the mowing, watering and fertilizing practices that the school will follow in the care of their athletic fields and grounds. The school shall prepare and follow the plan so the practices will minimize the impact of the storm water run off on the nearby wetlands.
 10. Submit a grading and drainage plan for watershed district approval to provide sedimentation control at the storm water discharge point before it dumps into the south wetland area.
- B. Approve the project plans date-stamped July 29, 2013, (site plan, landscape plan, grading and drainage plans and elevations) for the tennis court complex addition at Hill Murray School at 2625 Larpenteur Avenue. The city bases this approval on the findings required by the code. The developer or contractor shall do the following:
1. Repeat this review in two years if the city has not issued a building permit for this project.
 2. Complete the following before the city issues a building permit:
 - a. Have the city engineer approve final construction and engineering plans. These plans shall include: grading, utility, drainage, erosion control, tree and sidewalk plans. The plans shall meet all the conditions and changes noted in Jon Jarosch's

memo dated August 1, 2013 and in Ginny Gaynor's memo dated August 6, 2013.

- b. Provide the city with a letter of credit or cash escrow for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
3. Complete the following before occupying the addition:
 - a. Replace property irons that are removed because of this construction.
 - b. Restore and sod damaged turf areas.
 - c. Complete all landscaping for the addition.
 - d. Install and maintain all required trees and landscaping (including the plantings around the pond) and an in-ground sprinkler system for all landscaped areas (code requirement).
4. If any required work is not done, the city may allow temporary occupancy if:
 - a. The city determines that the work is not essential to the public health, safety or welfare.
 - b. The above-required letter of credit or cash escrow is held by the city for all required exterior improvements. The owner or contractor shall complete any unfinished landscaping by June 1 of the next year if the building is occupied in the fall or winter, or within six weeks of occupancy if the building is occupied in the spring or summer.
5. All work shall follow the approved plans. The director of community development may approve minor changes.

RESOLUTION 13-9-970
CONDITIONAL USE PERMIT REVISION RESOLUTION

WHEREAS, Hill-Murray School requested that the city revise their existing conditional use permit for a school and athletic facilities.

WHEREAS, this permit applies to the property at 2625 Larpenteur Avenue East. The legal description is:

Part of the S ½ of the SE ¼ of S 13, T 29N, R22W, Ramsey County, MN (PIN 13-29-22-43-0002)

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 persons at the hearing a chance to speak and present written statements. The commission also considered reports and recommendations of the city staff. The planning commission recommended that the city council approve the conditional use permit.

2. On September 9, 2013, the city council discussed the proposed conditional use permit revision. They considered reports and recommendations from the planning commission and city staff.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and 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 based on the findings required by the code and subject to the following conditions (deletions are crossed out and additions are underlined):

1. All construction shall follow the plans date-stamped July 29, 2013 ~~as noted below~~:
 - a. ~~For the athletic fields, follow the plans date-stamped March 6, 1998.~~
 - b. ~~For the school and parking lot addition, follow the plans date-stamped May 19, 1999.~~
 - e. ~~For the chapel addition, follow the plans date-stamped October 1, 2001.~~
 - f. ~~For the field house, follow the plans dated June 28, 2006. These plans shall meet all the conditions and changes required by the city engineering department.~~

The ~~interim~~ director of community development may approve minor changes.

2. The proposed construction for the tennis court complex ~~field house~~ addition must be

substantially started within one year of council approval or the permit revision shall end. The council may extend this deadline for one year.

3. The city council shall review this permit annually to monitor the traffic and parking situations related to the use of the athletic fields.
4. Any new lights shall be installed to meet the city code. This requires that they be screened or aimed so they do not cause any light-glare problems on streets or residential properties.
5. Post and maintain signs on the edge of the wetland-protection buffer prohibiting any building, mowing, cutting, filling or dumping within the buffer. Wetland buffer signs in the mowed area shall be placed at the edge of the lawn.
6. That portion of the proposed walking/running path that is within 50 feet of the wetland shall be built with a pervious material.
7. Ensure that all bleachers and dugouts are at least 30 feet from the Sterling Street and Larpenteur Avenue right-of-ways.
8. The city may require the applicant to plant 30 native species of trees for screening between the playing fields and the homes on Knoll Circle, as may be determined at a future hearing on the conditional use permit.
9. The school shall prepare for city approval a turf management plan for the athletic fields. This plan shall include the mowing, watering and fertilizing practices that the school will follow in the care of their athletic fields and grounds. The school shall prepare and follow the plan so the practices will minimize the impact of the storm water run off on the nearby wetlands.
10. Submit a grading and drainage plan for watershed district approval to provide sedimentation control at the storm water discharge point before it dumps into the south wetland area.

The Maplewood City Council approved this resolution on September 9, 2013.

Seconded by Mayor Rossbach

Ayes – All

The motion passed.

3. **Approval of Design Review and a Parking Waiver for a Research Building, 3M Company, McKnight Road and Conway Avenue**
 - a. **Community Design Review Board Report**
 - b. **Approval of Design Review**
 - c. **Approval of Parking Waiver**

City Planner Martin gave the staff report and answered questions of the council. Community Design Review Board Commissioner Shankar gave the CDRB report and answered questions of the council. Roger Spinner, Project Engineer for 3M addressed the council to give additional information and answered questions of the council.

Councilmember Cave moved to:

- A. Approve the plans date-stamped August 12, 2013, for the proposed 3M Company Research Building. Approval is based on the findings for approval required by ordinance and subject to the developer doing the following:
1. Repeat this review in two years if the applicant has not obtained a building permit by that time. After two years this review must be repeated.
 2. Comply with the requirements in the Engineering Plan Review by Michael Thompson, the Environmental Plan Review by Shann Finwall and those of the Assistant Fire Chief, Building Official and Lieutenant Doblar.
 3. Submit a revised landscape plan for staff approval for additional landscaping along Conway Avenue and McKnight Road.
 4. Before obtaining a building permit, the applicant shall provide an irrevocable letter of credit in the amount of 150 percent of the cost of completing landscaping and other site improvements. This irrevocable letter of credit shall include the following provisions:
 - The letter of credit must clearly indicate that it is an irrevocable letter of credit in the name of the City of Maplewood, payable on demand, to assure compliance with the terms of the developer's agreement.
 - The letter of credit must allow for partial withdrawals as needed to guarantee partial project payments covered under the terms of the letter of credit.
 - The letter of credit shall be for a one-year duration and must have a condition indicating automatic renewal, with notification to the city a minimum of 60 days prior to its expiration.
 5. All landscaped areas shall have a lawn-irrigation system installed, except for those areas proposed to be left natural. The applicant must, however, make sure to use hoses and sprinklers until turf, plant and tree growth is established.
 6. If outdoor trash storage is used in the future, the applicant shall provide a screening enclosure that is compatible in design with the building.
 7. Any proposed signs shall comply with the comprehensive sign plan and shall be submitted for approval by the community design review board.
 8. The applicant must submit a summary of how the site is meeting the city's volume reduction requirements in order to qualify for the 11 percent impervious surface area bonus. The bonus shall be approved by the city engineer based on the installation and maintenance of manmade facilities for reducing stormwater flow or the treatment of runoff for non-point-source water pollutants.
 9. The applicant must submit the following information in order to determine if the site meets the city's tree preservation ordinance:
 - a. Tree inventory which includes all significant trees located on the site (not just the

developed area) and the size and number of significant trees removed with the development.

- b. Planting schedule which shows the tree species, tree size, and number of each species being replaced on the site.

10. All work shall follow the approved plans. Staff may approve minor changes.

11. Submit for staff approval, the color chosen for glass wall and a site plan indicating any visitor parking, if provided.

B. Approve a parking waiver to allow for 580 surface parking spaces. The parking spaces shall be at least 9.5 feet in width. This is a parking reduction of 1,420 parking spaces (2,000 parking spaces are required per city code).

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

4. Preliminary Approval of Proposed Tax Levy Payable in 2014 and Setting Budget Public Hearing Date

Finance Director Bauman presented the staff report and answered questions of the council.

Councilmember Cardinal moved to approve a resolution setting the maximum City tax levy payable for 2014 at 0.0% (\$18,439,130) and setting the date for the Public Hearing on the 2014 Levy and Budget for Monday, December 9, 2013 at 7:00 p.m. as part of the Regular City Council Meeting. This levy combined with the proposed EDA levy of \$89,270 will result in a total levy of \$18,528,400 which is a zero increase over 2013.

The motion failed for lack of a second.

Mayor Rossbach moved to approve the resolution setting the maximum City tax levy payable for 2014 at \$18,809,700 (2%) and setting the date for the Public Hearing on the 2014 Levy and Budget for Monday, December 9, 2013 at 7:00 p.m. as part of the Regular City Council Meeting. This levy combined with the proposed EDA levy of \$89,270 will result in a total levy of \$18,898,970 which is a 2% increase over 2013.

RESOLUTION 13-9-965
 RESOLUTION PROVIDING PRELIMINARY APPROVAL OF A PROPOSED TAX
 LEVY PAYABLE IN 2014
 AND
 SETTING BUDGET PUBLIC HEARING DATE

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2013 payable in 2014 by September 15, 2013 and

WHEREAS, the City Council has reviewed preliminary information on the Proposed 2014 Budget and has determined the amount of the proposed tax levy payable in 2014 which is the maximum amount that will be levied.

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

1. The proposed tax levy for 2013 payable in 2014 in the amount of \$18,809,700 is hereby given preliminary approval and shall be certified to the Ramsey County Auditor.
2. The date for consideration of the final levy and consideration of the 2014 Budget shall be set as Monday, December 9, 2013 at 7:00 pm in the Maplewood City Council Chambers.

Seconded by Councilmember Juenemann

Ayes – Mayor Rossbach, Councilmember Juenemann, Cave, Koppen
Nays – Councilmember Cardinal

The motion passed.

K. AWARD OF BIDS

None

L. VISITOR PRESENTATION

1. Mark Bradley, Maplewood Resident
2. Bob Zick, North St. Paul Resident

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

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

2. Notification of the First Annual Fall Clean Up Campaign

Assistant City Manager/Community Development Director Coleman gave the staff report.

3. City Council Meetings

- a. **Council Manager Workshop – Cancellation of the October 7, 2013 Meeting**
- b. **City Council Meeting – Change of Meeting Date Due to Veteran’s Day Holiday**

Citizen Services Director/City Clerk Guilfoile gave the staff report.

Councilmember Juenemann moved to cancel the October 7, 2014 City Council Manager-Workshop and reschedule the Monday, November 11, 2014 City Council Meeting to Thursday, November 14, 2014.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

N. COUNCIL PRESENTATIONS

1. Highway 36 Opening

Councilmember Juenemann extended her thanks to everyone that was involved with the planning and construction of the Highway 36 and English Street project.

2. Ramsey/Washington County Cable Franchise Committee Meeting

Councilmember Cardinal gave a report on the franchise committee meeting.

3. Clear Channel Billboard

Councilmember Cardinal requested a letter be sent to North St. Paul School explaining the city's policy and procedures for the use of the Clear Channel billboards and the dynamic display sign at the Maplewood Community Center.

4. Bruentrup Farm Barn Dance

Councilmember Cardinal informed residents that the Bruentrup Farm Barn Dance will be held on Saturday, September 28, 2014 from 6:00 p.m. to 10:00 p.m. There is an admission fee of \$7.00 for adults and \$5.00 for children.

O. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 9:28 p.m.

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MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: September 23, 2013
SUBJECT: Approval of Claims

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

ACCOUNTS PAYABLE:

\$ 262,978.99	Checks # 90637 thru # 90690 dated 08/30/13 thru 09/15/13
\$ 546,707.43	Disbursements via debits to checking account dated 09/03/13 thru 09/06/13
\$ 1,412,415.39	Checks # 90693 thru # 90724 dated 09/17/13
\$ 239,139.85	Disbursements via debits to checking account dated 09/09/13 thru 09/13/13
<u>\$ 2,461,241.66</u>	Total Accounts Payable

PAYROLL

\$ 520,145.94	Payroll Checks and Direct Deposits dated 09/13/13
\$ 973.50	Payroll Deduction check # 9989540 thru # 9989542 dated 09/13/13
<u>\$ 521,119.44</u>	Total Payroll
<u><u>\$ 2,982,361.10</u></u>	GRAND TOTAL

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

as
 attachments

**Check Register
City of Maplewood**

09/06/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
90637	08/30/2013	02464 US BANK	FUNDS FOR ATMS	10,000.00
90638	09/10/2013	00216 BRIGGS & MORGAN, P.A.	2013A BOND ISSUE COSTS	16,543.00
90639	09/10/2013	04572 ETTTEL & FRANZ	ROOF REPAIR & MAINT AT MCC	1,567.00
90640	09/10/2013	00585 GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - AUG	839.55
90641	09/10/2013	00687 HUGO'S TREE CARE INC	REMOVAL & TRIMMING STORM DAMAGE	1,712.63
	09/10/2013	00687 HUGO'S TREE CARE INC	TREE REMOVAL VISTA HILLS PARK	1,435.50
	09/10/2013	00687 HUGO'S TREE CARE INC	TREE REMOVAL STORM DAMAGE	1,269.00
	09/10/2013	00687 HUGO'S TREE CARE INC	TREE REMOVAL STORM DAMAGE	1,250.00
90642	09/10/2013	02728 KIMLEY-HORN & ASSOCIATES INC	PROF SRVS THRU 7/31	17,884.88
	09/10/2013	02728 KIMLEY-HORN & ASSOCIATES INC	PROJ 08-13 PROF SRVS THRU 07/31	1,686.72
90643	09/10/2013	02696 MUSKA ELECTRIC CO	INSTALL LED FIXTURES POOL AREA	5,452.50
90644	09/10/2013	04265 MARIA PIRELA	ZUMBA INSTRUCTION TUE EVE AUG	136.50
90645	09/10/2013	01409 S E H	PROJ 09-09 CONSULTANT FEES	19,965.38
	09/10/2013	01409 S E H	PROJ 11-19 CONSULTANT FEES	2,795.67
	09/10/2013	01409 S E H	PROJ 09-08 CONSULTANT FEES	2,764.59
90646	09/10/2013	03178 SCIENCE EXPLORERS, INC.	SCIENCE CLASSES FOR DAY CAMP	230.00
90647	09/10/2013	01574 T A SCHIFSKY & SONS, INC	PROJ 10-14 STREET PATCH SEWER REPAIR	2,127.50
	09/10/2013	01574 T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	1,574.24
90648	09/10/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	15,615.77
	09/10/2013	01190 XCEL ENERGY	ELECTRIC & GAS UTILITY	3,729.48
	09/10/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	148.18
	09/10/2013	01190 XCEL ENERGY	ELECTRIC UTILITY	51.94
90649	09/10/2013	01798 YOCUM OIL CO.	CONTRACT GASOLINE - AUG	17,692.43
90650	09/06/2013	02464 US BANK	FUNDS FOR ATMS	10,000.00
90651	09/10/2013	05026 ADVANTAGE SPORTS LLC	TENNIS INSTRUCTION	731.50
90652	09/10/2013	00064 MARK ALDRIDGE	SECURITY OFFICER FOR MCC AUG 31	175.00
90653	09/10/2013	00163 BAUER BUILT	TIRES FOR L1	5,808.28
90654	09/10/2013	04549 JAN ALICE CAMPBELL	ZUMBA INSTRUCTION SAT MORN AUG	111.50
90655	09/10/2013	02149 HEIDI CAREY	MARKETING & ADVERTISING - AUGUST	4,000.00
90656	09/10/2013	04911 DECKCI DECOR	CHAIR SASHES FOR MCC AUG 31	317.42
90657	09/10/2013	00412 DONALD SALVERDA & ASSOCIATES	TRAINING MATERIALS	89.71
90658	09/10/2013	03631 ELK RIVER FORD	2014 FORD EXPLORER	29,857.00
90659	09/10/2013	03243 ENVIRONMENTAL WOOD SUPPLY LLC	GRIND & HAUL TREE DAMAGE	500.00
90660	09/10/2013	05218 EVERETT & VANDERWIEL, P.L.L.P.	HR CONSULTING	2,268.00
90661	09/10/2013	04930 GPRS	REGISTRATION FEES	60.00
90662	09/10/2013	03339 GRAFFIC TRAFFIC LLC	PRIDE OF MAPLEWOOD 3 RECIPIENTS	93.00
90663	09/10/2013	03597 MARY JO HOFMEISTER	REIMB FOR MILEAGE 7/11 - 8/28	13.84
90664	09/10/2013	05030 KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#14	4,344.07
90665	09/10/2013	05156 KETTLER CONSTRUCTION INC.	ESCROW RELEASE 341 SOPHIA	1,500.00
	09/10/2013	05156 KETTLER CONSTRUCTION INC.	ESCROW RELEASE 343 SOPHIA	1,500.00
90666	09/10/2013	00827 L M C I T	CLAIM DEDUCTIBLE C0017967	17,037.46
90667	09/10/2013	00857 LEAGUE OF MINNESOTA CITIES	2013-2014 MEMBERSHIP DUES	22,742.00
90668	09/10/2013	04584 LEXIPOL LLC	WEB BASED POLICY MANUAL MAINT/UPDATE	3,550.00
90669	09/10/2013	00891 M A M A	MEMBERSHIP DUES WILL ROSSBACH	30.00
90670	09/10/2013	05263 MARIPOSA PUBLISHING	2013 REVISION TO HANDBOOK PRINTOUT	16.24
90671	09/10/2013	00982 METRO FIRE INC	FOAM CONCENTRATE	161.92
90672	09/10/2013	05262 NATIONAL LEAGUE OF CITIES	2013-2014 MEMBERSHIP DUES	3,258.00
90673	09/10/2013	02300 OAKDALE LOCKSMITHS	SYSTEMS FURNITURE KEYS	36.37
90674	09/10/2013	00001 ONE TIME VENDOR	REFUND M ELSSEN TRANS MEDIC	262.86
90675	09/10/2013	00001 ONE TIME VENDOR	REFUND G ANDERSON MEMBERSHIP	239.96
90676	09/10/2013	00001 ONE TIME VENDOR	REFUND B LINDA TRANS MEDIC	128.12
90677	09/10/2013	00001 ONE TIME VENDOR	REFUND J HUGHES TRANS MEDIC	89.07
90678	09/10/2013	00001 ONE TIME VENDOR	REFUND OLSON HP BENEFIT	40.00

90679	09/10/2013	00001	ONE TIME VENDOR	REFUND THOMPSON HP BENEFIT	40.00
90680	09/10/2013	00001	ONE TIME VENDOR	REFUND K SINGH BCBS BENEFIT	28.93
90681	09/10/2013	01345	RAMSEY COUNTY	CHARGES FOR MISC COPIES	4.00
90682	09/10/2013	03446	RICK JOHNSON DEER & BEAVER INC	DEER REMOVAL - AUG	115.00
90683	09/10/2013	00006	SILVER SNEAKERS	REFUND D ALLEN MEMBERSHIP	60.70
90684	09/10/2013	00198	ST PAUL REGIONAL WATER SRVS	WATER UTILITY	5,568.68
90685	09/10/2013	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - AUG	4,808.20
90686	09/10/2013	03598	PAUL THEISEN	REIMB FOR UNIFORM ALLOW	62.38
90687	09/10/2013	04081	MICHAEL THOMPSON	REIMB FOR MEALS & TAXI 8/24-8/28	124.20
90688	09/10/2013	04104	TRANE U.S. INC.	FINAL PAYOUT VAV INSTALL AHU#2	4,392.00
90689	09/10/2013	00529	UNION SECURITY INSURANCE CO	LTD PLAN 4043120-2 - SEPT	3,205.69
	09/10/2013	00529	UNION SECURITY INSURANCE CO	STD PLAN 4043120-1 - SEPT	2,510.43
90690	09/15/2013	03738	CHARLES E. BETHEL	ATTORNEY SRVS FEES/RENT - OCT	6,625.00
					262,978.99

54 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>
9/3/2013	MN State Treasurer	Drivers License/Deputy Registrar	128,153.84
9/3/2013	Pitney Bowes	Postage	2,985.00
9/3/2013	US Bank Merchant Services	Credit Card Billing fee	1,408.85
9/3/2013	U.S. Treasurer	Federal Payroll Tax	107,524.30
9/3/2013	P.E.R.A.	P.E.R.A.	89,946.79
9/3/2013	MidAmerica - ING	HRA Flex plan	25,612.26
9/3/2013	Labor Unions	Union Dues	5,543.75
9/4/2013	MN State Treasurer	Drivers License/Deputy Registrar	55,320.16
9/4/2013	MN State Treasurer	State Payroll Tax	22,178.15
9/5/2013	MN State Treasurer	Drivers License/Deputy Registrar	71,723.33
9/6/2013	MN State Treasurer	Drivers License/Deputy Registrar	34,440.85
9/6/2013	Optum Health	DCRP & Flex plan payments	1,870.15
			546,707.43

**Check Register
City of Maplewood**

09/13/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
90693	09/17/2013	00111	ANIMAL CONTROL SERVICES	PATROL HOURS 8/25 - 9/7	1,400.00
90694	09/17/2013	04508	BETWEEN THE LINES	FALL SOFTBALL UMPIRES - AUG	2,173.00
90695	09/17/2013	05114	BOLTON & MENK, INC.	PROF SRVS 6/22 - 8/2	579.00
90696	09/17/2013	05028	ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-SEPT	397.00
	09/17/2013	05028	ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - SEPT	369.00
90697	09/17/2013	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES - AUG	72.00
90698	09/17/2013	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#10	1,302,851.05
90699	09/17/2013	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 09-08 PROF SRVS THRU 07/31	14,487.53
	09/17/2013	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 11-14 PROF SRVS THRU 07/31	7,639.14
	09/17/2013	02728	KIMLEY-HORN & ASSOCIATES INC	PROF SRVS THRU 7/31	1,397.87
90700	09/17/2013	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - AUG 17627123035	4,983.70
90701	09/17/2013	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - AUG	28,851.06
	09/17/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - AUG	458.64
	09/17/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - AUG	414.96
90702	09/17/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	2,170.70
	09/17/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	1,413.55
90703	09/17/2013	04192	TRANS-MEDIC	EMS BILLING - AUG	3,742.20
90704	09/17/2013	03828	TURFWERKS	GROOMER EQUIP FOR BALL FIELD MAINT	2,965.78
90705	09/17/2013	00025	ABLE FENCE INC	POLICE K9 KENNEL FENCING	1,050.00
90706	09/17/2013	04471	B & B AVM INC.	MCC DEC 14 ALISON SCOTT CONCERT	200.00
90707	09/17/2013	03619	DRAIN KING INC	PROJ 12-09 SEWER TELEVISIONING/REPAIR	190.00
	09/17/2013	03619	DRAIN KING INC	PROJ 12-09 SEWER TELEVISIONING/REPAIR	190.00
90708	09/17/2013	05207	EQUIFAX INFORMATION SERVICES	APPLICANT BACKGROUND CHECKS	60.00
90709	09/17/2013	00472	MICHAEL A ERICSON	CONSULTING FEES 8/26 - 9/6	1,062.50
90710	09/17/2013	00003	ESCROW REFUND	ESCROW REFUND VON CO 775 CENTURY	3,000.00
90711	09/17/2013	04846	HEALTHFAST	MEDICAL SUPPLIES	603.78
90712	09/17/2013	02263	HILLCREST ANIMAL HOSPITAL PA	BOARDING & DESTRUCTION FEES - AUG	1,161.38
90713	09/17/2013	00001	ONE TIME VENDOR	REFUND K BROWN AMB 082977	1,366.00
90714	09/17/2013	00001	ONE TIME VENDOR	REFUND B KING AMB 01010324	767.90
90715	09/17/2013	00001	ONE TIME VENDOR	REFUND A CARLSON LINE DANCE	33.00
90716	09/17/2013	00001	ONE TIME VENDOR	REFUND B BORGESON HP BENEFIT	20.00
90717	09/17/2013	00006	SILVER SNEAKERS	REFUND R WEST - MEMBERSHIP	330.39
90718	09/17/2013	05265	SKB ENVIRONMENTAL	DISPOSAL OF SCREENINGS - LANDFILL	2,422.83
	09/17/2013	05265	SKB ENVIRONMENTAL	DISPOSAL OF TREATED TIMBERS	40.90
90719	09/17/2013	00198	ST PAUL REGIONAL WATER SRVS	KENNARD IRRIGATION	74.20
90720	09/17/2013	01836	ST PAUL, CITY OF	PROJ 09-08 WATER MAIN 1205 GERVAIS	453.05
90721	09/17/2013	05264	TAPCO	SPEED TABLE FOR RADATZ AVE	9,992.81
90722	09/17/2013	01649	TRI-STATE BOBCAT, INC.	BACKPACK BLOWERS & CHAINSAWS	1,736.72
90723	09/17/2013	02464	US BANK	FUNDS FOR ATMS	10,000.00
90724	09/17/2013	02464	US BANK	PAYING AGENT FEES	431.25
	09/17/2013	02464	US BANK	PAYING AGENT FEES	431.25
	09/17/2013	02464	US BANK	PAYING AGENT FEES	431.25
				1,412,415.39	

32 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>
9/9/2013	MN State Treasurer	Drivers License/Deputy Registrar	54,159.27
9/9/2013	MN Dept of Natural Resources	DNR electronic licenses	614.50
9/10/2013	MN State Treasurer	Drivers License/Deputy Registrar	17,885.18
9/11/2013	MN State Treasurer	Drivers License/Deputy Registrar	34,496.51
9/12/2013	MN State Treasurer	Drivers License/Deputy Registrar	42,293.57
9/13/2013	MN State Treasurer	Drivers License/Deputy Registrar	24,490.97
9/13/2013	MN Dept of Natural Resources	DNR electronic licenses	756.50
9/13/2013	US Bank VISA One Card*	Purchasing card items	57,840.30
9/13/2013	Optum Health	DCRP & Flex plan payments	2,465.55
9/13/2013	ICMA (Vantagepointe)	Deferred Compensation	4,137.50
			239,139.85

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
08/27/2013	08/28/2013	TAKE A NUMBER, INC	\$260.95	REGAN BEGGS
08/22/2013	08/26/2013	THE HOME DEPOT 2801	\$324.59	CHAD BERGO
08/29/2013	08/30/2013	ESRI INC	\$2,418.00	CHAD BERGO
08/27/2013	08/28/2013	RAY ALLEN MANUFACTURING,	\$129.99	BRIAN BIERDEMAN
08/27/2013	08/28/2013	RAY ALLEN MANUFACTURING,	\$620.33	BRIAN BIERDEMAN
09/05/2013	09/06/2013	RAY ALLEN MANUFACTURING,	\$15.98	BRIAN BIERDEMAN
09/04/2013	09/05/2013	OLD LOG THEATRE	\$410.00	NEIL BRENEMAN
09/05/2013	09/06/2013	MICHAELS STORES 2744	\$51.89	NEIL BRENEMAN
08/23/2013	08/26/2013	DIAMOND VOGEL PAINT #807	\$565.90	TROY BRINK
08/29/2013	09/02/2013	DIAMOND VOGEL PAINT #807	\$605.94	TROY BRINK
09/04/2013	09/06/2013	NAPA STORE 3279016	\$13.34	TROY BRINK
09/05/2013	09/06/2013	OAKDALE RENTAL CENTER	\$207.82	BRENT BUCKLEY
08/23/2013	08/26/2013	OFFICE DEPOT #1090	(\$64.80)	SARAH BURLINGAME
08/23/2013	08/26/2013	FIRST SHRED	\$54.00	SARAH BURLINGAME
08/29/2013	08/30/2013	SUREFIRE LLC	\$151.00	DAN BUSACK
08/28/2013	08/29/2013	AUTOZONE #3082	\$38.55	JOHN CAPISTRANT
09/03/2013	09/04/2013	CUSTOM EAR PIECE	\$29.85	JOHN CARNES
08/28/2013	08/30/2013	THE HOME DEPOT 2810	\$10.65	CHARLES DEAVER
08/28/2013	08/30/2013	ADAM'S PEST CONTROL INC	\$73.81	CHARLES DEAVER
08/30/2013	09/02/2013	FRATTALLONES WOODBURY AC	\$6.74	CHARLES DEAVER
08/30/2013	09/02/2013	FRATTALLONES WOODBURY AC	\$5.53	CHARLES DEAVER
08/30/2013	09/02/2013	THE HOME DEPOT 2810	\$6.37	CHARLES DEAVER
09/04/2013	09/05/2013	FRATTALLONES WOODBURY AC	(\$6.74)	CHARLES DEAVER
08/26/2013	08/28/2013	ADVANCE SHORING COMPANY	\$75.35	THOMAS DEBILZAN
08/27/2013	08/28/2013	HEJNY RENTAL INC	\$115.87	THOMAS DEBILZAN
08/26/2013	08/27/2013	WW GRAINGER	\$13.70	TOM DOUGLASS
08/27/2013	08/29/2013	THE HOME DEPOT 2801	\$150.46	TOM DOUGLASS
08/27/2013	08/29/2013	COMMERCIAL POOL & SPA SUP	\$74.04	TOM DOUGLASS
08/28/2013	08/30/2013	CUSTOM REFRIGERAT00 OF 00	\$357.26	TOM DOUGLASS
08/28/2013	08/30/2013	THE HOME DEPOT 2801	\$130.44	TOM DOUGLASS
08/29/2013	08/30/2013	CONTINENTAL RESEARCH COR	\$792.16	TOM DOUGLASS
08/30/2013	09/02/2013	THE HOME DEPOT 2801	(\$8.23)	TOM DOUGLASS
08/30/2013	09/02/2013	THE HOME DEPOT 2801	\$5.66	TOM DOUGLASS
08/30/2013	09/02/2013	THE HOME DEPOT 2801	\$8.23	TOM DOUGLASS
09/03/2013	09/04/2013	AUTOZONE3948	\$29.51	TOM DOUGLASS
09/04/2013	09/05/2013	SCHELENGRAYAUTOELECTRI	\$54.00	TOM DOUGLASS
09/05/2013	09/06/2013	NUCO2 01 OF 01	\$246.22	TOM DOUGLASS
09/05/2013	09/06/2013	NUCO2 01 OF 01	\$153.36	TOM DOUGLASS
09/05/2013	09/06/2013	NUCO2 01 OF 01	\$274.36	TOM DOUGLASS
09/05/2013	09/06/2013	NUCO2 01 OF 01	\$296.08	TOM DOUGLASS
08/22/2013	08/26/2013	RAMY INTERNATIONAL	\$133.79	DOUG EDGE
08/22/2013	08/26/2013	ADVANCE SHORING COMPANY	\$69.47	DOUG EDGE
08/29/2013	09/02/2013	ADVANCE SHORING COMPANY	\$173.67	DOUG EDGE
09/04/2013	09/05/2013	TARGET 00011858	\$18.75	PAUL E EVERSON
09/04/2013	09/06/2013	MIKES LP GAS INC	\$17.00	PAUL E EVERSON
09/04/2013	09/06/2013	THE HOME DEPOT 2801	\$16.59	PAUL E EVERSON
08/28/2013	08/29/2013	CINTAS 470	\$318.70	LARRY FARR
08/28/2013	08/30/2013	WM EZPAY	\$1,173.61	LARRY FARR
08/29/2013	08/30/2013	BRAUN INTERTEC CORP.	\$1,265.50	LARRY FARR
08/29/2013	08/30/2013	CONTINENTAL RESEARCH COR	\$452.16	LARRY FARR
08/29/2013	09/02/2013	COMMERCIAL FURNIT00 OF 00	\$427.50	LARRY FARR
08/30/2013	09/02/2013	CINTAS 470	\$26.78	LARRY FARR
08/30/2013	09/02/2013	CINTAS 470	\$63.92	LARRY FARR
08/30/2013	09/02/2013	CINTAS 470	\$117.72	LARRY FARR

08/31/2013	09/02/2013	MENARDS 3022	\$42.79	LARRY FARR
09/01/2013	09/03/2013	WM EZPAY	\$507.56	LARRY FARR
09/02/2013	09/04/2013	THE HOME DEPOT 2810	\$24.50	LARRY FARR
09/03/2013	09/04/2013	MUSKA ELECTRIC CO.	\$335.00	LARRY FARR
09/03/2013	09/05/2013	BREDEMUS HARDWARE CO INC	\$1,206.28	LARRY FARR
09/04/2013	09/06/2013	DEPARTMENT OF LABOR AND I	\$100.00	LARRY FARR
09/05/2013	09/06/2013	WM EZPAY	\$1,062.52	LARRY FARR
09/05/2013	09/06/2013	WM EZPAY	\$412.34	LARRY FARR
09/05/2013	09/06/2013	WM EZPAY	\$112.00	LARRY FARR
09/05/2013	09/06/2013	WM EZPAY	\$606.24	LARRY FARR
09/05/2013	09/06/2013	WM EZPAY	\$525.56	LARRY FARR
08/29/2013	09/02/2013	PAYPAL *MNAPA	\$225.00	SHANN FINWALL
08/28/2013	08/30/2013	HUGO'S TREE CARE	\$352.69	DAVID FISHER
09/03/2013	09/05/2013	ROF CALHOUN SQUARE LLC	\$10.00	DAVID FISHER
09/03/2013	09/05/2013	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
08/23/2013	08/26/2013	IDU*INSIGHT PUBLIC SEC	\$188.91	NICK FRANZEN
08/26/2013	08/27/2013	WWW.NEWEGGBUSINESS.COM	\$129.99	NICK FRANZEN
08/27/2013	08/27/2013	AMAZON MKTPLACE PMTS	\$87.45	NICK FRANZEN
08/28/2013	08/29/2013	IDU*INSIGHT PUBLIC SEC	\$51.28	NICK FRANZEN
08/30/2013	09/02/2013	AMAZON.COM	\$88.90	NICK FRANZEN
09/04/2013	09/05/2013	IDU*INSIGHT PUBLIC SEC	\$86.36	NICK FRANZEN
08/23/2013	08/26/2013	UNIFORMS UNLIMITED INC.	\$285.90	DEREK FRITZE
08/27/2013	08/28/2013	ALLIED PARKING- ABC	\$9.00	VIRGINIA GAYNOR
09/05/2013	09/06/2013	MENARDS 3022	\$19.19	CAROLE GERNES
08/21/2013	08/27/2013	JONES&BARTLETT LEARNING	\$90.13	CLARENCE GERVAIS
08/24/2013	08/26/2013	OFFICE DEPOT #1090	\$89.66	JEAN GLASS
09/04/2013	09/05/2013	4IMPRINT	\$549.56	JEAN GLASS
09/05/2013	09/06/2013	AMAZON.COM	\$65.88	JAN GREW HAYMAN
08/23/2013	08/26/2013	OFFICE MAX	\$62.29	KAREN GUILFOILE
09/04/2013	09/05/2013	BEST BUY MHT 00000109	\$642.74	KAREN GUILFOILE
09/04/2013	09/06/2013	OFFICE MAX	\$26.77	KAREN GUILFOILE
08/26/2013	08/28/2013	THE HOME DEPOT 2801	\$26.19	MARK HAAG
08/22/2013	08/26/2013	THE HOME DEPOT 2801	\$6.41	MILES HAMRE
08/27/2013	08/29/2013	THE HOME DEPOT 2801	\$61.89	MILES HAMRE
09/01/2013	09/04/2013	AR 500 ARMOR	\$232.00	PHENG HER
08/28/2013	08/29/2013	JOHN DEERE LANDSCAPES530	\$383.44	GARY HINNENKAMP
08/29/2013	09/02/2013	WW GRAINGER	\$120.55	GARY HINNENKAMP
09/04/2013	09/05/2013	HENRIKSEN ACE HARDWARE	\$11.91	GARY HINNENKAMP
08/25/2013	08/26/2013	ARC*SERVICES/TRAINING	\$76.00	RON HORWATH
08/29/2013	09/02/2013	ADOLPH KIEFER AND ASSOCIA	\$216.90	RON HORWATH
08/30/2013	09/02/2013	HEJNY RENTAL INC	\$793.08	RON HORWATH
09/04/2013	09/06/2013	WEDDINGPAGES INC	\$311.16	RON HORWATH
08/26/2013	09/02/2013	SUBURBAN ACE HARDWARE	(\$9.59)	ANN HUTCHINSON
09/04/2013	09/05/2013	TARGET 00011858	\$31.43	DAVID JAHN
09/04/2013	09/05/2013	DALCO ENTERPRISES, INC	\$734.44	DAVID JAHN
09/04/2013	09/05/2013	MENARDS 3059	\$32.03	DAVID JAHN
09/04/2013	09/06/2013	IRHEATERSTORE COM	\$383.36	DAVID JAHN
08/23/2013	08/26/2013	HEJNY RENTAL INC	\$260.70	DON JONES
08/27/2013	08/28/2013	MENARDS 3059	\$67.24	DON JONES
08/29/2013	08/30/2013	CUB FOODS #1599	\$39.34	LOIS KNUTSON
08/30/2013	09/02/2013	CARIBOU COFFEE CO # 155	\$38.53	LOIS KNUTSON
08/24/2013	08/26/2013	DELTA AIR 0068223334373	\$25.00	DUWAYNE KONEWKO
08/26/2013	08/27/2013	PIONEER PRESS SUBSCRIPTI	\$611.65	DUWAYNE KONEWKO
08/27/2013	08/27/2013	AIRPORT LIMOUSINE SERV	\$95.00	DUWAYNE KONEWKO
08/30/2013	09/02/2013	DELTA AIR 0068224817441	\$25.00	DUWAYNE KONEWKO
08/31/2013	09/02/2013	AIRPORT LIMOUSINE SERV	\$95.00	DUWAYNE KONEWKO

