

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, October 28, 2013
City Hall, Council Chambers
Meeting No. 19-13

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 October 14, 2013 City Council Workshop Minutes
2. Approval of October 14, 2013 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Presentation by Roseville Superintendent John Thein (No Report)
2. APWA Sustainability Award Presentation
3. Resolution for Appointment to Commissions
 - a. Environmental & Natural Resources
 - b. Planning Commission
4. Approval of a Resolution of Appreciation for Environmental Commissioner Carol Mason Sherrill

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

1. Approval of Claims
2. Approval of 2013 Budget Adjustment and Transfers
3. Approval of a Grant Submittal to Minnesota Clean Energy Resource Teams for Educational Kiosks and Signs for the City Hall and Community Center Solar Panels
4. Approval of a Conditional Use Permit Review, Xcel Substation, 1480 County Road D
5. Approval of a Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street
6. Approval of Joint Powers Agreement (JPA) With Ramsey County for Election Equipment Acquisition and Operation
7. Resolution of Support for the 2014 July 4th Event
8. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 6 with Weber, Police Department Expansion Project - Phase 2

9. Approval of Resolution Accepting Grant Funds from Friends of the Mississippi River for Fish Creek Acquisition-
10. Approval of the Resolution Accepting Donation from Friends of the Mississippi River for Fish Creek Acquisition
11. Approval for Great River Greening to Conduct Additional Restoration Work at Fish Creek
12. Approval of Resolution Adopting Assessment Roll for the Rice Street Water Services, Project 11-28
13. Approval of Resolution Accepting Assessment Roll and Ordering Assessment Hearing for November 25, 2013, Highway 36/English Street Interchange Improvements, Project 09-08
14. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, TH 36/ English Street Interchange Improvements, City Project 09-08
15. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, Gladstone Area Phase I Bid Package 2 Improvements, City Project 04-21
16. Approval of Purchase of Single Axle Plow Truck
17. Approval of Request for Proposal for Publishing and Printing Services for City Publications
18. Adoption of Proclamation to Pancreatic Cancer Action Network: Pancreatic Cancer Awareness Month

H. PUBLIC HEARINGS

None

I. UNFINISHED BUSINESS

1. Authorize a Contract for Services for a City-Wide Parks Needs Assessment Survey with ETC Institute

J. NEW BUSINESS

1. Approval of a Resolution for a Comprehensive Plan Amendment, Resolution for a Conditional Use Permit, Design Review, Parking Waiver and Wetland Buffer Requirements Waiver for Maplewood Fire Station No. 1, McKnight Road
 - a. Planning Commission Report
 - b. Community Design Review Board Report
 - c. Environmental and Natural Resources Commission Report
 - d. Approval of a Resolution for a Comprehensive Plan Amendment
 - e. Approval of a Resolution for a Conditional Use Permit
 - f. Approval of Design Review
 - g. Approval of a Parking Waiver
 - h. Approval of a Waiver of Wetland Buffer Requirements for a Public Use
2. Approval of a Resolution Adopting 2014 Rates for Utilities

K. AWARD OF BIDS

1. Approval to Receive Quotes and Award Construction Contract – Police Department Expansion Project - Phase 3

L. VISITOR PRESENTATIONS

M. ADMINISTRATIVE PRESENTATIONS

1. Council Meeting Calendar Update
2. Change of Council Meeting Date from December 23rd to December 19, 2013
3. Discussion On Request from N. St. Paul for Annexation of Property on Joy Road

- a. Declaration of Intent to Consider Closed Session to Discuss Litigation (§13D.05 subd. 3c)
- 4. TH 36 / English Interchange Improvements, Project 09-08, Cramer Parcel Property Negotiations (No Report)
 - a. Declaration of Intent to Consider Closed Session (§13D.05 subd. 3c)

N. COUNCIL PRESENTATIONS

O. ADJOURNMENT

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

RULES OF CIVILITY FOR OUR COMMUNITY

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

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MINUTES
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
 5:00 P.M. Monday, October 14, 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 5:02 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 Cardinal moved to approve the agenda as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

- 1. Commission Interviews**
 - a. Parks & Recreation Commission**

City Manager Ahl gave the staff report. The following people were interviewed for a position on the Parks and Recreation Commission.

1. Rick Brandon
2. Nikki Villavicencio

- 2. Parks System Plan Update**

Parks and Recreation Director Konewko gave the staff report and introduced Consultant Bob Bierscheid. Mr. Bierscheid addressed the council and gave an update on the Parks System Plan and answered questions of the council.

3. Department of Public Safety – Driver & Vehicle Services Claims Review
a. Declaration of Intent to Consider Closed Session (§ 13D.04 subd. 5)

Councilmember Koppen moved to close the meeting for the purpose of discussing the driver & vehicle services claims as allowed under MN State Statute 13D.04 Subd. 5.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

Mayor Rossbach called the meeting back to order and gave a brief synopsis of the discussion during the closed session.

F. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 6:20 p.m.

DRAFT

MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 p.m., Monday, October 14, 2013
 Council Chambers, City Hall
 Meeting No. 18-13

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:07 p.m. by Mayor Rossbach.

Mayor Rossbach introduced Noah, a student that was attending the council meeting as part of his school project to study what the council does.

B. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Noah.

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. Early Voting
 N2. MCC Postings

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 September 23, 2013 City Council Meeting Minutes**

Councilmember Juenemann noted that the councilmember that seconded agenda item 11 needs to be added.

Councilmember Cave moved to approve the September 23, 2013 City Council Meeting Minutes as amended.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. 3M Companies -- Doug Stang; Information and Photos of Groundbreaking Ceremony for R & D Facility

Doug Stang from 3M Public Affairs addressed the council and gave the presentation on the 3M Research and Development Facility.

2. Adoption of Proclamation Declaring the Week of October 20-26, 2013 as Minnesota Manufacturers' Week in the City of Maplewood

- a. Neng Lee, Minnesota Department of Employment and Economic Development (DEED)**
- b. Gladstone Window and Door**
- c. Truck Utilities**
- d. Garden Fresh Farms**

Mayor Rossbach gave the report and read the Minnesota Manufacturers' Week Proclamation from the City of Maplewood. He further read the Proclamation from the State of Minnesota signed by Governor Mark Dayton. Mayor Rossbach read and then presented Gladstone Window and Door, Truck Utilities and Garden Fresh Farms each with a Certificate of Commendation from the Governor Mark Dayton.

Neng Lee from the Minnesota Department of Employment and Economic Development was present and addressed the council to give additional information about manufacturing firms in Minnesota. He also gave additional information on Tour of Manufacturing MN website.

Councilmember Juenemann moved to approve the Proclamation Declaring October 20th through October 26th Minnesota Manufacturers' Week in Maplewood.

CITY OF MAPLEWOOD
PROCLAMATION

MINNESOTA MANUFACTURERS' WEEK

WHEREAS, the manufacturing industry is a dynamic part of Minnesota's economy, and promotion of this sector's strength, success and high quality of life is an integral part of Minnesota's economic development strategy; and

WHEREAS, manufacturing provides high skill, high wage jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; and

WHEREAS, Minnesota has 300,200 manufacturing jobs statewide or 14 percent of all private-sector jobs; and

WHEREAS, manufacturing contributes more than \$30 billion to the state economy and represents 17 percent of the Minnesota's gross domestic product; and

WHEREAS, manufacturing has the second-largest payroll of any business sector in the state, providing \$16.1 billion in 2009 wages; and

WHEREAS, the City of Maplewood has 63 manufacturing companies within its borders,

employing 486 people.

WHEREAS, the City of Maplewood encourages the community, local and regional Chambers of Commerce, trade associations and individual companies to mark the week with special events recognizing the economic importance of the sector; and

THEREFORE BE IT RESOLVED that the City Council of the City of Maplewood does hereby proclaim that the week of October 20 – 26, 2013 shall be observed as:

Minnesota Manufacturers' Week in the City of Maplewood,

on this 14th day of October, 2013.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

3. Adoption of Proclamation to Tubman Family Alliance: Domestic Violence Awareness Month

Police Chief Schnell gave the staff report and introduced Beverly C. Dusso, President and Chief Executive Officer of Harriet Tubman Family Alliance. Mayor Rossbach read and presented Ms. Dusso with the Proclamation Proclaiming October as National Domestic Violence Awareness Month. Ms. Dusso gave additional information about the Harriet Tubman Family Center.

Councilmember Juenemann moved to approve the Proclamation to Tubman Family Alliance declaring October as National Domestic Violence Awareness Month.

PROCLAMATION
City of Maplewood

Proclaims October National Domestic Violence Awareness Month

WHEREAS, in the United States one in every four women will experience domestic violence in her lifetime, and the cost of intimate partner violence in America exceeds \$5.8 billion dollars each year, with \$4.1 billion directly related to associated medical and mental health services; and

WHEREAS, in Minnesota, during 2012, at least 14 women were killed by a current or former husband, boyfriend, or intimate partner and at least 1 man was murdered in a case where the suspected, alleged, or convicted perpetrator was a current or former intimate partner and at least 11 children were left motherless as a result of domestic homicide; and

WHEREAS, boys who witness domestic violence are twice as likely to abuse their own partners when they become adults and in the City of Maplewood police officers respond to more than 500 domestic violence-related calls for service each year; and

WHEREAS, it is recognized that as a community we cannot assume there is nothing we can do to prevent and/or meaningfully intervene in domestic violence;

NOW, THEREFORE, BE IT RESOLVED, that the City of Maplewood recognizes October as *National Domestic Violence Awareness Month*, a time to give thoughtful

ACCOUNTS PAYABLE:

\$ 518,875.04	Checks # 90726 thru # 90767 dated 09/24/13
\$ 426,067.32	Disbursements via debits to checking account dated 09/16/13 thru 09/20/13
\$ 655,006.57	Checks # 90769 thru # 90825 dated 10/01/13
\$ 271,260.96	Disbursements via debits to checking account dated 09/23/13 thru 09/27/13
\$ 1,180,831.03	Checks # 90826 thru # 90884 dated 09/30/13 thru 10/08/13
\$ 992,803.29	Disbursements via debits to checking account dated 09/30/13 thru 10/04/13
<hr/>	
\$ 4,044,844.21	Total Accounts Payable

PAYROLL

\$ 507,968.23	Payroll Checks and Direct Deposits dated 09/27/13
\$ 879.50	Payroll Deduction check # 9989564 thru # 9989566 dates 09/27/13
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\$ 508,847.73	Total Payroll
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\$ 4,553,691.94	GRAND TOTAL

Seconded by Councilmember Cave

Ayes – All

The motion passed.

2. Approval of Summary Ordinance for the Subsurface Sewage Treatment System Ordinance

Councilmember Juenemann moved to approve the Subsurface Sewage Treatment System Ordinance Summary Publication.

City of Maplewood
Ordinance No. 934 - Summary

An Ordinance to the Maplewood Municipal Code Regarding
Subsurface Sewage Treatment Systems

On September 23, 2013, the Maplewood City Council adopted a Subsurface Sewage Treatment System (STS) ordinance to comply with new state rules regulating septic systems. The City's

previous SSTS ordinance was adopted in 2002. Following is a summary of the new ordinance:

1. Purpose - to establish minimum requirements for regulation of septic systems for the treatment and dispersal of sewage within the City in order to protect public health and safety, groundwater quality, and prevent or eliminate the development of public nuisances.
2. Management Plans - required for all new or replaced systems.
3. Operating Permit - required for SSTS with a pretreatment device, custom engineered design, or design flow of more than 5,000 gallons per day.
4. Compliance Inspections - 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.
5. Maintenance – maintenance inspections required every three years.
6. Abandonment – requirement that all systems no longer in use be abandoned.
7. Administration of the ordinance:
 - a. Trained Administrator - the City is required to designate an individual at the City who is trained in the administrative requirements of the SSTS program.
 - b. Licensed Inspector – the City shall employ or retain under contract a qualified and appropriately licensed professional to administer and operate the SSTS program.
 - c. Maintenance Inspections – the City is will create an administrative process to ensure that property owners submit the required maintenance inspections to the City every three years.

The SSTS ordinance goes into effect after publication. An official copy of the SSTS ordinance is on file in the office of the Maplewood City Clerk, 1830 County Road B East, Maplewood, or can be obtained on the city's website at www.ci.maplewood.mn.us/septic. Questions regarding this ordinance should be directed to Steve Love, Assistant City Engineer at (651) 249-2404 or steve.love@ci.maplewood.mn.us.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

3. Approval of Resolution Certifying Election Judges for the November 5, 2013 General Municipal Election

Councilmember Juenemann moved to approve the Resolution Certifying Election Judges for the November 5, 2013 General Municipal Election.

RESOLUTION 13-10-976 RESOLUTION ACCEPTING ELECTION JUDGES

RESOLVED, that the City Council of Maplewood, Minnesota, accepts the following list of Election Judges for the 2013 General Election to be held on Tuesday, November 5, 2013.

Ahrens, Fran

Aikens, Meridith

Allen, Jim

Anderson, Nancy

Anderson, Suzanne

Ansari, Ahsan

Arnold, Ajla

Babin, Paul

Bartelt, Joan

Bedor, David

Beggs, Regan

Behr, Jeanette

Belland, Jaime

Berry, Robert (Bud)

Bjorklund, Diane

Bolden, Donita

Booher, Michele

Bortz, Albert

Bortz, Jeanne
 Brandon, Ginny
 Brandon, Richard
 Bunkowske, Bernice
 Carle, Jeanette
 Carol, Thomalla
 Carson, Helen
 Combe, Edward
 Connelly, Thomas
 Conover, Florence
 Danielson, Nate
 D'Arcio, India
 DeBernardi, Nancy
 Desai, Kalpana
 DeZelar, Phil
 Dickson, Helen Jean
 Dittli, Albin
 Droeger, Diane
 Duellman, Audrey
 Dunham, Bob
 Eickhoff, Carolyn
 Ewald, Jeanne
 Fitzgerald, Delores
 Fowler, Cynthia
 Franzen, Nick
 Freer, Mary Jo
 Fuller, Mary
 Katherine
 Gaboury, Shirley
 Garvey, Terrence
 Gebauer, Victor
 Gerten, John
 Gierzak, Sister
 Clarice
 Golaski, Diane
 Gudknecht, Jamie
 Gustafson, Dianne
 Guthrie, Rosie
 Haddad, Joyce
 Hahn, Sandra
 Hahn, Vonna
 Hanson, Joan
 Harder, Mary
 Hart, Barbara
 Herber, Darlene
 Hervig, Cindy
 Hinnenkamp, Gary
 Hulet, Jeanette

Hulet, Robert
 Jagoe, Carol
 Jahn, David
 Jensen, Robert
 Johannessen, Judith
 Johansen, Kathleen
 Johnson, Warren
 Jones, Shirley
 Kapfer, Deb
 Kipka, Judy
 Kirchoff, Harold
 Knauss, Carol
 Knutson, Lois
 Kramer, Dennis
 Kreger, Jason
 Kwapick, Jackie
 Lampe, Charlotte
 Larson, Michelle
 Layer, Stephanie
 Layer, Tom
 Leiter, Barbara
 Leonard, Claudette
 Liptak, Marianne
 Loipersbeck, Darlene
 Loipersbeck, Jules
 Mahowald, Valerie
 Mahre, Jeri
 Mammenga II,
 Donald
 Manthey, John
 Maskrey, Thomas
 McCann, John
 McCarthy, Peggy
 McCauley, Judy
 Mechelke, Mary Lou
 Millette, James
 Moreno, Marlene
 Muenchow, Mike
 Myster, Thomas
 Nelson, Clare
 Nelson, Percy
 Newcomb, Mary
 Nichol, Jane
 Nichols, Miranda
 Nissen, Helen
 Norberg, Ann
 O'Brien, D. William
 (Bill)

Olson, Anita
 Olson, Lois
 Parent, Dian
 Pedersen, Bernard
 Peper, Marilyn
 Posch, Roger
 Putz, Shelly
 Putz, Steve
 Renslow, Rita
 Rodriguez, Vincent
 Rudeen, Elaine
 Sagert, Chris
 Sandberg, Janet
 Sands, Warren
 Sauer, Kathleen
 Sawyer, Sharon
 Scharnott, Thomas
 Schluender, Cynthia
 Schmidt, William
 Schneider, Mary Ann
 Schramel, Betty
 Schramel, Jim
 Schultz, Louise
 Seitz, James
 Seyfer, Deborah
 Shores, Teresa
 Skaar, Delaney
 Skaar, Steven
 Skaar, Susan
 Spangler, Bob
 Stafki, Tim
 Steenberg, Judith
 Steenberg, Richard
 Storm, Mary
 Taylor, Lori
 Thomforde, Faith
 Tourville, Michael
 Trippler, Dale
 Tschida, Micki
 Urbanski, Carolyn
 Urbanski, Holly
 Urbanski, William
 Vanek, Mary
 Wasmundt, Gayle
 Wolfgram, Dorothy
 Yorkovich, Cindy
 Zian, Helen
 Zipko, Leroy

Seconded by Councilmember Cave

Ayes – All

Seconded by Councilmember Cave

Ayes – All

The motion passed.

10. Approval of Resolution to Enter Into Cooperative Agreement with MnDOT for East Metro Public Safety Training Facility, Project 09-09

Councilmember Juenemann moved to approve the Resolution to Enter into a Cooperative Agreement with MNDOT for the East Metro Public Safety Training Facility, City Project 09-09 and direct the Mayor and City Manager to sign the agreement signifying city council approval. Minor revisions can be approved by the City Attorney.

RESOLUTION 13-10-979

IT IS RESOLVED that the City of Maplewood enter into Mn/DOT Agreement No. 04443 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City of the State's share of the costs of the signal replacement construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 120 (Century Avenue/Geneva Avenue) at the intersection of Trunk Highway No. 5 (34th Street North) North Junction within the corporate City limits under State Project No. 6227-80.

IT IS FURTHER RESOLVED that the Mayor and the City Manager are authorized to execute the Agreement and any amendments to the Agreement.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

11. Approval of Maintenance Agreement With Washington County, Ramsey County, and Woodbury, Project 03-15, Century Avenue Improvements

Councilmember Juenemann moved to approve the Maintenance Agreement with Washington County, Ramsey County and the City of Woodbury for the Century Avenue Improvements, City Project 03-15 and authorize the Mayor and City Manager to sign the agreement signifying council approval. Minor revisions can be approved by the City Attorney.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

12. Approval of Purchase of Fleet Maintenance Parallelogram Lift

Councilmember Juenemann moved to approve to enter into a contract with Benco Equipment for the Purchase of a Stertil Koni SKY 250 Lift under the MN State Contract #438688 in the amount of \$130,940.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

13. Approval of Purchase of Single Axle Plow Truck

Councilmember Juenemann moved to approve to enter into a contract with Nuss Truck & Equipment for the purchase of a 2013 Mack GU712 Chassis under the MN State Contract #61010; and enter into a contract with Towmaster Truck Equipment for the purchase of a 2013 Dump Body, Plow and Equipment under the MN State Contract #61353 in the amount of \$183,996.24

Seconded by Councilmember Cave

Ayes – All

The motion passed.

14. Approval of Consulting Contract for Marketing and Advertising

Councilmember Juenemann moved to approve the Consulting Contract for Marketing and Advertising with Carey Communications through December 2014 and authorize the City Manager and Director of Citizen Services to sign the same.

Seconded by Councilmember Cave

Ayes – All

The motion passed.

H. PUBLIC HEARING

1. Approval of Second Reading Amending the Ordinance Regulating Off-Sale Intoxicating Liquor Licenses Distance Requirements and Lifting the Moratorium on New Off-Sale Licenses

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

Mayor Rossbach opened the public hearing. No one spoke.

Mayor Rossbach closed the public hearing.

Councilmember Juenemann moved to approve the second reading of Sec. 6-169 that governs the distance requirements between existing and new off-sale intoxicating liquor licensed premises from 1,000 feet to 2,640 feet measuring the distance from main entrance to main entrance and lift the current moratorium on the issuance of new off-sale intoxicating liquor licensed premises.

ORDINANCE 932

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.

Seconded by Councilmember Cardinal

Ayes – Mayor Rossbach, Council Members Cardinal, Cave and Juenemann
 Abstain – Councilmember Koppen

The motion passed.

I. UNFINISHED BUSINESS

1. Approval of Purchase of Carts Through the Recycling Contract

Assistant City Manager/Community Development Director Coleman gave the staff report. City Manager Ahl gave additional information and answered questions of the council.

Councilmember Cardinal moved to form an agreement with Tennis Sanitation to lease the carts for recycling for one year.

Seconded by Councilmember Cave

Councilmember Cardinal withdrew his motion.

Councilmember Juenemann moved to table the Purchase of Carts through the Recycling Contract for 6 weeks until the November 25, 2013 meeting to allow time for the Ramsey County Manager to review process and drafting of the final grant agreement which will outline specifics of how the grant monies can be used.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

2. Approval of 2014 Charitable Gambling Awards

Assistant City Manager/Community Development Director Coleman gave the staff report. City Manager Ahl answered questions of the council. Police Chief Schnell answered additional questions of the council.

Councilmember Cave moved to approve the 2014 Charitable Gambling Awards:

Organization	Amount Requested	Proposed Award
American Red Cross - TC Area Chapter	\$2,000.00	\$0*
Boy Scout Troop 461	\$1,000.00	\$630
Boy Scout Troup 197	\$2,000.00	\$1,080
CHILD Inc	\$200.00	\$80
Dispute Resolution Center	\$2,000.00	\$940
District 622 Education Foundation	\$2,500.00	\$1,310
District 622 Fusion Drumline	\$2,700.00	\$0*
Gethsemane Lutheran School	\$10,000.00	\$830
Hmong American Education Fund	\$4,490.00	\$1,600
Maple Tree Monastery Childcare Center	\$762.50	\$0*

Maplewood Area Historical Society	\$19,547.00	\$7,889
Maplewood Fire Fighters Flower Fund	\$900.00	\$250
Maplewood Monarchs S.O. Team	\$3,000.00	\$1,400
Maplewood Police Explorers	\$5,000.00	\$2,420
Maplewood Police Reserves	\$5,000.00	\$2,660
Maplewood Youth Scholarship Fund	\$3,500.00	\$1,780
Ramsey County Fair	\$3,500.00	\$2,360
Second Chance Animal Rescue	\$800.00	\$160
Simon Youth Foundation - Maplewood Mall	\$300.00	\$50
St. Jerome's Catholic School	\$3,457.00	\$580
St. Mary's Health Clinics	\$15,000.00	\$3,000
The Salvation Army	\$3,000.00	\$680
Tubman Family Alliance	\$1,500.00	\$350
Webster Elementary School	\$3,800.00	\$580
White Bear Area YMCA	\$3,000.00	\$1,310
Fund Reserves		\$61
TOTAL AMOUNT OF REQUESTS	\$98,957	\$32,000

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

J. NEW BUSINESS

1. Approval of an Annual Currency Exchange License Renewal for EZ Cash Maplewood LLC, 3035 White Bear Avenue

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

Councilmember Cave moved to approve the Currency Exchange License Renewal for EZ Cash Maplewood, LCC located at 3035 White Bear Avenue.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

2. Preliminary Approval for Issuance of Refunding Bonds

Finance Director Bauman gave the staff report.

Councilmember Juenemann moved to give preliminary approval of the Resolution for the sale of \$3,805,000 General Obligation Refunding Bonds Series 2013B.

RESOLUTION 13-10-980

RESOLUTION PROVIDING FOR THE COMPETITIVE NEGOTIATED SALE OF \$3,805,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2013B

A. WHEREAS, the City Council of the City of Maplewood, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue \$3,805,000 General

Obligation Refunding Bonds, Series 2013B (the "Bonds") to (i) refund in full the February 1, 2015 through February 1, 2021 maturities of the City's General Obligation Refunding Bonds, Series 2004A, dated April 1, 2004; (ii) refund a portion of the August 1, 2018 maturity and refund in full the August 1, 2019 through August 1, 2024 maturities of the City's General Obligation Improvement Bonds, Series 2004B, dated August 1, 2004; and

B. WHEREAS, the City has retained Springsted Incorporated, in Saint Paul, Minnesota ("Springsted"), as its independent financial advisor and is therefore authorized to sell these obligations by a competitive negotiated sale in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

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

1. Authorization. The City Council hereby authorizes Springsted to solicit proposals for the competitive negotiated sale of the Bonds.

2. Meeting: Proposal Opening. This City Council shall meet at the time and place specified in the Terms of Proposal attached hereto as Exhibit A for the purpose of considering sealed proposals for, and awarding the sale of, the Bonds. The proposals shall be received at the offices of Springsted and shall be opened at the time specified in such Terms of Proposal.

3. Terms of Proposal. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Proposal" attached hereto as Exhibit A and hereby approved and made a part hereof.

4. Official Statement. In connection with the sale, the City Clerk, Mayor and other officers or employees of the City are hereby authorized to cooperate with Springsted and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the City upon its completion.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

3. Approval of Resolution Supporting Police Department Policy Development

Police Chief Schnell gave the staff report

Councilmember Cardinal moved to approve the Resolution in support of Police Department Policy Development regarding response to domestic violence incidents involving law enforcement officers and/or high-profile persons.

RESOLUTION 13-10-981

A RESOLUTION OF SUPPORT FOR THE ESTABLISHMENT AND IMPLEMENTATION OF MAPLEWOOD POLICE DEPARTMENT POLICIES PERTAINING TO POLICE OFFICER-PERPETRATED DOMESTIC VIOLENCE AND POLICE RESPONSE TO DOMESTIC VIOLENCE BY PUBLIC FIGURES

WHEREAS, October is national Domestic Violence Awareness Month; and

WHEREAS, law enforcement has played a key role in the overall criminal justice system's improvements to effectively respond to domestic violence; and

WHEREAS, the challenge posed by domestic violence to law enforcement agencies becomes even greater when police officers and other criminal justice system professionals are implicated; and

WHEREAS, consistency in the response to domestic violence regardless of community status, profile, or background is a matter of public trust and leadership; and

WHEREAS, the International Association of Chiefs of Police prepared model "best practices" policies for consideration by local units of government that make an affirmative statement that domestic violence will not be tolerated;

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

1. That we support the Maplewood Police Department's effort to develop and implement policies pertaining to police officer-perpetrated domestic violence and response protocols for domestic violence involving public figures; and
2. Direct that the Maplewood Police Department continue all efforts toward implementing effective and efficient strategies to prevent and intervene in incidents of domestic and family violence.

Adopted this 14th day of October 2013

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

K. AWARD OF BIDS

None

L. VISITOR PRESENTATION

None

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

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

2. Cancellation of the November 4, 2013 Council Manager Workshop

Councilmember Cardinal moved to cancel the November 4, 2013 City Council Manager Workshop Meeting.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

N. COUNCIL PRESENTATIONS

1. Early Voting

Councilmember Juenemann clarified that it is not early voting in Maplewood, it is absentee voting. Maplewood residents can vote by absentee at City Hall from 8:00 a.m. to 4:30 p.m. Monday through Friday, from 10:00 a.m. to 3:00 p.m. on the Saturday before the election and from 8:00 a.m. to 5:00 p.m. the Monday before the election.

2. MCC Postings

Councilmember Cardinal requested that city staff is consistent in our policy for what is permitted to be posted at the Community Center and what is permitted at city hall.

O. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 8:27 p.m.