09/03/2013	09/05/2013	WM EZPAY	\$1,058.52	DUWAYNE KONEWKO
09/04/2013	09/05/2013	LILLIE SUBURBAN NEWSPAPE	\$154.00	DUWAYNE KONEWKO
09/03/2013	09/04/2013	THE UPS STORE 2171	\$13.33	NICHOLAS KREKELER
08/29/2013	09/02/2013	UNIFORMS UNLIMITED INC.	\$21.60	BRETT KROLL
09/03/2013	09/04/2013	LA POLICE GEAR INC	\$75.64	BRETT KROLL
09/04/2013	09/06/2013	PAYPAL *FENIXTACTIC	\$40.90	BRETT KROLL
08/23/2013	08/26/2013	UNIFORMS UNLIMITED INC.	\$72.50	DAVID KVM
08/28/2013	08/30/2013	STREICHER'S MO	\$2,110.00	DAVID KVM
08/29/2013	09/02/2013	UNIFORMS UNLIMITED INC.	\$128.90	DAVID KVM
08/30/2013	09/02/2013	UNIFORMS UNLIMITED INC.	(\$34.61)	DAVID KVM
09/02/2013	09/02/2013	COMCAST CABLE COMM	\$67.45	DAVID KVM
09/04/2013	09/06/2013	STREICHER'S MO	\$202.80	DAVID KVM
09/04/2013	09/06/2013	UNIFORMS UNLIMITED INC.	\$1,090.99	DAVID KVM
09/04/2013	09/06/2013	UNIFORMS UNLIMITED INC.	\$23.57	DAVID KVM
09/04/2013	09/06/2013	UNIFORMS UNLIMITED INC.	\$47.72	DAVID KVM
09/04/2013	09/05/2013	EMERGENCY APPARATUS MAINT	\$4,378.66	STEVE LUKIN
09/04/2013	09/05/2013	EMERGENCY APPARATUS MAINT	\$1,169.40	STEVE LUKIN
09/04/2013	09/05/2013	EMERGENCY APPARATUS MAINT	\$2,981.29	STEVE LUKIN
09/04/2013	09/05/2013	EMERGENCY APPARATUS MAINT	\$3,315.05	STEVE LUKIN
09/04/2013	09/06/2013	INTERNATIONAL ASSOCIAT	\$234.00	STEVE LUKIN
08/23/2013	08/26/2013	APA STREAMING PRODUCTS	\$420.00	MIKE MARTIN
08/27/2013	08/29/2013	STREICHER'S MPLS	(\$158.88)	GLEN MCCARTY
08/23/2013	08/26/2013	BOUND TREE MEDICAL LLC	\$137.17	MICHAEL MONDOR
08/23/2013	08/26/2013	BECKER FIRE & SAFETY SERV	\$207.66	MICHAEL MONDOR
08/27/2013	08/28/2013	CENTURY COLLEGE-BO	\$192.00	MICHAEL MONDOR
08/29/2013	08/29/2013	ULINE *SHIP SUPPLIES	\$151.92	MICHAEL MONDOR
08/29/2013	09/02/2013	BOUND TREE MEDICAL LLC	\$578.20	MICHAEL MONDOR
09/04/2013	09/06/2013	BOUND TREE MEDICAL LLC	\$80.70	MICHAEL MONDOR
09/01/2013	09/02/2013	CINTAS CORP # 060A	\$85.18	BRYAN NAGEL
09/01/2013	09/02/2013	CINTAS CORP # 060A	\$82.52	BRYAN NAGEL
09/05/2013	09/06/2013	HIRSHFIELDS ST PAUL CSC	\$179.51	RICHARD NORDQUIST
08/23/2013	08/26/2013	UNIFORMS UNLIMITED INC.	\$61.06	MICHAEL NYE
08/23/2013	08/26/2013	UNIFORMS UNLIMITED INC.	\$250.50	MICHAEL NYE
08/26/2013	08/27/2013	AMAZON MKTPLACE PMTS	\$30.80	MICHAEL NYE
09/04/2013	09/06/2013	THE HOME DEPOT 2801	\$4.01	MICHAEL NYE
08/23/2013	08/26/2013	AMAZON.COM	\$136.26	MARY KAY PALANK
08/27/2013	08/28/2013	TARGET 00021352	\$17.13	MARY KAY PALANK
09/03/2013	09/05/2013	OFFICE DEPOT #1090	\$202.08	MARY KAY PALANK
09/03/2013	09/05/2013	OFFICE DEPOT #1079	\$25.26	MARY KAY PALANK
08/26/2013	08/28/2013	KEEPRS INC 2	\$400.00	JAMES PARKER
08/27/2013	08/27/2013	AMAZON MKTPLACE PMTS	\$58.91	PHILIP F POWELL
08/27/2013	08/28/2013	ADORAMA INC	\$87.90	PHILIP F POWELL
08/30/2013	08/30/2013	AMAZON.COM	\$49.99	PHILIP F POWELL
08/26/2013	08/27/2013	AUTO PLUS LITTLE CANADA	\$359.62	STEVEN PRIEM
08/27/2013	08/28/2013	KATH FUEL OFFICE	\$119.79	STEVEN PRIEM
08/27/2013	08/28/2013	AN FORD WHITE BEAR LAK	\$205.52	STEVEN PRIEM
08/27/2013	08/29/2013	TRI-STATE BOBCAT	\$142.59	STEVEN PRIEM
08/27/2013	08/29/2013	FLEETPRIDE 570	\$28.99	STEVEN PRIEM
08/28/2013	08/29/2013	DAVIS EQUIPMENT	\$41.59	STEVEN PRIEM
08/28/2013	08/29/2013	AUTO PLUS LITTLE CANADA	\$56.61	STEVEN PRIEM
08/29/2013	08/30/2013	BATTERIES PLUS #31	\$131.86	STEVEN PRIEM
08/30/2013	09/02/2013	AMERICAN FASTENER AND SUP	\$64.83	STEVEN PRIEM
09/03/2013	09/04/2013	AUTO PLUS LITTLE CANADA	\$198.32	STEVEN PRIEM
09/04/2013	09/05/2013	AUTO PLUS LITTLE CANADA	(\$130.14)	STEVEN PRIEM
09/04/2013	09/05/2013	DAVIS EQUIPMENT	\$19.13	STEVEN PRIEM
09/04/2013	09/05/2013	AUTO PLUS LITTLE CANADA	\$94.22	STEVEN PRIEM

09/04/2013	09/05/2013	AUTO PLUS LITTLE CANADA	\$39.78	STEVEN PRIEM
09/04/2013	09/06/2013	TRANS AUTO TRANSMISSION	\$780.40	STEVEN PRIEM
09/05/2013	09/06/2013	FACTORY MTR PTS #1	\$282.91	STEVEN PRIEM
09/05/2013	09/06/2013	AUTO PLUS LITTLE CANADA	\$126.08	STEVEN PRIEM
09/03/2013	09/05/2013	THE HOME DEPOT 2801	\$53.24	KELLY PRINS
09/04/2013	09/05/2013	TARGET 00011858	\$153.69	KELLY PRINS
08/27/2013	08/28/2013	DALCO ENTERPRISES, INC	\$576.18	MICHAEL REILLY
09/04/2013	09/05/2013	HILLYARD INC MINNEAPOLIS	\$1,713.23	MICHAEL REILLY
09/03/2013	09/04/2013	AMAZON MKTPLACE PMTS	\$77.79	LORI RESENDIZ
09/03/2013	09/05/2013	SCW FITNESS EDUCATION	\$270.00	LORI RESENDIZ
08/26/2013	08/28/2013	UNIFORMS UNLIMITED INC.	\$141.94	BRADLEY REZNY
08/28/2013	08/30/2013	LITTLE CAESARS 1456 0006	\$64.28	AUDRA ROBBINS
08/28/2013	08/30/2013	408432 OAKDALE 20	\$318.00	AUDRA ROBBINS
08/29/2013	09/02/2013	OFFICE DEPOT #1090	\$120.31	AUDRA ROBBINS
08/30/2013	09/02/2013	CUB FOODS, INC.	\$25.50	AUDRA ROBBINS
08/22/2013	08/26/2013	MNSCU	\$726.36	ROBERT RUNNING
08/26/2013	08/27/2013	DELEGARD TOOL COMPANY	\$40.26	ROBERT RUNNING
08/26/2013	08/27/2013	MENARDS 3059	\$71.44	ROBERT RUNNING
08/26/2013	08/28/2013	ESCH CONSTRUCTION SUPPLY	\$372.99	ROBERT RUNNING
09/03/2013	09/04/2013	SIMPLEX SUPPLIES	\$192.83	ROBERT RUNNING
09/03/2013	09/05/2013	THE HOME DEPOT 2801	\$13.38	ROBERT RUNNING
08/28/2013	08/29/2013	LILLIE SUBURBAN NEWSPAPE	\$150.00	DEB SCHMIDT
09/04/2013	09/05/2013	LILLIE SUBURBAN NEWSPAPE	\$60.00	DEB SCHMIDT
09/05/2013	09/06/2013	T-MOBILE.COM*PAYMENT	\$32.59	DEB SCHMIDT
08/26/2013	08/28/2013	BEACON ATHLETICS	\$74.51	SCOTT SCHULTZ
08/27/2013	08/29/2013	USA MOBILITY WIRELE	\$16.07	SCOTT SCHULTZ
08/27/2013	08/29/2013	ON SITE SANITATION INC	\$21.38	SCOTT SCHULTZ
08/28/2013	08/29/2013	MAX LIFE MANUFACTURE	\$278.67	SCOTT SCHULTZ
08/23/2013	08/26/2013	MICHAELS STORES 2744	\$37.43	CAITLIN SHERRILL
09/04/2013	09/06/2013	SCOREBOARD	\$33.00	JOSEPH STEINER
08/26/2013	08/27/2013	LANGUAGE AUTHORITY	\$89.00	JOANNE SVENDSEN
08/26/2013	09/02/2013	HTC CUSTOM TRAINING	(\$105.00)	JOANNE SVENDSEN
08/28/2013	08/30/2013	METRO SALES INC	\$1,452.42	JOANNE SVENDSEN
08/23/2013	08/26/2013	RICHFIELD BUS COMPANY	\$496.25	JAMES TAYLOR
08/28/2013	08/29/2013	MENARDS 3059	(\$6.47)	TODD TEVLIN
08/28/2013	08/29/2013	MENARDS 3059	\$12.77	TODD TEVLIN
08/23/2013	08/26/2013	DELTA AIR 0068223128174	\$25.00	MICHAEL THOMPSON
08/25/2013	08/26/2013	NORTHWEST MGMT	\$10.65	MICHAEL THOMPSON
08/27/2013	08/28/2013	DELTA AIR 0068223784137	\$25.00	MICHAEL THOMPSON
08/28/2013	08/29/2013	CHI TAXI 3887	\$29.05	MICHAEL THOMPSON
08/28/2013	08/30/2013	HILTON HOTELS PALMR HS	\$712.05	MICHAEL THOMPSON
08/29/2013	09/02/2013	ST PAUL STAMP WORKS INC	\$42.27	TAMMY YOUNG
08/22/2013	08/26/2013	THE HOME DEPOT 2801	\$25.00	SUSAN ZWIEG
08/23/2013	08/26/2013	BREEZY POINT RESORT INTL	\$570.00	SUSAN ZWIEG
09/03/2013	09/05/2013	OFFICE DEPOT #1090	\$135.13	SUSAN ZWIEG

\$57,840.30

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>
	09/13/13	CARDINAL, ROBERT	435.16
	09/13/13	CAVE, REBECCA	435.16
	09/13/13	JUENEMANN, KATHLEEN	435.16
	09/13/13	KOPPEN, MARVIN	435.16
	09/13/13	ROSSBACH, WILLIAM	494.44
	09/13/13	STRAUTMANIS, MARIS	50.00
	09/13/13	VALLE, EDWARD	50.00
	09/13/13	AHL, R. CHARLES	6,577.46
	09/13/13	BURLINGAME, SARAH	2,200.51
	09/13/13	COLEMAN, MELINDA	5,119.94
	09/13/13	KANTRUD, HUGH	184.62
	09/13/13	CHRISTENSON, SCOTT	2,198.51
	09/13/13	FARR, LARRY	3,287.48
	09/13/13	JAHN, DAVID	2,367.37
	09/13/13	RAMEAUX, THERESE	3,130.54
	09/13/13	BAUMAN, GAYLE	4,802.02
	09/13/13	ANDERSON, CAROLE	1,186.67
	09/13/13	DEBILZAN, JUDY	1,385.92
	09/13/13	JACKSON, MARY	2,176.90
	09/13/13	KELSEY, CONNIE	2,653.11
	09/13/13	RUEB, JOSEPH	2,829.00
	09/13/13	SINDT, ANDREA	2,240.20
	09/13/13	ARNOLD, AJLA	1,762.83
	09/13/13	BEGGS, REGAN	1,608.99
	09/13/13	GUILFOILE, KAREN	4,652.98
	09/13/13	SCHMIDT, DEBORAH	3,096.67
	09/13/13	SPANGLER, EDNA	1,262.51
	09/13/13	LARSON, MICHELLE	1,910.59
	09/13/13	MECHELKE, SHERRIE	1,167.95
	09/13/13	MOY, PAMELA	1,557.27
	09/13/13	OSTER, ANDREA	1,953.51
	09/13/13	RICHTER, CHARLENE	1,094.03
	09/13/13	SCHOENECKER, LEIGH	1,736.35
	09/13/13	VITT, SANDRA	887.71
	09/13/13	WEAVER, KRISTINE	2,412.20
	09/13/13	CORCORAN, THERESA	1,954.59
	09/13/13	KVAM, DAVID	4,304.38
	09/13/13	PALANK, MARY	1,959.20
	09/13/13	POWELL, PHILIP	2,999.29
	09/13/13	SCHNELL, PAUL	4,745.37
	09/13/13	SVENDSEN, JOANNE	2,152.62
	09/13/13	THOMFORDE, FAITH	1,608.99
	09/13/13	ABEL, CLINT	3,137.23

09/13/13	ALDRIDGE, MARK	3,330.68
09/13/13	BAKKE, LONN	3,317.73
09/13/13	BARTZ, PAUL	3,281.16
09/13/13	BELDE, STANLEY	3,288.15
09/13/13	BENJAMIN, MARKESE	2,887.16
09/13/13	BIERDEMAN, BRIAN	4,266.11
09/13/13	BOHL, JOHN	0.01
09/13/13	BUSACK, DANIEL	4,013.52
09/13/13	CARNES, JOHN	2,376.02
09/13/13	CROTTY, KERRY	3,684.00
09/13/13	DEMULLING, JOSEPH	3,131.13
09/13/13	DOBLAR, RICHARD	4,095.31
09/13/13	DUGAS, MICHAEL	5,351.77
09/13/13	ERICKSON, VIRGINIA	3,344.04
09/13/13	FORSYTHE, MARCUS	2,512.78
09/13/13	FRITZE, DEREK	3,613.94
09/13/13	GABRIEL, ANTHONY	3,508.39
09/13/13	HAWKINSON JR, TIMOTHY	3,578.63
09/13/13	HER, PHENG	2,887.16
09/13/13	HIEBERT, STEVEN	3,288.15
09/13/13	JOHNSON, KEVIN	4,339.41
09/13/13	KALKA, THOMAS	963.29
09/13/13	KONG, TOMMY	3,206.15
09/13/13	KREKELER, NICHOLAS	919.60
09/13/13	KROLL, BRETT	3,132.23
09/13/13	LANGNER, SCOTT	206.53
09/13/13	LANGNER, TODD	3,340.83
09/13/13	LU, JOHNNIE	3,409.43
09/13/13	LYNCH, KATHERINE	3,008.64
09/13/13	MARINO, JASON	3,682.38
09/13/13	MARTIN, JERROLD	4,465.00
09/13/13	MCCARTY, GLEN	3,341.21
09/13/13	METRY, ALESIA	3,111.27
09/13/13	MICHELETTI, BRIAN	1,965.67
09/13/13	NYE, MICHAEL	3,495.75
09/13/13	OLSON, JULIE	3,219.82
09/13/13	PARKER, JAMES	2,678.38
09/13/13	REZNY, BRADLEY	3,349.18
09/13/13	RHUDE, MATTHEW	2,988.05
09/13/13	SHORTREED, MICHAEL	4,183.06
09/13/13	STEINER, JOSEPH	3,046.73
09/13/13	STRAND, ZACHARY	1,914.90
09/13/13	SYPNIEWSKI, WILLIAM	2,947.13
09/13/13	SZCZEPANSKI, THOMAS	0.01
09/13/13	TAUZELL, BRIAN	3,117.65
09/13/13	THEISEN, PAUL	3,111.27
09/13/13	THIENES, PAUL	3,685.93
09/13/13	TRAN, JOSEPH	3,111.27
09/13/13	WENZEL, JAY	3,395.38
09/13/13	XIONG, KAO	3,155.34
09/13/13	ANDERSON, BRIAN	146.88
09/13/13	BAHL, DAVID	357.00

09/13/13	BASSETT, BRENT	527.96
09/13/13	BAUMAN, ANDREW	2,444.77
09/13/13	BOURQUIN, RON	905.76
09/13/13	CAPISTRANT, JACOB	36.72
09/13/13	CAPISTRANT, JOHN	868.80
09/13/13	CONCHA, DANIEL	146.88
09/13/13	COREY, ROBERT	307.64
09/13/13	CRAWFORD - JR, RAYMOND	2,855.22
09/13/13	CRUMMY, CHARLES	214.20
09/13/13	DABRUZZI, THOMAS	2,448.67
09/13/13	DAWSON, RICHARD	3,360.50
09/13/13	EATON, PAUL	605.88
09/13/13	EVERSON, PAUL	3,832.00
09/13/13	HAGEN, MICHAEL	605.88
09/13/13	HALE, JOSEPH	699.72
09/13/13	HALWEG, JODI	3,469.40
09/13/13	HAWTHORNE, ROCHELLE	2,651.61
09/13/13	HUTCHINSON, JAMES	311.88
09/13/13	IMM, TRACY	321.32
09/13/13	JANSEN, CHAD	367.20
09/13/13	JONES, JONATHAN	354.96
09/13/13	KANE, ROBERT	728.28
09/13/13	KARRAS, JAMIE	440.64
09/13/13	KONDER, RONALD	740.28
09/13/13	KUBAT, ERIC	3,126.07
09/13/13	LINDER, TIMOTHY	2,985.40
09/13/13	LOCHEN, MICHAEL	359.04
09/13/13	MILLER, LADD	559.50
09/13/13	MILLER, NICHOLAS	538.56
09/13/13	MONDOR, MICHAEL	3,500.59
09/13/13	MONSON, PETER	239.44
09/13/13	MORGAN, JEFFERY	152.50
09/13/13	NEILY, STEVEN	220.32
09/13/13	NIELSEN, KENNETH	485.52
09/13/13	NOVAK, JEROME	3,905.00
09/13/13	NOWICKI, PAUL	336.60
09/13/13	OLSON, JAMES	3,034.76
09/13/13	OPHEIM, JOHN	371.28
09/13/13	PACHECO, ALPHONSE	685.44
09/13/13	PARROW, JOSHUA	538.56
09/13/13	PETERSON, MARK	257.04
09/13/13	PETERSON, ROBERT	3,516.99
09/13/13	POWERS, KENNETH	168.30
09/13/13	RAINEY, JAMES	832.32
09/13/13	RANK, NATHAN	734.40
09/13/13	RANK, PAUL	587.52
09/13/13	RICE, CHRISTOPHER	721.44
09/13/13	RIEKEN, NICHOLAS	452.88
09/13/13	SEDLACEK, JEFFREY	3,251.60
09/13/13	STREFF, MICHAEL	3,034.76
09/13/13	SVENDSEN, RONALD	4,309.19
09/13/13	WHITE, JOEL	18.36

09/13/13	GERVAIS-JR, CLARENCE	4,075.48
09/13/13	LUKIN, STEVEN	4,721.04
09/13/13	ZWIEG, SUSAN	1,802.11
09/13/13	CORTESI, LUANNE	1,406.41
09/13/13	KNUTSON, LOIS	2,223.39
09/13/13	BRINK, TROY	2,412.19
09/13/13	BUCKLEY, BRENT	2,155.39
09/13/13	DEBILZAN, THOMAS	2,197.79
09/13/13	EDGE, DOUGLAS	2,823.59
09/13/13	JONES, DONALD	2,197.79
09/13/13	MEISSNER, BRENT	2,114.59
09/13/13	NAGEL, BRYAN	3,630.80
09/13/13	OSWALD, ERICK	2,349.51
09/13/13	RUIZ, RICARDO	1,652.19
09/13/13	RUNNING, ROBERT	2,412.19
09/13/13	TEVLIN, TODD	2,197.79
09/13/13	BURLINGAME, NATHAN	2,172.01
09/13/13	DUCHARME, JOHN	2,804.00
09/13/13	ENGSTROM, ANDREW	2,745.82
09/13/13	JAROSCH, JONATHAN	3,050.53
09/13/13	KREGER, JASON	3,061.41
09/13/13	LINDBLOM, RANDAL	2,832.04
09/13/13	LOVE, STEVEN	3,665.87
09/13/13	THOMPSON, MICHAEL	4,731.66
09/13/13	ZIEMAN, SCOTT	240.00
09/13/13	JANASZAK, MEGHAN	1,608.99
09/13/13	KONEWKO, DUWAYNE	4,712.71
09/13/13	BUTTWEILER, TYLER	792.00
09/13/13	HAMRE, MILES	1,616.80
09/13/13	HAYS, TAMARA	1,652.19
09/13/13	HINNENKAMP, GARY	2,368.09
09/13/13	NAUGHTON, JOHN	2,344.22
09/13/13	NORDQUIST, RICHARD	2,200.09
09/13/13	PURVES, JUSTIN	1,579.39
09/13/13	BIESANZ, OAKLEY	1,629.37
09/13/13	DEAVER, CHARLES	666.69
09/13/13	GERNES, CAROLE	272.00
09/13/13	HAYMAN, JANET	949.75
09/13/13	HUTCHINSON, ANN	2,709.28
09/13/13	SOUTTER, CHRISTINE	136.00
09/13/13	WACHAL, KAREN	955.29
09/13/13	GAYNOR, VIRGINIA	3,317.22
09/13/13	KROLL, LISA	1,962.59
09/13/13	THOMPSON, DEBRA	850.48
09/13/13	YOUNG, TAMELA	2,104.19
09/13/13	EKSTRAND, THOMAS	3,906.15
09/13/13	FINWALL, SHANN	3,306.59
09/13/13	MARTIN, MICHAEL	2,826.59
09/13/13	BRASH, JASON	2,569.79
09/13/13	CARVER, NICHOLAS	3,317.22
09/13/13	FISHER, DAVID	3,884.68
09/13/13	SWAN, DAVID	2,829.79

09/13/13	WELLENS, MOLLY	1,801.26
09/13/13	ACEITUNO, FELIPE	14.00
09/13/13	BJORK, BRANDON	500.50
09/13/13	BRENEMAN, NEIL	2,435.05
09/13/13	GORACKI, GERALD	240.50
09/13/13	LARSON, KATELYN	144.00
09/13/13	LARSON, TRISTA	360.00
09/13/13	MALLET, AMANDA	430.13
09/13/13	PROHOFSKY, SARAH	42.00
09/13/13	ROBBINS, AUDRA	3,242.05
09/13/13	ROBBINS, CAMDEN	374.00
09/13/13	SCHALLER, SCOTT	32.25
09/13/13	SHERWOOD, CHRISTIAN	418.00
09/13/13	TAYLOR, JAMES	2,941.39
09/13/13	VUKICH, CANDACE	218.00
09/13/13	ADAMS, DAVID	2,090.63
09/13/13	HAAG, MARK	3,055.47
09/13/13	ORE, JORDAN	2,437.47
09/13/13	SCHULTZ, SCOTT	3,418.81
09/13/13	WILBER, JEFFREY	1,592.90
09/13/13	AKEY, SHELLEY	206.25
09/13/13	BERNARDY, CHRISTINE	2,888.89
09/13/13	EVANS, CHRISTINE	1,529.06
09/13/13	GLASS, JEAN	2,173.21
09/13/13	HAUBLE, AMANDA	17.00
09/13/13	HOFMEISTER, MARY	1,131.23
09/13/13	HOFMEISTER, TIMOTHY	429.54
09/13/13	KELLEY, CAITLIN	1,110.32
09/13/13	KULHANEK-DIONNE, ANN	599.50
09/13/13	PELOQUIN, PENNYE	497.24
09/13/13	ST SAUVER, CRAIG	17.00
09/13/13	VANG, TIM	48.00
09/13/13	VUE, LOR PAO	484.45
09/13/13	AICHELE, MEGAN	46.25
09/13/13	ANDERSON, ALYSSA	14.50
09/13/13	ANDERSON, JOSHUA	608.05
09/13/13	BAETZOLD, CLAIRE	58.80
09/13/13	BAUDE, JANE	76.65
09/13/13	BAUDE, SARAH	101.76
09/13/13	BESTER, MICHAEL	69.00
09/13/13	BUCKLEY, BRITTANY	118.00
09/13/13	BUTLER, ANGELA	105.00
09/13/13	CRANDALL, KRISTA	599.00
09/13/13	DEMPSEY, BETH	106.06
09/13/13	DUNN, RYAN	1,173.16
09/13/13	EHLE, DANIEL	202.14
09/13/13	ERICKSON-CLARK, CAROL	42.56
09/13/13	ERICSON, RACHEL	32.55
09/13/13	FONTAINE, KIM	579.16
09/13/13	FOX, KELLY	30.00
09/13/13	GRUENHAGEN, LINDA	265.30
09/13/13	HAGSTROM, EMILY	34.20

09/13/13	HANSEN, HANNAH	166.13
09/13/13	HASSAN, KIANA	199.45
09/13/13	HEINRICH, SHEILA	185.69
09/13/13	HOLMBERG, LADONNA	241.70
09/13/13	HORWATH, RONALD	2,800.97
09/13/13	HUNTLEY, NATALIE	37.50
09/13/13	JOHNSON, BARBARA	370.90
09/13/13	JOYER, ANTHONY	48.30
09/13/13	KOZDROJ, GABRIELLA	99.00
09/13/13	LAMEYER, BRENT	155.88
09/13/13	LAMSON, ELIANA	27.00
09/13/13	MCCOMAS, LEAH	303.75
09/13/13	MUSKAT, JULIE	199.00
09/13/13	NADEAU, TAYLOR	109.50
09/13/13	NITZ, CARA	248.50
09/13/13	NORTHOUSE, KATHERINE	89.10
09/13/13	POVLITZKI, MARINA	14.25
09/13/13	PROESCH, ANDY	970.22
09/13/13	RANEY, COURTNEY	840.50
09/13/13	RAU, COLE	14.50
09/13/13	RESENDIZ, LORI	2,425.96
09/13/13	RICHTER, DANIEL	137.40
09/13/13	ROLLERSON, TERRANCE	30.00
09/13/13	SCHREIER, ROSEMARIE	323.25
09/13/13	SCHREINER, MARK	91.25
09/13/13	SMITH, ANN	82.20
09/13/13	SMITH, CASEY	216.83
09/13/13	SMITH, JEROME	70.00
09/13/13	SMITLEY, SHARON	244.16
09/13/13	SYME, ABBEY	70.02
09/13/13	SYME, LAUREN	113.93
09/13/13	TREPANIER, TODD	254.00
09/13/13	TUPY, HEIDE	22.90
09/13/13	TUPY, MARCUS	23.75
09/13/13	WARNER, CAROLYN	72.60
09/13/13	WEINHAGEN, SHELBY	146.00
09/13/13	WHITE, DANICA	40.43
09/13/13	YUNKER, JOSEPH	59.00
09/13/13	BOSLEY, CAROL	123.75
09/13/13	HITE, ANDREA	203.50
09/13/13	LANGER, CHELSEA	112.63
09/13/13	LANGER, KAYLYN	99.88
09/13/13	RANGEL, SAMANTHA	88.00
09/13/13	WISTL, MOLLY	305.13
09/13/13	CRAWFORD, SHAWN	444.00
09/13/13	CUSICK, JESSICA	367.63
09/13/13	DOUGLASS, TOM	2,409.21
09/13/13	LOONEY, RAYJEANIA	120.00
09/13/13	LOONEY, RAYNIA	106.00
09/13/13	MAIDMENT, COLIN	538.50
09/13/13	MALONEY, SHAUNA	157.88
09/13/13	MCCLENNON, MATTHEW	266.00

	09/13/13	PRINS, KELLY	1,922.91
	09/13/13	REILLY, MICHAEL	2,054.03
	09/13/13	STEFFEN, MICHAEL	76.50
	09/13/13	THOMPSON, BENJAMIN	365.50
	09/13/13	COUNTRYMAN, BRENDA	1,024.00
	09/13/13	SWANSON, CHRIS	1,564.19
	09/13/13	AICHELE, CRAIG	3,500.53
	09/13/13	PRIEM, STEVEN	2,472.89
	09/13/13	WOEHRLE, MATTHEW	2,398.23
	09/13/13	BERGO, CHAD	2,768.75
	09/13/13	FOWLDS, MYCHAL	4,111.11
	09/13/13	FRANZEN, NICHOLAS	2,868.66
9989535	09/13/13	SMITH, CORTNEY	93.50
9989536	09/13/13	BERGLUND, ERIK	29.00
9989537	09/13/13	CORCORAN, JOSHUA	216.78
9989538	09/13/13	O'BRIEN, ELIZABETH	29.00
9989539	09/13/13	WALES, ABIGAIL	275.40
			520,145.94

MEMORANDUM

TO: Chuck Ahl, City Manager

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

DATE: September 12, 2013

SUBJECT: Approval to Solicit Quotes for a City-Wide Parks Needs Assessment Survey

Introduction

Staff is requesting council approval to solicit quotes for a City-Wide Parks Needs Assessment Survey and to establish a not-to-exceed budget of \$30k for these services. We are at a point in the process of the development of the Parks Comprehensive Master Plan where we need to engage the residents of the city to better understand their support for the Parks Master Plan. The purpose of the survey is to gauge support and begin to establish priorities for future improvements to community parks, recreation, facilities, programs and services. The survey will also speak to future funding needs and identify options to pay for these improvements. The survey will be designed to obtain statically valid results from households throughout the City of Maplewood. The survey will be administered by mail and phone.

Staff feels a randomized, unbiased survey of residents throughout the city will provide the taskforce and city council with impartial data to better make informed decisions.

Background

After receiving authorization from council to establish a Parks System Task Force, staff working directly with the task force members, as well as, the Parks and Recreation Commission, have completed the following:

- The Parks System Task Force has met a total of six times thus far to discuss the development of the Parks Master Plan. Beginning in October, we will be meeting twice a month through the end of this year;
- The Parks and Recreation Commission continues to discuss the development of the Parks Master Plan at their commission meetings;
- The Maplewood Business Community was invited to a meeting at the MCC to provide an opportunity for these stakeholders to participate in the process;
- Four Community Meetings were held at various locations throughout the city to gather citizen input and comments regarding Maplewood's Parks System;
- Two Hmong Community Outreach meetings were held to provide a forum for citizen input;

- Staff visited various parks during the day and in the evenings to better understand who was using our parks and why;
- Invited representatives from the Park System task Force, Parks and Recreation Commission, Environmental and Natural Resource Commission and the City Council to join staff on a city parks tour;
- Staff continues to receive comments from residents via email and phone regarding Maplewood's parks, trails, and open spaces;
- Staff has set-up a link on the city's website that chronicles the development of this master plan.

At the October 14, 2013 City Council Workshop, staff will be providing council with a more detailed update on the progress thus far for council review and comment. Staff will also be providing council with a suggested timeline going forward for the completion of the master plan.

Discussion

The City-Wide Parks Needs Assessment Survey is a critical piece in the development of the Parks Master Plan. The statically valid survey will provide the task force, commissions, and council with meaningful data regarding Maplewood's parks, trail, and open spaces. Survey questions will address a full range of strategically important issues to the city, including funding. The survey will gauge the resident's attitude on whether or not they support paying for these improvements with tax dollars. A typical question might read as follows:

From the list below, please select the three improvements or additions to City of Maplewood neighborhood and community parks that you and members of your household would Most Support being funded with your tax dollar. Choices might include, upgrading playgrounds, adding additional picnic shelters, improving walking and biking trails, additional drinking fountains, upgrading accessibility; improving or adding additional tennis and basketball courts; adding permanent volleyball courts; adding splash pads, including public arts in the parks; adding a dog park; adding a disc golf course; upgrading park buildings and warming houses; adding courts for Tuj Lub and Takraw (traditional Hmong sports) and so on.

The questions on the survey will be further vetted out with regard to demographics: i.e. income, age, household type, race, education, own or rent, and so on. The questions will also speak to the amount of additional taxes they would be willing to pay for improved parks and facilities (nothing per month up to \$16 -\$20 per month). Questions on the survey will be developed in partnership with the Parks System Task Force. The questions will capture the essence of the comments that have been received thus far from the stakeholders in the community.

Budget Impact

The funding for this City-Wide Park Needs Assessment Survey would come from the city's Park Development Fund 403-000-338-4490. Monies in this budget have been allocated for this expense.

Recommendation

Staff recommends that the city council authorize the Mayor and the City Manager to enter into a contract for services for a City-Wide Parks Needs Assessment Survey. Furthermore, staff is recommending a not-to-exceed budget of \$30k for these services.

Attachments

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Melinda Coleman, Assistant City Manager/Community Development Director

DATE: September 12, 2013

SUBJECT: Approval of Resolution of Support for Tubman to Allow the City of Maplewood to Serve as Fiscal Agent for State Bonding Proposal

Introduction

On June 27, 2011, the City Council approved a resolution of support for Tubman in securing state of Minnesota bonding monies for their project at the former St. Paul Monastery's building located at Century Avenue and Larpenteur Avenue. Furthermore, the resolution directs the City Manager to prepare documents to approve the City of Maplewood as fiscal agent for the Tubman project.

Tubman staff is requesting that a similar resolution of support be approved by the City Council for 2014.

City staff have been working with Tubman Alliance to assist with the financial support for operations and improvements to the former Monastery location. Tubman is requesting state of Minnesota bonding monies to support their project to make necessary code, accessibility and security improvements. The capital bonding request is for \$720,000 for consideration in the 2014 Legislative Session.

State bonding is provided to only state agencies, so Tubman cannot receive the funds directly. This requires that a local government agency act as the fiscal agent. Tubman has requested that the City of Maplewood, as the host city for their operations, act in this regard. Staff is requesting adoption of the attached resolution of support for acting as the fiscal agent for this project. The final details of the agreement between Tubman and the City of Maplewood have not been finalized by Tubman's legal counsel and City Attorney Kantrud.