MEMORANDUM

TO: R. Charles Ahl, City Manager
FROM: Michael Thompson, City Engineer/Director of Public Works
DATE: 10/22/13
SUBJECT: APWA Sustainability Award Presentation

Introduction

The city council will be presented with the prestigious National Award for Sustainability Practices from the American Public Works Association.

Discussion

The American Public Works Association acknowledged the City's leadership in sustainability by awarding Maplewood the 2013 Sustainability Practices Award. This prestigious national award recognizes Maplewood's contributions to promoting sustainability city-wide through planning, infrastructure investment, design standards, education, and daily operations in an environmentally and socially responsible way.

Maplewood's sustainability practices and accomplishments are many and varied including:

- Vision – considering sustainability through comprehensive plan efforts such as greenway planning, trail systems, and preserving open space.
- Living Streets – defined as a complete green street that provides for active living with multiple modes of transportation while also reducing environmental impacts by lessening impervious surface, managing stormwater, and providing shade. The City's first Living Streets demonstration project was constructed in 2012 in the Bartelmy-Meyer neighborhood.
- Stormwater Management – improves water quality through the implementation of stormwater best practices, such as rainwater gardens, in all new and redevelopment sites and road improvement projects. Today, the City has over 700 home rainwater gardens and over 60 rainwater gardens on City property.
- Sustainable Operations – City operations which are planned and carried out with full consideration of how environmental factors affect long-term goals. Constant adjustments to City operations have contributed to reducing environmental impacts such as adoption of an environmental purchasing policy, reduction of salt in snow plowing, right sizing the City's fleet, spring and fall street sweepings, reduction in the amount of mowed turf in parks and City property, trash hauling and recycling efficiencies, and energy efficiency upgrades in City buildings.

Maplewood's ability to influence change and lead a sustainable approach to infrastructure replacement and operations is driven by a culture that has become ingrained into Maplewood's identity. The success is the result of support from all levels of the community including elected officials, management, staff, and citizens.

Budget Impact

No budget action needed.

Recommendation

No action required.

MEMORANDUM

TO: City Council

FROM: Charles Ahl, City Manager
Sarah Burlingame, Senior Administrative Assistant

DATE: October 22, 2013

SUBJECT: Resolution for Appointment to Commissions
a. Environmental & Natural Resources
b. Planning Commission

Introduction/Background

The Planning Commission has 2 openings, one due to a resignation and one to fill a term that expires at the end of the year. The Environmental & Natural Resources Commission has one opening due to a term ending in September. Staff has advertised for these positions and received 5 applications. The City has advertised and accepted applications from interested individuals. The City Council then interviewed the candidates for this commission and filled out ballots during the Workshop prior to this meeting, which staff has tallied.

Budget Impact

None

Recommendation

Staff recommends the City Council approve the attached resolution to appoint candidates to the commissions indicated.

Planning Commission

- _____, term expires 12/31/2014
- _____, term expires 12/31/2016

Environmental & Natural Resources Commission

- _____, term expires 9/30/2016

Attachments

1. Resolution for Appointment

RESOLUTION NO. _____

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:

Planning Commission

- _____, term expires 12/31/2014
- _____, term expires 12/31/2016

Environmental & Natural Resources Commission

- _____, term expires 9/30/2016

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Shann Finwall, AICP, Environmental Planner

DATE: October 22, 2013

SUBJECT: Approval of a Resolution of Appreciation for Environmental Commissioner Carol Mason Sherrill

Introduction

Carol Mason Sherrill has been a member of the Environmental and Natural Resources Commission for six years and ten months, serving from November 27, 2006 to September 30, 2013 and she served on the Environmental and Natural Resources Committee prior to her Commission appointment.

Background

The Environmental and Natural Resources Commission recommended approval of a Resolution of Appreciation for Carol Mason Sherrill on October 21, 2013.

Recommendation

Approve the attached resolution of appreciation for Carol Mason Sherrill for her years of service on the Environmental and Natural Resources Commission.

Attachment

1. Resolution of Appreciation

RESOLUTION OF APPRECIATION

WHEREAS, Carol Mason Sherrill has been a member of the Maplewood Environmental and Natural Resources Commission for six years and ten months, serving from November 27, 2006 to September 30, 2013 and she served on the Environmental and Natural Resources Committee for two years prior to her Commission appointment. Ms. Mason Sherrill has served faithfully in those capacities; and

WHEREAS, the Environmental and Natural Resources Commission has appreciated her experience, insights and good judgment; and

WHEREAS, Ms. Mason Sherrill has freely given of her time and energy, without compensation, for the betterment of the City of Maplewood; and

WHEREAS, Ms. Mason Sherrill has shown dedication to her duties and has consistently contributed her leadership and efforts for the benefit of the City.

NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, Minnesota, and its citizens that Carol Mason Sherrill is hereby extended our gratitude and appreciation for her dedicated service.

*Passed by the Maplewood
City Council on October 28, 2013.*

Will Rossbach, Mayor

*Passed by the Maplewood
Environmental and Natural Resources
Commission on October 21, 2013.*

Judith Johannessen, Chairperson

Attest:

Karen Guilfoile, City Clerk

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 28, 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:

\$ 1,180,831.03	Checks # 90826 thru # 90884 dated 09/30/13 thru 10/08/13
\$ 260,326.24	Disbursements via debits to checking account dated 10/14/13 thru 10/18/13
\$ 313,991.08	Checks # 90885 thru # 90933 dated 10/15/13
\$ 483,790.78	Disbursements via debits to checking account dated 10/15/13 thru 10/18/13
\$ 2,238,939.13	Total Accounts Payable

PAYROLL

\$ 527,398.77	Payroll Checks and Direct Deposits dated 10/11/13
\$ 1,084.00	Payroll Deduction check # 9989593 thru # 9989595 dated 10/11/13
\$ 528,482.77	Total Payroll
\$ 2,767,421.90	GRAND TOTAL

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

Attachments

**Check Register
City of Maplewood**

10/03/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
90826	09/30/2013	05273	SONGBLAST	PERFORMANCES MCC SEPT 26	1,440.00
90827	10/01/2013	05260	VISUALPRO 360 INC.	VIGILANT VIDEO MOBILITY LPR SYSTEM - 2	15,325.88
90828	10/08/2013	02396	SHANN FINWALL	REIMB FOR MILEAGE 7/29 - 9/20	107.80
90829	10/08/2013	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#11	825,207.15
90830	10/08/2013	00687	HUGO'S TREE CARE INC	HAZARD TREE REMOVAL & TRIMMING	4,718.16
	10/08/2013	00687	HUGO'S TREE CARE INC	STUMP GRINDING/MISC - JUNE STORM	3,968.06
90831	10/08/2013	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 11-14 PROF SRVS THRU 8/31	1,180.57
90832	10/08/2013	01085	MN LIFE INSURANCE	MONTHLY PREMIUM - OCTOBER	3,056.80
90833	10/08/2013	01941	PATRICK TROPHIES	TROPHIES - SOCCER	902.18
	10/08/2013	01941	PATRICK TROPHIES	TROPHIES - SOCCER	269.10
	10/08/2013	01941	PATRICK TROPHIES	TROPHIES - FLAG FOOTBALL	32.76
90834	10/08/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	27,757.25
	10/08/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	6,926.32
	10/08/2013	01190	XCEL ENERGY	ELECTRIC UTILITY	122.58
	10/08/2013	01190	XCEL ENERGY	ELECTRIC UTILITY	52.21
	10/08/2013	01190	XCEL ENERGY	ELECTRIC UTILITY	15.45
90835	10/08/2013	01798	YOCUM OIL CO.	CONTRACT GASOLINE - SEPT	14,777.76
90836	10/08/2013	02411	ALEX AIR APPARATUS INC	SCBA TESTING/SERVICE	1,215.00
90837	10/08/2013	04848	AVESIS	MONTHLY PREMIUM - OCTOBER	280.99
90838	10/08/2013	05095	BBD INVESTMENTS, INC.	PROJ 09-08 IRRIGATION LINE 1285 COPE	369.52
90839	10/08/2013	01974	BLUE CROSS REFUNDS	REFUND BLUE CROSS FOR TRANS MEDIC	392.56
90840	10/08/2013	05234	BOLER EXPRESS CAR WASH	SQUAD CAR WASHES 8/9 - 9/25	154.62
90841	10/08/2013	00230	BRYAN ROCK PRODUCTS, INC.	LIMESTONE FOR GERANIUM PARK	100.25
90842	10/08/2013	05276	DENNIS BURKE	POLICE K9 KENNEL FENCING	280.00
90843	10/08/2013	05215	CORESTRONG FITNESS LLC	FLAG FOOTBALL INSTRUCTION	160.00
90844	10/08/2013	03619	DRAIN KING INC	SEWER CLEANING & TELEVISIONING	190.00
90845	10/08/2013	05207	EQUIFAX INFORMATION SERVICES	APPLICANT BACKGROUND CHECKS	60.00
90846	10/08/2013	00472	MICHAEL A ERICSON	CONSULTING FEES 9/9 - 9/20	1,175.00
90847	10/08/2013	05064	FIRE CATT, LLC	FIRE HOSE TESTING	3,823.75
90848	10/08/2013	05275	FIRST STATE TIRE RECYCLING	RECYCLING TIRES	265.00
90849	10/08/2013	00531	FRA-DOR INC.	BLACK DIRT GERANIUM PARK	416.82
90850	10/08/2013	02929	GLTC PREMIUM PAYMENTS	LTC MONTHLY PREMIUM - OCTOBER	366.84
90851	10/08/2013	04947	HARDRIVES, INC.	PROJ 11-15 MILLS/OVERLAYS PMT#6	199,789.73
90852	10/08/2013	05216	ROCHELLE HAWTHORNE	REIMB FOR TUITION & BOOKS 5/9-8/15	1,501.98
90853	10/08/2013	02995	INTEGRATED LOSS CONTROL INC	AWAIR & RIGHT TO KNOW TRAINING	1,374.00
90854	10/08/2013	03978	KANE'S CATERING SERVICE, INC	CITY RECOGNITION EVENT	1,000.00
90855	10/08/2013	02336	M A TAYLOR INC	FITNESS CONSULTANT SRVS 3RD QTR	1,100.00
90856	10/08/2013	00942	MARSDEN BLDG MAINTENANCE CO	JANITORIAL SERVICES - SEPT	6,578.16
	10/08/2013	00942	MARSDEN BLDG MAINTENANCE CO	SANITIZE BASEMENT 1745 DULUTH ST	192.38
90857	10/08/2013	05274	NATIONAL GOVERNMENT SRVS, INC.	REFUND MEDICARE FOR TRANS MEDIC	350.14
	10/08/2013	05274	NATIONAL GOVERNMENT SRVS, INC.	REFUND MEDICARE FOR TRANS MEDIC	350.14
90858	10/08/2013	05208	ANN NELSON	EMS TRAINING	300.00
90859	10/08/2013	00001	ONE TIME VENDOR	REFUND EVENT 360 BOND DEPOSIT	5,000.00
90860	10/08/2013	00001	ONE TIME VENDOR	REFUND J NETICK MEMBERSHIP/BCBS	421.02
90861	10/08/2013	00001	ONE TIME VENDOR	REFUND M SMITH TRANS MEDIC	284.72
90862	10/08/2013	00001	ONE TIME VENDOR	REFUND W TUPPER - TREE REBATE	200.00
90863	10/08/2013	00001	ONE TIME VENDOR	REFUND B DAHL - TREE REBATE	100.00
90864	10/08/2013	00001	ONE TIME VENDOR	REFUND M HOWELL - TREE REBATE	100.00
90865	10/08/2013	00001	ONE TIME VENDOR	REFUND M MEEK - TREE REBATE	100.00
90866	10/08/2013	00001	ONE TIME VENDOR	REFUND H SCHULTE - TREE REBATE	100.00
90867	10/08/2013	00001	ONE TIME VENDOR	REIMB J GASPAR MILEAGE/TRAINING	95.05
90868	10/08/2013	00001	ONE TIME VENDOR	REFUND L LACOURSE - HP BENEFIT	80.00
90869	10/08/2013	00001	ONE TIME VENDOR	REIMB B CREAGER TRAINING	43.00

90870	10/08/2013	00001	ONE TIME VENDOR	REFUND J SAMEC PICNIC SHELTER	25.00
90871	10/08/2013	00001	ONE TIME VENDOR	REFUND K SINGH - BCBS BENEFIT	20.00
90872	10/08/2013	00001	ONE TIME VENDOR	REFUND K BOOKS - HP BENEFIT	20.00
90873	10/08/2013	04275	JIM RAINEY	REIMB FOR BLDG MAINT SUPPLIES	27.83
90874	10/08/2013	03879	SANSIO	EMS FEES - OCT	738.67
90875	10/08/2013	05099	RONALD C. SPINOSA	SPEAKER FOR MUSHROOM ID	75.00
90876	10/08/2013	01823	ST CROIX RECREATION CO INC	MEMORIAL BENCH FOR HILLSIDE PARK	1,047.38
90877	10/08/2013	04339	MICHAEL STREFF	REIMB FOR WORKOUT SHOES 9/24	75.00
90878	10/08/2013	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - SEPT	5,209.00
90879	10/08/2013	05199	SWANEE'S MUSIC INC.	PERFORMANCES MCC OCT 12 & 13	2,000.00
90880	10/08/2013	00529	UNION SECURITY INSURANCE CO	LTD PLAN 4043120-2 - OCT	3,119.92
	10/08/2013	00529	UNION SECURITY INSURANCE CO	STD PLAN 4043120-1 - OCT	2,448.31
90881	10/08/2013	04076	VALLEY-RICH CO., INC.	EMERGENCY REPAIR SEWER 1870 RICE ST	10,989.75
90882	10/08/2013	05260	VISUALPRO 360 INC.	VIGILANT VIDEO MOBILITY LPR SYSTEM - 2	19,771.88
90883	10/08/2013	05013	YALE MECHANICAL LLC	CONDENSER CLEANING MCC	931.00
90884	10/08/2013	01807	SUSAN ZWIEG	REIMB FOR MILEAGE 9/15 - 9/18	161.59

1,180,831.03

59 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>
10/7/2013	MN State Treasurer	Drivers License/Deputy Registrar	26,672.71
10/8/2013	MN State Treasurer	Drivers License/Deputy Registrar	55,444.66
10/9/2013	MN State Treasurer	Drivers License/Deputy Registrar	43,088.57
10/10/2013	MN State Treasurer	Drivers License/Deputy Registrar	21,991.29
10/11/2013	MN State Treasurer	Drivers License/Deputy Registrar	20,463.05
10/11/2013	MN Dept of Natural Resources	DNR electronic licenses	407.50
10/11/2013	US Bank VISA One Card*	Purchasing card items	87,670.27
10/11/2013	Optum Health	DCRP & Flex plan payments	450.69
10/11/2013	ICMA (Vantagepointe)	Deferred Compensation	4,137.50
			260,326.24

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
10/03/2013	10/04/2013	MENARDS 3059	\$19.27	DAVE ADAMS
09/25/2013	09/27/2013	UNIFORMS UNLIMITED INC.	\$449.89	LONN BAKKE
09/24/2013	09/25/2013	LA POLICE GEAR INC	\$175.97	PAUL BARTZ
10/02/2013	10/03/2013	LA POLICE GEAR INC	\$35.99	PAUL BARTZ
09/20/2013	09/23/2013	ARROWWOOD RESORT CONF C	\$346.29	GAYLE BAUMAN
09/20/2013	09/23/2013	OFFICE DEPOT #1090	\$88.27	REGAN BEGGS
09/20/2013	09/23/2013	OFFICE DEPOT #1090	\$14.24	REGAN BEGGS
09/20/2013	09/24/2013	PAKOR, INC.	\$473.31	REGAN BEGGS
09/25/2013	09/27/2013	OFFICE DEPOT #1090	\$90.67	REGAN BEGGS
09/27/2013	09/30/2013	OFFICE DEPOT #1090	\$99.84	REGAN BEGGS
09/23/2013	09/24/2013	THE WEBSTAURANTSTORE	\$97.41	OAKLEY BIESANZ
09/20/2013	09/23/2013	HENRIKSEN ACE HARDWARE	\$4.29	NEIL BRENEMAN
09/20/2013	09/23/2013	CUB FOODS-SUN RAY	\$8.98	NEIL BRENEMAN
09/24/2013	09/24/2013	SWANK MOTION PICTURES IN	(\$10.72)	NEIL BRENEMAN
09/25/2013	09/26/2013	HENRIKSEN ACE HARDWARE	\$5.60	NEIL BRENEMAN
09/27/2013	09/30/2013	TARGET 00011858	\$25.70	NEIL BRENEMAN
10/03/2013	10/04/2013	TARGET 00011858	\$43.61	NEIL BRENEMAN
10/01/2013	10/02/2013	ARM OF MINNESOTA	\$475.00	NATHAN BURLINGAME
09/23/2013	09/24/2013	CUB FOODS #1599	\$7.78	SARAH BURLINGAME
09/25/2013	09/27/2013	OFFICE MAX	\$33.73	SARAH BURLINGAME
09/26/2013	09/27/2013	FIRST SHRED	\$34.50	SARAH BURLINGAME
10/01/2013	10/03/2013	UNIFORMS UNLIMITED INC.	\$343.13	DAN BUSACK
09/25/2013	09/26/2013	HENRIKSEN ACE HARDWARE	\$3.39	SCOTT CHRISTENSON
09/26/2013	09/27/2013	MENARDS 3022	(\$26.89)	SCOTT CHRISTENSON
09/27/2013	09/30/2013	VIKING ELECTRIC-CREDIT DE	\$9.04	SCOTT CHRISTENSON
09/27/2013	09/30/2013	VIKING ELECTRIC-CREDIT DE	\$134.02	SCOTT CHRISTENSON
09/25/2013	09/26/2013	MN ST IAP ADM PMD PARK	\$6.00	KERRY CROTTY
09/19/2013	09/23/2013	TACONY / POWR FLITE / TOR	\$83.19	CHARLES DEAVER
10/01/2013	10/02/2013	MENARDS 3022	\$28.20	CHARLES DEAVER
09/23/2013	09/24/2013	ITL PATCH COMPANY INC	\$385.65	RICHARD DOBLAR
09/23/2013	09/25/2013	UNIFORMS UNLIMITED INC.	\$94.36	RICHARD DOBLAR
09/25/2013	09/26/2013	ANCOM COMMUNICATIONS INC	\$143.02	RICHARD DOBLAR
09/20/2013	09/23/2013	WERNER ELECTRIC SPLY NPC	\$483.98	TOM DOUGLASS
09/21/2013	09/23/2013	COMMERCIAL POOL & SPA SUP	\$162.42	TOM DOUGLASS
09/26/2013	09/27/2013	TRI DIM FILTER CORP	\$746.46	TOM DOUGLASS
09/27/2013	09/30/2013	VESSCO, INC.	\$590.25	TOM DOUGLASS
09/23/2013	09/24/2013	SUN COUNTRY 3372107075054	\$795.60	MICHAEL DUGAS
09/27/2013	09/30/2013	RAVEN CONCEALMENT SYSTEMS	\$95.97	MICHAEL DUGAS
09/27/2013	09/30/2013	OPTICS PLANET INC	\$135.99	MICHAEL DUGAS
09/28/2013	09/30/2013	UNIFORMS UNLIMITED INC.	\$165.07	MICHAEL DUGAS
09/23/2013	09/24/2013	BRAUN INTERTEC CORP.	\$1,514.25	LARRY FARR
09/23/2013	09/25/2013	THE HOME DEPOT 2801	\$298.88	LARRY FARR
09/24/2013	09/25/2013	BRIN NORTHWESTERN GLASS C	\$873.14	LARRY FARR
09/24/2013	09/25/2013	GOODWILL ROSEVILLE 2 437	\$14.49	LARRY FARR
09/25/2013	09/26/2013	CINTAS 470	\$318.70	LARRY FARR
09/26/2013	09/27/2013	A-1 VACUUM CLEANER COMP	\$137.87	LARRY FARR
09/26/2013	09/27/2013	CINTAS 470	\$117.72	LARRY FARR
09/26/2013	09/27/2013	CINTAS 470	\$26.78	LARRY FARR
09/26/2013	09/27/2013	CINTAS 470	\$63.92	LARRY FARR
09/26/2013	09/30/2013	STAPLES 00118836	\$289.82	LARRY FARR
09/27/2013	09/30/2013	THERMO DYNE INC	\$2,711.54	LARRY FARR
09/30/2013	10/01/2013	ST.PAUL LINOLEUM & CARPET	\$2,373.00	LARRY FARR
10/01/2013	10/02/2013	SWANSON & YOUNGDALE INC	\$2,959.50	LARRY FARR
10/01/2013	10/03/2013	WM EZPAY	\$498.81	LARRY FARR
10/02/2013	10/03/2013	METROPOLITAN MECHANICAL	\$1,096.50	LARRY FARR
10/03/2013	10/04/2013	CINTAS 470	\$86.96	LARRY FARR

09/21/2013	09/23/2013	KAHLER GRAND HOTEL	\$99.12	SHANN FINWALL
09/24/2013	09/25/2013	RECYCLING ASSO OF MN	\$75.00	SHANN FINWALL
09/24/2013	09/25/2013	RECYCLING ASSO OF MN	\$150.00	SHANN FINWALL
09/28/2013	09/30/2013	RAPID ROVER AIRPORT SHUTT	\$27.00	DAVID FISHER
09/21/2013	09/23/2013	COMCAST CABLE COMM	\$54.00	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$852.78	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$1,215.07	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$1,547.95	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$47.11	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$22.90	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$65.45	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$518.22	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$2,841.99	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$1,183.34	MYCHAL FOWLDS
09/23/2013	09/24/2013	TOSHIBA BUSINESS SOLUTION	\$1,307.81	MYCHAL FOWLDS
09/24/2013	09/25/2013	BESTBUY.COM 00009944	\$164.96	MYCHAL FOWLDS
09/24/2013	09/26/2013	IMAGING PATH	\$4,878.85	MYCHAL FOWLDS
09/24/2013	09/27/2013	AT&T*BILL PAYMENT	\$49.48	MYCHAL FOWLDS
09/25/2013	09/27/2013	XP SOLUTIONS	\$629.25	MYCHAL FOWLDS
09/26/2013	09/27/2013	CABLING SERVICES	\$447.35	MYCHAL FOWLDS
09/26/2013	09/27/2013	CABLING SERVICES	\$3,009.31	MYCHAL FOWLDS
09/30/2013	10/01/2013	BEST BUY MHT 0000109	\$74.96	MYCHAL FOWLDS
09/30/2013	10/01/2013	BESTBUY.COM 00009944	\$171.39	MYCHAL FOWLDS
09/30/2013	10/01/2013	BESTBUY.COM 00009944	\$171.39	MYCHAL FOWLDS
09/30/2013	10/01/2013	BESTBUY.COM 00009944	\$171.39	MYCHAL FOWLDS
09/30/2013	10/01/2013	BESTBUY.COM 00009944	\$171.39	MYCHAL FOWLDS
09/30/2013	10/02/2013	OFFICE MAX	\$25.70	MYCHAL FOWLDS
10/01/2013	10/02/2013	BEST BUY MHT 0000109	\$166.01	MYCHAL FOWLDS
10/01/2013	10/03/2013	THE HOME DEPOT 2801	\$4.99	MYCHAL FOWLDS
10/02/2013	10/04/2013	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
09/24/2013	09/25/2013	BESTBUY.COM 00009944	\$164.96	NICK FRANZEN
09/24/2013	09/25/2013	AMAZON MKTPLACE PMTS	\$15.49	NICK FRANZEN
09/24/2013	09/25/2013	IDU*INSIGHT PUBLIC SEC	\$2.13	NICK FRANZEN
09/24/2013	09/25/2013	IDU*INSIGHT PUBLIC SEC	\$120.15	NICK FRANZEN
09/27/2013	09/30/2013	DATA Q DIRECT	\$842.00	NICK FRANZEN
09/27/2013	09/30/2013	DATA Q DIRECT	\$702.00	NICK FRANZEN
09/29/2013	09/30/2013	IDU*INSIGHT PUBLIC SEC	\$444.45	NICK FRANZEN
09/30/2013	09/30/2013	AMAZON.COM	\$118.71	NICK FRANZEN
10/02/2013	10/03/2013	IDU*INSIGHT PUBLIC SEC	\$90.74	NICK FRANZEN
09/30/2013	10/01/2013	MN STATE FIRE CHIEFS ASSO	\$220.00	CLARENCE GERVAIS
09/27/2013	09/30/2013	OFFICE DEPOT #1090	\$55.46	JEAN GLASS
09/27/2013	09/30/2013	OFFICE DEPOT #1090	\$2.67	JEAN GLASS
09/26/2013	09/30/2013	OFFICE MAX	\$79.24	KAREN GUILFOILE
09/26/2013	09/27/2013	BDI*BEARING DISTRIBUTR	\$111.84	MARK HAAG
10/01/2013	10/03/2013	MIKES LP GAS INC	\$42.50	MARK HAAG
09/26/2013	09/30/2013	UNIFORMS UNLIMITED INC.	\$57.93	TIMOTHY HAWKINSON JR.
09/20/2013	09/23/2013	UNIFORMS UNLIMITED INC.	\$97.46	PHENG HER
09/20/2013	09/23/2013	HENRIKSEN ACE HARDWARE	\$26.71	GARY HINNENKAMP
09/26/2013	09/27/2013	HENRIKSEN ACE HARDWARE	\$20.33	GARY HINNENKAMP
09/27/2013	09/30/2013	MILLS FLEET FARM #2,700	\$13.42	GARY HINNENKAMP
09/20/2013	09/23/2013	FACEBK *UQZG65JKE2	\$35.00	RON HORWATH
09/25/2013	09/26/2013	PROTECTIVE MEDICAL	\$55.92	RON HORWATH
09/28/2013	09/30/2013	FACEBK *6VNP55WKE2	\$30.00	RON HORWATH
09/29/2013	09/30/2013	ARC*SERVICES/TRAINING	\$650.00	RON HORWATH
09/30/2013	10/03/2013	WEDDINGPAGES INC	\$311.16	RON HORWATH
10/02/2013	10/03/2013	MENARDS 3059	\$19.22	RON HORWATH
10/03/2013	10/04/2013	TARGET 00007518	\$20.01	RON HORWATH