Recommendation

Staff recommends that the City Council adopt the attached resolution of support for Tubman in securing state of Minnesota bonding monies for their project and further directing the City Manager to develop documents to approve the City as fiscal agent for Tubman in this endeavor.

Attachments

1. Resolution of Support for Tubman Project

Resolution of Support for Tubman
To Allow City as Fiscal Agent for State Bonding Proposal

WHEREAS, Tubman operates a regional Community Collaborative Service Center, Shelter for victims of violence and exploitation, and Learning Institute at the former St. Paul's Monastery located at Monastery Way and Larpenteur Avenue, and

WHEREAS, Tubman is proposing nearly \$6 million in necessary code, accessibility and security improvements to the former monastery—now Harriet Tubman Center East—to facilitate this service center, and

WHEREAS, Tubman is requesting state bonding support through legislation to provide for up to \$720,000 in financial support to complete renovations and furnish the two remaining shelter floors in this facility, and

WHEREAS, the Maplewood City Council has previously expressed support for the services provided by Tubman for the citizens of our City and region, and

WHEREAS, the State of Minnesota requires that a local government agency act as the fiscal agent for General Obligation Bond funding.

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

1. Hereby acknowledges its support for Tubman's request for state funding for this important project and improvement, and further supports said legislation as introduced on behalf of Tubman in the 2014 legislative session.
2. Hereby directs the City Manager to prepare documents for Council approval such that the City of Maplewood will act as the fiscal agent for Tubman in receiving financial support from the State of Minnesota.

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Mychal Fowlds, IT Director

SUBJECT: **Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 4 with Weber, Inc., Police Department Expansion Project – Phase 2**

DATE: September 16, 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 have been 3 change orders to the contract to date in the amount of \$14,885.63.

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.

Remove fire damper (Subtraction)

It was determined that we did not need a fire damper in the corridor and therefore it was removed from the contract.

Remove window film (Subtraction)

Initially it was planned to have a privacy film installed on the interior windows of the corridor leading to the Investigations offices. After speaking with Chief Schnell it was determined that this was not needed.

The change order costs are summarized below:

<u>Change Order #4</u>	<u>Amount</u>
1 Remove fire damper	\$ (160.00)
2 Remove window film	\$ (700.00)
Total Change Order No. 4	\$ (860.00)

BUDGET

Approval of Change Order No. 4 will decrease the project construction contract amount by \$860.00 from \$373,885.63 to \$373,025.63. 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. 4, for the Police Department Expansion Project – Phase 2.

ATTACHMENTS

1. Resolution directing modification of existing construction contract, change order no. 4
2. Change order form

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT
POLICE DEPARTMENT EXPANSION PROJECT - PHASE 2, CHANGE ORDER NO. 4**

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. 4.

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. 4 which is a decrease of \$860.00.

The revised contract amount is \$373,025.63.

Adopted by the Maplewood City Council on this 23rd day of September 2013.

**CHANGE ORDER
CITY OF MAPLEWOOD**

PROJECT NAME: Police Department Expansion Project - Phase 2
CONTRACTOR: Weber, Inc.
CHANGE ORDER NO.: Four (4)
DATE: September 23, 2013

The following changes shall be made in the contract documents:

ADD BID SCHEDULE CO #4 – CHANGE ORDER NO. 4

Item No.	Item Description	Amount
1	Remove fire damper	\$ (160.00)
2	Remove window film	\$ (700.00)
TOTAL SCHEDULE CO #4		\$860.00
TOTAL NET CHANGE ORDER NO. 4		\$860.00

CONTRACT STATUS:

Original Contract: \$359,000.00
Net Change of Prior Changes: 14,885.63
Change this Change Order: (860.00)
Revised Contract: \$373,025.63

Recommended By: SEH, Inc.

By: _____ Date: _____

Agreed to By: Weber, Inc.

By: _____ Date: _____

Approved By: City of Maplewood

By: _____ Date: _____

MEMORANDUM

TO: City Manager Charles Ahl

FROM: Police Chief Paul Schnell

DATE: September 16, 2013

SUBJECT: Approval of Amendment to Joint Powers Agreement for Wireless Network and Support Services

Introduction

The Police Department is requesting City Council approval of an Amendment to a 2004 Joint Powers Agreement with the City of Saint Paul for wireless network and support services.

Background

In 2004, the City of Maplewood entered into a Joint Powers Agreement with the City of Saint Paul for wireless network services, including connectivity for up to 20 in-squad mobile devices to systems containing Criminal Justice Information.

Effective October 1, 2013, the FBI's Criminal Justice Information Services Security Policy will require that all mobile devices with connectivity to systems containing Criminal Justice Information be secured by multi-factor advanced authentication.

The City of Saint Paul has agreed to install the required multi-factor advanced authentication for up to 25 mobile in-squad devices as well as provide up to 25 licenses and associated hardware and support services to the City of Maplewood Police Department.

This Agreement will remain in effect until December 31, 2014, unless terminated earlier by either party with 180 day's written notice.

Budget Impact

The fees are as follows:

One-time license fee (each)	\$46.55
Ongoing support fee for maintenance and support (per license/per year)	\$ 8.33
Equipment:	
Proximity Card Reader (each)	\$99.00
Authentication Card (each)	5.00
Adhesive Disk (each)	6.25

Recommendation

It is recommended that the City Council approve the Amendment to this Joint Powers Agreement.

Attachments

Amendment to Joint Powers Agreement.

AMENDMENT TO JOINT POWERS AGREEMENT
Between the City of Saint Paul and City of Maplewood
For Wireless Network and Support Services

This is an Amendment to the April 12, 2004, Joint Powers Agreement between the City of Saint Paul ("City"), a Minnesota municipality, and the City of Maplewood ("Maplewood"), a Minnesota municipality, for Wireless Network and Support Services ("2004 JPA").

WHEREAS, the City and Maplewood, pursuant to the provisions of Minnesota Statutes §471.59, are authorized to enter into an agreement to exercise jointly the governmental powers and function each has individually; and

WHEREAS, the City and Maplewood, pursuant to the provisions of Minnesota Statutes §471.64, are authorized to lease, sell, and buy materials between one another; and

WHEREAS, wireless network services to Maplewood include connectivity for up to 25 in-squad mobile devices to systems that contain Criminal Justice Information; and

WHEREAS, effective October 1, 2013, the FBI's Criminal Justice Information Services ("CJIS") Security Policy will require that all mobile devices with connectivity to systems containing Criminal Justice Information be secured by multi-factor advanced authentication;

WHEREAS, the City is prepared to install CJIS-compliant multi-factor advanced authentication on mobile devices with connectivity to systems that contain Criminal Justice Information; and

WHEREAS, the City and Maplewood have reached agreement on the terms and conditions under which the City will provide multi-factor advanced authentication for up to 25 mobile in-squad devices as outlined below;

NOW THEREFORE, IT IS HEREBY AGREED, by and between the parties, in consideration of the mutual terms and conditions, promises, covenants, and payments set forth in this agreement, to amend the 2004 JPA as follows:

1. Paragraph 1.B. is amended as follows:

St. Paul will provide the following in phases:

Phase 1: Wireless connectivity for ~~20~~ up to 25 squads to Computer Aided Dispatch (CAD). This includes the Aether Packet Cluster software maintenance and wireless subscription fees for CAD dispatching, MINCIS, NCIC and Alert, as well as multi-factor advanced authentication. Additional functionality includes intra squad messaging.

This includes up to:

~~20~~ 25 View Packet Cluster Licenses

~~20~~ 25 RMS CAD Wireless

~~20~~ 25 Modems with connectors

20 25 Antennas
25 Licenses and Associated Hardware for Multi-Factor Advanced Authentication

2. Paragraph 1.C. is amended to add the following terms:

Mobile services for up to 25 devices. Maplewood agrees to pay the City for the actual number of supported laptops (up to 25), as invoiced by the City based on services and rates agreed to in the 2004 JPA, as amended by this Agreement.

Multi-factor Advanced Authentication. The City will provide multi-factor advanced authentication licenses and associated hardware for up to 25 mobile devices. Maplewood agrees to ensure that all devices that connect to systems containing Criminal Justice Information will be secured by multi-factor advanced authentication. Maplewood agrees to pay for multi-factor advanced authentication licenses, support and maintenance, and associated hardware at the following prices and rates:

One time license fees:

<u>Licensee fees for 2FA licenses (each)</u>	<u>\$46.55</u>
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Ongoing support fees:

<u>Maintenance and support (per license /per year)</u>	<u>\$8.33</u>
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Equipment:

Maplewood may purchase Card Readers and Authentication Cards or Disks for multi-factor advanced authentication for all connected mobile devices from the City at the following rates:

<u>Proximity Card Reader (each)</u>	<u>\$99.00</u>
<u>Authentication Card (each)</u>	<u>\$5.00</u>
<u>Adhesive Disks (each)</u>	<u>\$6.25</u>

Maplewood agrees to pay the City for amounts due under this Amendment within thirty-five (35) days of receipt of the City's invoice.

3. Paragraph 6. is amended as follows:

Term/Cancellation. This Agreement will ~~be effective~~ remain in effect until termination by either party, which may be effectuated without cause, upon 180 (one hundred eighty) day's prior written notice, to the other party. Unless terminated earlier under this section, this Agreement will terminate on December 31, 2014.

IN WITNESS WHEREOF, the City of Saint Paul and City of Maplewood have executed this Agreement on the date last written below. The City of Saint Paul and the City of Maplewood agree that all other terms and provisions of the 2004 JPA remain in full force and effect.

CITY OF SAINT PAUL

CITY OF MAPLEWOOD

Thomas Smith, Chief of Police
Dated: _____

Paul Schnell, Chief of Police
Dated: _____

Director, Office of Financial Services
Dated: _____

City Manager
Dated: _____

Christopher B. Coleman, Mayor
Dated: _____

Funds Available: _____
Budgeting and Accounting Office
Dated: _____

Approved as to form:

Approved as to form:

Assistant City Attorney
Dated: _____

Assistant Maplewood Attorney
Dated: _____

MEMORANDUM

TO: Charles Ahl, City Manager
Karen Guilfoile, Citizen Services Director

FROM: Regan Beggs, Business License Specialist

DATE: September 12, 2013

SUBJECT: Approval of a Fee Waiver for a Temporary Food Sales Permit Fee for Ramsey County Sheriff's Foundation

Introduction

On Tuesday, September 10, 2013 Cheryl Hiner, representing the Ramsey County Sheriff's Foundation, submitted an application for a Temporary Food Sales permit to be used 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 27th from 12:00pm to 4:00pm.

As 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, Ms. Hiner has requested that the permit fee of \$55.00 per day (\$605.00 total) be waived.

Recommendation

Staff recommends the approval to waive the \$605.00 fee associated with the Temporary Food Sales permit for the Ramsey County Sheriff's Foundation's "Fright Farm" located at the Ramsey County Fairgrounds, 2020 White Bear Avenue.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: September 9, 2013
SUBJECT: Approval of First Reading Amending the Ordinance Regulating Off-Sale Intoxicating Liquor Licenses – Distance Requirements

Introduction

In 2006, the city council approved revisions to Chapter 6 of the City Code that relates to Alcoholic Beverages. One of the changes was that intoxicating liquor off-sale premises must be 1,000 feet from an existing off-sale premise. Existing license holders that fell within 1,000 feet of each other were grandfathered in until the time that the licensed establishment was sold for a purpose other than an off-sale liquor license store. Section 6-169 follows:

Sec. 6-169. - Ineligibility of certain premises.

No off-sale license shall be issued under this division for premises located 1,000 feet from an existing off-sale premise. Licensed premises that fall within 1,000 feet of each other before November 1, 2006, shall be exempt from the 1,000-foot requirement until that time that the licensed establishment is sold for a purpose other than an off-sale liquor store. (*Ord. No. 875, 10-23-2006*)

Background

This issue was discussed at the January 14, 2013 Council Manager Workshop for clarification on the interpretation of measuring the 1,000 feet from premise to premise or from property line to property line. The general consensus at that meeting was that the distance should be measured from premise to premise.

Further discussion was held and staff was directed to contact other cities in the metro area to see what others may have as distance requirements. In the meantime a moratorium was placed on new establishments until the end of September 2013.

Eighteen surrounding communities were contacted to see what their distance requirements are. As you can see from the following information, the requirement ranges from no distance up to one mile.

After review of numerous surrounding communities and with the input from some of our current license holders staff is recommending that our current code be revised to require a distance of 2,640 feet or one-half mile between licensed premises. If it is further recommended that the distance be measured from main entrance to main entrance and current license holders be exempt from the 2,640 foot requirement until that time that the licensed establishment is sold for a purpose other than an off-sale liquor store.

The code revisions follows:

Sec. 6-169 Ineligibility of certain premises.

No off-sale license shall be issued under this division for premises located 2,640 feet from an existing off-sale premise. Licensed premises that fall within 2,640 feet of each other before October 25, 2013, shall be exempt from the 2,640 foot requirement until that time that the licensed establishment is sold for a purpose other than an off-sale liquor store. The distance between premises shall be measured from main entrance to main entrance.

Recommendation

Approve first reading of Sec. 6-169 that governs the distance requirements between existing and new intoxicating off-sale licensed premises from 1,000 feet to 2,640 feet that also instructs that the distance be measured from main entrance to main entrance.

Staff Note: This item is being conducted as a Public Hearing. All off-sale license holders within the City have been mailed notice of this meeting. If the Council desires publication of this code change to all properties within the Community, direction should be given to staff so that second reading of this code revision is conducted under a published Public Hearing notice.

Attachments

1. Cities contacted for distance requirements between off-sale license holders

**Cities Contacted for Distance Requirements
Between Off-Sale License Holders.**

City	Comments
Apple Valley	Municipal Liquor Stores, no distance requirements.
Blaine	<u>One Mile</u> - The city council shall issue off-sale liquor licenses in such a manner that no license shall be issued to a property which is located within one mile of the location of an existing off-sale license.
Cottage Grove	<u>1,000 Feet</u> - No off-sale intoxicating license shall be granted for premises located within one thousand feet (1,000') of another licensed off-sale intoxicating premises as measured between the nearest building walls of the establishments.
Eden Prairie	Municipal Liquor Stores, no distance requirements.
Edina	Municipal Liquor Stores, no distance requirements.
Fridley	Municipal Liquor Stores, no distance requirements
Minneapolis	<p><u>2,000 Feet</u> - After April 15, 1994, no "off sale" license shall be issued for a location, the main entrance of which is within a radius of two thousand (2,000) feet from the main entrance of an existing "off sale" location. Any licenses in existence on April 15, 1994, may be renewed or reissued for such locations without regard to such distance limitations. The two thousand-foot limitation shall not apply to the issuance of any "off sale" liquor license for the following locations:</p> <p>(b) In a location where the main entrance is less than one thousand (1,000) feet from the main entrance of a location where the applicant, on the date of application, holds an "off sale" liquor license, and where the applicant's location on the date of application is also less than two thousand (2,000) feet from the main entrance of an existing "off sale" location, which existing "off sale" location is also located in a shopping center consisting of a group of commercial establishments built on a site that is planned, developed, owner and managed as an operating unit related in location, size and types of shops to the trade area that the unit serves, and providing on-site parking in definite</p>

	relationship to the type and total size of the stores, and provided further that the applicant has not previously applied this exception.
New Hope	No distance requirements.
Oakdale	No distance requirements. However a new liquor store recently opened a few blocks from another and the question of distance came up. They may be looking at distance requirements in the near future.
Richfield	Municipal Liquor Stores. The liquor stores will be located at a suitable place or places in the City as the Council determines.
Roseville	No distance requirement.
Shoreview	No distance requirement.
So. St. Paul	<u>2,640 Feet</u> - Off-sale licenses may be issued in commercial or business zoning districts if the establishment is located more than one-half mile (approximately 2,640 feet) from an establishment with an existing off-sale license, the distance to be measured from the nearest point of the property lines from one property to another.
St. Paul	<u>Half-Mile Radius</u> - No off-sale license shall be issued to any location within a half-mile radius of any existing off-sale establishment, except in the downtown business district, where the distance requirement shall be a radius of three hundred (300) feet.
West St. Paul	No distance requirement.
White Bear Lake	No distance requirements.
Woodbury	No distance requirements.

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Nick Carver, Assistant Building Official
Melinda Coleman, Assistant City Manager

DATE: September 16, 2013

SUBJECT: Approval of Green Building Program Ordinance – Second Reading

Introduction

The City adopted an energy efficiency and conservation strategy in December 2009. The strategy was required as part of the City's energy efficiency conservation block grant. One purpose for the strategy is to help establish policies and priorities to move Maplewood in the direction of improved long-term operational energy efficiency.

Implementation of the strategy includes the adoption of energy policies that will ensure achievement of the City's energy goals. This green building program ordinance will assist in the promotion of green building practices throughout the City. The city of Maplewood will lead by example and provide incentives for others to accomplish similar goals.

Background

Just over three years ago the Maplewood city council approved an exploratory green building program search that would promote a city wide green building program that would be effective and produce efficient results.

After detailed analysis the building inspection division of the community development department partnered with the International Code Council to assist in the development of the National Green Building Standards for residential buildings and the International Green Construction Code for commercial buildings. The city of Maplewood is recognized as a leader in "green building" and bridging the gap for progress.

A seminar was constructed where all the Maplewood Community Boards and the City Council were presented with a complete description of the National Green Building Standards and the International Green Construction Codes including an incentive plan and implementation schedule.

Budget Impact

None

Discussion

On May 01, 2012, the 2012 International Green Construction Code (IgCC) publication was released. The following is a condensed outlined detail of the proposed ordinance and some commonly asked questions.

1. The ordinance should promote green building construction in all property zones.
 - This ordinance will accomplish these goals by including all occupancy groups, construction types and property zones.
2. The green building ordinance is mandatory for all city-owned and city-financed buildings.
 - City-owned buildings and projects are covered as “mandatory” by this ordinance. City-owned existing buildings will be prioritized for compliance with the 2012 IgCC Chapter 10. All city-financed buildings and projects will be considered by the City Manager, or designee, and approved by the city council to determine inclusion in this green building program.
3. How does the ordinance address the city’s existing buildings?
 - City-owned existing buildings and projects will be prioritized for compliance with the 2012 IgCC Chapter 10. *Compliance of all city buildings up to 10 years from adoption date.*
4. National Green Building Standards (residential) content.
5. International Green Construction Code (commercial) content.
6. How does the incentive plan function?
 - The Community Development Director and Building Official shall annually consider an incentive plan.
 - The Community Development Director and Building Official shall establish a budget item for the “Maplewood Green Building Program”.
 - The Community Development Director and Building Official shall establish the residential performance level and monetary incentive rewards.
 - The Community Development Director and Building Official shall establish “certificates of compliance” to be awarded.
 - The Community Development Director and Building Official shall establish a community recognition agenda profile.

REQUIREMENTS DETERMINED BY THE JURISDICTION SYNOPSIS (Maplewood)

Table 302.1 outlines the jurisdictional requirements which must be completed by the City of Maplewood. This table provides an opportunity for the city to customize the 2012 IgCC beyond the minimum requirements and meet local environmental priorities. A response to all categories is required to be addressed.

**TABLE 302.1
REQUIREMENTS DETERMINED BY THE JURISDICTION**

Section	Section Title or Description and Directives	Jurisdictional Requirements	
CHAPTER 1. SCOPE			
101.3 Exception 1.1	Detached one- and two-family dwellings and multiple single-family dwellings (town-houses) not more than three stories in height above grade plane with a separate means of egress, their accessory structures, and the site or lot upon which these buildings are located, shall comply with ICC 700.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
101.3 Exception 1.2	Group R-3 residential buildings, their accessory structures, and the site or lot upon which these buildings are located, shall comply with ICC 700.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
101.3 Exception 1.3	Group R-2 and R-4 residential buildings four stories or less in height above grade plane, their accessory structures, and the site or lot upon which these buildings are located, shall comply with ICC 700.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 4. SITE DEVELOPMENT AND LAND USE			
402.2.1	Flood hazard area preservation, general	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.2.2	Flood hazard area preservation, specific	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.3	Surface water protection	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.5	Conservation area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.7	Agricultural land	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.8	Greenfield sites	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
407.4.1	High-occupancy vehicle parking	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
407.4.2	Low-emission, hybrid and electric vehicle parking	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
409.1	Light pollution control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 5. MATERIAL RESOURCE CONSERVATION AND EFFICIENCY			
503.1	Minimum percentage of waste material diverted from landfills	<input type="checkbox"/> 50% <input type="checkbox"/> 65% <input checked="" type="checkbox"/> 75%	
CHAPTER 6. ENERGY CONSERVATION, EFFICIENCY AND CO^{2e} EMISSION REDUCTION			
302.1, 302.1.1, 602.1	zEPI of Jurisdictional Choice – The jurisdiction shall indicate a zEPI of 46 or less in each occupancy for which it intends to require enhanced energy performance.	Occupancy: na zEPI: na	
604.1	Automated demand response infrastructure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 7. WATER RESOURCE CONSERVATION, QUALITY AND EFFICIENCY			
702.7	Municipal reclaimed water	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 8. INDOOR ENVIRONMENTAL QUALITY AND COMFORT			
804.2	Post-Construction Pre-Occupancy Baseline IAQ Testing	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

807.1	Sound Transmission and sound levels	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 10. EXISTING BUILDINGS			
1007.2	Evaluation of existing buildings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1007.3	Post Certificate of Occupancy zEPI, energy demand, and CO ₂ e emissions reporting	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

The following is an explanation to the table response.

CHAPTER 1. Scope

This chapter indicates that the National Green Building Standards will be the base document for detached one- and two- family dwellings, multiple single-family dwellings (townhouses) not more than three stories in height.

Group R-3 residential buildings, their accessory structures, and the site or lot upon which these buildings are located.

Group R-2 and R-4 shall comply with the 2012 International Green Construction Code as a base document.

CHAPTER 4. Site Development and Land Use

The requirements listed are considered covered and protected by current city ordinances as established by Public Works and Community Development departments. Indicating a “no” answer allows those departments to operate as established.

CHAPTER 5. Material Resource Conservation and Efficiency

The IgCC minimum requirement is that not less than 50% of nonhazardous construction waste be diverted from landfill disposal. Research indicates that the city of Maplewood and the state of Minnesota have ample waste management resource programs to increase this requirement to a minimum of 75%.

CHAPTER 6. Energy Conservation, Efficiency and CO₂ Emission Reduction

The city of Maplewood has not deleted IgCC Chapter 6 but rather has deemed this Chapter 6 as optional. The 2012 International Energy Conservation Code will typically be used as the base document for all energy related issues. No increase is necessary.

CHAPTER 7. Water Conservation

Municipal reclaimed water is not available to the city of Maplewood at this time. No increase is necessary.

CHAPTER 8. Indoor Environmental Quality and Comfort

The city of Maplewood agrees that the base document minimums meet all the requirements necessary for indoor air and sound transmission quality.

CHAPTER 10. Existing Buildings

All city of Maplewood owned buildings and city of Maplewood financed buildings shall meet the requirements specified in 2012 IgCC Section 1007.2. As part of Maplewood's sustainability goals all "covered" buildings shall be brought into compliance with this code. "Covered" existing buildings will be prioritized for compliance.

EXCEPTIONS AND DELETIONS TO THE BASE DOCUMENTS

1. 2012 International Green Construction Code Section 101.3, exception 4 shall be deleted. **NOTE: This deletion prevents ASHRAE 189.1 as an optional design choice compliance path.**
2. 2012 International Green Construction Code Section 301.1.1 shall be deleted. **NOTE: This deletion prevents ASHRAE 189.1 as an optional design choice compliance path.**
3. 2012 International Green Construction Code Chapter 6 shall be an optional chapter. Chapter 6 or the 2012 International Energy Conservation Code shall be used, but not both or portions of both.

Recommendation

Staff recommends approval of the proposed green building program ordinance.

Attachments

1. Proposed Green Building Program Ordinance

P:/com_dvpt/ord/green building ordinance

ORDINANCE NO. _____**AN ORDINANCE TO THE MAPLEWOOD MUNICIPAL CODE REGARDING THE GREEN BUILDING PROGRAM**

The Maplewood City Council approves the following addition to the Maplewood Code of Ordinances. This ordinance creates a new green building ordinance which will be placed in the Building Chapter (Chapter 12) of the city code.

Section 1. Scope.

This ordinance applies to the regulations of “green building” within the City of Maplewood, Ramsey County, Minnesota. This ordinance focuses on residential, commercial and industrial buildings in the City of Maplewood. This ordinance applies to City of Maplewood owned and financed buildings as determined by the City Manager and approved by the City Council. Other buildings within the City of Maplewood are **NOT** subject to the code provisions of this ordinance unless the building owner or representative accepts these provisions as a volunteer commitment. The City of Maplewood shall establish an incentive plan for private property choosing the voluntary commitment.

Section 2. Purpose and Intent.

It is the goal of the City of Maplewood to provide green building program provisions consistent with the scope of a green construction code. This green building program is intended to safeguard the environment, public health, safety and general welfare through the establishment of requirements to reduce the negative impacts and increase the positive impacts of the built environment on the natural environment and building occupants. The green building program is not intended to abridge or supersede safety, health or environmental requirements under other applicable codes or ordinances.

Section 3. Base Documents.**a. ICC 700-2008 National Green Building Standards.**

This Standard applies to detached one and two-family dwellings and multiple single family dwellings (town-houses) not more than three stories in height above grade plane with a separate means of egress, their accessory structures, and the site or lot upon which these buildings are located. This Standard shall also be used for subdivisions, building sites, alterations, additions, renovations, mixed-use residential buildings, and historic buildings, where applicable.

b. 2012 International Green Construction Code.

The provisions of this code shall apply to the design, construction, addition, alteration, change of occupancy, relocation, replacement, repair, equipment, building site, maintenance, removal and demolition, of every building or structure or any

appurtenances connected or attached to such buildings or structures and to the site on which the building is located.

TABLE 302.1

c. REQUIREMENTS DETERMINED BY THE JURISDICTION (MAPLEWOOD)

Section	Section Title or Description and Directives	Jurisdictional Requirements	
CHAPTER 1. SCOPE			
101.3 Exception 1.1	Detached one- and two-family dwellings and multiple single-family dwellings (town-houses) not more than three stories in height above grade plane with a separate means of egress, their accessory structures, and the site or lot upon which these buildings are located, shall comply with ICC 700.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
101.3 Exception 1.2	Group R-3 residential buildings, their accessory structures, and the site or lot upon which these buildings are located, shall comply with ICC 700.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
101.3 Exception 1.3	Group R-2 and R-4 residential buildings four stories or less in height above grade plane, their accessory structures, and the site or lot upon which these buildings are located, shall comply with ICC 700.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 4. SITE DEVELOPMENT AND LAND USE			
402.2.1	Flood hazard area preservation, general	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.2.2	Flood hazard area preservation, specific	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.3	Surface water protection	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.5	Conservation area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.7	Agricultural land	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
402.8	Greenfield sites	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
407.4.1	High-occupancy vehicle parking	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
407.4.2	Low-emission, hybrid and electric vehicle parking	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
409.1	Light pollution control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 5. MATERIAL RESOURCE CONSERVATION AND EFFICIENCY			
503.1	Minimum percentage of waste material diverted from landfills	<input type="checkbox"/> 50% <input type="checkbox"/> 65% <input checked="" type="checkbox"/> 75%	
CHAPTER 6. ENERGY CONSERVATION, EFFICIENCY AND CO₂e EMISSION REDUCTION			
302.1, 302.1.1, 602.1	zEPI of Jurisdictional Choice – The jurisdiction shall indicate a zEPI of 46 or less in each occupancy for which it intends to require enhanced energy performance.	Occupancy: na zEPI: na	
604.1	Automated demand response infrastructure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 7. WATER RESOURCE CONSERVATION, QUALITY AND EFFICIENCY			
702.7	Municipal reclaimed water	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

CHAPTER 8. INDOOR ENVIRONMENTAL QUALITY AND COMFORT			
804.2	Post-Construction Pre-Occupancy Baseline IAQ Testing	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
807.1	Sound Transmission and sound levels	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
CHAPTER 10. EXISTING BUILDINGS			
1007.2	Evaluation of existing buildings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
1007.3	Post Certificate of Occupancy zEPI, energy demand, and CO ₂ e emissions reporting	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

d. EXCEPTIONS AND DELETIONS TO THE BASE DOCUMENTS.

1. 2012 International Green Construction Code Section 101.3, exception 4 shall be deleted.
2. 2012 International Green Construction Code Section 301.1.1 shall be deleted.
3. 2012 International Green Construction Code Chapter 6 shall be an optional chapter. The 2012 International Energy Conservation Code shall be used, but not both or portions of both.

Section 4. General Ordinance Provisions

a. Interpretation

In interpreting this ordinance and its application, the provisions of these regulations shall be held to the minimum requirements for the protection of public health, safety and general welfare as determined by the Building Official.

b. Conflict

Where there is conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Where, in any specific case, different sections of the code specify different materials, methods of construction or other requirements, the most practical requirement to meet the intent of the code shall govern. The provisions of this code shall not be deemed to nullify any provisions of local, state or federal law.

Section 5. Ordinance Placement.

a. 12-41

The city council approved the first reading of this ordinance on.

The city council approved the second reading of this ordinance on.

Signed:

Will Rossbach, Mayor

Date

Attest:

Karen Guilfoile, City Clerk

MEMORANDUM

TO: Chuck Ahl, City Manager

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

DATE: September 17, 2013

SUBJECT: Approval of Geranium Park Playground Plan

Introduction

Parks staff has been working with area playground providers to provide designs for a new playground at Geranium Park. The site work for the project was done internally by the Public Works Department.

Discussion

In early August, City staff sent a Request for Proposal (RFP) to five playground vendors in the state. The RFP was fairly simple. We gave them a \$90,000 budget and asked them to come up with a dream park for an age range of 5-12 year olds. We received five proposals. The project team of Parks and Recreation Staff narrowed the proposals down to two. This was based on Play Value and meeting the specifications of the RFP. At that meeting, it was decided that the two proposals to be presented to the residents would be Little Tikes Commercial represented by Flanagan Sales and Landscape Structures represented by Flagship Recreation.

On September 4, Staff presented the two proposals at Geranium Park to neighborhood residents. This was a new process that went very well. Each resident regardless of age was asked to place a sticker on the proposal they liked the most.

All of the companies that turned in proposals were very competitive. Many offered special discounts to be as competitive as possible. The Flanagan/Little Tikes proposal was presented with a \$37,115.60 discount which made it stand out over the rest by giving the proposal a lot of extra play value.

Budget Impact

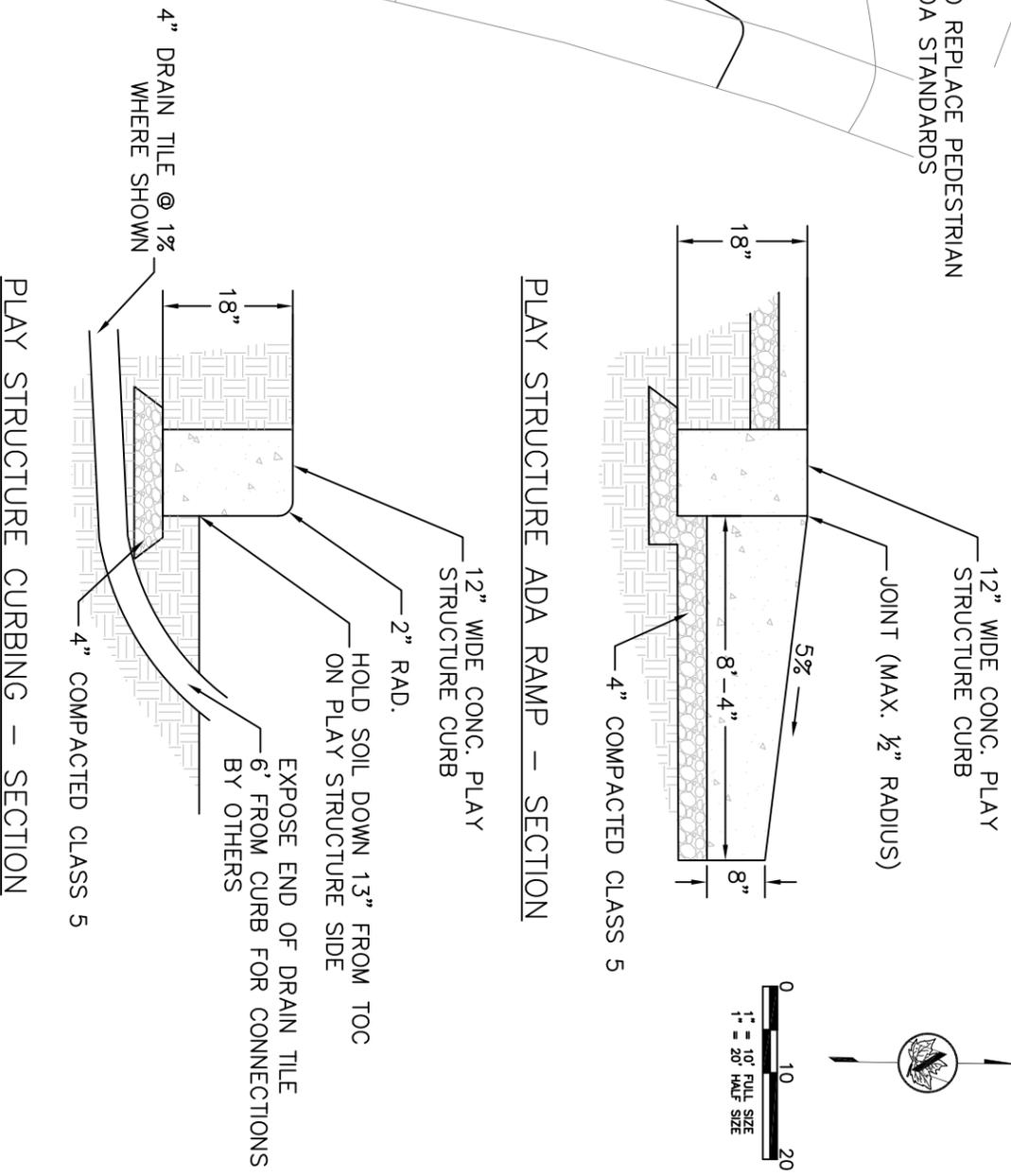
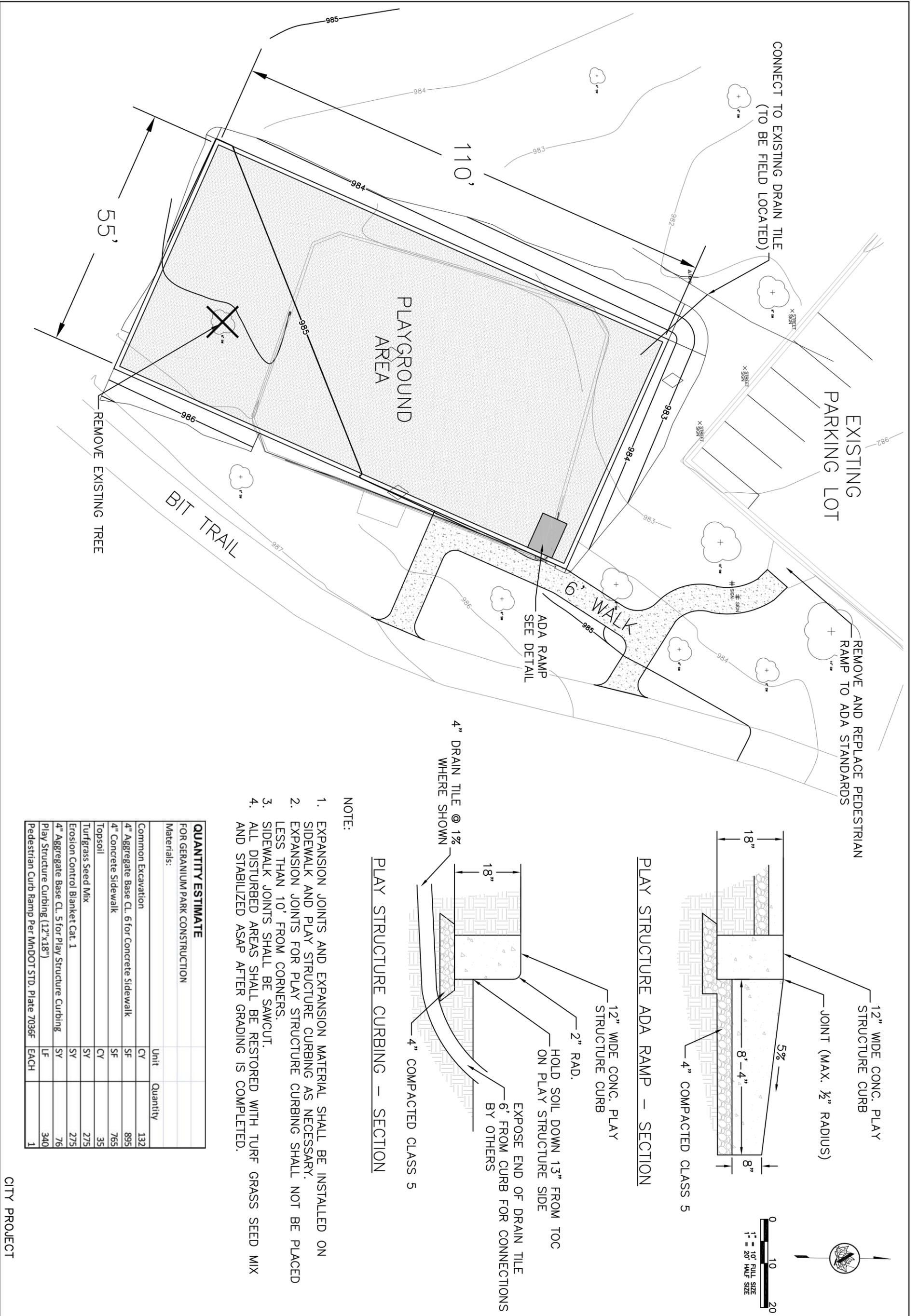
Funding for this project will come from the Parks Allocation of General Tax Levy Dollars in the Capitol Improvement Fund.

Recommendation

Staff recommends the Council authorize the City Manager to enter into a contract with Flanagan Sales Inc. to purchase and install new playground equipment chosen by the residents at Geranium Park.

Attachments

1. Park Improvement Map
2. Flanagan Sales Design



- NOTE:
1. EXPANSION JOINTS AND EXPANSION MATERIAL SHALL BE INSTALLED ON SIDEWALK AND PLAY STRUCTURE CURBING AS NECESSARY.
 2. EXPANSION JOINTS FOR PLAY STRUCTURE CURBING SHALL NOT BE PLACED LESS THAN 10' FROM CORNERS.
 3. SIDEWALK JOINTS SHALL BE SAWCUT.
 4. ALL DISTURBED AREAS SHALL BE RESTORED WITH TURF GRASS SEED MIX AND STABILIZED ASAP AFTER GRADING IS COMPLETED.

QUANTITY ESTIMATE FOR GERANIUM PARK CONSTRUCTION		
Materials:		
	Unit	Quantity
Common Excavation	CY	132
4" Aggregate Base Cl. 6 for Concrete Sidewalk	SF	895
4" Concrete Sidewalk	SF	765
Topsail	CY	35
Turfgrass Seed Mix	SY	275
Erosion Control Blanket Cat. 1	SY	275
4" Aggregate Base Cl. 5 for Play Structure Curbing	SY	76
Play Structure Curbing (12"x18")	LF	340
Pedestrian Curb Ramp Per MnDOT STD. Plate 7036F	EACH	1

CITY PROJECT

REVISION DESCRIPTION DATE	GERANIUM PARK PROPOSED LAYOUT	DESIGNED A/E DRAWN A/E CHECKED J/E/J	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. X DATE X LICENSE NO. X	City of Maplewood DEPARTMENT OF PUBLIC WORKS ENGINEERING DIVISION 1902 East County Road B Maplewood, Minnesota 55109 (651) 249-2400 FAX (651) 249-2409

MEMORANDUM

TO: Chuck Ahl, City Manager

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

DATE: September 17, 2013

SUBJECT: Approval of Marshlands Trail Agreements for East Metro Training Facility

- a. Hill Murray School
- b. Ramsey County

Introduction

The City has requested the Permitted Facilities Agreement with Hill Murray and Ramsey County as part of Project 09-09 The East Metro Public Safety Training Center to construct a turf trail through the properties owned by Hill Murray and Ramsey County.

Background

The new turf trail would provide a connection from the city owned trail on Sterling Street to Holloway Avenue as shown in Attachment C. The trail passes through land owned by Ramsey County, Hill Murray School, and the city.

Staff has worked with representatives from both organizations to come up with an agreement for the installation and maintenance of the trail. All parties agree the trail will give much needed pedestrian access to the area.

Budget Impact

Project construction is funded as part of City Project 09-09 The East Metro Public Safety Training Center.

Recommendation

Staff recommends the following approvals:

- a. Approval of Marshland Trail Agreement with Hill Murray School
- b. Approval of Marshland Trail Agreement with Ramsey County Parks and Recreation

Attachments

1. Agreement with Hill Murray School
2. Agreement with Ramsey County Parks and Recreation
3. Proposed Trail Map

AGREEMENT
BETWEEN
CITY OF MAPLEWOOD AND HILL-MURRAY SCHOOL

FOR CONSTRUCTION AND MAINTENANCE OF PROPOSED TRAIL
IMPROVEMENTS ON HILL-MURRAY SCHOOL PROPERTY

This Agreement (“**Agreement**”) is between Hill-Murray School located at 2625 Larpenteur Avenue East, Maplewood , MN 55109 (“**School**”) and the City of Maplewood, a municipal corporation of the State of Minnesota, 1830 County Road B East, Maplewood MN 55109 (“**City**”).

WHEREAS, the City is constructing public improvements as part of the Marshland Project including a turf trail for public use;

WHEREAS, a portion of the proposed turf trail construction will be on land owned by the School and identified by Ramsey County P.I.D. No. 13292243002 (the “**School Property**”); and

WHEREAS, the City has requested permission from the School to construct a portion of the turf trail on School Property; and

WHEREAS, the City will be responsible for all costs associated with the trail, including, but not limited to, design, construction, and all on-going maintenance, replacement, and reconstruction of the proposed trail; and

WHEREAS, the proposed trail improvements will provide additional recreational opportunities for users in the community;

NOW, THEREFORE, in consideration of the mutual covenants and promises made herein, the parties agree as follows:

SECTION 1
TERMS

- 1) Subject to, and in accordance with, the terms and provisions of this Agreement, the City may construct a trail segment on a portion of the School Property located at the northwestern corner thereof, immediately adjacent to the Sterling Avenue street easement, the location of which is as more exactly described in the trail plans attached hereto as Exhibit A (the “**Plans**”).

- 2) The City shall construct the proposed turf trail segment in strict accordance with the Plans. The exact trail alignment shall be staked on the School Property before any construction commences and shall be approved by School prior to construction.
- 3) The School grants the City and its assigns access to the areas identified as “Temporary Construction Easement” on Exhibit A for staging and construction of the proposed trail segment until December 31, 2014.
- 4) The City shall notify the School at least three (3) days in advance of commencing construction on School Property.
- 5) The City shall ensure that the project design conforms to the permit requirements of the Ramsey-Washington Metro Watershed District, if applicable, and, to the extent any changes to the Plans are required to effect such compliance, City shall obtain School’s prior consent thereto, which shall be made a part of this Agreement.
- 6) The City shall be responsible for (and shall pay promptly when due) all costs associated with the design, construction, maintenance, replacement and reconstruction of the turf trail segment.
- 7) The City shall never assess the School for any costs associated with the trail whether adjacent to School Property or otherwise, including, but not limited to, construction, trail replacement or any maintenance of the trail.
- 8) The School grants the City a revocable license to access the School Property solely for the purposes of maintaining the trail and operating as a recreational trail. Such license includes permission to utilize the equipment and labor necessary for cleaning and maintenance activities on the trail. Such access shall be subject to such reasonable limitations and requirements as School may, from time to time, elect to impose thereon by notice to City. Notwithstanding any term of this Agreement to the contrary, such license and all of the City’s rights under this Agreement, including, but not limited to, the public’s use of the trail pursuant hereto, may be revoked and terminated by School, with or without cause, as the case may be, by delivery of sixty (60) days’ prior written notice to City whereupon City shall remove the trail improvements from the School Property and restore the School Property to substantially the condition which existed thereon prior to installation of the trail, all at City’s sole cost, within sixty (60) days following delivery of such notice to City.

- 9) The School grants to the City for use by the general public a non-exclusive, revocable license to use the trail (as laid out and built) for pedestrian and non-motorized traffic (e.g. bicycle traffic) to safely use and traverse the trail corridor. The City shall enforce the prohibition against motorized or other unauthorized use.
- 10) The City shall be responsible for restoration of all areas disturbed by construction, trail replacement, maintenance activities or use of the trail. Restoration shall be completed per the original construction plans unless otherwise agreed to by the School.
- 11) The City shall be solely responsible for complying, and shall comply, with all laws, ordinances rules or requirements of all Federal, State, Municipal and local agencies regarding any matters relating to the trail. The City shall secure all required permits prior to commencing construction.
- 12) School reserves right to use the part of the School Property on which the trail is located for purposes not inconsistent with the trail, including, but not limited to, locating utilities and other improvements under and over the trail.
- 13) Nothing contained in this Agreement shall be deemed to constitute a gift, grant or dedication of any portion of the School Property or any interests therein to the general public or for any public purpose whatsoever. It is the intention of the School that this Agreement is for the sole benefit of the City (which may allow use of the trail by the general public pursuant hereto and in accord with the terms hereof) and is not intended to benefit any other person or entity, whether as a third party beneficiary or otherwise, nor to give any such third party any rights hereunder. The City shall not assign, transfer or encumber its rights or interests herein or hereunder.

SECTION 2 MAINTENANCE

- 1) The City shall perform maintenance, restoration and reconstruction activities on the trail so as to keep the trail and adjacent areas in good, well-kept and safe condition at all times; such obligations of the City to be performed in a safe, timely manner and to the satisfaction of the School. School has no such duties whatsoever.
- 2) The City shall contact the School a minimum of three (3) days in advance of any restoration or reconstruction activities.

- 3) The City shall respond to any written request by the School to sweep, remove snow and ice, or remove other debris within 24 hours, if practicable; provided, the School has no obligation whatsoever to monitor the condition of the trail or notify the City of its condition. Should the City not perform the maintenance requested or notify the School in writing of any delay that would make a 24 hour timeframe impracticable, the School may, but shall have no obligation to, perform such maintenance. City shall be responsible for, and pay within thirty (30) days, the costs the School bills for such services.
- 4) The City shall respond to the written request of the School for other maintenance, restoration, reconstruction or condition required under this Agreement to be performed by City, and perform the requirement, within 30 days of receiving the notice. The City and School shall coordinate a reasonable time for performing requested services.

SECTION 3 DEFAULT AND DISPUTES

- 1) The City, through its Parks and Recreation Department or proper designee, agrees to meet at the request of the School should any issue arise under this Agreement. The purpose of said meetings shall be to discuss issues which affect the substantive rights of the parties under this Agreement. The time and place of any such meeting, hereunder, shall be determined by the parties with reasonable notice to one another. The parties retain the right to conduct meetings through other electronic means as is acceptable to both parties.
- 2) Should the City not perform any term under this Agreement, the School may, with 60-day written notice, terminate this Agreement. Upon such termination, and if requested by the School, the City shall remove the trail from the School Property and restore the School Property to its pre-trail condition, all at City's cost. The foregoing provisions of this paragraph shall not limit School's termination and revocation rights otherwise provided in this Agreement.

SECTION 4 AGREEMENT SUBJECT TO DATA PRACTICES ACT

- 1) This Agreement shall be subject to the Minnesota Data Practices Act, at Minnesota Chapter 13, comparable provisions and Federal Law.

**SECTION 5
INDEMNIFICATION & INSURANCE**

- 1) The City shall defend, indemnify and hold the School, its officials, agents and employees harmless from and against all claims, suits, causes of action liabilities, injuries, damages and costs (including reasonable attorney's fees) of whatsoever nature arising out of or relating to activities, actions or inactions of the City, its agents, contractors or employees in all activities relating to this project and ongoing maintenance or otherwise arising out of or in connection with the trail on the School Property. This provision shall survive the termination of this Agreement.

- 2) The City shall obtain and maintain liability insurance at all times this Agreement is in force and provide the School with an Insurance Certificate naming the School as an "Additional Insured", all of which shall be in form and substance reasonably approved by the School Risk Manager prior to entering School Property.

**SECTION 6
MEDIATION OF DISPUTES**

[Intentionally omitted.]

**SECTION 7
COMPLETENESS OF THE AGREEMENT**

- 1) This document contains all the terms and conditions of the agreement of the parties concerning the trail as of the date hereof and there are no other understandings, representations or agreements, written or oral, not incorporated herein. Any future amendments, alterations or variations of the terms of this Agreement shall be invalid unless made in writing and signed by the parties. If any part of this Agreement is declared null and void by law, the remaining paragraphs of said Agreement shall be valid.

**SECTION 8
NOTICES**

- 1) Except where otherwise provided, whenever it shall be required or permitted by this Agreement that notice or demand be given or served by either party to or on the other party, such notice or demand shall be delivered personally, mailed by United States Certified Mail (Return Receipt Requested) to the addresses hereinafter set forth, with a copy sent by electronic mail. Such

notice or demand shall be deemed timely given when delivered personally, when deposited in the mail in accordance with the above, or when received, if sent by electronic mail. The addresses of the parties hereto for such mail purposes are as follows, until written notice of a change of such address has been given in accordance herewith:

City Manager	President
City of Maplewood	Hill-Murray School
1830 County Road B East	2625 Larpenteur Avenue East
Maplewood, MN 55109	Maplewood, MN 55109
_____ @ci.maplewood.mn.us	spaul@hill-murray.org

[Signature page follows]

Wherefore, the parties have executed this Agreement on the last date written below.

HILL-MURRAY SCHOOL

CITY OF MAPLEWOOD

Susan N. Paul, President
Hill-Murray School

Mayor

Date: _____

Date: _____

Bill Schafhauser, Director of Facilities
Hill-Murray School

City Manager

Date: _____

Date: _____

Approved as to Form Legal Counsel

Approval Recommended

Approved as to Form and Insurance:

EXHIBIT A

Trail Plans

[To be attached]

AGREEMENT
BETWEEN
CITY OF MAPLEWOOD AND COUNTY OF RAMSEY

FOR CONSTRUCTION AND LONG TERM MAINTENANCE OF PROPOSED TRAIL
IMPROVEMENTS ON COUNTY PARK AND RECREATION
LAND

This Agreement is between Ramsey County, Minnesota, a political subdivision of the State of Minnesota, on behalf of the Parks and Recreation Department, 2015 North Van Dyke Street, Maplewood MN 55109 (“County”) and the City of Maplewood, a municipal corporation of the State of Minnesota, 1830 County Road B East, Maplewood MN 55109 (“City”).

WHEREAS, the City is constructing public improvements as part of the Marshland Project including a turf trail;

WHEREAS, a portion of the proposed turf trail construction is in the Holloway Marsh Open Space area which is Ramsey County Park and Recreation Department land, owned by the County; and

WHEREAS, the City has requested permission from the County to construct portions of the turf trail on County Property; and

WHEREAS, the City will be responsible for all costs associated with the design, construction, and on-going maintenance, replacement, and reconstruction of the proposed trail; and

WHEREAS, the proposed trail improvements will provide additional recreational opportunities for users in the community;

NOW, THEREFORE, in consideration of the mutual covenants and promises made herein, the parties agree as follows:

SECTION 1
TERMS

- 1) The City may construct the proposed trail segment on portions of Ramsey County Park and Recreation property as described as follows:
Halloway Marsh Open Space
PID: 132922420018
PID: 132922410001

- 2) The City shall construct the proposed turf trail segment per the attached plan, Exhibit A. The trail alignment shall be verified by County prior to construction.
- 3) The County grants the City and its assigns access to the areas identified as Temporary Construction Easement on Exhibit A for staging and construction of the proposed trail segment until December 31, 2014.
- 4) The City shall notify the County at least three (3) days in advance of commencing construction on County property.
- 5) The project design shall conform to the permit requirements of the Ramsey-Washington Metro Watershed District, if applicable, and shall be made a part of the agreement.
- 6) The City shall be responsible for all costs associated with the design, construction, maintenance, mowing, replacement and reconstruction of the turf trail segment.
- 7) The City shall not assess the County for any costs associated with any portions of the trail adjacent to County property, including construction, trail replacement or any maintenance of the trail.
- 8) The County grants the City and its assigns a license to access the property solely for the purposes of maintaining the trail and operating as a natural surface non motorized recreational trail. Such license includes permission to utilize the equipment and labor necessary for cleaning and maintenance activities on the trail.
- 9) The City shall be responsible for restoration of all areas disturbed by construction, trail replacement and any ongoing maintenance activities of the trail. Restoration shall be completed per the original construction plans unless otherwise agreed to by the County.
- 10) The City shall be solely responsible for complying with all laws, ordinances rules or requirements of any other Federal, State, Municipal or local agencies regarding any matters relating to the trail. The City shall secure all required permits prior to commencing construction.

SECTION 2 MAINTENANCE

- 1) The City shall perform any turf and trail maintenance, restoration and reconstruction activities on the trail in a timely manner and to the satisfaction of the County.
- 2) The City shall contact the County a minimum of 72 hours in advance of any restoration or reconstruction activities.
- 3) The City shall respond to any written request by the County to sweep, remove snow and ice, or remove other debris within 24 hours, if practicable. Should the City not perform the maintenance requested by or notify the county in writing of any delay that would make a 24 hour timeframe practicable, the County may perform such maintenance. City shall be responsible for the costs the County bills for such services.
- 4) The City shall respond to the written request of the County for other maintenance, restoration, reconstruction or condition of this agreement within 30 days of receiving the notice. Upon responding to the request, the City and County shall coordinate a reasonable time for performing requested services.

SECTION 3 DEFAULT AND DISPUTES

- 1) The City, through its Parks and Recreation Department or proper designee, agrees to meet at the request of the County should any issue arise under the Agreement. The purpose of said meetings shall be to discuss issues which affect the substantive rights of the parties under this Agreement. The time and place of any such meeting, hereunder, shall be determined by the parties with reasonable notice to one another. The parties retain the right to conduct meetings through other electronic means as is acceptable to both parties.
- 2) Should the City not perform any term under this agreement, the County may, with 60-day written notice, terminate this agreement. Upon such termination, and if requested by the County, the City shall remove the trail from County property and restore the property to its pretrial condition.

SECTION 4 AGREEMENT SUBJECT TO DATA PRACTICES ACT

- 1) This Agreement shall be subject to the Minnesota Data Practices Act, at Minnesota Chapter 13, comparable provisions and Federal Law.

**SECTION 5
INDEMNIFICATION & INSURANCE**

- 1) The City shall defend, indemnify and hold the County, its official, agents and employees harmless from any claims, suits, causes of action liabilities, damages and costs (including reasonable attorney's fees) of whatsoever nature arising out of or relating to activities, actions or inactions of the City, its agents, contractors or employees in all activities relating to this project and on-going maintenance. This provision shall survive the expiration of this agreement.
- 2) The City shall provide the County with an Insurance Certificate naming the County as an "Additional Insured", which is acceptable to the County Risk Manager, prior to entering County property.

**SECTION 6
MEDIATION OF DISPUTES**

- 1) Any and all disputes between the parties under and concerning the Agreement, including its formation and the entering into the clause itself, shall be subject to mediation. The dispute shall be submitted to a mediator selected and agreed upon by the parties within thirty (30) days. In the event that the parties cannot agree to a mediator, a mediator shall be chosen by the Chief Judge of the Ramsey County District Court. The costs of mediation shall be equally divided between the parties.

**SECTION 7
COMPLETENESS OF THE AGREEMENT**

- 1) This document contains all the terms and conditions of the Agreement, and any alterations or variations of the terms of this Agreement shall be invalid unless made in writing and signed by the parties. There are no other understandings, representations or agreements, written or oral, not incorporated herein. If any part of this Agreement is declared null and void by law, the remaining paragraphs of said Agreement shall be valid.

**SECTION 8
NOTICES**

- 1) Except where otherwise provided, whenever it shall be required or permitted by the Agreement that notice or demand be given or served by either party to or on the other party, such notice or demand shall be delivered personally, mailed by United States mail to the addresses hereinafter set forth, or sent by electronic mail. Such notice or demand shall be deemed timely given

when delivered personally, when deposited in the mail in accordance with the above, or when received, if sent by electronic mail. The addresses of the parties hereto for such mail purposes are as follows, until written notice of such address has been given:

City Manager
City of Maplewood
1830 County Road B East
Maplewood, MN 55109
_____@ci.maplewood.mn.us

Director
Ramsey County Parks and Recreation
2015 North Van Dyke Street
Maplewood, MN 55109
Greg.Mack@co.ramsey.mn.us

Wherefore, the parties have executed this Agreement on the last date written below.

RAMSEY COUNTY

CITY OF MAPLEWOOD

Rafael Ortega, Chair
Ramsey County Board of Commissioners

Mayor

Date: _____

Date: _____

Bonnie Jackelen, Chief Clerk
Ramsey County Board of Commissioners

City Manager

Date: _____

Date: _____

Approved as to Form Legal Counsel

Approval Recommended

Approved as to Form and Insurance:

Assistant County Attorney

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Shann Finwall, AICP, Environmental Planner
Steven Love, Assistant City Engineer

DATE: September 17, 2013 for the September 23 City Council Meeting

SUBJECT: **Approval of Subsurface Sewage Treatment System Ordinance - Second Reading**

Introduction

Maplewood has 103 Subsurface Sewage Treatment Systems (SSTS) in use throughout the City. SSTS are also known as septic systems or Individual Sewage Treatment Systems. In 2008 the Minnesota Pollution Control Agency (MPCA) completed a major update of Minnesota Statutes, Section 115.55 which govern SSTS. The changes were significant enough that the City of Maplewood's current ordinance (Chapter 40, Article II, Division 5) be replaced in its entirety.

Background

SSTS Ordinance Changes

The updated ordinance is based on a model ordinance developed by the Association of Minnesota Counties (AMC) in cooperation with the MPCA, specifically for the purpose of complying with the 2008 SSTS rule update. Following is a summary of the major changes made to the ordinance:

1. **Management Plans:** Management plans are required for all new or replaced SSTS. A management plan describes operational and maintenance requirements and the frequency of each to ensure system performance, including a planned course of action to prevent an illegal discharge.
2. **Operating Permit:** An operating permit is required for SSTS with a pretreatment device, custom engineered design, or design flow of more than 5,000 gallons per day. Operating permits specify system performance, operating, and maintenance requirements and schedules, monitoring locations, procedures, and recording requirements.
3. **Compliance Inspections:** Compliance inspections are required for construction of a new system; modification, upgrade, or repair of existing systems; prior to issuance of building permits for bedroom additions; expansion or change in use of the building or property being served by the system that might impact performance of the system; and at time of property transfer. Compliance inspections ensure that an SSTS is working properly.
4. **Maintenance:** SSTS are required to be inspected and if needed be emptied every three years. The owner must submit the required MPCA Septic Tank Maintenance Reporting

Form to the City. This will allow the City to create a system of tracking the required maintenance inspections.

5. Abandonment: Requires the abandonment of SSTS no longer in use.

Environmental and Natural Resources Commission Review

The Environmental and Natural Resources Commission reviewed the draft ordinance during their June and July meetings. The major changes recommended by the Commission included a requirement that compliance inspections are required at time of property transfer and that the City create a system to monitor whether property owners are obtaining the required maintenance inspections. The Commission recommended approval of the ordinance on July 15, 2013.

First Reading

The City Council approved the first reading of the new SSTS ordinance on September 9, 2013, with no changes.

Budget Impact

None

Recommendation

Approve the second reading of the Subsurface Sewage Treatment System ordinance (Attachment 1).

Attachments

1. SSTS Ordinance

ORDINANCE NO. _____

AN ORDINANCE TO THE MAPLEWOOD MUNICIPAL CODE REGARDING SUBSURFACE SEWAGE TREATMENT SYSTEMS

The Maplewood City Council approves the following addition to the Maplewood Code of Ordinances. This ordinance replaces Chapter 40, Article II, Division 5 (Individual Sanitary Sewer Systems) in its entirety.

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Sec. 40-161. - INTRODUCTION

This is an Ordinance authorizing and providing for sewage treatment and soil dispersal in unsewered areas of the City. It establishes:

1. Minimum standards for and regulation of Individual Sewage Treatment Systems (ISTS) and mid-sized Subsurface Sewage Treatment Systems (MSTS) (collectively referred to as SSTS) in unsewered areas of the City of Maplewood incorporating by reference minimum standards established by Minnesota statutes and administrative rules of the Minnesota Pollution Control Agency (MPCA),
2. Requirements for issuing permits for installation, alteration, repair or expansion of SSTS,
3. Requirements for all SSTS permitted under the revised Minnesota Rules, Chapters 7080 and 7081 to be operated under an approved management plan,
4. Standards for upgrade, repair, replacement, or abandonment of SSTS,
5. Penalties for failure to comply with these provisions,
6. Provisions for enforcement of these requirements, and
7. Standards which promote the health, safety and welfare of the public as reflected in Minnesota Statutes, Sections 115.55, 145A.05, the City Comprehensive Plan and the City Zoning Ordinance.

Sec. 40-162. - TITLE, PURPOSE AND INTENT

(a) Title

The City ordains Division 5 of the City Code the "City of Maplewood Subsurface Sewage Treatment System (SSTS) Ordinance."

(b) Purpose

The purpose of this Ordinance is to establish minimum requirements for regulation of ISTS and MSTS for the treatment and dispersal of sewage within the applicable jurisdiction of the City to protect public health and safety, groundwater quality, and prevent or eliminate the development of public nuisances. It is intended to serve the best interests of the City's citizens by protecting its health, safety, general welfare, and natural resources.

(c) Intent

It is intended by the City that this Ordinance will promote the following:

- (1) The protection of lakes, rivers and streams, wetlands, and groundwater in the City of Maplewood essential to the promotion of public health, safety,

welfare, socioeconomic growth and development of the City.

- (2) The regulation of proper SSTS construction, reconstruction, repair and maintenance to prevent the entry and migration of contaminants, thereby protecting against the degradation of surface water and groundwater quality.
- (3) The establishment of minimum standards for SSTS placement, design, construction, reconstruction, repair and maintenance to prevent contamination and, if contamination is discovered, the identification and control of its consequences and the abatement of its source and migration.
- (4) The appropriate utilization of privy vaults and other non-water carried sewage collection and storage facilities.
- (5) The provision of technical assistance and education, plan review, inspections, SSTS surveys and complaint investigations to prevent or control water-borne diseases, lake degradation, groundwater related hazards, and public nuisance conditions.

Sec. 40-163. - AUTHORITY

This Ordinance is adopted pursuant to Minnesota Statutes, Section 115.55; Minnesota Statutes, Section 145A.05; or successor statutes, and Minnesota Rules, Chapter 7080, Chapter 7081, Chapter 7082, or successor rules.

Sec. 40-164. - EFFECTIVE DATE

The provisions set forth in this Ordinance shall become effective on September 23, 2013.

Sec. 40-165. - 40.195 - RESERVED

Sec. 40-196. - DEFINITIONS

The following words and phrases shall have the meanings ascribed to them in this Section. If not specifically defined in this Section, terms used in this Ordinance shall have the same meaning as provided in the standards adopted by reference. Words or phrases that are not defined here or in the standards adopted by reference shall have common usage meaning. For purposes of this Ordinance, the words “must” and “shall” are mandatory and the words “may” and “should” are permissive.

Authorized Representative: An employee or agent of the City of Maplewood.

Class V Injection Well: A shallow well used to place a variety of fluids directly below the land surface, which includes a domestic SSTS serving more than twenty (20) people. The U.S. Environmental Protection Agency and delegated state groundwater programs permit these wells to inject wastes below the ground surface provided they meet certain requirements and do not endanger underground sources of drinking water. Class V motor vehicle waste disposal wells and large-capacity cesspools are specifically prohibited (see 40 CFR Parts 144 & 146).

Cluster System: A SSTS under some form of common ownership that collects wastewater from two or more dwellings or buildings and conveys it to a treatment and dispersal system located on an acceptable site near the dwellings or buildings.

City: City of Maplewood, Minnesota.

City Council: The City of Maplewood City Council.

City Manager: The City Manager of the City of Maplewood, Minnesota.

Department: The City of Maplewood Department designated by the City Manager to administer SSTS.

Design Flow: The daily volume of wastewater for which a SSTS is designed to treat and discharge.

Flood Plain: The channel or beds proper and the areas adjoining a wetland, watercourse or lake which a regional flood may have or could hereafter cover. Floodplain areas within the City shall include all areas shown as zone A or zone AE on the flood insurance rate map. Refer to the City Floodplain Ordinance for further definitions.

Failure to Protect Groundwater: At a minimum, a SSTS that does not protect groundwater is considered to be a seepage pit, cesspool, drywell, leaching pit, or other pit; a SSTS with less than the required vertical separation distance, described in Minnesota Rules, Chapter 7080.1500 Subp. 4 D and E; and a system not abandoned in accordance with Chapter 7080.2500. The determination of the threat to groundwater for other conditions must be made by a Qualified Employee or an individual licensed pursuant to Section 40-237 hereof.

Imminent Threat to Public Health and Safety: At a minimum a SSTS with a discharge of sewage or sewage effluent to the ground surface, drainage systems, ditches, storm water drains, or directly to surface water; SSTS that cause a reoccurring sewage backup into a dwelling or other establishment; SSTS with electrical hazards; or sewage tanks with unsecured, damaged, or weak maintenance access covers. The determination of protectiveness for other conditions must be made by a Qualified Employee or a SSTS inspection business licensed pursuant to Section 5 hereof.

ISTS: An individual sewage treatment system having a design flow of no more than 5,000 gallons per day.

Industrial Waste: Sewage containing waste from activities other than sanitary waste from industrial activities including, but not limited to, the following uses defined under the Standard Industrial Classification (SIC) Codes established by the U.S. Office of Management and Budget.

SIC CODE(S)	INDUSTRY CATEGORY
753-7549	Automotive Repairs and Services
7231,7241	Beauty Shops, Barber Shops
7211-7219	Laundry Cleaning and Garment Services
4011-4581	Transportation (Maintenance only)
8062-8069	Hospitals
2000-3999	Manufacturing
2000-2099	Food Products
2100-2199	Tobacco Products
2400-2499	Lumber and Wood Products, except Furniture
2500-2599	Furniture and Fixtures
2600-2699	Paper and Allied Products
2700-2799	Printing, Publishing, and Allied Industries
2800-2899	Chemicals and Allied Products
2900-2999	Petroleum Refining and Related Industries
3000-3099	Rubber and Miscellaneous Plastics
3100-3199	Leather Tanning and Finishing
3000-3099	Rubber and Miscellaneous Plastics
3100-3199	Leather Tanning and Finishing
3200-3299	Stone, Clay, Glass, and Concrete Products
3300-3399	Primary Metal Industries
3400-3499	Fabricated Metal Products (except Machinery, and Transportation Equipment
3500-3599	Industrial and Commercial Machinery and Computer Equipment
3700-3799	Transportation Equipment
3800-3899	Measuring, Analyzing, and Controlling Instruments; Photographic, Medical and Optical Goods; Watches and Clocks

3900-3999 Miscellaneous Manufacturing Industries

Malfunction: The partial or complete loss of function of a SSTS component, which requires a corrective action to restore its intended function.

Management Plan: A plan that describes necessary and recommended routine operational and maintenance requirements, periodic examination, adjustment, and testing, and the frequency of each to ensure system performance meets the treatment expectations, including a planned course of action to prevent an illegal discharge.

MDH: Minnesota Department of Health

Minor Repair: The repair or replacement of an existing damaged or faulty component/part of a SSTS that will return the SSTS to its operable condition. The repair shall not alter the original area, dimensions, design, specifications or concept of the SSTS.

MSTS: A “mid-sized subsurface sewage treatment system” under single ownership that receives sewage from dwellings or other establishments having a design flow of more than 5,000 gallons per day to a maximum of 10,000 gallons per day.

Notice of Noncompliance: A written document issued by the Department notifying a system owner that the owner’s onsite/cluster treatment system has been observed to be noncompliant with the requirements of this Ordinance.

MPCA: Minnesota Pollution Control Agency.

Qualified Employee: An employee of the state or a local unit of government, who performs site evaluations or designs, installs, maintains, pumps, or inspects SSTS as part of the individual’s employment duties and is registered on the SSTS professional register verifying specialty area endorsements applicable to the work being conducted.

Record Drawings: A set of drawings which to the fullest extent possible document the final in-place location, size, and type of all SSTS components including the results of any materials testing performed and a description of conditions during construction of the system.

Sewage: Waste from toilets, bathing, laundry, or culinary activities or operations or floor drains associated with these sources, including household cleaners and other constituents in amounts normally used for domestic purposes.

SSTS: Subsurface sewage treatment system Including an ISTS or MSTS.

State: The State of Minnesota.

Treatment Level: Treatment system performance levels defined in Minnesota Rules, Chapter 7083.4030, Table III for testing of proprietary treatment products, which include the following:
Level A: cBOD5 < 15 mg/L; TSS < 15 mg/L; fecal coliforms < 1,000/100 mL.

Level A-2: cBOD₅ < 15 mg/L; TSS < 15 mg/L; fecal coliforms N/A

Level B: cBOD₅ ≤ 25 mg/L; TSS ≤ 30 mg/L; fecal coliforms ≤ 10,000/100 mL.

Level B-2: cBOD₅ ≤ 25 mg/L; TSS ≤ 30 mg/L; fecal coliforms N/A

Level C: cBOD₅ ≤ 125 mg/L; TSS ≤ 80 mg/L; fecal coliforms N/A.

Type I System: An ISTS that follows a standard trench, bed, at-grade, mound, or graywater system design in accordance with MPCA rules, Minnesota Rules, Chapter 7080.2200 through 7080.2240.

Type II System: An ISTS on a lot located in a floodplain, a privy or a holding tank.

Type III System: A custom designed ISTS having acceptable flow restriction devices to allow its use on a lot that cannot accommodate a standard Type I soil treatment and dispersal system.

Type IV System: An ISTS, having an approved pretreatment device and incorporating pressure distribution and dosing, that is capable of providing suitable treatment for use where the separation distance to a shallow saturated zone is less than the minimum allowed.

Type V System: An ISTS, which is a custom engineered design to accommodate the site taking into account pretreatment effluent quality, loading rates, loading methods, groundwater mounding, and other soil and other relevant soil, site, and wastewater characteristics such that groundwater contamination by viable fecal organisms is prevented.

Unsewered Area: Any area within the City not served by a municipal sanitary sewer collection system permitted by the MPCA.

Sec. 40-197. - SCOPE

This Ordinance regulates the siting, design, installation, alterations, operation, maintenance, monitoring, and management of all SSTS within the City's applicable jurisdiction including, but not necessarily limited to individual SSTS and cluster or community SSTS, privy vaults, and other non-water carried SSTS. All sewage generated in unsewered areas of the City shall be treated and dispersed by an approved SSTS that is sited, designed, installed, operated, and maintained in accordance with the provisions of this Ordinance or connected to municipal sanitary sewer when it is available in accordance with the City Sanitary Sewer Ordinance. The City Engineer, or his or her designee, shall determine if municipal sanitary sewer is available.

Sec. 40-198. - JURISDICTION

The jurisdiction of this Ordinance shall include all property within the City limits.

Sec. 40-199. - ADMINISTRATION

(a) CITY ADMINISTRATION

The Department shall administer the SSTS program and all provisions of this

Ordinance. At appropriate times, the City shall review or revise or update this Ordinance as necessary. The City shall employ or retain under contract qualified and appropriately licensed professionals to administer and operate the SSTS program.