09/30/2013	10/01/2013	TOSHIBA BUSINESS SOLUTION	\$884.13	ANN HUTCHINSON
09/24/2013	09/25/2013	TARGET 00011858	\$12.09	DAVID JAHN
09/24/2013	09/26/2013	GLENPRODUCTS.COM	\$40.56	DAVID JAHN
09/27/2013	09/30/2013	DALCO ENTERPRISES, INC	\$921.17	DAVID JAHN
09/30/2013	10/02/2013	THE HOME DEPOT 2801	\$31.03	DAVID JAHN
09/20/2013	09/23/2013	JOHN DEERE LANDSCAPES530	\$49.33	DON JONES
09/24/2013	09/26/2013	OFFICE DEPOT #1079	\$23.55	LOIS KNUTSON
09/24/2013	09/26/2013	OFFICE DEPOT #1090	\$120.09	LOIS KNUTSON
10/03/2013	10/04/2013	OFFICE DEPOT #1090	\$14.98	LOIS KNUTSON
09/26/2013	09/27/2013	KS95	\$5,000.00	DUWAYNE KONEWKO
09/27/2013	09/30/2013	PAYPAL *ESABA	\$250.00	DUWAYNE KONEWKO
09/23/2013	09/24/2013	HENRIKSEN ACE HARDWARE	\$2.13	NICHOLAS KREKELER
09/23/2013	09/24/2013	AUTOZONE3948	\$2.88	NICHOLAS KREKELER
09/23/2013	09/24/2013	MENARDS 3059	\$2.74	NICHOLAS KREKELER
09/23/2013	09/25/2013	NAPA STORE 3279016	\$2.88	NICHOLAS KREKELER
09/24/2013	09/26/2013	OFFICE MAX	\$31.05	NICHOLAS KREKELER
09/20/2013	09/23/2013	THE GRAFIX SHOPPE	\$3,054.51	DAVID KVAM
09/23/2013	09/25/2013	UNIFORMS UNLIMITED INC.	\$18.28	DAVID KVAM
09/24/2013	09/26/2013	STREICHER'S MO	\$1,079.69	DAVID KVAM
10/03/2013	10/03/2013	COMCAST CABLE COMM	\$67.45	DAVID KVAM
10/03/2013	10/04/2013	DON'S PAINT & COLLISION	\$1,906.72	DAVID KVAM
09/28/2013	09/30/2013	MN STATE FIRE CHIEFS ASSO	\$440.00	MICHAEL LOCHEN
09/20/2013	09/23/2013	EMERGENCY APPARATUS MAINT	\$3,007.76	STEVE LUKIN
09/20/2013	09/23/2013	EMERGENCY APPARATUS MAINT	\$2,969.41	STEVE LUKIN
09/20/2013	09/23/2013	EMERGENCY APPARATUS MAINT	\$4,882.83	STEVE LUKIN
09/20/2013	09/23/2013	EMERGENCY APPARATUS MAINT	\$2,034.82	STEVE LUKIN
09/25/2013	09/26/2013	EMERGENCY AUTOMOTIVE	\$53.20	STEVE LUKIN
10/02/2013	10/04/2013	ASPEN MILLS INC.	\$48.95	STEVE LUKIN
10/02/2013	10/04/2013	ASPEN MILLS INC.	\$93.90	STEVE LUKIN
09/28/2013	09/30/2013	CUB FOODS #1599	\$7.43	JERROLD MARTIN
09/30/2013	10/02/2013	UNIFORMS UNLIMITED INC.	\$303.72	GLEN MCCARTY
09/20/2013	09/23/2013	BOUND TREE MEDICAL LLC	\$112.18	MICHAEL MONDOR
09/23/2013	09/25/2013	BOUND TREE MEDICAL LLC	\$7.00	MICHAEL MONDOR
09/23/2013	09/25/2013	CHANNING BETE CO AHA	\$25.00	MICHAEL MONDOR
09/24/2013	09/26/2013	BOUND TREE MEDICAL LLC	\$15.98	MICHAEL MONDOR
09/25/2013	09/27/2013	BOUND TREE MEDICAL LLC	\$341.25	MICHAEL MONDOR
09/26/2013	09/27/2013	ANCOM TECHNICAL CENTER IN	\$457.40	MICHAEL MONDOR
09/29/2013	09/30/2013	SARPINOS PIZZERIA	\$81.57	MICHAEL MONDOR
09/30/2013	10/02/2013	BOUND TREE MEDICAL LLC	\$285.98	MICHAEL MONDOR
09/30/2013	10/02/2013	THE HOME DEPOT 2801	\$13.89	MICHAEL MONDOR
10/02/2013	10/04/2013	BOUND TREE MEDICAL LLC	\$797.19	MICHAEL MONDOR
09/24/2013	09/25/2013	HENRIKSEN ACE HARDWARE	\$2.57	JOHN NAUGHTON
09/30/2013	10/01/2013	JOHN DEERE LANDSCAPES530	\$856.14	JOHN NAUGHTON
10/01/2013	10/02/2013	JOHN DEERE LANDSCAPES530	\$856.14	JOHN NAUGHTON
09/26/2013	09/27/2013	USPS 26833895523402076	\$19.75	MICHAEL NYE
09/19/2013	09/23/2013	CUSTOM PRECAST & MASONRY	\$577.13	ERICK OSWALD
09/30/2013	10/02/2013	EULL'S MANUFACTURING COMP	\$146.42	ERICK OSWALD
09/24/2013	09/26/2013	NORTH ST PAUL PIZZA FACTO	\$71.25	ROBERT PETERSON
09/25/2013	09/26/2013	USPS 26833800033400730	\$16.85	PHILIP F POWELL
09/20/2013	09/23/2013	AUTO PLUS LITTLE CANADA	\$152.78	STEVEN PRIEM
09/24/2013	09/25/2013	FACTORY MTR PTS #1	\$225.36	STEVEN PRIEM
09/24/2013	09/25/2013	FACTORY MTR PTS #1	\$100.64	STEVEN PRIEM
09/25/2013	09/26/2013	TURF WERKS EGAN	\$234.69	STEVEN PRIEM
09/25/2013	09/27/2013	TRI-STATE BOBCAT	\$53.18	STEVEN PRIEM
09/25/2013	09/27/2013	TRI-STATE BOBCAT	\$13.34	STEVEN PRIEM
09/26/2013	09/27/2013	HENRIKSEN ACE HARDWARE	\$32.05	STEVEN PRIEM
09/26/2013	09/27/2013	AUTO PLUS LITTLE CANADA	\$26.46	STEVEN PRIEM

09/26/2013	09/27/2013	AUTO PLUS LITTLE CANADA	\$119.68	STEVEN PRIEM
09/26/2013	09/27/2013	AUTO PLUS LITTLE CANADA	\$13.84	STEVEN PRIEM
09/26/2013	09/27/2013	GOODYEAR AUTO SRV CT 6920	\$108.78	STEVEN PRIEM
09/26/2013	09/30/2013	NORTHERN POWER PRODUCTS	\$17.84	STEVEN PRIEM
09/27/2013	09/30/2013	AUTO PLUS LITTLE CANADA	\$28.89	STEVEN PRIEM
09/30/2013	10/01/2013	FACTORY MTR PTS #1	\$210.26	STEVEN PRIEM
09/30/2013	10/01/2013	FACTORY MTR PTS #1	\$168.31	STEVEN PRIEM
09/30/2013	10/01/2013	FACTORY MTR PTS #1	\$84.16	STEVEN PRIEM
09/30/2013	10/03/2013	COMO LUBE & SUPPLIES	\$208.19	STEVEN PRIEM
10/01/2013	10/02/2013	BAUER BUILT TIRE 18	\$942.68	STEVEN PRIEM
10/02/2013	10/03/2013	FASTENAL COMPANY01	\$55.37	STEVEN PRIEM
10/02/2013	10/03/2013	FACTORY MTR PTS #1	\$41.52	STEVEN PRIEM
10/02/2013	10/03/2013	AUTO PLUS LITTLE CANADA	\$82.54	STEVEN PRIEM
10/02/2013	10/03/2013	AUTO PLUS LITTLE CANADA	\$173.38	STEVEN PRIEM
10/02/2013	10/03/2013	POLAR CHEVROLET MAZDA	\$27.70	STEVEN PRIEM
10/03/2013	10/04/2013	BAUER BUILT TIRE 18	\$911.12	STEVEN PRIEM
09/23/2013	09/25/2013	THE HOME DEPOT 2801	\$5.88	KELLY PRINS
09/24/2013	09/25/2013	MAINTENANCE ENGINEERING	\$138.28	KELLY PRINS
09/30/2013	10/01/2013	VIKING ELECTRIC-CREDIT DE	\$487.03	KELLY PRINS
09/20/2013	09/23/2013	LILLIE SUBURBAN NEWSPAPE	\$318.00	TERRIE RAMEAUX
09/20/2013	09/23/2013	THE HOME DEPOT 2801	\$26.20	MICHAEL REILLY
09/25/2013	09/26/2013	DALCO ENTERPRISES, INC	\$729.77	MICHAEL REILLY
09/25/2013	09/26/2013	HILLYARD INC MINNEAPOLIS	\$1,663.67	MICHAEL REILLY
10/01/2013	10/03/2013	SCW FITNESS EDUCATION	\$270.00	LORI RESENDIZ
09/27/2013	09/30/2013	TARGET 00011858	\$24.64	AUDRA ROBBINS
09/24/2013	09/25/2013	LILLIE SUBURBAN NEWSPAPE	\$60.00	DEB SCHMIDT
10/01/2013	10/03/2013	MAGC	\$150.00	DEB SCHMIDT
10/02/2013	10/03/2013	TMOBILE*FDP PAYMENT	\$38.87	DEB SCHMIDT
09/24/2013	09/26/2013	ON SITE SANITATION INC	\$55.58	SCOTT SCHULTZ
09/26/2013	09/27/2013	FLEXIBLE PIPE TOOL COMPAN	\$331.53	SCOTT SCHULTZ
10/01/2013	10/03/2013	USA MOBILITY WIRELE	\$16.07	SCOTT SCHULTZ
10/02/2013	10/04/2013	WM EZPAY	\$1,241.04	SCOTT SCHULTZ
09/19/2013	09/23/2013	BROADWAY RENTAL	(\$3.86)	CAITLIN SHERRILL
09/20/2013	09/23/2013	HEJNY RENTAL INC	\$174.17	CAITLIN SHERRILL
09/26/2013	09/30/2013	ORIENTAL TRADNG CO	\$164.96	CAITLIN SHERRILL
09/26/2013	09/30/2013	JOANN ETC #1970	\$8.11	CAITLIN SHERRILL
09/27/2013	09/30/2013	CUB FOODS #1599	\$3.99	CAITLIN SHERRILL
10/02/2013	10/03/2013	TARGET 00011858	\$24.02	CAITLIN SHERRILL
10/02/2013	10/04/2013	A-1 LAUNDRY	\$89.99	CAITLIN SHERRILL
09/20/2013	09/24/2013	GRAND VIEW LODGE & TENNIS	\$218.00	MICHAEL SHORTREED
09/20/2013	09/24/2013	GRAND VIEW LODGE & TENNIS	\$218.00	MICHAEL SHORTREED
09/26/2013	09/27/2013	USPS 26834500133401316	\$22.50	MICHAEL SHORTREED
10/02/2013	10/04/2013	371 DINER	\$19.92	MICHAEL SHORTREED
09/23/2013	09/25/2013	METRO SALES INC	(\$1,452.42)	JOANNE SVENDSEN
09/30/2013	10/02/2013	METRO SALES INC	\$750.26	JOANNE SVENDSEN
09/21/2013	09/23/2013	SPORTS AUTHORI00007013	\$89.99	RONALD SVENDSEN
09/20/2013	09/23/2013	MILLS FLEET FARM #2,700	\$48.20	DAVID SWAN
09/30/2013	10/02/2013	THE HOME DEPOT 2801	\$21.39	TODD TEVLIN
09/23/2013	09/24/2013	LANDS END INTERNET	(\$12.58)	PAUL THEISEN
09/25/2013	09/26/2013	CUB FOODS #1599	\$5.70	PAUL THIENES
09/25/2013	09/26/2013	CUB FOODS #1599	\$36.21	PAUL THIENES
09/25/2013	09/27/2013	CUB FOODS #1599	(\$4.81)	PAUL THIENES
09/30/2013	10/01/2013	NAT ASSN TOWN WATCH	\$756.81	PAUL THIENES
10/02/2013	10/03/2013	CUB FOODS #1599	\$27.47	PAUL THIENES

\$87,670.27

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>
	10/11/13	CARDINAL, ROBERT	435.16
	10/11/13	CAVE, REBECCA	435.16
	10/11/13	JUENEMANN, KATHLEEN	435.16
	10/11/13	KOPPEN, MARVIN	435.16
	10/11/13	ROSSBACH, WILLIAM	494.44
	10/11/13	STRAUTMANIS, MARIS	72.00
	10/11/13	VALLE, EDWARD	100.00
	10/11/13	AHL, R. CHARLES	5,959.42
	10/11/13	BURLINGAME, SARAH	2,200.50
	10/11/13	COLEMAN, MELINDA	5,119.94
	10/11/13	KANTRUD, HUGH	184.62
	10/11/13	CHRISTENSON, SCOTT	1,981.79
	10/11/13	FARR, LARRY	3,287.48
	10/11/13	JAHN, DAVID	2,159.89
	10/11/13	METRY, THOMAS	36.00
	10/11/13	RAMEAUX, THERESE	3,301.09
	10/11/13	BAUMAN, GAYLE	4,802.02
	10/11/13	ANDERSON, CAROLE	1,231.81
	10/11/13	DEBILZAN, JUDY	1,385.92
	10/11/13	JACKSON, MARY	2,176.91
	10/11/13	KELSEY, CONNIE	2,653.11
	10/11/13	RUEB, JOSEPH	2,829.01
	10/11/13	SINDT, ANDREA	2,240.20
	10/11/13	ARNOLD, AJLA	2,260.91
	10/11/13	BEGGS, REGAN	1,608.99
	10/11/13	GUILFOILE, KAREN	4,652.98
	10/11/13	SCHMIDT, DEBORAH	3,096.67
	10/11/13	SPANGLER, EDNA	1,179.77
	10/11/13	LARSON, MICHELLE	1,910.59
	10/11/13	MECHELKE, SHERRIE	1,073.39
	10/11/13	MOY, PAMELA	1,651.83
	10/11/13	OSTER, ANDREA	1,953.51
	10/11/13	RICHTER, CHARLENE	1,045.07
	10/11/13	SCHOENECKER, LEIGH	1,768.99
	10/11/13	VITT, SANDRA	1,004.23
	10/11/13	WEAVER, KRISTINE	2,412.19
	10/11/13	CARLE, JEANETTE	48.00
	10/11/13	JAGOE, CAROL	48.00
	10/11/13	THOMALLA, CAROL	48.00
	10/11/13	CORCORAN, THERESA	1,946.59
	10/11/13	KVAM, DAVID	4,304.38
	10/11/13	PALANK, MARY	1,951.20
	10/11/13	POWELL, PHILIP	2,999.29