(b) STATE OF MINNESOTA

Where a single SSTS or group of SSTS under single ownership within one-half mile of each other, have a design flow greater than 10,000 gallons per day, the owner or owners shall make application for and obtain a State Disposal System permit from the MPCA. For any SSTS that has a measured daily flow for a consecutive seven-day period which equals or exceeds 10,000 gallons per day, a State Disposal System permit is required. SSTS serving establishments or facilities licensed or otherwise regulated by the State shall conform to the requirements of this Ordinance.

Sec. 40-200. - LIABILITY

Any liability or responsibility shall not be imposed upon the City or any of its officials, employees, or other contract agent, its employees, agents or servants thereof for damage resulting from the defective construction, operation, or abandonment of any SSTS regulated under this rule by reason of standards, requirements, or inspections authorized hereunder.

Sec. 40-201. - MEASUREMENT OF DISTANCES

Unless otherwise specified in this division, all distances shall be measured horizontally.

Sec. 40-202. - INTERPRETATION OF CERTAIN ITEMS

For the purposes of this division, certain terms or words used shall be interpreted as follows: The words "shall" and "must" are mandatory; the words "should" and "may" are permissive.

Sec. 40-203. - 40-232 - RESERVED

Sec. 40-233. - RETROACTIVITY

(a) All SSTS

Except as explicitly set forth in Section 40-233(b), all provisions of this Ordinance shall apply to any SSTS regardless of the date it was originally permitted.

(b) Existing Permits

Unexpired permits which were issued prior to the effective date shall remain valid under the terms and conditions of the original permit until the original expiration date or until a change in system ownership whichever is earlier.

(c) Two Soil Treatment and Dispersal Areas

All lots created after January 23, 1996 must have a minimum of two soil treatment and dispersal areas that can support trenches, seepage beds, mounds, and at-grade systems as described in Minnesota Rules, Chapters 7080.2200 through 7080.2230 or site conditions described in Chapter 7081.0270, Subp. 3 through 7. If an additional soil treatment and dispersal area is available on lots created on or before January 23, 1996, it shall be identified in the site evaluation.

(d) Existing SSTS without Permits

Existing SSTS with no permits of record shall require a permit and be brought into compliance with the requirements of this Ordinance regardless of the date they were originally constructed.

Sec. 40-234. - UPGRADE, REPAIR, REPLACEMENT, AND ABANDONMENT

(a) SSTS Capacity Expansions

Expansion of an existing SSTS must include any system upgrades that are necessary to bring the entire system into compliance with the prevailing provisions of this Ordinance at the time of the expansion.

(b) Bedroom Additions

A compliance inspection is required prior to issuance of a permit for a bedroom addition. If the system is found to be non-compliant, the owner shall upgrade, repair, or replace the existing system prior to issuance of the permit for the bedroom addition.

(c) Failure to Protect Groundwater

A SSTS that is determined not to be protective of groundwater in accordance with Minnesota Rules, Chapter 7080.1500, Subp.4.B shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of this Ordinance within three (3) months of receipt of a Notice of Noncompliance. If the Department determines that extenuating circumstances exist, this timeframe may be extended to eighteen (18) months from receipt of a Notice of Noncompliance.

(d) Imminent Threat to Public Health or Safety

A SSTS that is determined to be an imminent threat to public health or safety in accordance with Minnesota Rules, Chapter 7080.1500, Subp.4A shall be upgraded, repaired, replaced or abandoned by the owner in accordance with the provisions of

this Ordinance within three (3) months of receipt of a Notice of Noncompliance. If the Department determines that extenuating circumstances exist, this timeframe may be extended to ten (10) months from receipt of a Notice of Noncompliance.

(e) Abandonment

Any SSTS, or any component thereof, which is no longer intended to be used, must be abandoned in accordance with Minnesota Rules, Chapter 7080.2500.

Sec. 40-235. - SSTS IN FLOODPLAINS

SSTS shall not be located in a floodplain.

Sec. 40-236. - CLASS V INJECTION WELLS

All owners of new or replacement SSTS that are considered to be Class V injection wells, as defined in the Code of Federal Regulations (CFR), Title 40, Part 144, are required by the Federal Government to submit SSTS inventory information to the Environmental Protection Agency as described in CFR40, Part 144. Further, owners are required to identify all Class V injection wells in property transfer disclosures.

Sec. 40-237. - SSTS PRACTITIONER LICENSING

No person shall engage in site evaluation, inspection, design, installation, construction, alteration, extension, repair, maintenance, or pumping of SSTS without an appropriate and valid license issued by MPCA in accordance with Minnesota Rules, Chapter 7083 except as exempted in 7083.0700.

Sec. 40-238. - PROHIBITIONS

(a) Occupancy or Use of a Building without a Compliant SSTS

It is unlawful for any person to maintain, occupy, or use any building intended for habitation in an unsewered area that is not provided with a wastewater treatment system that disposes of wastewater in a manner that complies with the provisions of this Ordinance.

(b) Sewage Discharge to Ground Surface or Surface Water

It is unlawful for any person to construct, maintain, or use any SSTS system regulated under this Ordinance that results in raw or partially treated wastewater seeping to the ground surface or flowing into any surface water. Any surface discharging system must be permitted under the National Pollutant Discharge Elimination System program by the MPCA.

(c) Sewage Discharge to a Well or Boring

It is unlawful for any person to discharge raw or treated wastewater into any well or boring as described in Minnesota Rules, Chapter 4725.2050, or any other excavation in the ground that is not in compliance with this Ordinance.

(d) Discharge of Hazardous or Deleterious Materials

It is unlawful for any person to discharge into any treatment system regulated under this Ordinance any Industrial Waste, or hazardous or deleterious material that adversely affects the treatment or dispersal performance of the system or groundwater quality.

Sec. 40-239. - 40-269 - RESERVED

Sec. 40-270. - STANDARDS ADOPTED BY REFERENCE

The City hereby adopts by reference Minnesota Rules, Chapters 7080 and 7081 in their entirety as now constituted and from time to time amended. This adoption does not supersede the City's right or ability to adopt local standards that are in compliance with Minnesota Statute 115.55.

Sec. 40-271. - AMENDMENTS TO THE ADOPTED STANDARDS

(a) Determination of Hydraulic Loading Rate and SSTS Sizing

Table IX from Minnesota Rules, Chapter 7080.2150, Subp. 3(E) entitled "Loading Rates for Determining Bottom Absorption Area for Trenches and Seepage Beds for Effluent Treatment Level C and Absorption Ratios for Determining Mound Absorption Areas Using Detail Soil Descriptions" and herein adopted by reference shall be used to determine the hydraulic loading rate and infiltration area for all SSTS permitted under this Ordinance.

(b) Compliance Criteria for Existing SSTS

SSTS built after March 31, 1996 or existing SSTS located in a Shoreland area, existing wellhead Protection area, or serving a food, beverage, or lodging establishment as defined under Minnesota Rules, Chapter 7080.1100, Subp. 84 shall have a three-foot vertical separation between the bottom soil infiltrative surface and the periodically saturated soil and/or bedrock. Existing systems that have no more than a fifteen (15) percent reduction in this separation distance (a separation distance no less than 30.6 inches) to account for settling of sand or soil, normal variation of separation distance measurements and interpretation of limiting layer

characteristics may be considered compliant under this Ordinance. The vertical separation measurement shall be made outside the area of system influence but in an area of similar soil. Minnesota Rules, Chapter 7080.1500, Subp.4.

(c) Holding Tanks

Sewage holding tanks may be considered for installation on previously developed sites, as a temporary method for periods of up to one (1) year, during which time measures are being taken to provide municipal sewer service or the installation of an approved system as provided in this Ordinance. Holding tanks may be considered on a permanent basis for nonresidential, low -water use establishments generating less than one hundred fifty (150) gallons per day of waste, subject to approval by the department and the issuance of a certificate of compliance. Holding tanks may also be considered for floor drains for vehicle parking areas and existing facilities potentially generating hazardous waste.

(d) Setbacks

The following setback requirements are in addition to the setbacks required in Table VII in Minnesota Rules Chapter 7080.2150.F:

Table VII: Minimum setback distances (feet)		
Feature	Sewage tank, holding tank, or sealed privy	Absorption area or unsealed privy
Above-ground swimming pools	10	10
In-ground swimming pools	10	20
Shoreland Blufflines (18% slope)	20	20

The following setback requirements are in addition to the setbacks required in Table II Minnesota Rules Chapter 7081.0270 Subpart 2:

Table II: Minimum setback distances (feet)		
Feature	Sewage tank, holding tank, or sealed privy	Absorption area or unsealed privy
Above-ground swimming pools	10	10
In-ground swimming pools	10	20
Shoreland Blufflines (18% slope)	20	20

Variances to building setbacks included in Minnesota Rules, Chapter 7080 and 7081 may only be considered through the normal City variance process. Variances to shoreland setbacks may be considered through the Shoreland Ordinance.

Variances to well and water line setbacks are governed by the MDH.

(e) Licensed Professional Engineer Required

The design of SSTS regulated under Minnesota Rules, Chapter 7081 shall be completed by a licensed Minnesota Professional Engineer, who is also licensed by the MPCA as an Advanced Designer.

Sec. 40-272. - VARIANCE REQUESTS

A property owner may request a variance from the standards as specified in this Ordinance pursuant to the requirements provided in Minnesota State Statutes. The City shall consider the requirements of Minnesota Rules Chapter 7082.0300, subp. 2 and 3 when considering such variances. Variances that pertain to the standards and requirements of the State of Minnesota must be approved by the affected State Agency pursuant to the requirements of the State Agency.

Sec. 40-273. - PERMIT REQUIRED

It is unlawful for any person to construct, install, modify, replace, or operate a SSTS without the appropriate permit from the Department. The issuing of any permit, variance, or conditional use under the provisions of this Ordinance shall not absolve the applicant of responsibility to obtain any other required permit.

Sec. 40-274. - CONSTRUCTION PERMIT

A construction permit shall be obtained by the property owner or an agent of the property owner from the Department prior to the installation, construction, replacement, modification, alteration, repair, or capacity expansion of a SSTS. The purpose of this permit is to ensure that the proposed construction activity is sited, designed, and constructed in accordance with the provisions of this Ordinance by appropriately certified and/or licensed practitioner(s).

(a) Activities Requiring a Construction Permit

A construction permit is required for installation of a new SSTS, for replacement of an existing SSTS, or for any repair or replacement of components that will alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout, or function.

(b) Activities Not Requiring a Permit

A construction permit is not required for minor repairs or replacements of system components that do not alter the original function of the system, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout, or function.

(c) Construction Permit Required to Obtain Building Permit

For any property on which a SSTS permit is required, approval and issuance of a valid SSTS Construction Permit must be obtained before a building or land use permit may be issued by the Department.

(d) Conformance to Prevailing Requirements

Any activity involving an existing system that requires a Construction Permit shall require that the entire system be brought into compliance with this Ordinance.

(e) Permit Application Requirements

Construction Permit applications shall be made on forms provided by the Department and signed by the applicant and an appropriately certified practitioner including the practitioner's certification number and date of expiration. The applications shall include the documents listed in items 1 through 8 below.

- (1) The correct address and legal description of the property where the proposed work is to take place.
- (2) The name and contact information (mailing address, telephone number, and e-mail address) of the property owner.
- (3) The name, contact information, and MPCA License Number of the SSTS Designer responsible for the system design.
- (4) Site Evaluation Report as described in Minnesota Rules, Chapter 7080.1730 and on the Department's permit application.
- (5) Design Report as described in Minnesota Rules, Chapter 7080.2430 and on the Department's permit application.
- (6) Building Plans for the existing and proposed system.
- (7) Management Plan as described in Minnesota Rules, Chapter 7082.0600.
- (8) Permit fee.

(f) Application Review and Response

The Department shall review a permit application and supporting documents. Upon satisfaction that the proposed work will conform to the provisions of this Ordinance, the Department shall issue a written permit authorizing construction of the SSTS as designed. In the event the applicant makes a significant change to the approved application, the applicant must contact the Department prior to initiating or continuing construction, modification, or operation to determine whether an amended application will be necessary, as determined by the Department. If determined necessary, the applicant shall file an amended application detailing the changed conditions for approval prior to initiating or continuing construction, modification, or operation for approval or denial. If the permit application is incomplete or does not meet the requirements of this Ordinance the Department shall deny the application. A notice of denial shall be provided to the applicant, which must state the reason for the denial.

(g) Permit Expiration

The Construction Permit is valid for a period of no more than one year from its date of issue. Satisfactory completion of construction shall be determined by receipt of final record drawings and a signed certification that the construction or installation of

the system was completed in reasonable conformance with the approved design documents by a qualified employee of the Department or a licensed inspection business, which is authorized by the Department and independent of the owner and the SSTS installer.

(h) Extensions and Renewals

The Department may grant an extension of the Construction Permit if the construction has commenced prior to the original expiration date of the permit. The permit may be extended for a period of no more than six (6) months.

(i) Transferability

A Construction Permit shall not be transferred to a new owner. The new owner must apply for a new Construction Permit in accordance with this section.

(j) Suspension or Revocation

The Department may suspend or revoke a Construction Permit issued under this section for any false statements, misrepresentations of facts on which the Construction Permit was issued, or unauthorized changes to the system design that alter the original function of the system as determined by the Department, change the treatment capacity of the system, change the location of the system, or otherwise change the original system's design, layout, or function. A notice of suspension or revocation and the reasons for the suspension or revocation shall be conveyed in writing to the permit holder. If suspended or revoked, installation or modification of a treatment system may not commence or continue until a valid Construction Permit is obtained.

(k) Posting

The Construction Permit shall be posted on the property in such a location and manner so that the permit is visible and available for inspection until construction is completed and certified.

Sec. 40-275. - OPERATING PERMIT

(a) SSTS Requiring an Operating Permit

An Operating Permit shall be required of all owners of new holding tanks, Type IV Systems, Type V Systems, MSTS, or any other system deemed by the Department to require operational oversight. Sewage shall not be discharged to these systems until the Department certifies that the system was installed in substantial

conformance with the approved plans, receives the final record drawings of the system, and a valid Operating Permit is issued to the owner.

(b) Permit Application Requirements

(1) Application for an Operating Permit shall be made on a form provided by the Department including:

- a. Owner name, mailing address, telephone, and email address
- b. Construction Permit reference number and date of issue
- c. Final record drawings of the treatment system
- d. Owners of holding tanks must submit a copy of a valid executed monitoring and disposal contract with a licensed maintenance business

(2) Owners of holding tanks shall provide to the Department a copy of a valid monitoring and disposal contract executed between the owner and a licensed maintenance business, which guarantees the removal of the holding tank contents in a timely manner that prevents an illegal discharge in accordance with Minnesota Rules, Chapter 7082.0100, Subp. 3G. This requirement is waived if the owner is a farmer who is exempt from licensing under Minnesota Statutes, section 115.56, subdivision 3, paragraph (b), clause (3).

(3) All SSTS existing prior to the effective date of this Ordinance shall require an operating permit upon transfer of ownership, replacement, any modification or expansion that requires a permit, or following any SSTS enforcement action.

(c) Department Response

The Department shall review the record drawings, operation and maintenance manual, management plan, maintenance and servicing contract, and any other pertinent documents as appropriate for accuracy and completeness. If any deficiencies are identified, the operating permit shall be denied until the deficiencies are corrected to the satisfaction of the Department.

(d) Operating Permit Terms and Conditions

The Operating Permit shall include the following:

- (1) System performance requirements
- (2) System operating requirements
- (3) Monitoring locations, procedures and recording requirements
- (4) Maintenance requirements and schedules
- (5) Compliance limits and boundaries
- (6) Reporting requirements
- (7) Department notification requirements for non-compliant conditions
- (8) Valid contract between the owner and a licensed maintenance business
- (9) Disclosure, location and condition of acceptable soil treatment and dispersal system site
- (10) Descriptions of acceptable and prohibited discharges

(e) Permit Expiration and Renewal

- (1) Operating Permits shall be valid for the specific term stated on the permit as determined by the Department.
- (2) An Operating Permit must be renewed prior to its expiration. If not renewed, the Department may require the system to be removed from service or operated as a holding tank until the permit is renewed. If not renewed within ninety (90) calendar days of the expiration date, the City may require that the system be abandoned in accordance with Section 40-277.
- (3) Application shall be made on a form provided by the Department including:
 - a. Applicant name, mailing address, telephone number, and e-mail address.
 - b. Reference number of previous owner's operating permit.
 - c. Any and all outstanding Compliance Monitoring Reports as required by the Operating Permit.
 - d. Certified treatment system inspection signed and/or sealed by a certified designer, maintenance contractor, or operator at the

discretion of the City.

- e. Any revisions made to the operation and maintenance manual.
- f. Payment of application review fee as determined by the City.

(f) Amendments to Existing Permits not Allowed

The City may not amend an existing permit to reflect changes in this Ordinance until the permit term has expired and is renewed, unless an amendment is necessary to eliminate an imminent threat to public health or safety.

(g) Transfers

The Operating Permit may not be transferred. A new owner shall apply for an Operating Permit in accordance with Section 40-275 of this Ordinance. The Department shall not terminate the current permit until sixty (60) calendar days after the date of sale unless an imminent threat to public health and safety exists. To consider the new owner's application, the Department may require a performance inspection of the treatment system certified by a licensed inspector or qualified employee.

(h) Suspension or Revocation

- (1) The Department may suspend or revoke any operating permit issued under this section for any false statements or misrepresentations of facts on which the Operating Permit was issued.
- (2) Notice of suspension revocation and the reasons for revocation shall be conveyed in writing to the owner.
- (3) If suspended or revoked, the Department may require that the treatment system be removed from service, operated as a holding tank, or abandoned in accordance with Section 40-276.
- (4) At the Department's discretion, the operating permit may be reinstated or renewed upon the owner taking appropriate corrective actions.

(i) Compliance Monitoring

- (1) Performance monitoring of a SSTS shall be performed by a licensed inspection business or licensed service provider hired by the holder of the operating permit in accordance with the monitoring frequency and

parameters stipulated in the permit.

(2) A monitoring report shall be prepared and certified by the licensed inspection business or licensed service provider. The report shall be submitted to the Department on a form provided by the Department on or before the compliance reporting date stipulated in the operating permit. The report shall contain a description of all maintenance and servicing activities performed since the last compliance monitoring report as described below:

- a. Owner name, mailing address, telephone number, and e-mail address.
- b. Operating Permit number
- c. Average daily flow since last compliance monitoring report
- d. Description of type of maintenance and date performed
- e. Description of samples taken (if required), analytical laboratory used, and results of analyses
- f. Problems noted with the system and actions proposed or taken to correct them
- g. Name, signature, license and license number of the licensed professional who performed the work

Sec. 40-276. - ABANDONMENT CERTIFICATION

(a) Purpose

The purpose of the System Abandonment Certification is to ensure that a treatment system no longer in service is abandoned within a reasonable time following decommissioning and in a manner that protects public health, safety and water quality. It also terminates all permits associated with the system.

(b) Abandonment Requirements

(1) Whenever the use of a SSTS or any system component is discontinued as the result of a system repair, modification, replacement or decommissioning following connection to a municipal or private sanitary sewer, or condemnation or demolition of a building served by the system, further use of the system or any system component for any purpose

under this Ordinance shall be prohibited.

- (2) Continued use of a treatment tank where the tank is to become an integral part of a replacement system or a sanitary sewer system requires the prior written approval of the Department.
- (3) An owner of a SSTS must retain a licensed installation business to abandon all components of the treatment system within sixty (60) calendar days of discontinued use. Abandonment shall be completed in accordance with Minnesota Rules, Chapter 7080.2500. No prior notification to the Department of an owner's intent to abandon a system is necessary.
- (4) A report of abandonment certified by the licensed installation business shall be submitted to the Department. The report shall include:
 - a. Owner's name, mailing address, telephone number, and e-mail address.
 - b. Property address
 - c. System construction permit and operating permit
 - d. The reason(s) for abandonment
 - e. A brief description of the abandonment methods used, description of the system components removed or abandoned in place, and disposition of any materials or residuals.

(c) Abandonment Certificate

Upon receipt of an abandonment report and its determination that the SSTS has been abandoned according to the requirements of this Ordinance, the Department shall issue an abandonment certificate. If the abandonment is not completed according the requirements of this Ordinance the City shall notify the owner of the SSTS of the deficiencies, which shall be corrected within thirty (30) calendar days of the notice.

Sec. 40-277. - MANAGEMENT PLANS

(a) PURPOSE

The purpose of management plans is to describe how a particular SSTS is intended to be operated and maintained to sustain the performance required. The plan is to

be provided by the certified designer to the system owner when the treatment system is commissioned.

(b) MANAGEMENT PLAN REQUIREMENTS

Management plans are required for all new or replacement SSTS. The management plan shall be submitted to the Department with the construction permit application for review and approval. The Department shall be notified of any system modifications made during construction and the management plan revised and resubmitted at the time of final construction certification

(c) Required Contents of a Management Plan

Management plans shall include:

- (1) Operating requirements describing tasks that the owner can perform and tasks that a licensed service provider or maintainer must perform;
- (2) Monitoring requirements;
- (3) Maintenance requirements including maintenance procedures and a schedule for routine maintenance;
- (4) Statement that the owner is required to notify the Department when the management plan requirements are not being met;
- (5) Disclosure of the location and condition of the additional soil treatment and dispersal area on the owner's property or a property serving the owner's residence;
- (6) A description of the system and each component;
- (7) A description of how the system functions;
- (8) A site plan of the system;
- (9) Equipment specifications;
- (10) Emergency operating procedures in the event of a malfunction;
- (11) A troubleshooting guide

(d) Requirements for Systems not Operated Under a Management Plan

SSTS that are not operated under a management plan or operating permit must have treatment tanks inspected and provide for the removal of solids if needed every three years. Solids must be removed when their accumulation meets the limit

described in Minnesota Rules, Chapter 7080.2450. System owners shall be required to submit a MPCA Septic Tank Maintenance Reporting Form to the Department every three (3) years.

Sec. 40-278. - 40-309 - RESERVED

Sec. 40-310. - COMPLIANCE INSPECTION PROGRAM

(a) Department Responsibility

It is the responsibility of the Department, or its agent, to perform various SSTS compliance inspections periodically to assure that the requirements of this Ordinance are met.

(1) SSTS compliance inspections must be performed:

- a. To ensure compliance with applicable requirements;
- b. To ensure system compliance before issuance of a permit for addition of a bedroom unless the permit application is made during the period of November 1 to April 30, provided a compliance inspection is performed before the following June 1 and the applicant submits a Certificate of Compliance by the following September 30;
- c. For all new SSTS construction or replacement;
- d. For an evaluation, investigation, inspection, recommendation, or other process used to prepare a disclosure statement if conducted by a party who is not the SSTS owner. Such an inspection constitutes a compliance inspection and shall be conducted in accordance with Minnesota Rules, Chapter 7082.0700 using the SSTS inspection report forms provided by MPCA.

- (2) All compliance inspections must be performed and signed by licensed inspection businesses or qualified employees certified as inspectors.

- (3) The Department shall be given access to enter a property at any reasonable time to inspect and/or monitor the SSTS system. As used in this paragraph, "property" does not include a residence or private building. The Department shall notify the owner of the Department's intent to inspect the SSTS least two (2) days in advance of the intended inspection.
- (4) No person shall hinder or otherwise interfere with the Department's employees in the performance of their duties and responsibilities pursuant to this Ordinance. Refusal to allow reasonable access to the property by the Department shall be deemed a separate and distinct offense.

(b) New Construction or Replacement

- (1) Compliance inspections must be performed on new or replacement SSTS to determine compliance with Minnesota Rules, Chapters 7080 or 7081.
- (2) It is the responsibility of the SSTS owner or the owner's agent to notify the Department two (2) calendar days prior to any permitted work on the SSTS.
- (3) Installation inspections shall be made at each installation, prior to any work having been covered by backfill. Work that is backfilled prior to the required inspection may be ordered to be uncovered whenever necessary to determine compliance.
- (4) The licensed installer shall be responsible for notifying the department a minimum of twenty four (24) hours before the time the work is ready for inspection or reinspection.
- (5) When, upon inspection, any part of the system is determined not to be in compliance with this division, written notice shall be provided by the Department indicating the deficiency and the required corrections.
- (6) Noted deficiencies shall be properly corrected and reinspected before any other work on the project is continued.
- (7) SSTS found not to be in compliance with Minnesota Rules, Chapter 7080.1500, Subp. 4A or Chapter 7081.0080, Subp. 3 must be repaired or replaced within ten (10) months.

- (8) No system shall be placed or replaced in service until final inspection and approval of the installation.
- (9) The contractor, upon completion of the installation, shall file with the department as-built drawings indicating the location of system components dimensioned from a permanent reference point.
- (10) A minimum of three construction inspections are required for mounds in accordance with the following:
 - a. When the original soil under the mound has been roughened, but prior to placement of the sand fill. Enough of the proposed sand fill must be present to be viewed.
 - b. After placement of rock and piping but prior to cover.
 - c. Final inspection, when the job is completed.
- (11) SSTS that are determined to have operation or monitoring deficiencies must immediately be maintained, monitored or otherwise managed according to the operating permit.
- (12) A Certificate of Compliance for new SSTS construction or replacement shall be issued by the Department if the Department has reasonable assurance that the system was built in accordance with the applicable requirements as specified in the construction permit.
- (13) The Certificate of Compliance must include a certified statement by the certified inspector or qualified employee who conducted the inspection that the SSTS is or is not in compliance with the Ordinance requirements. If the SSTS is determined not to be in compliance with the applicable requirements, a Notice of Noncompliance must be issued to the owner which includes a statement specifying those Ordinance provisions with which the SSTS does not comply.

- (14) The Certificate of Compliance or Notice of Noncompliance must be submitted to the Department no later than fifteen (15) calendar days after the date the inspection was performed. The Department shall deliver the Certificate of Compliance or Notice of Noncompliance to the owner or the owner's agent within fifteen (15) calendar days of receipt from the certified inspector. No SSTS shall be placed into operation until a valid certificated of compliance has been issued.
- (15) Certificates of Compliance for new construction or replacement shall remain valid for five (5) years from the date of issue unless the Department finds evidence of noncompliance.

(c) Existing Systems

- (1) Compliance inspections shall be required when any of the following conditions occur:
- a. When a construction permit is required to repair, modify, or upgrade an existing system;
 - b. Any time there is an expansion of use of the building being served by an existing SSTS which may impact the performance of the system;
 - c. Any time there is a change in use of the property being served by an existing SSTS which may impact the performance of the system;
 - d. At any time as required by this Ordinance or the Department deems appropriate such as upon receipt of a complaint or other notice of a system malfunction.
- (2) Compliance inspections of existing SSTS shall be reported on the inspection report forms provided by MPCA. The following conditions must be assessed or verified:
- a. Water-tightness assessment of all treatment tanks including a leakage report;
 - b. Vertical separation distance between the bottom of the soil treatment and dispersal system and the periodically saturated soil

or bedrock including a vertical separation verification report;

- c. Sewage backup, surface seepage, or surface discharge including a hydraulic function report.
- (3) The Certificate of Compliance must include a certified statement by a Qualified Employee or licensed inspection business, indicating whether the SSTS is in compliance with the Ordinance requirements. If the SSTS is determined not to be in compliance with the applicable requirements, a Notice of Noncompliance must include a statement specifying those Ordinance provisions with which the SSTS does not comply. A construction permit application must be submitted to the Department if the required corrective action is not a minor repair.
- (4) The Certificate of Compliance or Notice of Noncompliance must be submitted to the Department no later than fifteen (15) calendar days after the date the inspection was performed. The Department shall deliver the Certificate of Compliance or Notice of Noncompliance to the owner or the owner's agent within fifteen (15) calendar days of receipt from the licensed inspection business.
- (5) Certificates of Compliance for existing SSTS shall remain valid for three (3) years from the date of issue unless the Department finds evidence of noncompliance.

(d) Periodically Saturated Soil Disagreements

Disputes involving documented discrepancies on the depth of the periodically saturated soil for SSTS design or compliance purposes shall be resolved according to Minnesota Rules, Chapter 7082.0700, subp. 5.

(e) Transfer of Properties

- (1) Whenever a conveyance of land including a structure that is required to have a SSTS occurs, the following requirements shall be met:
- a. A compliance inspection shall have been performed and a Certificate of Compliance shall have been submitted to the Department within three (3) years for SSTS older than five years or within five (5) years if the system is less than five years old, prior to the intended sale or transfer of the property, unless

evidence is found identifying the SSTS as an Imminent Threat to Public Health and Safety or Failing to Protect Groundwater.

- b. The compliance inspection must have been performed by a qualified employee of the Department or a licensed inspection business following procedures described in Section 40-310.
 - c. The seller of the property must disclose in writing information about the status and location of all known SSTS on the property to the buyer on a form acceptable to the Department.
 - d. If the seller fails to provide a Certificate of Compliance, the seller shall provide the buyer sufficient security in the form of an escrow agreement to assure the installation of a compliant SSTS. The security shall be placed in an escrow with a licensed real estate closer, licensed attorney-at-law, or Federal or State chartered financial institution. The amount escrowed shall be equal to one hundred fifty percent (150%) of a written estimate to install a compliant SSTS as provided by a licensed SSTS installer, or the amount escrowed shall be equal to one hundred ten percent (110%) of the written contract price for the installation of a compliant SSTS provided by a licensed SSTS installer. After a compliant SSTS has been installed and a Certificate of Compliance issued, the Department shall provide the escrow agent a copy of the Certificate of Compliance. The escrow may also be used to connect to a municipal sanitary sewer collection system permitted by the MPCA if the Department determines that an extension of the municipal sanitary sewer collection system to serve the property is feasible.
- (2) A Certificate of Compliance is not required if the sale or transfer involves the following circumstances:
- a. The affected tract of land is without buildings or contains no dwellings or other buildings with plumbing fixtures.
 - b. The transfer does not require the filing of a Certificate of Real Estate Value, as described in Minnesota Statutes, Section 272.115, Subdivision 1.

- c. The transfer is a foreclosure or tax forfeiture.
 - d. The sale or transfer completes a contract for deed or purchase agreement entered into prior to the effective date of this Ordinance. This subsection applies only to the original vendor and vendee on such a contract.
 - e. All dwellings or other buildings are served by a municipal sanitary sewer collection system permitted by the MPCA.
- (3) All property conveyances subject to this ordinance occurring during the period between November 15th and April 15th, when SSTS compliance cannot be determined due to frozen soil conditions, shall require a winter agreement, which includes an application for a SSTS permit and an agreement to complete a compliance inspection by the following June 1st by a licensed inspection business. If upon inspection the SSTS is found to be in compliance, the permit fee will be refunded. If upon inspection the system is found to be non-compliant, an escrow agreement must be established in accordance with paragraph (1) d. above, and a compliant SSTS installed within the timeframe outlined in the Notice of Noncompliance.
- (4) The responsibility for completing the compliance inspection under paragraph (1) a. above, or for upgrading a system found to be non-compliant shall be determined by the buyer and seller. Buyer and seller shall provide the Department with a signed statement indicating responsibility for completion of the compliance inspection and for upgrading a system found to be non-compliant.
- (5) The issuance of permits, Certificates of Compliance, or Notices of Noncompliance shall not be construed to represent a guarantee or warranty of the system's operation or effectiveness. Such permits or certificates only represent that the system has been designed and installed in compliance or non-compliance with the provisions of these standards and regulations.

Sec. 40-311. - 40-341 - RESERVED

Sec. 40-342. - VIOLATIONS

(a) Cause to Issue a Notice of Violation

Any person, firm, agent, or corporation who violates any of the provisions of this Ordinance, or who fails, neglects, or refuses to comply with the provisions of this Ordinance, including violations of conditions and safeguards, or who knowingly makes any material false statement or knowing omission in any document required to be submitted under the provisions hereof, shall be guilty of a misdemeanor and upon conviction thereof, shall be punishable as defined by Minnesota State Statutes. Each day that a violation exists shall constitute a separate offense.

(b) Notice of Violation

The Department shall serve, in person or by mail, a notice of violation to any person determined to be violating provisions of this Ordinance. The notice of violation shall contain:

- (1) A statement documenting the findings of fact determined through observations, inspections, or investigations;
- (2) A list of specific violation(s) of this Ordinance
- (3) Specific requirements for correction or removal of the specified violation(s);
- (4) A mandatory time schedule for correction, removal and compliance with this Ordinance.

(c) Cease and Desist Orders

Cease and desist orders may be issued when the Department has probable cause that an activity regulated by this or any other City Ordinance is being or has been conducted without a permit or in violation of a permit. When work has been stopped by a cease and desist order, the work shall not resume until the reason for the work stoppage has been completely satisfied, any administrative fees paid, and the cease and desist order lifted.

Sec. 40-343. - PROSECUTION

In the event of a violation or threatened violation of this Ordinance, the City may, in addition to other remedies, initiate appropriate civil action or proceedings to prevent, prosecute, restrain, correct or abate such violations or threatened violations and the City Attorney shall have authority to commence such civil action. The Department and City Attorney may take such actions as may be necessary to enforce the provisions of this Ordinance.

Sec. 40-344. - STATE NOTIFICATION OF VIOLATION

In accordance with state law, the Department shall notify the MPCA of any inspection, installation, design, construction, alteration or repair of a SSTS by a licensed/certified person or any septage removal by a licensed pumper that is performed in violation of the provisions of this Ordinance. If there is known contamination of groundwater, the City also may notify the MDH for a possible well advisory.

Sec. 40-345. - COSTS AND REIMBURSEMENTS

If the Department is required to remove or abate an imminent threat to public health or safety, the Department may recover all costs incurred in removal or abatement in a civil action, including legal fees; at the discretion of the City Council, the cost of an enforcement action under this Ordinance may be assessed against the real property on which the public health nuisance was located.

Sec. 40-346. - RECORD KEEPING

The City shall maintain a current record of all permitted systems. The record shall contain all permit applications, issued permits, fees assessed, variance requests, certificates of compliance, notices of noncompliance, enforcement proceedings, site evaluation reports, design reports, record drawings, management plans, maintenance reports, an annual list of all sewage tanks installed in the City sorted by licensed installation businesses, and other records relevant to each system.

Sec. 40-347. - ANNUAL REPORT

The Department shall provide an annual report of SSTS permitting activities to MPCA no later than February 1 for the previous calendar year.

Sec. 40-348. - FEES

From time to time, the City Council shall establish fees for activities undertaken by the Department pursuant to this Ordinance. Fees shall be due and payable at a time and in a manner to be determined by the Department.

Sec. 40-349. - INTERPRETATION

In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the City and shall not be deemed a limitation or repeal of any other powers granted by Minnesota Statutes.

Sec. 40-350. - SEVERABILITY

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of law, the remainder of this Ordinance shall not be affected and shall remain in full force.

Sec. 40-351. - ABROGATION AND GREATER RESTRICTIONS

It is not intended by this Ordinance to repeal, abrogate, or impair any other existing City Ordinance, easements, covenants, or deed restrictions. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall prevail. All other Ordinances inconsistent with this Ordinance are hereby repealed to the extent of the inconsistency only.

40-352 - 370 - RESERVED

MEMORANDUM

TO: City Manager, Chuck Ahl

FROM: IT Director, Mychal Fowlds

SUBJECT: **Approval for Improvements at 1830 County Road B East – Police Department Expansion Project Phase 3 – Police Department Portion**

DATE: September 16, 2013

Introduction

On March 2, 2012, the City Council adopted as their Number One Goal for 2012 – 2013:

PUBLIC SAFETY

Develop and commit to a plan for meeting the space needs of the police department.

At the June 25th Work Session discussion on this item, the Council directed staff to begin planning for implementation of this goal beginning later in 2012, including the possibility of a sale of CIP Bonds in 2013. On July 9th, the Council approved the preparation of architectural drawings for the Police Expansion and relocation of departments at City Hall as the first steps in the process. Phase 1 was the construction of new offices for Public Works personnel and the relocation of the Community Development staff to 1902 E. County Road B and has been completed. Phase 1A included the construction of a new area for Parks and Recreation at 1902 County Road B East as well and has also been completed. Phase 2 moves the Investigations Division and the IT server room from their current locations in the Police Department to the City Hall side and is 95% complete. We are now ready to move forward with the final phase of the project.

Background

During 2011, the City Council authorized preparation of a study of space needs within the Police Department. The architect performing the study, Larry Koch, of SEH, Inc. provided a summary of the findings and options for expanding the Police Department. That report was finalized and approved by the Council. On February 6, 2012, the City Council reviewed the various options for expansion, including a full project expansion that was the preferred plan of the Police Department and then Chief of Police David Thomalla, but was estimated to cost in excess of \$8.5 million. After much discussion, the Council directed staff to proceed with a plan for using existing City Hall space and relocating some of the City departments to other City Campus facilities that reduced the project cost to approximately \$4.3 million.

On March 2, 2012, the City Council continued the discussion of the City facility needs and directed staff to proceed with implementation by making Public Safety facilities one of their top goals for staff to implement during 2012 – 2014. A CIP Bond for both the 3M Fire Station and the Police Department Expansion was proposed, but not approved for final sale of the bonds. As noted, on June 25, 2012, the Council gave direction to staff to proceed with a CIP Bond proposal that would include \$4.3 million for the Police Department Expansion. A Public Hearing on the Capital Improvement Plan revision and the CIP Bond sale was held on November 26, 2012 with both being approved by the City Council.

With the office space currently being utilized by our Investigations Division soon to be vacated we are now ready to move forward with Phase 3. Phase 3 is the portion of the project that involves the actual expansion of the existing Police Department area. This phase includes a small addition for locker rooms, a garage addition and a substantial amount of remodeling of the existing Police Department wing. The remodeling will give the Police Department its own public entrance and lobby, a new training/multi-use room, a new report writing room and many other items noted in the initial needs study. The project also includes reconfiguring staff so as to maximize efficiencies. For example, all of the Administrative staff will be located near one another rather than being scattered throughout the building. Staff has worked extensively with Chief Schnell, and the Police Department as a whole, and feels we have put together a project that will meet their needs for years to come.

The project plans were presented to and approved by the Community Design Review Board on July 23rd, 2013.

Budget Impact

This project has been planned for and will be funded from the Police Department Expansion Project fund.

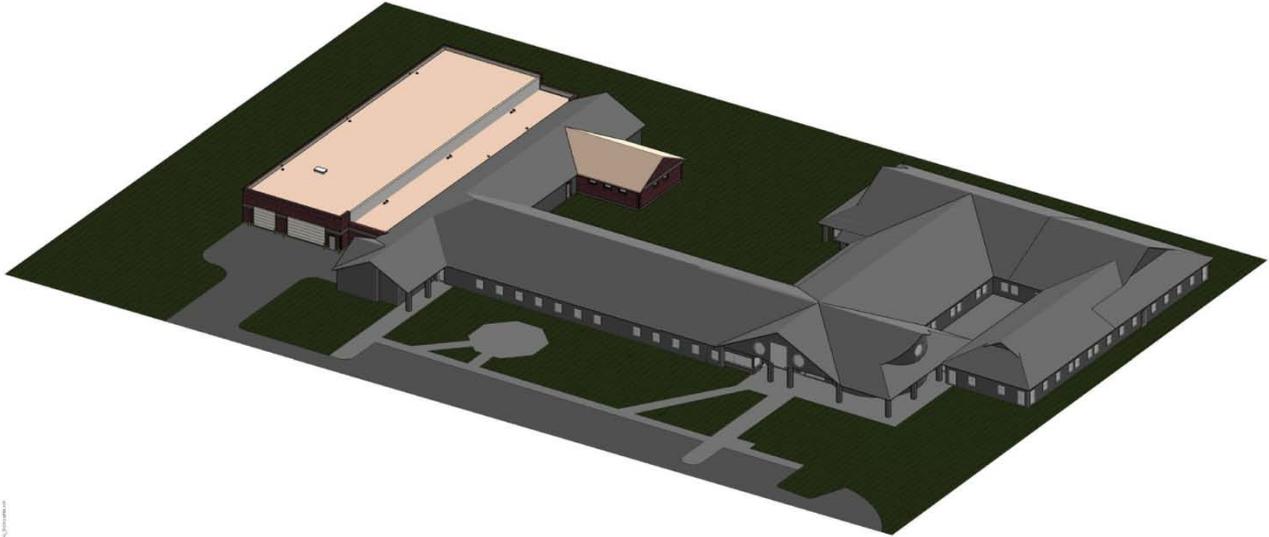
Recommendation

It is recommended that the City Council:

- a. Approve a project as "Improvements at 1830 County Road B East – Police Department Expansion Project Phase 3 – Police Department Portion" not to exceed \$2,750,000 and which will be located at 1830 County Road B East
- b. Approve the plans for the construction work as prepared by the Project Architect from SEH, Inc.
- c. Authorize the receipt of project bids for said construction work on October 22, 2013 at 2:00 pm according to standard city practice for bid openings

Attachments

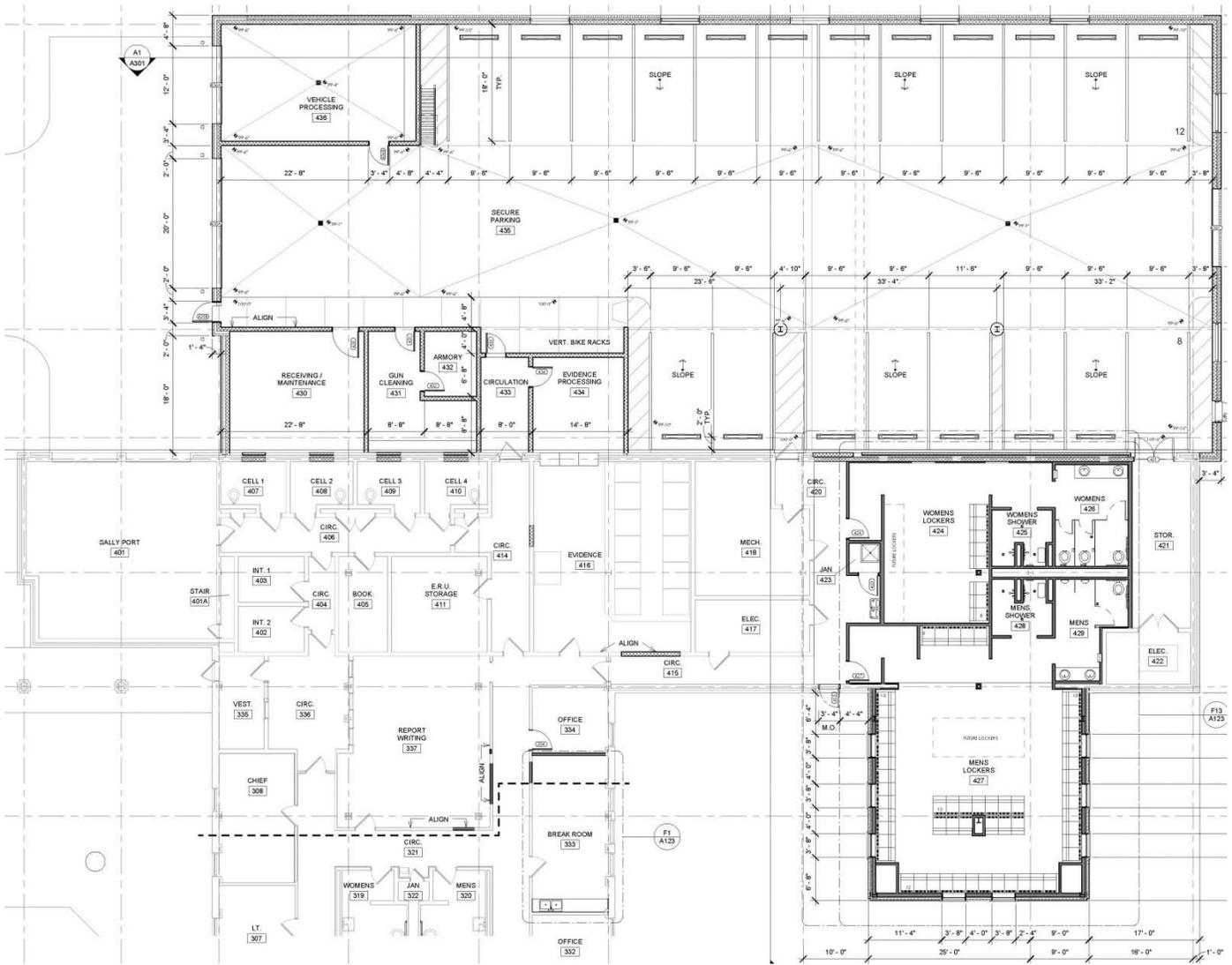
1. Phase 3 project drawings

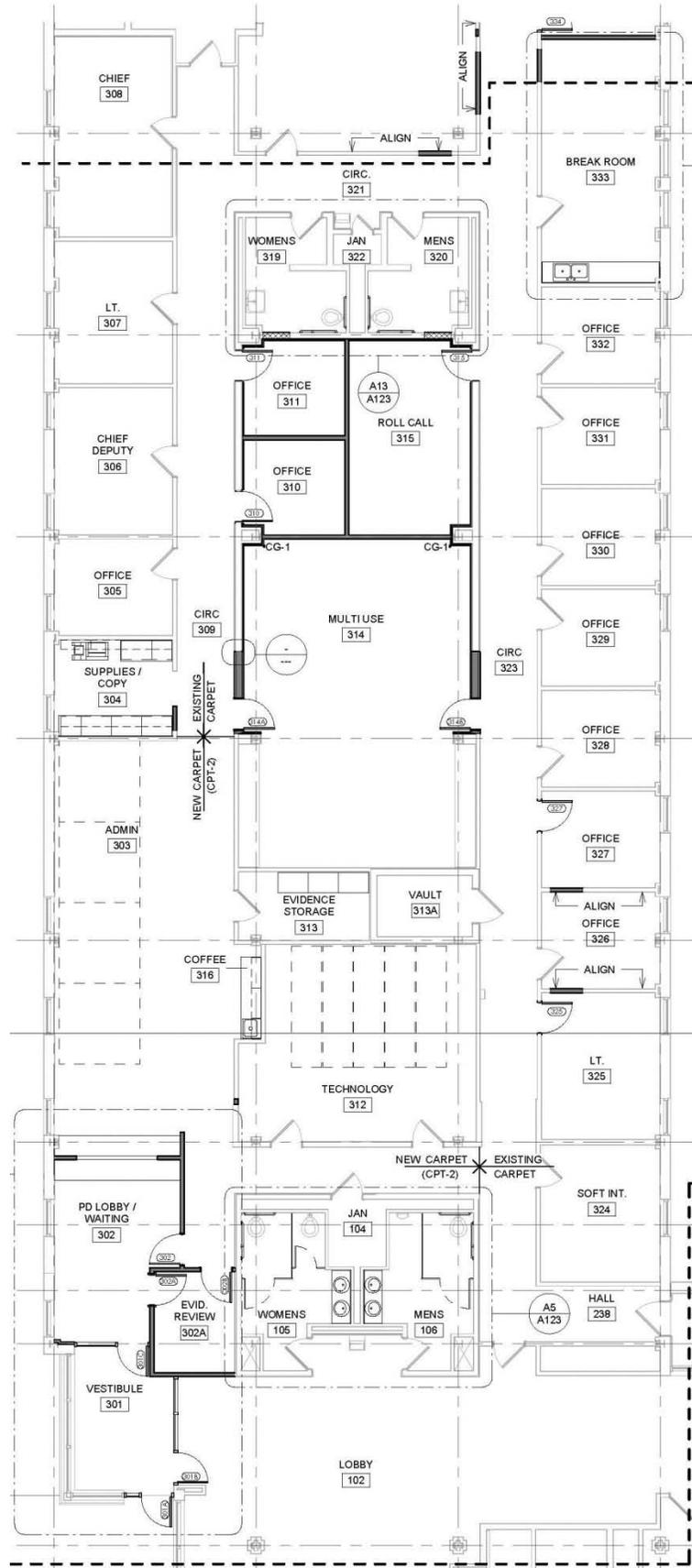


OVERALL BUILDING PERSPECTIVE

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POLICE DEPARTMENT EXPANSION PROJECT PHASE #3
45140-2000 Main | 800-998-6464 | 305 VICKI LANE, CENTERVILLE, PA 16814
PHASE 2.0 | 100 COUNTY ROAD 147
MADISON, WISCONSIN | 762-200-1111





MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Melinda Coleman, Assistant City Manager
 Sarah Burlingame, Senior Administrative Assistant
DATE: September 18, 2013
SUBJECT: **Review of 2014 Charitable Gambling Requests**

Introduction

Each year the Maplewood City Council solicits requests for charitable gambling funds. Every year the requests for funds have exceeded the available funds. That is the case this year. The city received 25 applications with \$98,956.50 in requests.

Background

The following is a list of the organizations and groups who have submitted donation requests.

Organization	Amount Requested
American Red Cross - TC Area Chapter	\$2,000.00
Boy Scout Troop 461	\$1,000.00
Boy Scout Troup 197	\$2,000.00
CHILD Inc	\$200.00
Dispute Resolution Center	\$2,000.00
District 622 Education Foundation	\$2,500.00
District 622 Fusion Drumline	\$2,700.00
Gethsemane Lutheran School	\$10,000.00
Hmong American Education Fund	\$4,490.00
Maple Tree Monastery Childcare Center	\$762.50
Maplewood Area Historical Society	\$19,547.00
Maplewood Fire Fighters Flower Fund	\$900.00

Organization	Amount Requested
Maplewood Monarchs S.O. Team	\$3,000.00
Maplewood Police Explorers	\$5,000.00
Maplewood Police Reserves	\$5,000.00
Maplewood Youth Scholarship Fund	\$3,500.00
Ramsey County Fair	\$3,500.00
Second Chance Animal Rescue	\$800.00
Simon Youth Foundation - Maplewood Mall	\$300.00
St. Jerome's Catholic School	\$3,457.00
St. Mary's Health Clinics	\$15,000.00
The Salvation Army	\$3,000.00
Tubman Family Alliance	\$1,500.00
Webster Elementary School	\$3,800.00
White Bear Area YMCA	\$3,000.00

Budget Impact

The amount of funds available in the 2014 budget is \$32,000.

Recommendation

Staff recommends the City Council review the requests and fill out the provided score sheet. Staff will collect the score sheets and total the final suggested award amounts. The suggested award amounts will be brought before the Council at the next meeting for approval.

Attachments

1. Charitable Gambling Policies
2. Summary of 2014 Charitable Gambling Requests
3. Completed 2014 Charitable Gambling Applications
4. Score sheets from previous 3 years
5. 2014 Voting Spreadsheet

CITY OF MAPLEWOOD

CITY COUNCIL POLICIES ON AWARDS OF CHARITABLE GAMBLING TAX FUNDS

1. All licensed charitable gambling organizations within the City are required to contribute 10 percent (10%) of net profits derived from lawful gambling activity in the City to the Charitable Gambling Tax Fund. These funds are dispersed by the City Council for lawful expenditures.
2. All applications must be complete and submitted by the application deadline established by the City Manager.
3. The City of Maplewood grants funds from the Charitable Gambling Tax Fund to support activities and services that benefit Maplewood residents. The first priority in the granting of funds will be given to the City of Maplewood domiciled organizations. The second priority or consideration will be given to funding requests from other organizations which are used primarily for the benefit of Maplewood residents. Funds shall be distributed for projects, equipment, or activities that are based in the community and which primarily benefit Maplewood residents and will be looked upon more favorably than requests for salaries or general operating costs.
4. In general, requests from organized athletic groups will not be funded. Funding for these programs should be from participating families or community auxiliary groups. There are so many athletic organizations within the community that the City of Maplewood is not capable of funding their financial requests or fairly determining appropriate recipients.
5. The amount of Charitable Gambling Tax Funds awarded to any request is determined by a City Council vote. A request must receive 3 or more votes for funding in order to receive Charitable Gambling Tax Funds.
6. All funds granted are required to be expended for the requested project within one year of the date of the award letter. However, payment will not be made until after January 1 of the award year. Grant recipients shall submit a letter to the City Manager requesting payment of the grant award as well as provide specific information on how the funds were used (receipts or other proof of expenditure) for the proposed purpose.
7. No employee or department of the City of Maplewood shall solicit a donation from a licensed charitable organization without City Manager approval. If there is a financial need for a specific program that was not funded in the City budget, staff may submit a request to the City Manager for the use of Charitable Gambling Tax Funds.
8. The allocation of Charitable Gambling Tax Funds is an annual award. The receipt of funds does not in any way guarantee or commit the City of Maplewood to funding in any subsequent year. Each year's funding requires a new, separate application.

2014 Charitable Gambling Requests

Organization Name / Contact Info	Local / Regional	Reason for Request	Amount Requested	Award Amount
American Red Cross Michael Schroeder (612)604-3289 1201 West River Parkway Minneapolis, MN 55454	Regional	Funds for Disaster Relief, Blood Services, Preparedness, Health and Safety, Military Services communications	\$2,000.00	
Boy Scout Troop 197 Bruce Estrem (651)468-7324 1594 Lakewood Drive N Maplewood, MN 55119	Local	Funds to build and stock 4 "patrol boxes". These boxes will have all the equipment needed for 4-6 people to conduct camp activities.	\$2,000.00	
Boy Scout Troop 461 Charles Knapp (651)485-7772 1725 Kennard Street Maplewood, MN 55109	Local	Funds for purchasing 3 Carport type tent structures to use for summer and weekend camps.	\$1,000.00	
Child Inc. Keli George (612)308-5136 2576 E. 7th Ave. North St. Paul MN 55109	Regional	Funds to go towards Annual Tutu Run and benefit to raise awareness and educate community on issues of child abuse.	\$200	
Dispute Resolution Center (DRC) Jeanne Zimmer (651)292-6067 91 East Arch Street Saint Paul, MN 55130	Local	Funds to provide Maplewood residents, business, and organizations with free and low-cost medication, restorative processes and training scholarships.	\$2,000.00	

<p>Gethsemane Lutheran School Scott Revoir (651)739-7540 2410 Stillwater Road Maplewood, MN 55119</p>	<p>Local</p>	<p>Funds to fix parking lot used as a playground, and new asphalt for more playground space.</p>	<p>\$10,000.00</p>	
<p>Hmong American Education Fund Chue T. Vang (651)592-1576 2168 Clark Street Maplewood, MN 55117</p>	<p>Regional</p>	<p>Funds for equipment and supplies to enhance and improve general overall programming, scholarships, mentoring and coaching.</p>	<p>\$4,490.00</p>	
<p>ISD 622 Education Foundation Carole Anderson (651)484-5560 2878 Meadowlark Lane Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to assist the Foundation to meet the needs of our poorest students through the Angel Fund (food, clothes, school supplies) and the Innovative Grant Program.</p>	<p>\$2,500.00</p>	
<p>ISD 622 Fusion Drumline Jeanine Brannon (651)490-5064 2927 Walter Street Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to purchase 12 carriers (harness) to carry snares, bass, and tenor drums. These carriers are designed to take the pressure of the player's neck and shoulders.</p>	<p>\$2,700.00</p>	
<p>Maple Tree Monastery Childcare Center Jennie Schlauch (651)770-0766 2625 Benet Road Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to purchase age appropriate shelving units for infant room.</p>	<p>\$762.50</p>	
<p>Maplewood Area Historical Society Raydelle Bruentrup (651)426-4718 2170 County Road D, East Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to create a 1-week daycare in conjunction with Playschool Child Care Center. - \$4,435.00 Construct overflow parking lot. - \$7,112.00 Design and build 2 kiosks. - \$8,000.00</p>	<p>\$19,547</p>	

<p>Maplewood Fire Fighters Flower Fund Dick Peterson (651)777-9182 1375 Price Avenue Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to benefit a gift to our members and families in the event of a death, sickness, and births.</p>	<p>\$900.00</p>	
<p>Maplewood Monarchs S.O. Team David Picard (651)735-6310 2672 Harvester Avenue E Maplewood, MN 55119</p>	<p>Local</p>	<p>Fund for fees in competitions (85 – 90%), Equipment, uniforms and coach training (10-15%). All coaches are volunteers.</p>	<p>\$3,000.00</p>	
<p>Maplewood Police Explorers Paul Schnell (651)249-2602 1830 County Road B, East Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to send Police Explorers to state conference competition, purchase uniforms and equipment.</p>	<p>\$5,000.00</p>	
<p>Maplewood Police Reserves Sgt. Michael Nye (651) 249-2650 1830 County Road B, East Maplewood, MN 55109</p>	<p>Local</p>	<p>Fund to purchase uniforms and equipment used to perform their tasks.</p>	<p>\$5000.00</p>	
<p>Maplewood Youth Scholarship Fund Audra Robbins (651)249-2125 1830 County Road B, East Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to assist Maplewood residents under 18 with financial hardships to participate in programs. Families pay 1/3 fee, and scholarship fund pays 2/3.</p>	<p>\$3,500.00</p>	
<p>Ramsey County Fair Joe Fox (651)777-6514 1821 Myrtle Street Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds are spent on adult and youth programs, including 4-H members, ribbons, Premiums, Judges for all who exhibit at the Fair. Some entertainment and educational programs.</p>	<p>\$3,500.00</p>	

<p>Second Chance Animal Rescue Nancy Minion (651)578-9451 2681 Mallard Drive Woodbury, MN 55125</p>	<p>Local</p>	<p>Funds to offset Veterinary expenses to treat stray animals from Hillcrest Animal Hospital. All animals go to a Veterinarian for a health check.</p>	<p>\$800.00</p>	
<p>Simon Youth Foundation Angela Emerson (651)770-3863 3001 White Bear Avenue Ste 1072 Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to purchase items for a Spin Wheel prizes.</p>	<p>\$300.00</p>	
<p>St. Jerome Catholic School Laurie Sherman (651)771-8494 384 Roselawn Avenue, East Maplewood, MN 55117</p>	<p>Local</p>	<p>Funds to purchase 110 cubic yards of IPEMA wood fiber 4 inch top dressing for playground area. (\$2,090.00) Two benches made of recycled plastic. (total \$1,367.00)</p>	<p>\$3,457.00</p>	
<p>St. Mary's Health Clinics Barbara Dickie (651)287-7712 369 Sophia Avenue E Maplewood, MN 55117</p>	<p>Local</p>	<p>Funds to provide free medical services, supplies, specialty referrals and hospital care to low income and uninsured individuals in the Maplewood area.</p>	<p>\$15,000.00</p>	
<p>The Salvation Army Mallory Birch (651)746-3529 2445 Prior Avenue N Roseville, MN 55113</p>	<p>Local/ Regional</p>	<p>Funds for food shelf equipment and hygiene supplies. Two food carts (\$600.00). Food scale (\$400.00) Hygiene supplies (\$2000.00).</p>	<p>\$3,000.00</p>	
<p>Tubman Janet Golden (651) 789-6750 1725 Monastery Way Maplewood, MN 55109</p>	<p>Local</p>	<p>Funds to purchase supplies and construction material to renovate "Harriet's Closet", which provides professional clothes for work and school for women and men.</p>	<p>\$1,500.00</p>	

<p>Webster Elementary School Mona Perkins (651)748-7110 2170 7th. Avenue, E North St. Paul, MN 55109</p>	<p>Local</p>	<p>Funds to purchase classroom library books. K-5th. Grade. There are 19 classrooms (\$200.00) for each classroom.</p>	<p>\$3,800.00</p>	
<p>White Bear Area YMCA Kate Whitby (651)773-2659 2100 Orchard Lane White Bear Lake, MN 55110</p>	<p>Local</p>	<p>Funds to implement Healthy Eating and Physical Activity standards. To enhance academic curriculum, and increase exposure to educational opportunities through field trips.</p>	<p>\$3,000.00</p>	
<p>Total Requests:</p>			<p>\$98,957</p>	

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly)



Applicant Information

Name of organization requesting funds: American Red Cross

Contact Person: Michael Schroeder Contact Phone: (612) 604-3289

Email Address: mike.schroeder@redcross.org

Mailing Address: 1201 W. River Parkway
Minneapolis, MN 55454

Type of organization making request (please select one)

City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)

Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

All residents are eligible to receive assistance if needed and training if requested.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

Prevention, health and safety programs, blood services and disaster relief assistance are available to all residents.

Request Information

Amount of Request: \$ 2,000.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

Funding of service lines: *Disaster Relief - shelter, food, counseling, clothing and clean up items as needed. *Blood Services - collect, process and distribute blood to 112 area hospitals and nationally if needed. *Preparedness, Health and Safety - water safety, CPR, First Aid, AED, Nurse Assistance and baby sitter's training. *Military Services communications.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

In the same way as a full award.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Michael A. Schroeder Major Gifts Officer July 6, 2013
Signature Title Date

Michael A. Schroeder
Print Name

The information submitted on this application is public information under the Data Practice Act.



American Red Cross
Northern Minnesota Region



July 8, 2013

1-800-RED CROSS
redcrossmn.org

Central Minnesota Chapter
1301 W. St. Germain St.
St. Cloud, MN 56301
320.251.7641

Northland Chapter
2524 Maple Grove Rd.
Duluth, MN 55811
218.722.0071

North Star Chapter
1900 Division St. W.
Unit 1
Bemidji, MN 56601
218.444.9490

St. Croix Valley Chapter
342 5th Ave. N.
Bayport, MN 55003
651.439.0031

Twin Cities Area Chapter
1201 West River Pkwy.
Minneapolis, MN 55454
612.871.7676

**West Central
Minnesota Chapter**
701 Broadway St., Ste.101
Alexandria, MN 56308
320.763.3800

Mr. James Antonen
City Manager
City of Maplewood
1830 County Road B East
Maplewood, MN 55109

Dear Jim,

The City of Maplewood has generously supported the Twin Cities Chapter of the American Red Cross with grants of \$800 in 2010 and \$1,300 in 2011. Thank you for recognizing the Red Cross as an organization worthy of the community's support. We are all the beneficiaries of Red Cross programs as needed and requested.

Please accept the enclosed application and this 2013 request to the City of Maplewood for its continuing support of the local chapter of the Red Cross.

The Red Cross in the Twin Cities metro area dates to 1915 and focuses its resources on serving the 3 million residents of Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, and western Washington counties. Its core services are Disaster Response, Preparedness Training, Service to Armed Forces, Health and Safety Classes, and International Services.

With a significant volunteer base, generous funding partners, trained first responders and a united community, we are all involved in the care of one another. The residents of Maplewood can be assured that the Red Cross is there whether someone needs help or wants to provide help. It is an organization where total strangers will give you shelter from a storm, a word of comfort in a crisis, or even help save your life.

Wherever and whenever it is needed the Red Cross will be there thanks to remarkable friends who open their hearts, roll up their sleeves and jump in. It is inspiring that the City of Maplewood is one of those extraordinary friends. Please stay in – continue to make the Red Cross an important cause in helping to serve the needs of Maplewood.

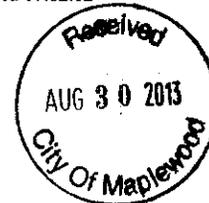
Thank you for your review and consideration.

Sincerely,

Michael A. Schroeder
Gift Officer

612-604-3289/ mike.schroeder@redcross.org

Updated 07.02.12



City of Maplewood

Application for Charitable Gambling Tax Funds

(Please type or print neatly – All applicants must use this application format)

Applicant Information

Name of organization requesting funds: Boy Scout Troop 197
Contact Person: Bruce Estrem Contact Phone: (651) 468-7324
Email Address: be19612k@gail.com
Mailing Address: 1594 Lakewood Dr. N., Maplewood, MN 55119

Type of organization making request (please select one)

City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

Our Boy Scout Troop is chartered by Gethsemane Lutheran Church, Maplwood. Scouting prepares the next generation to be responsible citizens and active leaders.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

10 - 15 troop members but countless people are impacted by the scouting program.

Request Information

Amount of Request: \$2,000.00

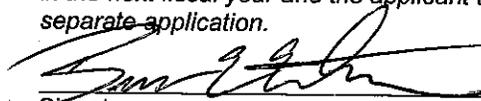
In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

We would like to build and stock 4 new smaller and more versitile "patrol boxes". These boxes have all the equipment needed for a patrol of 4 - 6 people to conduct camp activities. Items in the patrol box include a 2 burner propane stove (to promote Leave No Trace camping practices), cooking utinsils, basic camp tools, lantern and cleaning items.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

To do as much as possible to build and stock as many boxes as described above.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

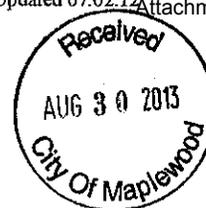
 A.S.M. 08/25/2013
Signature Title Date

Bruce E. Estrem, Assistant Scoutmaster
Print Name

The information submitted on this application is public information under the Data Practice Act.

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Boy Scout Troop 461
Contact Person: Charles Knapp Contact Phone: (651) 485-7772
Email Address: cknapp85@gmail.com
Mailing Address: 1725 Kennard St
Maplewood, MN 55109

Type of organization making request (please select one)

- City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

Troop 461 participates in Scouting for Food to stock food shelves, rings bells for the Salvation Army at Rainbow Foods on White Bear Ave and volunteers at Feed My Starving Children.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

Troop 461 directly serves 41 registered scouts that influence their respective schools and neighborhoods with service.

Request Information

Amount of Request: \$ 1,000.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

Boy Scout Troop 461 would like to purchase 3 new heavy duty shelter (carport type tent structures) used for summer camp every June and on weekend campouts and special occasions. We currently have 2 canopies nearing 20 years old and the poles are badly bent. The tarp coverings have been replaced several times over the years and are in need of replacement again.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

Troop 461 would reduce their wish list and purchase only one or two shelters and still be thrilled with any financial support received.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

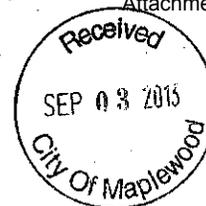
Charles Knapp T461 Committee Chair August 30, 2013
Signature Title Date
Charles Knapp
Print Name

The information submitted on this application is public information under the Data Practice Act.

City of Maplewood

Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: C.H.I.L.D. Inc.
Contact Person: Keli George Contact Phone: (612) 308-5136
Email Address: childsrights@aol.com
Mailing Address: 2576 7th Ave. E.
North St. Paul, MN 55109

Type of organization making request (please select one)

- City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

Community awareness and prevention programs help make the citizens safe. Victims of childhood abuse receive free services.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

All residents will have a safer community. Survivors of childhood abuse will have access to free services. (1 in 3 girls and 1 in 5 boys are sexually abused)

Request Information

Amount of Request: \$ 200.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

Funds will be utilized toward our annual Two Mile Tutu Run and benefit held each September to raise awareness and educate the community on issues of child abuse. The run is held at North High School with a benefit following at a local site. (This year it will be at No. St. Paul American Legion)

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

Any and all funds will be utilized toward our Annual Two mile Tutu Run, and the benefit that follows which includes Kiddie Carnival, silent Auction, & music.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Keli George Executive Director 8/20/13
Signature Title Date

Keli George
Print Name

CHILD Inc's 14TH Annual Benefit will be held in September 2014 ^{Attachment 3}
Beginning with The 2 Mile Tutu Run at 2:22 North High School
and followed with a benefit at a location nearby. We do not
have the benefit location for 2014.

CHILD Inc's 13th Annual Benefit

2013 Two Mile Tutu Run & Benefit:

Sunday, September 22, 2:22pm – 6:00pm.

CHILD Inc is a tax exempt non-profit children's rights organization. We have been helping abused children throughout Minnesota for 13 years. All of our services for children are provided absolutely FREE. Our staff is volunteer with zero paid employees. We depend on the generosity of local businesses and individuals to continue providing these services. Tax ID #41-1983306

The services we provide are; support groups, court liaison, mentoring, community education and prevention, resource and referral, and individualized services to fit each child's needs. Our annual benefit is CHILD Inc's main source of income for providing these services.

Your donation for our Two Mile Tutu Run & Benefit will be greatly appreciated and will help to provide the much needed services to children who have been abused.

We will have live music, a huge silent auction, games, raffles, drawings, food, and much fun!

Please check us out: www.MNCHILD.org Follow us on Facebook & Twitter

Thank you in advance for your support and thank you for caring about kids.

Keli George

C.H.I.L.D. Inc

Visit us at our offices: 2576 E 7th Ave, No St Paul, MN 55109

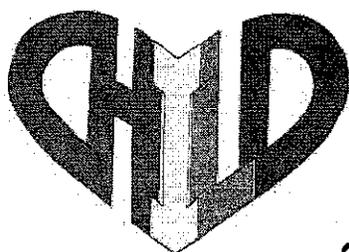
(612)-308-5136

e-mail: childsrightrights@aol.com

All proceeds go directly to helping abused children



2014 Benefit will be the same except we have not yet confirmed a location for the second half of the benefit.



TuTu 2 Mile in District 622 Fun Run/Walk Fundraiser for Child Abuse Prevention

September 22nd 2013 at 2:22pm

Hosted by North High's CARE (Creating Awareness, Respect and Equality) at the North St. Paul High School track, check in begins 1:30pm

All ages and levels are encouraged to attend
\$25=adults (18 and older)
\$10=youth (17 and younger)

Visit www.MNCHILD.org/events to register

Prizes for best pair of tutus, BIGGEST tutu, best male, female, & child tutus!

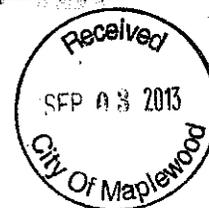
Everyone who participates goes home with a goodie bag, first 100 registrants receive a hand tie dyed shirt!

Fun continues at American Legion following TuTu Run with Silent auction, live music, food, & games, 2678 East 7th Ave., North St Paul, MN 55109

Contact us: 612-308-5136 www.MNCHILD.org

Not sure of location for 2014 yet

Updated 07.02.12



City of Maplewood
Application for Charitable Gambling Tax Funds
(Please type or print neatly - All applicants must use this application format)

Applicant Information

Name of organization requesting funds: Dispute Resolution Center (DRC)
Contact Person: Jeanne Zimmer Contact Phone: (65) 2926067
Email Address: drc@drc-mn.org
Mailing Address: 91 East Arch Street
Saint Paul, MN 55130

Type of organization making request (please select one)

- City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

DRC helps Maplewood citizens resolve conflicts constructively through mediation and restorative processes - saving City staff time and money. DRC trains citizens as mediators to help others

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

DRC directly serves between 25 and 250 residents each year, and others benefit from more peaceful neighborhoods and workplaces.

Request Information

Amount of Request: \$2,000

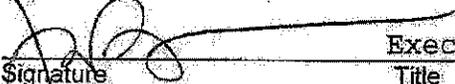
In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

The funds requested will help provide free and low-cost mediation and restorative processes for Maplewood residents, businesses, and organizations - especially for those with lower incomes, so that no one is turned away for inability to pay. Training scholarships will be provided for residents so more people in Maplewood can help others resolve their conflicts.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

DRC will serve as many residents as possible with any funds provided. Increased funding will result in increased services and training opportunities within Maplewood.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

 Executive Director August 30, 2013
Signature Title Date
Jeanne F. Zimmer
Print Name

The information submitted on this application is public information under the Data Practice Act.

Primary Services and Programs

Mediation Services

DRC provides the opportunity for people to voluntarily resolve conflict in a manner that is respectful and satisfactory to all involved. Types of issues referred to mediation include:

- community and family issues such as neighborhood conflicts;
- landlord/tenant; small claims; business/consumer matters;
- public policy concerns; and,
- family-related issues such as visitation schedules, truancy, parent-child relationships, communication, and co-parenting.

All of DRC's case development staff and volunteers have completed a 30-hour basic mediation skills training, as well as training on how to ensure that participation is voluntary. Referrals are made to appropriate programs when cases do not meet 494 operational guidelines.