10/11/13	SCHNELL, PAUL	4,745.37
10/11/13	SVENDSEN, JOANNE	2,152.62
10/11/13	THOMFORDE, FAITH	1,608.99
10/11/13	ABEL, CLINT	3,354.49
10/11/13	ALDRIDGE, MARK	3,259.92
10/11/13	BAKKE, LONN	3,171.44
10/11/13	BARTZ, PAUL	4,189.71
10/11/13	BELDE, STANLEY	3,513.99
10/11/13	BENJAMIN, MARKESE	3,326.16
10/11/13	BIERDEMAN, BRIAN	4,338.02
10/11/13	BUSACK, DANIEL	3,901.42
10/11/13	CARNES, JOHN	2,239.22
10/11/13	CROTTY, KERRY	3,684.01
10/11/13	DEMULLING, JOSEPH	3,259.49
10/11/13	DOBLAR, RICHARD	4,095.31
10/11/13	DUGAS, MICHAEL	4,894.40
10/11/13	ERICKSON, VIRGINIA	3,359.26
10/11/13	FORSYTHE, MARCUS	2,686.07
10/11/13	FRITZE, DEREK	3,346.87
10/11/13	GABRIEL, ANTHONY	3,789.01
10/11/13	HAWKINSON JR, TIMOTHY	3,326.16
10/11/13	HER, PHENG	3,046.73
10/11/13	HIEBERT, STEVEN	3,739.83
10/11/13	JOHNSON, KEVIN	4,209.88
10/11/13	KALKA, THOMAS	963.29
10/11/13	KONG, TOMMY	3,062.74
10/11/13	KREKELER, NICHOLAS	930.85
10/11/13	KROLL, BRETT	3,118.18
10/11/13	LANGNER, SCOTT	206.53
10/11/13	LANGNER, TODD	3,283.44
10/11/13	LU, JOHNNIE	3,353.99
10/11/13	LYNCH, KATHERINE	3,196.74
10/11/13	MARINO, JASON	3,409.43
10/11/13	MARTIN, JERROLD	3,565.45
10/11/13	MCCARTY, GLEN	3,165.98
10/11/13	METRY, ALESIA	3,599.09
10/11/13	MICHELETTI, BRIAN	1,965.67
10/11/13	NYE, MICHAEL	3,416.66
10/11/13	OLSON, JULIE	3,007.30
10/11/13	PARKER, JAMES	2,786.34
10/11/13	REZNY, BRADLEY	3,023.94
10/11/13	RHUDE, MATTHEW	3,055.76
10/11/13	SHORTREED, MICHAEL	4,183.06
10/11/13	STEINER, JOSEPH	3,126.52
10/11/13	STRAND, ZACHARY	59.84
10/11/13	SYPNIEWSKI, WILLIAM	3,327.34
10/11/13	TAUZELL, BRIAN	3,126.52
10/11/13	THEISEN, PAUL	3,297.98
10/11/13	THIENES, PAUL	4,806.53
10/11/13	TRAN, JOSEPH	15,167.41
10/11/13	WENZEL, JAY	3,173.62
10/11/13	XIONG, KAO	2,947.13

10/11/13	ANDERSON, BRIAN	391.68
10/11/13	BAHL, DAVID	735.42
10/11/13	BASSETT, BRENT	624.24
10/11/13	BAUMAN, ANDREW	2,795.10
10/11/13	BOURQUIN, RON	73.44
10/11/13	CAPISTRANT, JACOB	440.64
10/11/13	CAPISTRANT, JOHN	928.20
10/11/13	CONCHA, DANIEL	416.16
10/11/13	COREY, ROBERT	153.00
10/11/13	CRAWFORD - JR, RAYMOND	2,912.29
10/11/13	CRUMMY, CHARLES	354.96
10/11/13	DABRUZZI, THOMAS	2,199.03
10/11/13	DAWSON, RICHARD	3,802.15
10/11/13	EATON, PAUL	587.52
10/11/13	EVERSON, PAUL	4,035.13
10/11/13	FASULO, WALTER	132.60
10/11/13	HAGEN, MICHAEL	642.60
10/11/13	HALE, JOSEPH	406.98
10/11/13	HALWEG, JODI	3,451.25
10/11/13	HAWTHORNE, ROCHELLE	2,461.02
10/11/13	HUTCHINSON, JAMES	778.26
10/11/13	IMM, TRACY	42.84
10/11/13	JANSEN, CHAD	293.76
10/11/13	JONES, JONATHAN	348.84
10/11/13	KANE, ROBERT	1,142.40
10/11/13	KARRAS, JAMIE	440.64
10/11/13	KELLOGG, JOHNATHAN	275.40
10/11/13	KERSKA, JOSEPH	862.92
10/11/13	KONDER, RONALD	495.72
10/11/13	KUBAT, ERIC	2,890.67
10/11/13	LINDER, TIMOTHY	3,169.71
10/11/13	LOCHEN, MICHAEL	571.20
10/11/13	MILLER, LADD	599.76
10/11/13	MILLER, NICHOLAS	122.40
10/11/13	MONDOR, MICHAEL	3,500.59
10/11/13	MONSON, PETER	250.92
10/11/13	MORGAN, JEFFERY	185.64
10/11/13	NEILY, STEVEN	660.96
10/11/13	NIELSEN, KENNETH	199.92
10/11/13	NOVAK, JEROME	2,997.50
10/11/13	NOWICKI, PAUL	201.96
10/11/13	OLSON, JAMES	3,250.04
10/11/13	OPHEIM, JOHN	428.40
10/11/13	PACHECO, ALPHONSE	963.90
10/11/13	PARROW, JOSHUA	250.92
10/11/13	PETERSON, MARK	456.96
10/11/13	PETERSON, ROBERT	2,934.89
10/11/13	POWERS, KENNETH	428.40
10/11/13	RAINEY, JAMES	924.12
10/11/13	RANK, NATHAN	758.88
10/11/13	RANK, PAUL	881.28
10/11/13	RIEKEN, NICHOLAS	642.60

10/11/13	SEDLACEK, JEFFREY	3,006.58
10/11/13	STREFF, MICHAEL	2,998.88
10/11/13	SVENDSEN, RONALD	2,989.69
10/11/13	GERVAIS-JR, CLARENCE	4,075.48
10/11/13	LUKIN, STEVEN	4,721.04
10/11/13	ZWIEG, SUSAN	1,759.84
10/11/13	CORTESI, LUANNE	1,649.91
10/11/13	KNUTSON, LOIS	2,223.39
10/11/13	BRINK, TROY	3,044.22
10/11/13	BUCKLEY, BRENT	2,163.97
10/11/13	DEBILZAN, THOMAS	2,197.79
10/11/13	EDGE, DOUGLAS	2,175.64
10/11/13	JONES, DONALD	2,197.79
10/11/13	MEISSNER, BRENT	2,114.59
10/11/13	NAGEL, BRYAN	3,630.80
10/11/13	OSWALD, ERICK	2,459.33
10/11/13	RUIZ, RICARDO	1,652.19
10/11/13	RUNNING, ROBERT	2,591.38
10/11/13	TEVLIN, TODD	2,197.79
10/11/13	BURLINGAME, NATHAN	2,172.01
10/11/13	DUCHARME, JOHN	2,804.00
10/11/13	ENGSTROM, ANDREW	2,972.84
10/11/13	JAROSCH, JONATHAN	3,087.27
10/11/13	KREGER, JASON	3,241.06
10/11/13	LINDBLOM, RANDAL	3,269.36
10/11/13	LOVE, STEVEN	3,665.88
10/11/13	THOMPSON, MICHAEL	4,731.65
10/11/13	ZIEMAN, SCOTT	216.00
10/11/13	JANASZAK, MEGHAN	1,608.99
10/11/13	KONEWKO, DUWAYNE	4,712.71
10/11/13	BUTTWEILER, TYLER	880.00
10/11/13	HAMRE, MILES	1,616.80
10/11/13	HAYS, TAMARA	1,492.51
10/11/13	HINNENKAMP, GARY	2,498.05
10/11/13	NAUGHTON, JOHN	2,197.79
10/11/13	NORDQUIST, RICHARD	2,200.09
10/11/13	PURVES, JUSTIN	1,665.13
10/11/13	BIESANZ, OAKLEY	1,354.63
10/11/13	DEAVER, CHARLES	687.68
10/11/13	GERNES, CAROLE	824.50
10/11/13	HAYMAN, JANET	1,383.55
10/11/13	HUTCHINSON, ANN	2,709.28
10/11/13	SOUTTER, CHRISTINE	505.75
10/11/13	WACHAL, KAREN	955.29
10/11/13	GAYNOR, VIRGINIA	3,317.22
10/11/13	KROLL, LISA	1,946.59
10/11/13	THOMPSON, DEBRA	401.32
10/11/13	YOUNG, TAMELA	2,104.20
10/11/13	EKSTRAND, THOMAS	3,906.16
10/11/13	FINWALL, SHANN	3,306.59
10/11/13	MARTIN, MICHAEL	2,882.59
10/11/13	BRASH, JASON	2,569.79

10/11/13	CARVER, NICHOLAS	3,317.22
10/11/13	FISHER, DAVID	3,884.68
10/11/13	SWAN, DAVID	2,829.79
10/11/13	WELLENS, MOLLY	1,731.25
10/11/13	ACEITUNO, FELIPE	39.00
10/11/13	BARTZ, BAYLEE	65.00
10/11/13	BERGER, STEPHANIE	403.75
10/11/13	BIHNER, KARLY	117.00
10/11/13	BJORK, BRANDON	176.00
10/11/13	BRENEMAN, NEIL	2,435.05
10/11/13	FRANK, PETER	425.00
10/11/13	LAMB, JIM	45.00
10/11/13	LAMB, JONATHON	45.00
10/11/13	LARSON, TRISTA	84.00
10/11/13	LEMAY, BRANDON	42.00
10/11/13	LIVELY, BRANDON	56.00
10/11/13	ROBBINS, AUDRA	3,242.05
10/11/13	ROBBINS, CAMDEN	232.75
10/11/13	SHERWOOD, CHRISTIAN	497.00
10/11/13	TAYLOR, JAMES	2,941.39
10/11/13	VUKICH, CANDACE	127.50
10/11/13	ZILLEY, MATTHEW	98.00
10/11/13	ADAMS, DAVID	2,027.70
10/11/13	HAAG, MARK	2,549.62
10/11/13	ORE, JORDAN	1,659.03
10/11/13	SCHULTZ, SCOTT	3,418.81
10/11/13	WILBER, JEFFREY	1,579.39
10/11/13	AKEY, SHELLEY	81.00
10/11/13	EVANS, CHRISTINE	1,472.28
10/11/13	GLASS, JEAN	2,173.21
10/11/13	HAUBLE, AMANDA	123.25
10/11/13	HOFMEISTER, MARY	1,145.23
10/11/13	HOFMEISTER, TIMOTHY	343.41
10/11/13	KELLEY, CAITLIN	1,095.69
10/11/13	KULHANEK-DIONNE, ANN	647.50
10/11/13	MEYER, SASHA	386.40
10/11/13	PELOQUIN, PENNYE	672.57
10/11/13	ST SAUVER, CRAIG	216.75
10/11/13	VANG, TIM	120.00
10/11/13	VUE, LOR PAO	253.30
10/11/13	AMUNDSON, DANIKA	181.00
10/11/13	ANDERSON, ALYSSA	32.38
10/11/13	ANDERSON, JOSHUA	421.84
10/11/13	BAETZOLD, CLAIRE	36.75
10/11/13	BAUDE, JANE	62.05
10/11/13	BAUDE, SARAH	46.26
10/11/13	BERGLUND, ERIK	145.01
10/11/13	BESTER, MICHAEL	138.00
10/11/13	BUCKLEY, BRITTANY	374.00
10/11/13	BUTLER, ANGELA	121.50
10/11/13	CRANDALL, KRISTA	501.00
10/11/13	DEMPSEY, BETH	107.31

10/11/13	DRECHSEL, HEIDI	47.11
10/11/13	DUNN, RYAN	1,146.94
10/11/13	ERICKSON-CLARK, CAROL	37.12
10/11/13	ERICSON, RACHEL	30.23
10/11/13	FLORES, LUIS	56.00
10/11/13	FONTAINE, KIM	644.41
10/11/13	GRAY, SOPHIE	27.48
10/11/13	GRUENHAGEN, LINDA	304.80
10/11/13	HAGSTROM, EMILY	91.20
10/11/13	HANSEN, HANNAH	350.13
10/11/13	HASSAN, KIANA	61.75
10/11/13	HEINRICH, SHEILA	331.82
10/11/13	HOLMBERG, LADONNA	364.52
10/11/13	HORWATH, RONALD	2,800.97
10/11/13	HUNTLEY, NATALIE	18.75
10/11/13	JOHNSON, BARBARA	439.55
10/11/13	KOHLER, ROCHELLE	92.50
10/11/13	KOZDROJ, GABRIELLA	100.00
10/11/13	LAMEYER, BRENT	65.26
10/11/13	LAMSON, ELIANA	27.00
10/11/13	MCCOMAS, LEAH	247.50
10/11/13	MUSKAT, JULIE	167.50
10/11/13	NADEAU, TAYLOR	142.75
10/11/13	NITZ, CARA	424.00
10/11/13	OHS, CYNTHIA	92.00
10/11/13	PIEPER, THEODORE	31.50
10/11/13	POVLITZKI, MARINA	47.50
10/11/13	PROESCH, ANDY	904.99
10/11/13	RANEY, COURTNEY	904.00
10/11/13	RAU, COLE	101.51
10/11/13	RESENDIZ, LORI	2,425.96
10/11/13	RICHTER, DANIEL	113.40
10/11/13	ROLLERSON, TERRANCE	45.00
10/11/13	SCHERER, KATHLENE	25.00
10/11/13	SCHREIER, ROSEMARIE	299.50
10/11/13	SCHREINER, MARK	80.30
10/11/13	SMITH, ANN	97.61
10/11/13	SMITH, CASEY	200.10
10/11/13	SMITH, JEROME	246.00
10/11/13	SMITLEY, SHARON	317.29
10/11/13	SYME, LAUREN	102.88
10/11/13	TREPANIER, TODD	138.00
10/11/13	TUPY, HEIDE	45.80
10/11/13	TUPY, MARCUS	95.00
10/11/13	WARNER, CAROLYN	125.40
10/11/13	WHITE, DANICA	22.05
10/11/13	YUNKER, JOSEPH	161.00
10/11/13	BOSLEY, CAROL	74.25
10/11/13	LANGER, CHELSEA	208.25
10/11/13	RANGEL, SAMANTHA	200.00
10/11/13	WISTL, MOLLY	346.00
10/11/13	CRAWFORD, SHAWN	492.00

	10/11/13	CUSICK, JESSICA	269.88
	10/11/13	DOUGLASS, TOM	2,156.38
	10/11/13	LOONEY, RAYJEANIA	200.00
	10/11/13	LOONEY, RAYNIA	292.00
	10/11/13	MAIDMENT, COLIN	348.50
	10/11/13	MALONEY, SHAUNA	249.00
	10/11/13	MCCLENNON, MATTHEW	240.00
	10/11/13	PRINS, KELLY	1,800.21
	10/11/13	REILLY, MICHAEL	1,981.79
	10/11/13	STEFFEN, MICHAEL	102.00
	10/11/13	THOMPSON, BENJAMIN	408.00
	10/11/13	COUNTRYMAN, BRENDA	1,280.00
	10/11/13	SWANSON, CHRIS	1,564.19
	10/11/13	PRIEM, STEVEN	2,472.89
	10/11/13	WOEHRLE, MATTHEW	2,279.81
	10/11/13	BERGO, CHAD	2,768.75
	10/11/13	FOWLDS, MYCHAL	4,111.11
	10/11/13	FRANZEN, NICHOLAS	2,817.49
9989579	10/11/13	COLLOVA, MATT	234.41
9989580	10/11/13	DIAZ, SARITA	35.00
9989581	10/11/13	HACKETT, ASHLEY	65.00
9989582	10/11/13	KOSTECKI, JAKOB	75.00
9989583	10/11/13	MAKI, MAIAH	65.00
9989584	10/11/13	MASON, KYLE	132.00
9989585	10/11/13	MCMAHON, ALLISON	91.00
9989586	10/11/13	MEISSNER, MICHAEL	102.00
9989587	10/11/13	O'BRIEN, PATRICIA	34.00
9989588	10/11/13	WESTEMEIER, EMILY	91.00
9989589	10/11/13	SMITH, CORTNEY	165.75
9989590	10/11/13	CORCORAN, JOSHUA	175.90
9989591	10/11/13	MCLAURIN, CHRISTOPHER	108.00
9989592	10/11/13	NESVACIL, BRENNAN	34.00
			527,398.77

**Check Register
City of Maplewood**

10/10/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
90885	10/15/2013	00111	ANIMAL CONTROL SERVICES	PATROL HOURS 9/23 - 10/6	1,400.00
90886	10/15/2013	04508	BETWEEN THE LINES	FALL SOFTBALL UMPIRES 9/1 - 10/6	3,710.00
90887	10/15/2013	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES - SEPT	48.00
90888	10/15/2013	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - SEPT 17887123035	3,353.93
90889	10/15/2013	01819	PAETEC	LOCAL PHONE SERVICE 08/15 - 9/14	767.27
90890	10/15/2013	04265	MARIA PIRELA	ZUMBA INSTRUCTION TUE EVE SEPT	195.00
90891	10/15/2013	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - SEPT	28,851.06
	10/15/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - SEPT	458.64
	10/15/2013	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - SEPT	414.96
90892	10/15/2013	01463	SISTER ROSALIND GEFRE	MCC MASSAGES - SEPTEMBER 1-15	330.50
90893	10/15/2013	01574	T A SCHIFSKY & SONS, INC	ROCK & RECYCLED BASE REPAIR 8/30	3,157.84
90894	10/15/2013	04845	TENNIS SANITATION LLC	RECYCLING FEE - SEPTEMBER	27,153.00
90895	10/15/2013	04192	TRANS-MEDIC	EMS BILLING - SEPT	3,967.58
90896	10/15/2013	01190	XCEL ENERGY	ELECTRIC UTILITY	15,853.70
	10/15/2013	01190	XCEL ENERGY	ELECTRIC UTILITY	3,297.59
90897	10/15/2013	00116	APPEARANCE PLUS CAR WASH CORP	CAR WASHES MARCH - JUNE	561.09
90898	10/15/2013	03890	APPLE GLASS	GLASS FOR TOOLCAT #730	223.95
90899	10/15/2013	03738	CHARLES E. BETHEL	ATTORNEY SRVS FEES/RENT - NOV	6,625.00
90900	10/15/2013	05277	BIERSCHIED CONSULTING LLC	CONSULTING - PARKS SYS PLAN	4,480.00
90901	10/15/2013	00221	BROCK WHITE COMPANY, LLC.	DETACK FOR CRACK SEALING	382.31
90902	10/15/2013	04549	JAN ALICE CAMPBELL	ZUMBA INSTRUCTION SAT MORN SEPT	65.50
90903	10/15/2013	00309	COMMISSIONER OF TRANSPORTATION	PROJ 11-15 MATERIALS TESTING	248.22
90904	10/15/2013	00354	CUSTOM FIRE APPARATUS, INC.	TRUCK PARTS - DOOR SWITCH	28.29
90905	10/15/2013	04345	DAHLEN, DWYER & FOLEY INC.	APPRAISAL REPORT FOR FISH CREEK	4,500.00
90906	10/15/2013	04911	DECKCI DECOR	DAMAGED RENTAL NAPKINS SEPT 21	8.00
90907	10/15/2013	04834	FERGUSON WATERWORKS	PIPE FOR MORELAND DRAINAGE	259.09
90908	10/15/2013	04846	HEALTHEAST	MEDICAL SUPPLIES	752.29
90909	10/15/2013	02263	HILLCREST ANIMAL HOSPITAL PA	BOARDING & DESTRUCTION FEES - SEPT	963.37
90910	10/15/2013	03597	MARY JO HOFMEISTER	REIMB FOR MILEAGE 9/5 - 10/3	13.84
90911	10/15/2013	00682	RON HORWATH	REIMB FOR SUPPLIES 9/10 - 9/18	62.18
	10/15/2013	00682	RON HORWATH	REIMB FOR RESALE ITEMS 8/21	52.49
90912	10/15/2013	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#15	4,344.07
90913	10/15/2013	00827	L M C I T	INS PREMIUM JUL-DEC+ROBINHOOD PK	208.50
90914	10/15/2013	00857	LEAGUE OF MINNESOTA CITIES	PHONE-BASED INTERPRETIVE SRVS	106.26
90915	10/15/2013	00986	METROPOLITAN COUNCIL	MONTHLY SAC - SEPT	7,231.95
90916	10/15/2013	00993	MID-AMERICA BUSINESS SYSTEMS	SCANNING OF HOUSE FILES - CYCLE 16	5,623.64
90917	10/15/2013	04407	KERI NOBLE	MCC CONCERT OCT 5	1,560.00
90918	10/15/2013	05278	NORTHSTAR AUTO BODY & GLASS	M2 - WINDSHIELD	401.65
90919	10/15/2013	00001	ONE TIME VENDOR	REFUND CRESTVIEW - TREE REBATE	200.00
90920	10/15/2013	00001	ONE TIME VENDOR	REFUND S KNOCHENMUS - TREE REBATE	142.80
90921	10/15/2013	00001	ONE TIME VENDOR	REFUND C HENSELER - TREE REBATE	95.00
90922	10/15/2013	00001	ONE TIME VENDOR	REFUND BUBAR ELECT PERMIT	84.00
90923	10/15/2013	00001	ONE TIME VENDOR	REFUND D SIMONET - TREE REBATE	74.92
90924	10/15/2013	00001	ONE TIME VENDOR	REFUND S DANLEY - CANCELLED	5.00
90925	10/15/2013	02645	PUBLIC AGENCY TRAINING COUNCIL	TRAINING P THEISEN 1/13 - 1/17	695.00
	10/15/2013	02645	PUBLIC AGENCY TRAINING COUNCIL	TRAINING P THEISEN 10/21 - 10/25	695.00
90926	10/15/2013	00396	MN DEPT OF PUBLIC SAFETY	TRAINING (M NYE)	285.00
	10/15/2013	00396	MN DEPT OF PUBLIC SAFETY	TRAINING (J CARNES)	285.00
	10/15/2013	00396	MN DEPT OF PUBLIC SAFETY	TRAINING (P POWELL)	285.00
90927	10/15/2013	00396	MN DEPT OF PUBLIC SAFETY	TRANSFER TITLES OF FORFEITED VEH	124.50
90928	10/15/2013	03446	RICK JOHNSON DEER & BEAVER INC	DEER REMOVAL - SEPT	230.00
90929	10/15/2013	00198	ST PAUL REGIONAL WATER SRVS	WATER UTILITY	10,602.34
	10/15/2013	00198	ST PAUL REGIONAL WATER SRVS	WATER UTILITY	88.93
90930	10/15/2013	01836	ST PAUL, CITY OF	TRAINING SYPNIEWSKI SEPT 16-20	655.00
90931	10/15/2013	01578	T R F SUPPLY CO.	TRASH CAN LINERS & SAFETY GLOVES	845.32
	10/15/2013	01578	T R F SUPPLY CO.	TRASH CAN LINER & TOWELS	626.28
	10/15/2013	01578	T R F SUPPLY CO.	TRASH CAN LINERS & SAFETY GLOVES	479.04
90932	10/15/2013	01730	W W GOETSCH ASSOCIATES, INC.	FIBER WASHERS LIFT STATION 10 & 20	89.78

90933	10/15/2013	05220	WEBER, INC.	PD EXPANSION PROJ PHASE 2 PMT#3	138,493.36
	10/15/2013	05220	WEBER, INC.	PD EXPANSION PROJ PHASE 1A PMT#4	27,249.05
					<hr/>
49 Checks in this report.					313,991.08
					<hr/> <hr/>

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/15/2013	MN State Treasurer	Drivers License/Deputy Registrar	79,150.09
10/15/2013	Pitney Bowes	Postage	2,985.00
10/15/2013	VANCO	Billing fee	101.25
10/15/2013	MN Dept of Revenue	MN Care Tax	7,050.00
10/15/2013	U.S. Treasurer	Federal Payroll Tax	103,632.61
10/15/2013	P.E.R.A.	P.E.R.A.	88,600.14
10/15/2013	ING - State Plan	Deferred Compensation	29,267.50
10/15/2013	MidAmerica - ING	HRA Flex plan	16,223.64
10/15/2013	Labor Unions	Union Dues	1,920.70
10/16/2013	MN State Treasurer	Drivers License/Deputy Registrar	31,738.29
10/16/2013	MN State Treasurer	State Payroll Tax	21,500.88
10/17/2013	MN State Treasurer	Drivers License/Deputy Registrar	49,449.00
10/18/2013	MN State Treasurer	Drivers License/Deputy Registrar	51,306.28
10/18/2013	Optum Health	DCRP & Flex plan payments	865.40
			<u><u>483,790.78</u></u>

MEMORANDUM

TO: R. Charles Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 15, 2013
SUBJECT: Approval of 2013 Budget Adjustment and Transfers

Introduction

The 2013 Budget calls for transfers from the General Fund to the Community Center Operations Fund and the Taste of Maplewood/Light It Up – July 4th Event Fund.

Regarding the Community Center Operations Fund, a transfer in the amount of \$250,000, as called for in the 2013 budget, is needed.

Regarding the Taste of Maplewood/Light It Up – July 4th Event Fund, actual net costs of the annual celebration need to be covered. The net costs for 2013 are \$17,020.65 which falls within the 2013 Budget amount of \$19,500. The following entries are needed to reflect this transaction:

Budget Adjustment	(\$2,480)	Transfer	\$17,020.65
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Budget Impact

There is no financial impact to the City as the proposal is to transfer money between funds.

Recommendation

It is recommended that the Council authorize the transfers noted above and direct the Finance Director to make the appropriate budget adjustment.

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Shann Finwall, AICP, Environmental Planner

DATE: October 22, 2013

SUBJECT: Approval of a Grant Submittal to Minnesota Clean Energy Resource Teams for Educational Kiosks and Signs for the City Hall and Community Center Solar Panels

Introduction

The Minnesota Clean Energy Resource Teams (CERTs) offers funding for energy efficiency and/or renewable energy projects. Funding can support technical assistance services such as design and labor costs for projects in seven Minnesota CERT regions including the Twin City Metropolitan area. The primary objectives of the funding are to:

- Encourage the implementation of community-based energy efficiency and renewable energy projects in Minnesota; or
- Provide a forum for community education about energy efficiency and renewable energy technologies and their economic, ecological, and community benefits.

Each region has \$20,000 of funding available. The fund awards are considered grants and are not intended to fund a project in its entirety.

Background

The City of Maplewood installed two solar panel projects at City Hall and the Community Center in 2012. The projects were made possible by a grant from the U.S. Department of Energy and the Minnesota Department of Commerce. The solar panel projects help the City meet one of its energy goals which is to reduce power use and fossil fuel emissions in a manner that is environmentally sustainable. It also allows the City to lead by example in the promotion of solar power as a non-polluting and renewable energy source.

In order to tell the story of solar, the City is applying for a Metro CERTs seed grant for educational kiosks and a sign for the solar panel projects. The kiosks will be installed in City Hall and the Community Center and will include interactive/real time information on the energy that the two solar panel projects are producing. The sign will be installed in front of the freestanding solar panels at City Hall and will contain a captive description of the City's solar panels. The goal of the kiosks and sign is to create visibility and tell the story of solar to visitors of City Hall and the Community Center.