Community Restorative Justice Program

DRC's Community Restorative Justice Program (CJRP) was created to provide victim-offender mediation services within Ramsey County. The program uses restorative justice methodologies to address crime through victim-offender meetings and reintegrative community service, as well as communication and conflict resolution skills training for local organizations and school programs. Today, DRC offers a range of restorative justice methods (including circles, victim-offender mediation, small-group facilitation, and family-group conferencing), matching the methods utilized to the needs of each particular case. Restorative justice methods allow for community responses to crime that seek not to ostracize offenders, but to reintegrate them through connections and service in their neighborhoods. DRC provided training for restorative group facilitation and circle keepers in 2012.

Training and Education

During 2012, DRC staff and volunteers provided educational sessions and presentations to over 3,000 people to assist them in handling conflicts. Education about conflict encourages people to consider the full range of options when confronted with difficult situations, and to realize that violence is never an appropriate response. DRC also provided workshops and educational presentations on conflict-resolution and communication skills and mediation to community groups and organizations. Schools, employers, community councils, block clubs, youth centers, and organizations regularly schedule workshops and presentations from DRC. These trainings build the capacity within neighborhoods, families and other relationships to peacefully address future conflicts.

Over the past three years, DRC has co-trained with three other not-for-profit conflict-resolution organizations. Trainings are evaluated on both the content and the delivery of the training, and consistently receive high marks.

Volunteer Services

DRC recruits a diverse group of volunteer mediators who are trained in conflict resolution, communication, and the mediation process. Currently, over 100 people - including residents of Maplewood - volunteer with DRC. In-service trainings are provided each year to assist

622 Education Foundation Angel Fund Guidelines

PURPOSE:

In 1998 the Angel Fund was created to assist students whose families are in financial need. Each year, the Foundation provides \$1 per registered student, based on enrollment as of September 30. In January, another \$1 per child may be sent to each building. The January funding is made possible by a member of our community.

Use of the money is at the discretion of the School Social Worker within the guidelines shown below. No student names are given to the Foundation; however, a list of ways in which the money is spent and the number of students impacted is required by the Foundation.

Amount Awarded for Maplewood Students in 2012-13: \$8,159.20

The following schools/programs were included:

Harmony, John Glenn Middle, Maplewood Middle, Next Step Program, North High School, TEEP Program
Weaver Elementary, Webster Elementary, and Early Childhood Special Education Program.

Please see the charts below, which are the guidelines. These lists are intended to give a broad overlook of what the Foundation considers appropriate and inappropriate.

- Examples of appropriate Angel Fund usage:

Boots and outerwear	Clothing	Health Office snacks, breakfast, lunch
Lice treatment supplies	Birth certificate fees	Anger group participation
Replace lost inhaler, lost books	School supplies	Gym uniform
Bus cards, special taxi costs	Eyeglasses, alarm clocks	Cub and Target gift cards for families
Lunch debts	Graduation cap/gown	Medications, pharmacy supplies

- Examples of inappropriate Angel Fund usage:

Field trips to:

Bakken	Apple orchard	Animal farm
State capital	Crystal caves	colleges

- Items that can be funded elsewhere (PTO, Booster Clubs, Curricular Dept., etc.)

Social Studies Atlases/Maps	FACS – Sewing bags	Choir shirts, sweats
Thank you gifts	Community Ed 8 th Hour Activities	Athletic fees and uniforms
Driver's Ed. assistance	Many field trip expenses	Yearbooks

Attachment B

2011-13 Education Foundation Grant Winners

Grant #	Grant Name	School	Teacher	Grant Amt.
21-03	Ereaders with the Text & Audio Book	John Glenn M.S.	Charles Christopherson	\$400.00
21-04	Get Caught Reading!	Harmony ALC	Whitney Gonzales	\$800.00
21-07	Tartan-Webster Reading Collaborative	Tartan H.S.	Mark Junod	\$2,500.00
21-11	The Hunger Games	Maplewood M.S.	Krystal Stout	\$500.00
21-13	Healthy Living & Walk Across America	North H.S.	Jane Hinrichsen	\$925.00
21-15	Science Connections	Weaver Elem.	Laurie Fuchs	\$1,200.00
21-16	German Language Instr. For 6th & 7th grades	Richardson Elem.	Gil Surine	\$200.00
21-17	Singing in Science	Skyview M.S.	Jeanette Landin	\$800.00
21-19	Brain Gym/S.M.A.R.T Gym	Cowern Elem.	Cindy Piersdorf	\$1,000.00
22-01	Performing Arts for 18-21 yr. old Learners with Significant Disabilities	Next Step Program	Denise Caley	\$912.00
22-02	Summer Camp - Around the World in 20 Days	Richardson Elem.	Cathy Bakken	\$1,700.00
22-03	Richardson Sensory Room	Richardson Elem.	Cathy Bakken	\$2,000.00
22-08	Using Photos to Increase Vocabulary	Richardson Elem.	Nikole Kostuch	\$323.85
22-10	Spanish Language Reading Project	Richardson Elem.	Gilvanete R. Surine, Miriam Yang, Marta Maldonado, Carolina Enamorado de Olseon	\$300.00
22-11	Enhanced Learning Through Technology	Tartan High	Kylee Williamson	\$3,500.00
22-16	Polar Portraits	North High	Brian Reda	\$3,210.00
22-19	World History Leveled Reading Library for Struggling Readers	Tartan High	Dana Pederson	\$1,500.00
Total Grants Awarded in 2012-13				\$21,570.85

Round 23 Grants will be awarded in December, 2013 for the 2013-14 academic school year.

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: ISD622 Fusion Drumline
Contact Person: Jeanine Brannon Contact Phone: (651) 490-5064
Email Address: brann001@umn.edu
Mailing Address: 2927 Walter Street
Maplewood, MN 55109

Type of organization making request (please select one)

- City County School District # 622 Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

The Fusion Drumline provides an opportunity for ISD622 students from the middle and high schools to use their musical talents in a unique competitive environment.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

250 (30 members plus family, friends and audiences)

Request Information

Amount of Request: \$ 2700

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

We would like to use the funds to purchase 12 ultra light carriers for our battery units which consist of snares, bass and tenor drums. The battery units play drums that are specially designed to be played while moving. This is achieved by attaching the drum to a special carrier (harness). These carriers are designed to place the majority of the weight on the hips, taking pressure off the player's neck and the shoulders.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

The partial amount would be used towards the total purchase price of the carriers. Other fundraising efforts would be done to raise the additional funds for the remaining balance.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Jeanine A Brannon Chair 8-26-13
Signature Title Date

Jeanine A Brannon
Print Name

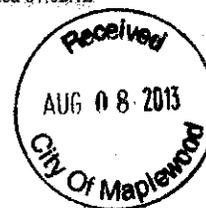
The information submitted on this application is public information under the Data Practice Act.

Our current carriers are showing significant signs of wear and tear from years of use for drumline performances and marching band. The padding is worn down on many of the carriers making them uncomfortable to wear. Hardware for the shoulder straps no longer stay tight causing them to become loose in a relatively short period of time. The new carriers we are looking at come highly recommended by other local area drum lines. They are light weight, have been ergonomically designed for comfort, and allow the player to adjust the height of the drum easily. The new carriers would also help move more of the weight from the upper body to the waist/abdominal area of students. The expected the life span of these new carriers is 8-10 years.

Updated 07.02.12

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Gethsemane Lutheran School
Contact Person: Scott Revoir Contact Phone: (65) 7397540 ext
Email Address: srevoir@geth.org
Mailing Address: 2410 Stillwater Road, Maplewood, MN 55119

Type of organization making request (please select one)

City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

Gethsemane is a preschool through eighth grade school that serves the residents of Maplewood by offering an alternative to public school education.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

500-750 (Church and School)

Request Information

Amount of Request: \$ 10,000

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

We would like to fix a part of our parking lot that is used as a playground. New asphalt between the school and small playground would allow us to have more playground space for games like foursquare, basketball and other activities. This area is used by neighbors as well as the church and school members.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

Gethsemane is investigating the possibility of repaving the entire parking lot and improving the play space. Any money contributed from this fund would be greatly appreciated.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Scott Principal 8-7-13
Signature Title Date

Scott Revoir
Print Name

The information submitted on this application is public information under the Data Practice Act.



City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly – All applicants must use this application format)

Applicant Information

Name of organization requesting funds: Hmong American Education Fund
Contact Person: Chue T. Vang Contact Phone: (651) 592-1576
Email Address: scholarships@thehaef.org
Mailing Address: (Mailing Address): P.O. Box 17468, St. Paul MN 55117
(Operational Address): 2168 Clark St. Maplewood MN 55117

Type of organization making request (please select one)

City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

HAEF award scholarships and offer free academic coaching/mentoring services to Hmong-American students from Maplewood, Ramsey county and State wide students.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)
50 - 75 students and adults with real and significant impact.

Request Information

Amount of Request: \$4490.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):
HAEF is requesting the following items and equipments to enhance and improve its programing: a laptop, a screen,

tables, desks, chairs, cabinets, office supplies, table cloths with orgainizational logo, program posters, and finally program flags and banners. For a detail cost per project item, please see attached proposed budget sheet.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No **How would a partial award be utilized?**

A Partial award would mean we'll prioritize the funds for program cost and enhancement. None of the funds will be used for fundraising, salary or general operations.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

 President/CEO August 27, 2013
Signature Title Date
Chue T. Vang
Print Name

The information submitted on this application is public information under the Data Practice Act.



Board of Directors

Rebecca Graetz, EdS
Mai Neng Moua, JD
Amoun Sayaovong, JD
Dr. Kou Bliaxa Vang

Advisory Board

Marion Angelica, PhD
Lue Her, MA
John Kostishack

Volunteer Staff

Chue Tue Vang, MA
Kaying Vang, MDP
Colin Thao, MA
Lucus Vue, MBA
Mai Sai Vang
Macy Vang
See Xiong
Mai Shoua Khang, MA

August 27, 2013

Mr. R. Charles Ahl
City Manager
Maplewood City Hall
1830 East County Road B
Maplewood, MN 55109

Dear Mr. Ahl:

Attached in this packet is our 2014 City of Maplewood Charitable Gambling Tax Funds Program application form, 2014 budget sheet, 501 C3 determination letter, and a report of the 2013 funds. If you have any questions or concerns regarding our application, please don't hesitate to call or email me. Thank you for your time and consideration.

Respectfully,

Chue Tue Vang
President/CEO
Hmong American Education Fund (HAEF)
Email: scholarships@thehaef.org Phone: 651-592-1576

Hmong American Education Fund
P.O. Box 17468
Saint Paul, MN 55117

651-230-3634
scholarships@thehaef.org
www.thehaef.org



Proposed Budget Request 2014

Item Proposed	Current Situation	Proposed Amount
A second organizational laptop	With only one organizational laptop, we discover this year during programing events that we needed one more laptop to be efficient.	\$500
Screen – for projector	When projecting program information on walls it's not very professional.	\$300
Program meeting tables (4)	No meeting tables	\$340
Computer desk (1)	No desk	\$350
Chairs (20)	No programing meeting chairs	\$500
Fireproof cabinet files for student records (3)	No cabinet files – student and volunteer paper filing.	\$400
Office supplies for programs & meetings.	Been using own funds to purchase supplies	\$300
Table cloth with organizational logo (5)		\$500
Program Posters	Currently using hand written posters	\$500
Program & organizational flags for programing at fairs and resource/educational fairs (3)	None	\$800
Total Proposed:		\$4490.00



Actual Budget & Program Report 2013

Item Proposed	Current Situation	Amount
		\$1,678.00 Awarded
Program Projector	1 projector	(\$482.05)
Laptop	1 laptop	(\$396.35)
Computer System	1 desktop computer system	(\$920.00)
Total Spend Down:		0.00

Program/Events Reporting 2012/2013

HAEF Program Events & Summary	Outcomes
General Overall Programs	The projector, laptop and computer system purchased with the city of Maplewood grant was extremely helpful in supporting our first year's programs and events. We were able to build and maintain a data base of students, donors, and supporters with the computer systems. The projector was used at our scholarship selection event and scholarship banquet events to highlight our students, donors and supporters - projected on a wall that was continuously running throughout the program. Presentations were also made to students and volunteers using the computer and projector.
Scholarship Selection Event – Held at Hmong American Partnership on May 4 th , 2013. Equipment in use was the laptop & projector.	In attendance were scholarship judges, students, volunteers, scholarship donors, and community members. This event was 4 hrs long with 150 people total in attendance. An estimated 1/3 were Maplewood residents.
Scholarship Banquet Event – Held at the Paul Wellstone Center on August 3 rd , 2013. Equipment in use was the laptop & projector.	In attendance were student, volunteers, scholarship donors, all stake holders, and scholarship recipients. This event was 4 hrs long with 210 people total in attendance. An estimated 1/3 were Maplewood residents.
Scholarships Awarded	In 2013 HAEF awarded 8 scholarships to 8 students/recipients. 2 of the 8 recipients were from St. Paul East Metro and a part of the Maplewood Community. In total there were 191 qualifying applications but funding only allowed HAEF to award 8 scholarships. To view who the recipients are please visit our website at: www.thehaef.org
Mentoring and Coaching Program	The 8 scholarship recipients are required to take part in HAEF's Mentoring and Coaching program to maximize the impact of these scholarships. Additional coaching and mentoring were also provided to students who did not win a scholarship.

City of Maplewood
Application for Charitable Gambling Tax Funds
 (Please type or print neatly – All applicants must use this application format)

Applicant Information

Name of organization requesting funds: Maple Tree Monastery Childcare Center
 Contact Person: Jennie Schlauch Contact Phone: () 6517700766
 Email Address: JSchlauch2@aol.com
 Mailing Address: 2625 Benet Road
Maplewood, MN 55109

Type of organization making request (please select one)
 City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

We offer quality childcare services for children ages 6 weeks to 5 years. We financially assist our county clients, those facing financial hardship, and Tubman residents.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

We currently serve 16 children who reside in Maplewood.

Request Information

Amount of Request: \$762.50 (Free shipping is offered.)

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

We hope to purchase new shelving for our infant room. The shelves we are currently using are designed for older children and pose some difficulties as far as the infants accessing toys. We also feel the infant-specific shelving would be much safer since the units are designed for stability and will not tip over if the children pull or climb on them.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

With a partial reward, we could purchase some shelving. Ideally, we would like all of the shelves in the room replaced, but a partial amount would give us a good start.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Jennie Schlauch Director 9-13-13
 Signature Title Date

Jennie Schlauch
 Print Name

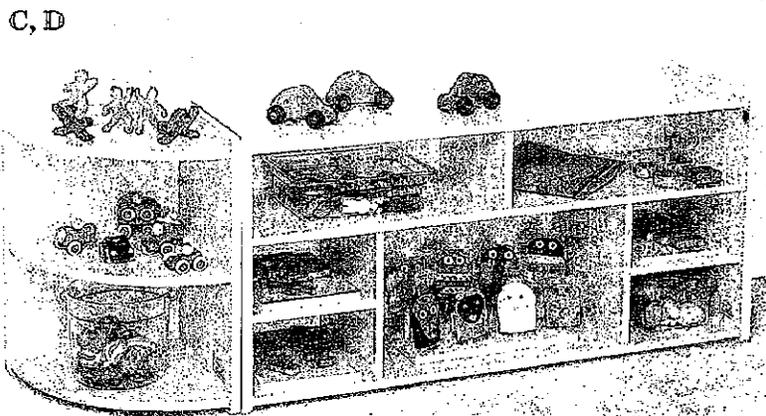
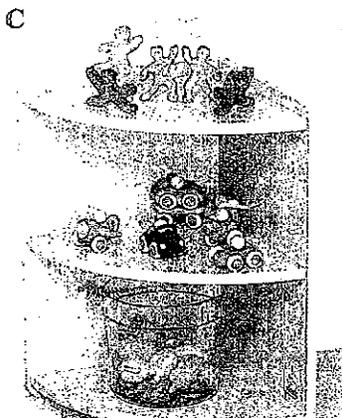
The information submitted on this application is public information under the Data Practice Act.

Our ideal purchase would include two of the "D" units and one of the "C" units.

D shelves cost \$299.00 each

C shelves cost \$164.50 each

Total = \$762.50



City of Maplewood
Application for Charitable Gambling Tax Funds
(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Maplewood Area Historical Society
Contact Person: Raydelle Bruentrup **Contact Phone:** (65) 1-426-4718
Email Address: BillandRaydelle@hotmail.com
Mailing Address: 2170 E. County Road D
Maplewood, MN 55109

Type of organization making request (please select one)

City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

We provide historical exhibits, talks and programs about
Maplewood's history and the Bruentrup Dairy Farm. We preserve
historic records, objects and photos for future reference.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

During 2012, we estimate over 3,000 visitors were directly
impacted by the Society at the Bruentrup Farm or off-site.

Request Information

Amount of Request: \$ 19,547

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

1. Create a curriculum for a 1-week daycamp at the Bruentrup
Heritage Farm for children with special-needs in conjunction
with Playschool Child Care Center -- \$4,435. The curriculum
would capitalize on Playschool's "Skills for Life" program
using the outdoors, the prairie and our gardens to increase
(continued on next page)

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No **How would a partial award be utilized?**

We would either choose one or two of the three programs that
most closely matches the amount of the funds; or, we would use
Society funds to make up the difference.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Raydelle Bruentrup Secretary 8/30/13
Signature Title Date
Raydelle Bruentrup
Print Name

The information submitted on this application is public information under the Data Practice Act.

**Application for Charitable Gambling Tax Fund
For Maplewood Area Historical Society**

Continued from page 1, Request Information.

1. ..the children's confidence and independence. This is a pilot program that would lead to additional future day camps for local children.
2. Construct an overflow parking lot for the Bruentrup Heritage Farm -- estimated at a minimum of \$7,112. This is the Society's portion after the Ramsey Washington Metro Watershed District pays 75% of the total estimated cost of \$28,447. This lot utilizes a turf reinforcement mesh to minimize the impact on the environment. The additional 24 spaces would be used infrequently throughout the summer for our larger events.
3. Design and construct (2) kiosks with signage at the east and west entrances to the Bruentrup Heritage Farm to advise visitors of the history, hours, exhibits, programs, and rules for the Farm. Estimated cost is \$8,000. The kiosks would include solar-powered lights to aid visitors leaving the site at night.

City of Maplewood

Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: MAPLEWOOD FIRE FIGHTERS FLOWER FUND
Contact Person: DICK PETERSON Contact Phone: (651) 777-9182
Email Address: _____
Mailing Address: 1375 PRICE AVE MAPLEWOOD MN 55109

Type of organization making request (please select one)

- City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) MAPLEWOOD FIRE FIGHTERS FLOWER FUND

How does your organization serve/impact the citizens of Maplewood?

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

Request Information

Amount of Request: \$ 900.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Richard Peterson Retired Chief 8/12/13
Signature Title Date

RICHARD PETERSON
Print Name

Lawful Purpose Request:

The Maplewood Firefighters Flower Fund is requesting monies from Charitable Gambling Tax Funds in order to continue to support our efforts in giving a gift to our members and their families in a time of need.

Gifts are donated to members and their families in the events of death, sickness, surgeries, and births. The following guidelines are used by the Maplewood Firefighters Flower Fund in determining which recipients should receive a gift.

1. In the event of a death, flowers, a plant or a memorial will be sent in the amount of \$50.00 for the following:
 - a. Current firefighter
 - b. Retired and honorary firefighter
 - c. Spouse of the above (a or b)
 - d. Children of the above (a or b) {not their spouses, if married}
 - e. Parents of firefighters (not in-laws)
 - f. Employees of the fire department
 - g. Firefighters of departments in bordering cities
 - h. Retired chiefs of departments in bordering cities

2. In the event of sickness and/or surgery, flowers or a plant in the amount of \$35.00 will be sent to the following:
 - a. Current firefighter
 - b. Spouse of the above (a)

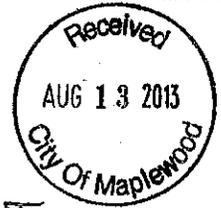
3. In the event of a birth, a \$25.00 gift certificate from Target will be given to the baby of the following:
 - a. Current firefighter

Justification

This request of monies from the Charitable Gambling Fund will be used to benefit the firefighters and their families in their time of need. The fund is used to show a small token of our appreciation for the many hours that firefighters contribute to the city to help protect and serve the citizens of Maplewood. It is an opportunity to offer gratitude for the work that they do. In the event that no monies are received, a collection will be taken from the firefighters to fund the account for future recipients. Firefighters will essentially be funding their own gifts should they ever be a recipient. The fund is managed by a retired member who is responsible for all ordering, purchasing, and tracking of gifts and monies within the fund.

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Maplewood Monarchs S.O. Team
Contact Person: David C. Picard Contact Phone: (651) 735-6310
Email Address: dlpic@comcast.net
Mailing Address: 2672 Harvester Ave E., Maplewood, MN 55119

Type of organization making request (please select one)

City _____ County _____ School District # _____ Non-Profit (Attach proof of IRS 501c3 status)

Other (Specify) _____

see 501(c)3 certificate

How does your organization serve/impact the citizens of Maplewood?

It provides mentally challenged adults/youth of Maplewood area opportunities to play & compete in a variety of sports through our local delegation + Special Olympics Minnesota (see attached letter)

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

close to fifty - delegation is continuing to grow

Request Information

Amount of Request: \$ 3000.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

85% to 90% of money raised goes to fees in area & state competition. 15% to 10% goes to equipment, uniforms + coach training. All coaches are volunteers (see attached letter)

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

same as above - it adds up - 40.00 per athlete per sport. As a fundraiser, I'm continually seeking financial support for the Monarchs

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Signature: David Picard Title: parent, coach, & fundraiser Date: 8/12/13
David C. Picard
Print Name

The information submitted on this application is public information under the Data Practice Act.

FYI (to a church group)

February, 2013

Dear Friends of the Monarchs,

Oh my gosh! Coach Bill Lester has retired from the Metro-Dome. No more free parking (sob!). No more invitations to Ben and other athletes to play B-ball on the "sacred" court of the Final Four or pack into the commissioner's suite to watch the Twins. Wow, Bill has given real meaning to the words, "the good old days".

Although I retired long ago (Bill is a youngster), I'm still working hard as fund-raiser for the Maplewood Monarchs Special Olympic Team--- work less difficult over the years because of your incredible generosity. As Bill and I will continue to coach our Special Olympic athletes, we hope you will continue your support.

Along with many other volunteers, Bill and I still believe that:

- A. All Special Olympic athletes, no matter their ability, should play sports if they desire.
- B. All athletes are to be safely trained and equipped with proper uniforms and equipment.
- C. All practices are to provide positive opportunities for social connections, exercise, and fun.
- D. Most fees for competition, equipment, and training should be financed by the Monarch Organization through fund drives.**

Our volunteers dedicate many evenings and weekends to provide a wonderful experience for our athletes. We truly have become one large extended family. So many athletes have blossomed socially and athletically in such a friendly environment. We need you as part of our family.

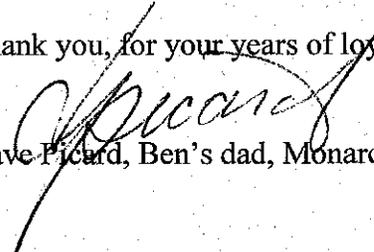
Please sponsor one of our athletes in at least one sport:

At present, nearly 50 athletes compete in up to 6 different sports. It takes \$40.00 per athlete per sport activity (\$20.00 for area competition; \$20 for state competition) Fees add up. Many of our athletes have limited resources.

Now basketball season is upon us---my knees have healed and I am eager to join forces with Bill for a fun season. To emphasize our family culture, we read together the "Monarch Oath" (see the little orange card included) before each practice or game.

Remember, 100% of all donated funds go for fees, uniforms and equipment. Make checks out to: S.O.MN/Monarchs.

Thank you, for your years of loyal support.


Dave Picard, Ben's dad, Monarch Special Olympic Coach, and fund-raiser



City of Maplewood
Application for Charitable Gambling Tax Funds
(Please type or print neatly – All applicants must use this application format)

Applicant Information

Name of organization requesting funds: City of Maplewood
Contact Person: Audra Robbins Contact Phone: () 249-2125
Email Address: audra.robbins@ci.maplewood.mn.us
Mailing Address: 1830 County Road B East
Maplewood, MN 55109

Type of organization making request (please select one)
 City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?
The Youth Scholarship Program serves Maplewood residents under
age 18 who demonstrate financial need and may not otherwise
have the opportunity to participate in recreation programs.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)
We serve approximately 6,000 youth through our recreation
programs and sports leagues per year.

Request Information

Amount of Request: \$ 3,500

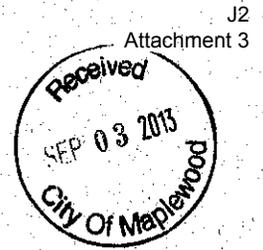
In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):
We use these funds to assist Maplewood residents under the age
of 18 who would like to participate in our programs, but are
unable to participate due to financial hardships. Families
that can demonstrate a financial need are asked to pay one
third of the program fee. The scholarship fund covers the
remaining two thirds of the program fee.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?
We offer scholarships to our youth participants until our
funding runs out.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Audra Robbins Recreation Manager August 30, 2013
Signature Title Date
Audra Robbins
Print Name

The information submitted on this application is public information under the Data Practice Act.



August 30, 2013

City Manager's Office
Maplewood City Hall
1830 County Rd B East
Maplewood MN, 55109

Re: Request for Charitable Gambling Award

The City of Maplewood's Parks and Recreation Department would like to request permission from the City of Maplewood to apply for Charitable Gambling Tax Funds for our Youth Scholarship Program for 2013/14.

The scholarship program assists low income Maplewood families with payment of our youth program fees. Many children would not be able to participate in activities such as basketball, volleyball, soccer and art classes without this assistance.

Thank you for your consideration,

Sincerely,

Audra Robbins
Recreation Program Manager
City of Maplewood
audra.robbs@ci.maplewood.mn.us

**City of Maplewood
Application for Charitable Gambling Tax Funds**

Name of Organization Requesting Funds: Maplewood Police Explorers (Page 2)

In detail, explain how the funds requested will be utilized (continued): The Police Explorers are a group of high school-aged students who participate in activities and competitions and learn about law enforcement as a career. Their Advisors are Maplewood police officers who have taken an interest in teaching these students about law enforcement.

As part of their activities, the Police Explorers attend conferences and participate in competitions with Police Explorer groups sponsored by other law enforcement agencies. By participating in these competitions, it offers the Police Explorers an opportunity to obtain scholarships for college.

By sponsoring the Police Explorers, it is our hope that these students will become interested in careers in law enforcement and become our police officers of the future.

How does your organization serve/impact the citizens of Maplewood?

Police reserve officers volunteer between 8,000 & 10,000 hours per year in service to the community. Some of the services which reserve officers provide include: traffic control and security at events occurring in Maplewood such as the Ramsey County Fair, graduations at Aldrich Arena, 4th of July celebration, Bruentrup Heritage Farm celebrations, and the spring & fall city clean-up opportunities.

Reserve officers also patrol the city independently and in conjunction with sworn officers several days per week. During their patrols, reserve officers transport arrestees, those requiring detoxification, and others in need of courtesy rides. They respond to calls for public assistance and other non-enforcement requests. They also perform weekly property checks for residents who have reported to the police department that they will be out of town. In addition to those regular duties, reserve officers make themselves available for emergency needs such as securing crime scenes and directing traffic at major accidents or incidents. Their assistance frees sworn officers to perform other tasks. Without the help of our reserve officers, either valuable resources would be tapped to handle the tasks they perform, or those things would simply remain undone.

Supplemental page for Application for Charitable Gambling Tax Funds
Second Chance Animal Rescue

How does your organization serve/impact the citizens of Maplewood?

Second Chance rescues stray dogs and cats from Hillcrest Animal Hospital, which is the impound facility for the City of Maplewood and is located in Maplewood. We provide a much needed service to the citizens and the City of Maplewood by taking impounded dogs and cats into our program before they are put to sleep (euthanized). There is a State five-day animal holding requirement of strays and after that if the owner doesn't reclaim them, they can be euthanized. Second Chance goes in and takes as many animals as it has foster homes available prior to the animals being euthanized. This saves the City of Maplewood money by not having to pay for euthanasia and it helps the citizens in three ways:

- (1) if their dog or cat is lost and not reclaimed by the legal holding period, there is a good chance the animal is placed into a rescue organization rather than put to sleep;
- (2) Second Chance adopts out many animals to the residents of Maplewood as new family members; and
- (3) Second Chance also utilizes the veterinary services of Hillcrest Animal Hospital for medical work on some of the rescued dogs and cats

Explain how the funds requested will be utilized.

Second Chance Animal Rescue is an all volunteer, nonprofit 501(c)(3) animal rescue organization that incorporated in 1994 to rescue dogs and cats out of animal control facilities and various other situations. We do not have a shelter but, instead, hold animals in volunteer foster homes until adoptive homes are found. All animals taken into our program go to a veterinarian where they are health checked, heartworm or FeLV/FIV checked, spayed or neutered, distemper and rabies vaccinated, and dewormed. Many animals require additional vet care - being strays on the streets they may have ear infections, be matted, injured, etc. We provide the care. Being a nonprofit, we count on donations to help pay our vet expenses. In 2012, those expenses exceeded \$90,000. We are not able to recoup all of those expenses in adoption fees. To date, we have rescued over 8,900 animals and placed them into permanent adoptive homes. If we were granted funds from the Maplewood Charitable Gambling Fund, they would be used to help offset our veterinary expenses.

Please view our website for more information about Second Chance Animal Rescue - www.secondchancerescue.org

City of Maplewood

Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Simon Youth Foundation
Contact Person: Angela Emerson Contact Phone: (651) 770-3863
Email Address: aemerson@simon.com
Mailing Address: 3001 White Bear Ave N, mall management office suite 1072
Maplewood, MN 55109

Type of organization making request (please select one)
 City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?
Simon Youth Foundation awards scholarship money to
local at risk students.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)
Maplewood Mall serves the entire community of maplewood.

Request Information

Amount of Request: \$ 300.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):
The money will be used to purchase items to raise money.
For example, at each of our events we have a spin wheel where
participants donate money and spin the wheel for a prize.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?
Same as above

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Angela Emerson Marketing Admin Asst 8/16/13
Signature Title Date
Angela Emerson
Print Name

The information submitted on this application is public information under the Data Practice Act.

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: St. Jerome Catholic School
Contact Person: Laurie Sherman Contact Phone: (65) 771-8494
Email Address: principal@stjermoeschool.org
Mailing Address: 384 East Roselawn Avenue
Maplewood, Minnesota 55117

Type of organization making request (please select one)

- City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

St. Jerome serves the community through its school, parish,
child care, donations, community events, and a community
playground which is open to the public and Maplwood community.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

It serves and impacts all of the members of the Maplewood
community. Specifically the playground is open to all.

Request Information

Amount of Request: \$ \$3457.00

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

We will use the funds to purchase 110 cubic yards of IPEMA
certified wood fiber Safety surfacing 4 inch Top Dressing for
the playground area (\$2090.00) and two benches-6' each cedar
(color) contour benches with in-ground mount (made from
recycled plastic) (\$683.50 each-total \$1367.00)

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

We need to add new safety surface to the playground area. Any
funds awarded will be used for that purpose. If necessary we
will purchase less than the 4 inches which is recommended.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Laureen M Sherman Principal 27 Aug 2013
Signature Title Date

Laureen M. Sherman
Print Name

The information submitted on this application is public information under the Data Practice Act.

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly)



Applicant Information

Name of organization requesting funds: St. Mary's Health Clinics
Contact Person: Barbara Dickie Contact Phone: (651) 287-7712
Email Address: bdickie@stmarysclinics.org
Mailing Address: 369 Sophia Avenue E.
Maplewood, MN 55117

Type of organization making request (please select one)
 City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?
We provide free medical services to low income and uninsured individuals in the Maplewood area at the Redeeming Love Church on White Bear Avenue.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)
Last Fiscal Year we provided 337 free Primary Care visits for 178 individuals.

Request Information

Amount of Request: \$ 15,000

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):
SMHC does not receive any reimbursement for our services. All care is delivered by our volunteer medical staff. SMHC out-of-pocket expenses for medications and procedures last year were over \$22,000. We also provide free specialty referrals, diabetic supplies and hospital care at no cost to our patients. We depend on contributions to continue the work of our mission.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?
Contribution are used for purchased expenses. We can provide all services to one patient for a year for \$250. For each dollar donated the patient receives \$4 of contributed services

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Barbara L. Dickie Executive Director August 1, 2013
Signature Title Date
Barbara L. Dickie
Print Name



St. Mary's Health Clinics

A Ministry of the Sisters of St. Joseph of Carondelet



August 7, 2013

Sarah Burlingame
Charitable Gambling Grants
City of Maplewood
1830 County Road B East
Maplewood, MN 55109

Dear Ms. Burlingame,
Attached is the grant application for funding for our St. Mary's Health Clinic in Maplewood. As a ministry of the Sisters of St. Joseph of Carondelet we have been providing free and comprehensive health care services for low income and uninsured individuals in Maplewood for over 15 years.

We receive no insurance reimbursement for our services so all care is either contributed or funded through gifts and donations. With the requested \$15,000 we will be able to provide complete health care services to 60 low income and uninsured individuals for entire year at no cost to them.

We would appreciate your consideration of this proposal. As a new resident of Maplewood, I am pleased to see our community reaching out to our neighbors in need.

Sincerely,

Barbara L. Dickie
SMHC Executive Director
651-287-7712
bdickie@stmarysclinics.org

City of Maplewood
Application for Charitable Gambling Tax Funds
(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: THE SALVATION ARMY
 Contact Person: MALLORY BIRCH Contact Phone: (651) 746-3529
 Email Address: mallory_birch@usc.salvationarmy.org
 Mailing Address: 2445 PRIOR AVE N
ROSEVILLE MN 55113

Type of organization making request (please select one)

- City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
- Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

The Lakewood Social Services office provides basic needs such as food, clothing, transportation, and emergency financial assistance to residents of Maplewood and Northern Ramsey County.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

Approximately 150 Maplewood families per month are served through the food shelf and other basic need services.

Request Information

Amount of Request: \$3,000.00 [2 food carts \$600; food scale \$400; hygiene supplies \$2,000]

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

The funds requested will be used for food shelf equipment and hygiene supplies for Maplewood residents. Currently, The Salvation Army's food shelf budget does not allow for purchasing basic hygiene items such as soap, shampoo, and toilet paper. This is an increased need and this grant would allow us to stock our shelves ~~for~~ in order to serve each family that receives food.

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

If a partial award was granted, The Salvation Army would decrease the dollar amount spent on hygiene items for the food shelf.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Mallory Birch PROGRAM COORDINATOR 8-27-13
 Signature Title Date

MALLORY BIRCH
 Print Name

City of Maplewood
Application for Charitable Gambling Tax Funds
(Please type or print neatly – All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Tubman
Contact Person: Janet Golden, Director of Sustainability Services Contact Phone: (651) 789-6750
E-mail Address: JGolden@tubman.org

Mailing Address: Harriet Tubman Center East
1725 Monastery Way
Maplewood, MN 55109

Type of organization making request (please select one)
 City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)
 Other (specify) _____

How does your organization serve/impact the citizens of Maplewood?

Tubman is a multi-service agency with over 40 years of experience providing family crisis and support services, formed from the merger of Chrysalis, A Center for Women, Harriet Tubman Center, Family Violence Network, and ElderCare Rights Alliance. Built on a history of innovation, creating efficiencies, and building partnerships, Tubman is a pioneer in best-practice models of mental and chemical health services for women, and family violence and elder abuse prevention and intervention. As the State's largest provider of domestic violence services, Tubman provides 20% of all Minnesota shelter beds for women and children experiencing family violence. Our programs also include transitional housing, legal services, mental and chemical health counseling, elder care resources, youth programming and community education. In 2012, 40% of Tubman clients lived in the Twin Cities east metro area.

Tubman relocated our east metro family violence shelter services to Harriet Tubman Center East in Maplewood in December, 2012. We opened "Harriet's Closet" which provides professional clothing for Tubman clients and community residents for interviews, work, training, court hearings, and other appointments in January, 2013. We began providing mental health counseling at Tubman East in May, 2013 and have served 22 clients to date. We continue providing legal services, support groups, and other services at that site. Tubman continues to expand onsite services for shelter residents and the east metro community at Tubman East, including access to mental health, law enforcement, other criminal justice systems, attorneys, culturally-specific organizations, and healthcare.

Tubman has a long-standing connection with the City of Maplewood and its citizens. The City was an essential partner in Tubman securing a \$2 million state bond appropriation to renovate Tubman East. Tubman works with the Maplewood Police Department and City Prosecutor when providing criminal advocacy services to victims of domestic violence and provides related training. The Maplewood Police Chief is a member of a collaborative group convened by Tubman to identify criminal justice system issues, plan collaborative solutions, and design a joint suburban Ramsey and Washington County Legal Services Center at Tubman East. Tubman also provides violence prevention and healthy relationship education to students at area schools, including North St. Paul High School, Oakland Junior High, Next Steps Transition Center, and Tartan High.

Tubman staff provide a variety of community education and professional training presentations to individuals living or working in Maplewood. Some examples during the last year include:

- Senior Resource Workshops to senior and members of the community on financial exploitation and providing information on how to keep themselves safe both in their homes and in the community.

- Advice and education to nursing home residents through Resident and Family Advisory Council education programs at Good Samaritan Maplewood and the Maplewood Care Center.
- Project 622 Family Connect – Community Fair at Woodland Hills Community Church
- Foster Parent Support Group
- Women's Group at St. Thomas the Apostle Catholic Church

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

From July 1, 2012 to June 30, 2013, Tubman served over 1,250 Maplewood residents, with some receiving multiple services:

- 37 women made 45 visits to receive professional clothing for interviews, work, training, court hearings, and other appointments at our volunteer-run and donation-based "Harriet's Closet"
- 126 women and 184 children received emergency shelter and a broad range of related supportive services at Tubman East
- 100 received legal services, including criminal and civil advocacy for victims of domestic violence and legal representation and advice
- 33 received mental or chemical health counseling services
- 35 attended community education or training for seniors, family members, and formal or informal caregivers
- 790 students participated in youth violence prevention and healthy relationship programs in 75 classes in District 622 schools
- 9 received assistance with financial, housing and job search goals
- 19 participated in support groups for adults, youth, and children
- 75 attended presentations on domestic violence, Orders for Protection, elder abuse and Tubman services for all members of the community
- 135 received resources, referrals, advocacy and support by phone

Request Information

Amount of Request: \$1,500

In detail, explain how the funds requested will be utilized (be specific and attach pages if necessary):

Tubman requests funds to purchase supplies and construction materials to renovate "Harriet's Closet" located at Harriet Tubman Center East in Maplewood. Harriet's Closet provides professional clothing for work and school for women and men. This program is staffed by community volunteers. New and like-new clothing and accessories are donated by national and local retailers and individuals.

Harriet's Closet is a warm, safe environment where someone can come to get the professional clothing and other accessories that they need. Our goal is for the client to leave Harriet's Closet feeling accomplished and more confident in themselves. With the help of our volunteers, our shoppers can navigate the closet, putting together outfits that would be appropriate for different meetings and interviews. Ultimately, we see opportunities for Tubman's Jobs/Education/Training (JET) program and Harriet's Closet to work together to prepare clients in shelter and the community not only to obtain educational opportunities and employment, but also to sustain them.

In addition to serving Tubman clients, Harriet's Closet is open to Maplewood residents and other community members. Clients can access Harriet's Closet either by appointment or during general open hours.

Tubman will continue to provide information to social service providers and Maplewood residents about how to receive clothing from Harriet's Closet through our contact with churches and places of worship, other shelters serving women, children and men, senior centers and partner agencies, including Solid Ground (formerly the East Metro Women's Council) and CommonBond. We also provide information to be included in newsletters, websites and other

publications, as well as providing flyers and notices to libraries, community bulletin boards, food shelves and other community programs.

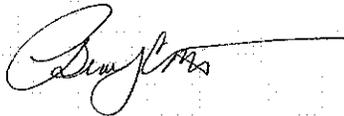
Tubman requests funds for construction materials necessary to secure the physical space of Harriet's Closet by constructing a doorway and door that can be locked during hours that the Closet is not open. We also need funds for a space divider for a changing room area, shelving and cabinets, a steam iron, ironing board, and brochures and flyers. Tubman will work with volunteers to make the necessary renovations.

Description	Total
Construction materials to secure Harriet's Closet area	\$750.00
Space Divider	\$200.00
Shelving and cabinets for storing clothing items	\$370.00
Steam Iron	\$30.00
Ironing Board	\$50.00
Brochures and Flyers	\$100.00
Total	\$1,500.00

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award?
 Yes No How would a partial award be utilized?

If Tubman received a partial award, we would use funds first to purchase the materials to secure the location of Harriet's Closet to protect donations received by Tubman.

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.



Signature	Executive Director	August 27, 2013
Beverly C. Dusso	Title	Date
Print Name		

The information submitted on this application is public information under the Data Practice Act.



tubman.org
612.825.3333

August 27, 2013

R. Charles Ahl, City Manager
Maplewood City Hall
1830 East County Road B
Maplewood, MN 55109

Tubman West
3111 First Ave. S.
Minneapolis, MN
55408

Tubman East
1725 Monastery Way
Maplewood, MN
55109

Chrysalis
4432 Chicago Ave. S.
Minneapolis, MN
55407

Dear Mr. Ahl,

On behalf of the struggling families and victims of domestic violence we serve, I thank you and the City of Maplewood for your long-standing commitment to our organization. Your support and partnership are truly appreciated!

Tubman respectfully requests \$1,500 to purchase equipment for "Harriet's Closet" located at Harriet Tubman Center East. Harriet's Closet, which provides professional clothing for work and school for community members and Tubman clients, is staffed by volunteers and stocked with donations from national and local retailers and individuals.

Tubman's proudest accomplishment in the last year is relocating our east metro family violence shelter services to Harriet Tubman Center East in Maplewood. We highly value our longstanding connection with the City of Maplewood and its residents, including working with the Maplewood Police Department and City Prosecutor when providing criminal advocacy services to victims of domestic violence and providing violence prevention education in area schools.

The enclosed application describes our project and how it will benefit residents of Maplewood. Thank you for all the many ways Maplewood supports Tubman. I hope you will agree that our Harriet's Closet is deserving of the City's support. If you have any questions, please contact me directly or Janet Golden at jgolden@tubman.org or 651-789-6750.

Thank you for considering our request. We look forward to hearing from you soon.

Sincerely,

Beverly C. Dusso
Executive Director

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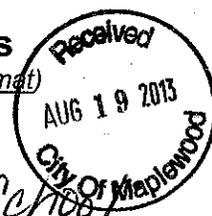
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City of Maplewood

Application for Charitable Gambling Tax Funds

(Please type or print neatly - All applicants must use this application format)



Applicant Information

Name of organization requesting funds: Webster Elementary School
Contact Person: Mona Perkins Contact Phone: (651) 748-7110
Email Address: mperkins@isd622.org
Mailing Address: 2170 E. 7th Ave
North St. Paul, MN 55109

Type of organization making request (please select one)

- City County School District # 622 Non-Profit (Attach proof of IRS 501c3 status)
 Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

We are an elementary school that serves approximately 400 Kindergarten through fifth grade students.

How many residents of Maplewood does your organization serve/impact? (Give an estimated #)

approximately 250 students

Request Information

Amount of Request: \$3,800

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

see attachment

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

We would purchase less books

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

[Signature] principal Date 8-14-2013
Signature Title
Mona Perkins
Print Name

Attachment to: City of Maplewood, Application for Charitable Gambling Funds

In detail, explain how the funds requested will be utilized.

Webster Elementary School is requesting \$3,800 for the purchase of classroom library books. We have 19 classroom teachers (Kindergarten through 5th grade) and we would like to purchase \$200 worth of books for each of their classroom libraries.

Our school serves approximately 400 students (250 of which reside in Maplewood). Our student body is very diverse ethnically and socioeconomically. Over 75% of our students qualify for free or reduced lunch. Research indicates nearly two-thirds of students living in poverty do not have any books at home, which means many of our students only have access to books at school. It is important that we continue to keep up on and grow our classroom libraries as we continue our work in developing life-long readers. This funding will provide many children with additional access to books they may not otherwise have access to.

City of Maplewood Application for Charitable Gambling Tax Funds

(Please type or print neatly – All applicants must use this application format)



Applicant Information

Name of organization requesting funds: White Bear Area YMCA

Contact Person: Kate Whitby Contact Phone: () 6517732659

Email Address: kate.whitby@ymcatwintcities.org

Mailing Address: 2100 Orchard Ln

White Bear Lake, MN 55110

Type of organization making request (please select one)

City County School District # _____ Non-Profit (Attach proof of IRS 501c3 status)

Other (Specify) _____

How does your organization serve/impact the citizens of Maplewood?

Please see attachment

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

Please see attachment

Request Information

Amount of Request: \$ 3,000

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

Please see attachment

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? Yes No How would a partial award be utilized?

Please see attachment

By completing and signing this form, the organization confirms that the requested Charitable Gambling Tax Funds will be spent for a lawful purpose. This request is a one-time request for funds to be awarded in the next fiscal year and the applicant understands requests for future funding will require a new separate application.

Kate Whitby
Signature

Program Director
Title

08/29/2013
Date

Kate Whitby
Print Name

The information submitted on this application is public information under the Data Practice Act.

City of Maplewood Grant Application August 30, 2013

Name of organization requesting funds: White Bear Area YMCA

Contact Person: Kate Whitby **Contact Phone:** 651-773-2659

Email Address: kate.whitby@ymcatwincities.org

Mailing Address: 2100 Orchard Ln, White Bear Lake, MN 55100

Type of organization making request: Non-profit

How does your organization serve/impact the citizens of Maplewood?

The White Bear Area YMCA serves citizens of the City of Maplewood through out-of-school-time youth development programs. During the 2013 to 2014 school year, these programs will serve over 250 young people ages five to eighteen through a continuum of opportunities. The programs take place within schools of District 622, which serves North Saint Paul, Maplewood and Oakdale. Currently, the YMCA delivers programs at L.C. Webster Elementary, Weaver Elementary, John Glenn Middle School, Maplewood Middle School and North High School. The YMCA offers a variety of educational and enrichment program models through both school-based and community-based program delivery.

The Teen Outreach Program (TOP) is a research-based and evidence-based model that focuses on teen pregnancy prevention. It is administered through partnerships with Minnesota Teenwise and the Minnesota Department of Health through a grant from Ramsey County. For the upcoming school year, the program sites will include John Glenn and Maplewood Middle Schools.

The Maple Pond Program is another core YMCA program that takes place in the City of Maplewood at the Maple Pond Homes apartment complex, a Section-8 property of MGB Property Management. For over ten years, the YMCA has provided high quality afterschool and summer activities for low-income youth residents of Maple Pond Homes. Through the partnership with MGB Property Management, the YMCA receives in-kind resources including meeting space, participant referrals and staff time for coordination. The Maple Pond Program takes place five days per week. During the school year, the YMCA staff team meets the students at their elementary school and then walks with them to Maple Pond Homes. Upon arrival, the students receive a healthy snack, academic support and enrichment activities. The YMCA creates a safe and supportive environment where students, who would otherwise be unsupervised during the critical afterschool hours, become more engaged in their community so that they will grow and thrive.

The school partnership with L.C. Webster Elementary School began two years ago to strengthen to program activities at Maple Pond Homes. The YMCA partners with the District 622 Targeted Services Department to provide academic support. Youth workers meet with teachers to determine learning needs of students so that they can be incorporated into the YMCA-led program activities. Two-days per week, YMCA youth workers lead enrichment activities that promote learning. On these days, the students participate in the enrichment followed by Targeted Services' academic lessons. They then walk home with the YMCA youth workers for additional enrichment at Maple Pond Homes.

The Maple Pond Program has improved academic and social/emotional outcomes for young people. Results from the 2013-2014 school year showed a school attendance rate of 96% with 88% improving or maintaining social skills, 71% improving or maintaining a positive attitude towards school and 88% achieving program mastery.

There are four main goals for the YMCA partnership with Webster Elementary School during the 2013-2014 school year. They are:

1. Expand services available children living in Maple Pond Homes
2. Increase school attendance, increase nutritional wellness, and increase academic performance of students living in Maple Pond Homes (i.e. by adding a guided walk to school in the morning)
3. Supplement school-day learning with YMCA-led social/emotional development activities, outdoor enrichment, leadership development, mentorship and academic assistance
4. Implement the Health Eating and Physical Activity (HEPA) standards

These goals will ensure a highly integrated partnership with Webster Elementary School. YMCA youth workers will provide wrap-around support for academic achievement beginning with a morning walk to school at 7:30am. The YMCA will ensure that the students are prepared for school with their backpacks, homework and school supplies including on-time arrival for breakfast through the free and reduced school lunch program. During the school-day, YMCA youth workers will provide a variety of onsite activities. These same youth workers will lead afterschool activities and then walk the students back to the apartment complex finishing the day with at least one-hour of activities at Maple Pond Homes.

The YMCA plans to fully implement the Healthy Living and Physical Activity standards, which were created by the National Afterschool Association as evidence-based, practical values that foster the best possible nutrition and physical activity outcomes for children. The YMCA has adopted these standards to promote healthy living within youth programs. The standards will 1) engage children in at least one-hour of physical activity per day; 2) define food and beverage offerings, offering water as the primary beverage and offering fruits and vegetables with every meal and as snack options; 3) limit the amount of screen time and 4) educate parents about healthy living behaviors to incorporate at home.

The YMCA's Promise Fellow AmeriCorps member, in partnership with the Minnesota Alliance with Youth, prevents school drop-out and strengthens connection to learning through key intervention strategies. The Promise Fellow works with as many as 30 students of John Glenn Middle School, Maplewood Middle School and North High School. Intervention strategies are identified for each student to improve academic performance, school attendance and behavior. The majority of these students live in Maple Pond Homes.

Finally, the YMCA provides Teen Leadership Development at Maple Pond Homes to further engage young people and enhance the work of the Promise Fellow. Activities for the middle and high school students include homework help, tutoring, teambuilding and youth-led projects and service learning. The older youth also serve as mentors for the younger Kindergarten through fifth grade students of the Maple Pond Program.

How many residents of Maplewood does your organization serve/impact?(Give an estimated #)

During the 2012-2013 school year, the White Bear Area YMCA engaged over 250 young people living in Maplewood through school-based youth development programs and through the Maple Pond Program. Of these, 160 students were engaged through partnerships with District 622 Targeted Services, 45 through the Teen Outreach Program (TOP), 15 through the AmeriCorps Promise Fellow project and 30 through the Maple Pond Program.

\$ 3,000

Amount of Request:

In detail, explain how the funds requested will be utilized (be specific & attach additional pages if necessary):

The YMCA will use grant funds from the City of Maplewood for three purposes to 1) implement the Healthy Eating and Physical Activity standards, 2) enhance the academic curriculum and 3) increase exposure to educational opportunities through field trips.

Healthy snacks will be provided on a daily basis at the Maple Pond Program to ensure that basic needs are met. The YMCA will implement the Healthy Eating and Physical Activity (HEPA) standards by providing healthy snacks each day along with lessons in how to eat healthy at school and at home. Many of the youth in this program receive free breakfast and lunch at school but do not have any meals after returning home at night.

Grant funds will also support supplies and curriculum needed for quality program delivery, including art supplies, math and reading curriculum books, and other educational toys. Funding will also assist with transportation and admission fees to attend educational and enrichment field trips.

Healthy Snacks	\$2,100.00	\$0.40/participant *30 participants * 175 days
Academic Curriculum	\$600	Math and Literacy Support
Educational Field Trips	\$300	\$5 per participant * 30 participants * 2 field trips
Total Request	\$3,000.00	

Often, applicants are not awarded the full amount requested; can your organization utilize a partial award? X Yes ___ No How would a partial award be utilized?

A partial grant award will contribute toward the overall fundraising goals of the White Bear Area YMCA supporting the Maplewood community. The grant funds will be allocated proportionally to promote healthy eating practices, enhance academic support activities and engage youth in educational field trips.

2011 Charitable Gambling Funds Score Sheet

Name of Organization	Requested Amount	WR	KJ	JL	MK	JN	Proposed Award
American Red Cross - TC Area Chapter	\$2,500	\$0	\$1,000	\$2,500	\$0	\$500	\$800
Ashland Productions	\$5,000	\$2,500	\$1,000	\$0	\$0	\$1,200	\$940
Austin Otto - Boy Scout Troop 461	\$6,500	\$0	\$500	\$0	\$1,000	\$1,200	\$540
Dispute Resolution Center	\$3,000	\$0	\$2,000	\$2,000	\$0	\$1,250	\$1,050
District 622 ADD/ADHD Support Group	\$1,600	\$0	\$0	\$1,600	\$0	\$400	\$400
District 622 Fusion Drumline	\$12,650	\$0	\$1,500	\$3,000	\$0	\$0	\$900
Friends of Maplewood Nature	\$3,000	\$1,500	\$3,000	\$2,000	\$1,000	\$2,500	\$2,000
Maple Tree Monastery Childcare Center	\$3,335	\$0	\$0	\$2,000	\$0	\$2,000	\$800
Maplewood Area Historical Society	\$16,551	\$6,000	\$2,500	\$2,000	\$5,500	\$4,000	\$4,000
Maplewood Mall - Simon Youth Foundation	\$5,000	\$0	\$1,000	\$0	\$0	\$500	\$300
Maplewood Police Explorers	\$8,000	\$6,000	\$1,500	\$1,500	\$5,000	\$2,200	\$3,240
Maplewood Police Reserves	\$5,000	\$3,500	\$3,500	\$1,500	\$5,000	\$2,200	\$3,140
Maplewood Youth Scholarship Fund	\$2,000	\$2,000	\$1,000	\$900	\$0	\$1,100	\$1,000
North St. Paul Area Food Shelf	\$1,000	\$0	\$500	\$1,000	\$1,000	\$1,000	\$700
Presentation Cub Scout Pack 461	\$1,000	\$0	\$0	\$0	\$1,000	\$350	\$270
Ramsey County Fair	\$4,500	\$3,500	\$1,500	\$0	\$4,500	\$1,800	\$2,260
Saint Paul Composite Squadron Civilian Air Patrol	\$3,552	\$0	\$0	\$0	\$0	\$800	*\$0
St. Paul Ski Club	\$5,000	\$0	\$0	\$0	\$0	\$0	*\$0
Tubman Family Alliance	\$12,000	\$0	\$2,500	\$5,000	\$0	\$2,000	\$1,900
Fund Reserves		\$0	\$2,000	\$0	\$1,000	\$0	\$760
TOTAL AMOUNT OF REQUESTS	\$101,188	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000

An estimated \$25,000 is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

*** Applicant receives \$0 if applicant did not receive 2 or more votes for fund allocations**

2012 Charitable Gambling Funds Score Sheet

Organization	Amount Requested	WR	KJ	JL	MK	JN	Proposed Award
American Red Cross - TC Area Chapter	\$2,500.00	\$1,000	\$1,000	\$1,000	\$0	\$0	\$600
Boy Scout Troop 461	\$2,500.00	\$500	\$1,000	\$1,500	\$2,500	\$750	\$1,250
Dispute Resolution Center	\$3,000.00	\$1,000	\$1,500	\$2,000	\$1,000	\$1,000	\$1,300
District 622 ADD/ADHD Support Group	\$600.00	\$300	\$200	\$600	\$0	\$400	\$300
District 622 Education Foundation	\$2,500.00	\$1,500	\$1,800	\$1,000	\$0	\$1,125	\$1,085
Friends of Ramsey County Libraries	\$4,500.00	\$2,700	\$2,000	\$1,000	\$500	\$2,250	\$1,690
Maple Tree Monastery Childcare Center	\$3,176.50	\$0	\$800	\$0	\$0	\$1,125	\$385
Maplewood Area Historical Society	\$7,614.00	\$5,000	\$3,200	\$1,000	\$7,614	\$5,600	\$4,483
Maplewood Mall - Simon Youth Foundation	\$500.00	\$0	\$500	\$500	\$0	\$400	\$280
Maplewood Police Explorers	\$8,000.00	\$5,750	\$3,000	\$2,000	\$8,000	\$6,000	\$4,950
Maplewood Police Reserves	\$5,000.00	\$3,750	\$5,000	\$2,000	\$5,000	\$3,750	\$3,900
Maplewood Youth Scholarship Fund	\$3,000.00	\$2,000	\$1,800	\$3,000	\$0	\$2,000	\$1,760
North St. Paul Area Food Shelf	\$1,000.00	\$500	\$1,000	\$1,000	\$1,000	\$1,000	\$900
Ramsey County Fair	\$3,200.00	\$3,000	\$2,200	\$500	\$3,200	\$1,600	\$2,100
Second Chance Animal Rescue	\$2,000.00	\$0	\$1,000	\$1,000	\$0	\$1,250	\$650
Tubman Family Alliance	\$3,500.00	\$3,000	\$1,500	\$2,000	\$1,000	\$1,500	\$1,800
Weaver Elementary PTA	\$500.00	\$0	\$500	\$500	\$0	\$250	\$250
Fund Reserves		\$0	\$2,000	\$9,400	\$186	\$0	\$2,317
TOTAL AMOUNT OF REQUESTS	\$53,091	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

An estimated **\$30,000** is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

2013 Charitable Gambling Funds Score Sheet

Organization	Amount Requested	WR	KJ	JL	MK	BC	Proposed Award
180 Degrees, Inc.	\$5,000.00	\$0	\$1,000	\$0	\$0	\$0	0*
Ashland Productions	\$1,500.00	\$1,000	\$500	\$0	\$0	\$0	\$300
Boy Scout Troop 461	\$3,000.00	\$1,000	\$0	\$0	\$3,000	\$1,000	\$1,000
CHILD Inc.	\$200.00	\$0	\$200	\$0	\$0	\$200	\$80
Dispute Resolution Center	\$2,000.00	\$100	\$1,000	\$0	\$0	\$300	\$280
District 622 Education Foundation	\$5,000.00	\$1,000	\$2,000	\$5,000	\$1,000	\$1,000	\$2,000
District 622 Fusion Drumline	\$1,600.00	\$0	\$0	\$1,600	\$0	\$1,000	\$520
Friends of Maplewood Nature	\$2,050.00	\$1,500	\$1,000	\$0	\$1,000	\$1,000	\$900
Friends of Ramsey County Libraries	\$2,500.00	\$2,000	\$1,500	\$0	\$0	\$2,500	\$1,200
Hmong American Education Fund	\$5,090.00	\$1,300	\$1,000	\$5,090	\$0	\$1,000	\$1,678
Maple Tree Monastery Childcare Center	\$1,600.00	\$400	\$500	\$0	\$0	\$1,600	\$500
Maplewood AARP TaxAides	\$1,500.00	\$1,200	\$500	\$0	\$0	\$500	\$440
Maplewood Area Historical Society	\$18,360.00	\$4,700	\$3,600	\$0	\$18,360	\$4,000	\$6,132
Maplewood Fire Fighters Flower Fund	\$1,000.00	\$500	\$500	\$0	\$0	\$600	\$320
Maplewood Police Explorers	\$8,000.00	\$2,500	\$2,200	\$5,000	\$3,000	\$2,000	\$2,940
Maplewood Police Reserves	\$5,000.00	\$4,000	\$4,000	\$0	\$0	\$5,000	\$2,600
Maplewood Youth Scholarship Fund	\$3,500.00	\$2,000	\$2,000	\$3,500	\$0	\$0	\$1,500
Mothers And More, Twin Cities East #299	\$700.00	\$300	\$300	\$700	\$0	\$300	\$320
Northern Lights Service Unit, Girl Scouts	\$3,500.00	\$1,000	\$0	\$0	\$0	\$1,000	\$400
Ramsey County Fair	\$3,500.00	\$3,000	\$1,500	\$0	\$3,500	\$3,500	\$2,300
Second Chance Animal Rescue	\$1,000.00	\$0	\$500	\$1,000	\$0	\$0	\$300
Simon Youth Foundation - Maplewood Mall	\$600.00	\$0	\$0	\$600	\$0	\$300	\$180
St. Jerome School	\$1,400.00	\$0	\$700	\$1,400	\$0	\$1,000	\$620
The Salvation Army	\$3,000.00	\$1,500	\$2,000	\$3,000	\$0	\$1,000	\$1,500
Tubman Family Alliance	\$2,000.00	\$1,000	\$1,000	\$0	\$0	\$0	\$400
Venture Crew 613	\$1,060.00	\$0	\$0	\$0	\$0	\$500	0*
Walker at Hazel Ridge Senior Community	\$5,000.00	\$0	\$1,000	\$0	\$0	\$0	0*
Weaver Elementary PTA	\$1,000.00	\$0	\$500	\$1,000	\$0	\$700	\$440
Fund Reserves		\$0	\$1,000	\$2,110	\$140	\$0	\$1,150
TOTAL AMOUNT OF REQUESTS	\$89,660	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

An estimated \$30,000 is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

* Removed from consideration due to past practice of zeroing out any applicant that gets a zero allocation from four or more members of the City Council.

2014 Charitable Gambling Funds Score Sheet

Organization	Amount Requested	WR	KJ	RC	MK	BC	Proposed Award
American Red Cross - TC Area Chapter	\$2,000.00						
Boy Scout Troop 461	\$1,000.00						
Boy Scout Troup 197	\$2,000.00						
CHILD Inc	\$200.00						
Dispute Resolution Center	\$2,000.00						
District 622 Education Foundation	\$2,500.00						
District 622 Fusion Drumline	\$2,700.00						
Gethsemane Lutheran School	\$10,000.00						
Hmong American Education Fund	\$4,490.00						
Maple Tree Monastery Childcare Center	\$762.50						
Maplewood Area Historical Society	\$19,547.00						
Maplewood Fire Fighters Flower Fund	\$900.00						
Maplewood Monarchs S.O. Team	\$3,000.00						
Maplewood Police Explorers	\$5,000.00						
Maplewood Police Reserves	\$5,000.00						
Maplewood Youth Scholarship Fund	\$3,500.00						
Ramsey County Fair	\$3,500.00						
Second Chance Animal Rescue	\$800.00						
Simon Youth Foundation - Maplewood Mall	\$300.00						
St. Jerome's Catholic School	\$3,457.00						
St. Mary's Health Clinics	\$15,000.00						
The Salvation Army	\$3,000.00						
Tubman Family Alliance	\$1,500.00						
Webster Elementary School	\$3,800.00						
White Bear Area YMCA	\$3,000.00						
Fund Reserves							
TOTAL AMOUNT OF REQUESTS	\$98,957						

An estimated \$32,000 is available revenue from proceeds of the 10% Charitable Gambling Tax. Any reduction in available funds will result in a proportional reduction of the award amount.

* Removed from consideration due to past practice of zeroing out any applicant that gets a zero allocation from four or more members of the City Council.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Karen Guilfoile, Citizen Services Director

DATE: September 9, 2013

SUBJECT: Approval of First Reading Amending the Ordinance Regulating Personal Services - Closing Hours and Waiving Second Reading

Introduction

In 1978, an ordinance relating to Personal Services was adopted into Chapter 14 of the City Code which relates to Businesses and Licensing. Included in this ordinance was verbiage that requires all licensed personal service premises to abstain from operation on Sunday. Further, the ordinance established Personal Service businesses as: Escort Services, Saunas and Bathhouses, and Massage Centers. Section 14-1139 follows:

Sec. 14-1139. Closing hours.

No premises licensed under this article shall be open between the hours of 10:00 p.m. and 7:00 a.m. of the following day, and no business shall be operated on Sunday.
(Code 1982, § 24-133)

At this time, only Massage Centers are present in the City as Personal Service businesses, and have been issued licenses for their operation; in all there seven (7) licensed Massage Centers in Maplewood.

Background

Primarily affected by the restriction on hours of operation are massage centers, which are unable to operate their business throughout the weekend. The massage industry has changed since this verbiage was enacted, and many businesses try to offer their customers flexibility by offering services each day of the week.

In the spirit of our continual goal to improve business retention in the City, staff recommends that verbiage which addresses restricted hours of operation for Personal Service, Licensed Premises be removed. In addition, staff is recommends the addition of verbiage to address restricted hours of operation for sections of Code relating specifically to Escort Services, Saunas and Bathhouses, and Massage Centers. The recommendations made are as follows:

Chapter 14, Article XIII, Division 5 (Licensed Premises)

~~Sec. 14-1139. Closing hours.~~

~~No premises licensed under this article shall be open between the hours of 10:00 p.m. and 7:00 a.m. of the following day, and no business shall be operated on Sunday.~~

Chapter 14, Article XIII, Division 2 (Escort Services)

Sec 14-943. Closing hours.

No premises licensed under this article shall be open between the hours of 10:00 p.m. and 7:00 a.m. of the following day, and no business shall be operated on Sunday.

Chapter 14, Article XIII, Division 3 (Saunas and Bathhouses)

Sec 14-1023. Closing hours.

No premises licensed under this article shall be open between the hours of 10:00 p.m. and 7:00 a.m. of the following day, and no business shall be operated on Sunday.

Chapter 14, Article XIII, Division 4 (Massage Centers)

Sec 14-1109. Closing hours.

No premises licensed under this article shall be open between the hours of 9:00 p.m. and 7:00 a.m. of the following day.

Recommendation

It is recommended that the City Council approve the proposed amendment to section 14-1139 to remove restricted hours of operation from Personal Services, Licensed Premises and make the proposed additions to section 14-943, 14-1023 and 14-1109 to continue enforcing restricted hours of operation for Escort Services and Saunas and Bathhouse, and allow licensed Massage Centers to operate on Sunday; It is recommended that the City Council waive the second reading.

Staff note: No Public Hearing has been called for this item to consider a revision to the code. Staff opinion is that this is a non-controversial item and as such, no hearing is needed. If the Council desires to enact this code only after a hearing, that hearing could be conducted at a second reading.

MEMORANDUM

TO: City Manager, Chuck Ahl
FROM: IT Director, Mychal Fowlds
SUBJECT: Update on Solar Panel Arrays on City Campus
DATE: September 16, 2013

Introduction

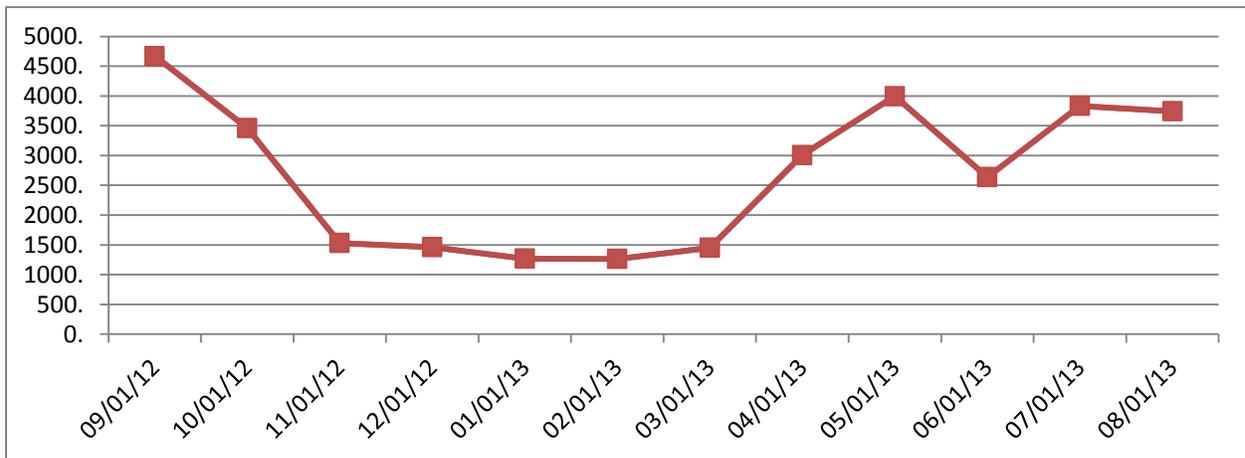
The purpose of this item is to provide the City Council a brief update on the solar panel arrays.

Background

At the June 27, 2011 City Council meeting Council approved the installation of 2 solar panel arrays, 1 located on the roof of the Maplewood Community Center and 1 located on the grounds of our main campus. What follows is a brief overview of each of the arrays and a summary of the energy production for each.

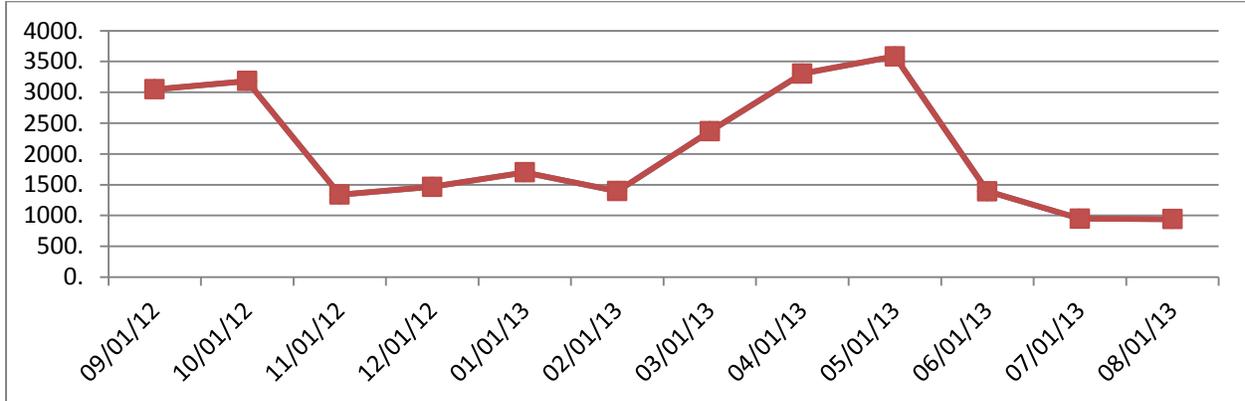
Maplewood Community Center Array

The Maplewood Community Center array consists of 216 panels, covers an area of 75' by 80' and was completed on May 17, 2012. Below is a graph showing the power produced in (kWh). As you may have guessed, our highest energy production comes in the summer months. The energy production shown below converts into credits applied to the City's utility bills totaling \$1,868.70 for the past 12 months.



City Hall Ground Array

The ground array consists of 261 panels, covers an area of 150' by 40' and was completed on August 31, 2012. Below is a graph showing the power produced in (kWh). Notice that the production levels follow the same pattern as the other array with the exception of the past 3 months. The solar panel technicians recently noticed that there was a section of the panels that were not functioning as expected which explains the drop in production. The issue has since been fixed. The energy production shown below converts into credits applied to the City's utility bills totaling \$1,414.90 for the past 12 months.



Staff continues to work with our vendor regarding the installation of equipment that will allow for the live monitoring of each array. The monitoring systems will allow any interested parties to view the live production of each array via kiosks at both the Community Center and City Hall. Monitoring the systems will also capture additional data that will allow staff to run reports showing production down to the hour.

Staff is also working with EA Solar in regards to meeting the minimum average annual utility savings associated with each array. Each lease agreement lists a dollar amount of guaranteed utility savings. The utility savings shown above for each array do not exceed the guaranteed amount and therefore the difference needs to be made up by EA Solar.

Budget Impact

There is no budget impact directly associated with this agenda item.

Recommendation

As this item is simply informational there are no recommendations being made by staff.

Attachments

None

MEMORANDUM

TO: City Council
FROM: Charles Ahl, City Manager
DATE: September 18, 2013
SUBJECT: Council Meeting Calendar Report

Introduction/Background

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official announcement of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars. No action is required.

Upcoming Important Dates to Remember

1. Commission, Board and Volunteer appreciation Event – September 26th

Upcoming Agenda Items & Work Session Schedule

1. October 7th Work Session Cancelled
2. Parks & Recreation Commission Interviews – October 14
3. Administrative Hearing Process – October 14
4. Park System Plan Update – October 14
5. Roseville Superintendent Presentation – October 14
6. Commission Interviews – October 28
7. Update on Council Goals – October 28
8. Budget Priority and Use of 2.0% Levy - October 28
9. November 11 Workshop and Meeting Rescheduled due to Veterans Day – November 14

Budget Impact**Recommendation**

No action required.

Attachments

None.