Budget Impact

The total cost of the educational kiosks and the freestanding sign is estimated at \$16,550. The City is applying for a Minnesota CERTs Seed Grant in the amount of \$10,500 to cover the cost of design, construction, and installation. The solar panel project agreement requires that the contractor, TenKSolar, supply the City with the computer and touch screen monitor (\$2,000), with the City's general fund covering the remaining cost of the materials (\$4,050).

Recommendation

Approve the grant submittal to Minnesota Clean Energy Resource Teams for educational kiosks and signs for the City Hall and Community Center solar panel projects. The grant will fund the design, construction, and installation costs in the amount of \$10,500.

MEMORANDUM

TO: Charles Ahl, City Manager

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

DATE: October 22, 2013

SUBJECT: Approval of a Conditional Use Permit Review, Xcel Substation, 1480 County Road D

Introduction

The conditional use permit (CUP) for the Xcel Energy Substation Facility is due for its annual review. The CUP allows Xcel Energy to operate and expand the electrical substation and related electrical system operations on the existing 28-acre site. In addition, the CUP allows Xcel Energy to operate its wood chip and brush transfer operation on the property.

Background

February 3, 1972: The city council approved a special use permit (now known as a conditional use permit) for NSP (now Xcel Energy) to construct an electric substation for the site on County Road D.

March 10, 2008: The city council approved a conditional use permit for Xcel Energy to have and expand the electrical substation and related electrical system operations and a wood chipping and transfer operation on the property at 1480 County Road D.

March 23, 2009: The council reviewed this CUP and agreed to review it again in one year.

March 22, 2010: The council reviewed this CUP and agreed to review it again in one year.

April 25, 2011: The council reviewed this CUP and agreed to review again in six months to check on the status of ten replacement trees that needed to be planted.

October 21, 2011: The council reviewed this CUP and agreed to review it again in one year.

October 22, 2012: The council reviewed this CUP and agreed to review it again in one year.

Discussion

The conditions of the CUP require that Xcel Energy prepare an annual report and submit it to the city regarding the wood chipping and chip removal activities on their site. Xcel Energy's Vegetation Management department submitted this report to city staff on September 21, 2012. The following information details the total of brush and wood that were dumped and transferred

through the Kohlman transfer site in 2012. Historical data from 2008, 2009, 2010 and 2011 are also included for reference.

- 2012 – A total of 6,390 yards of wood chips were transferred
- 2011 – A total of 9,760 yards of wood chips were transferred
- 2010 – A total of 6,000 yards of wood chips were transferred
- 2009 (Feb. 2009 to Feb 2010) – A total of 16,144 yards of wood chips were transferred
- 2008 – A total of 19,650 yards of wood chips were transferred

Budget Impact

None.

Recommendation

Review the conditional use permit for Xcel Energy's electrical substation and related electrical system operations in one year.

Attachments

1. Location Map
2. Site Plan
3. Planting Plan
4. City council minutes, March 10, 2008

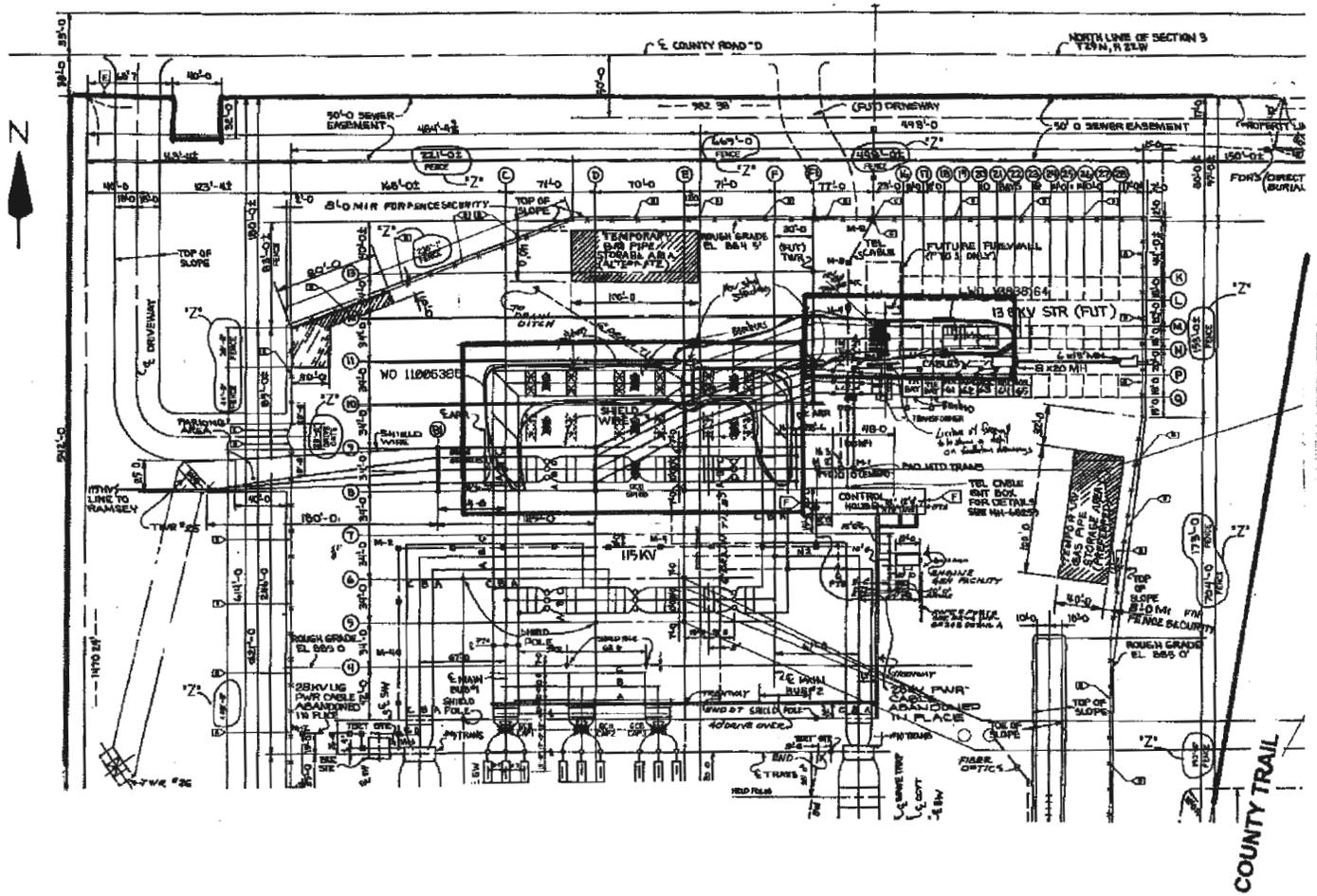
p:sec 3/Xcel Substation – CUPRev1013



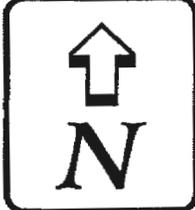
Location Map
1480 County Road D East
Xcel Substation

VADNAIS HEIGHTS

Area of Expansion

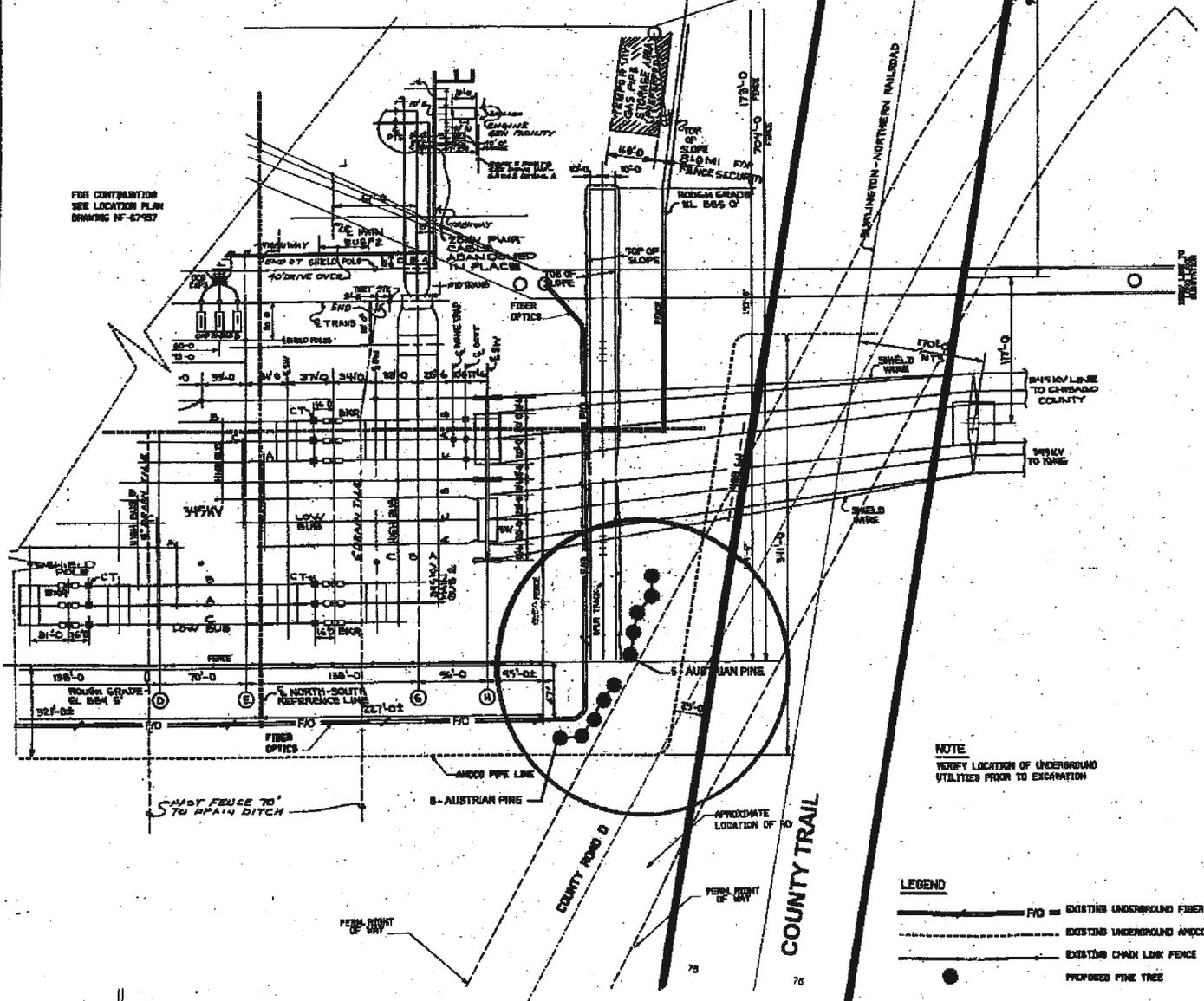


SITE PLAN



PLANT LIST

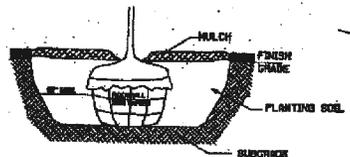
QTY.	COMMON NAME	BOTANICAL NAME	SIZE	COMMENTS
10	AUSTRIAN PINE	PRUNUS AUSTRIACA	12" Ht	STRAIGHT SHOULDER LEADER, SPACING 12' ON C.



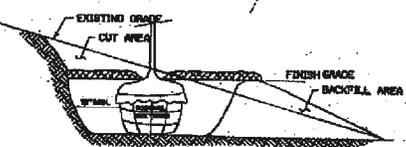
FBI CONTAINMENT
SEE LOCATION PLAN
DRAWING NF-67957

NOTE
VERIFY LOCATION OF UNDERGROUND UTILITIES PRIOR TO EXCAVATION

- LEGEND**
- FID — EXISTING UNDERGROUND FIBER
 - - - EXISTING UNDERGROUND AMCO
 - EXISTING CHAIN LINK FENCE
 - PROPOSED PINE TREE

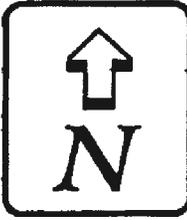


DETAIL: TREE PLANTING
NOT TO SCALE



DETAIL: PLANTING ON A SLOPE
NOT TO SCALE

PLANTING PLAN



MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, March 10, 2008
Council Chambers, City Hall
Meeting No. 08-08

J. UNFINISHED BUSINESS

1. Conditional Use Permit – Xcel Energy Electrical Substation (1480 County Road D).

- a. Planner, Ken Roberts gave the report and answered questions of the council.
 - i. Dale Trippler, Planning Commission representative gave a report from the Planning Commission.
 - ii. Chris Rogers, Siting and Land Rights Agenda representing Xcel Energy, addressed the council.
 - iii. Dennis Phalen, Supervisor of Vegetation Management for Xcel Energy, addressed and answered questions of the council.
 - iv. Elizabeth Sletten, 2747 Clarence Street North, Maplewood. Ms. Sletten spoke regarding her strong disapproval of this project due to alleged health concerns.

Mayor Longrie moved to approve the resolution approving a conditional use permit for Xcel Energy to have and expand the electrical substation and related electrical system operations and a wood chipping and transfer operation on their property at 1480 County Road D. The city bases this approval on the findings required by the ordinance and is subject to the following conditions:

CONDITIONAL USE PERMIT RESOLUTION 08-03-032

WHEREAS, Mr. Chris Rogers, representing Xcel Energy, applied to Maplewood for a conditional use permit for the expansion of the existing electrical substation and for a wood chipping and transfer operation at 1480 County Road D.

WHEREAS, this permit applies to the property on the south side of old County Road D and north and west of new County Road D in Maplewood. The legal description is:

Registered Land Survey 262, Subject to Roads, Tract A (PIN 03-29-22-21-0002)

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

1. On February 2, 1972, the Maplewood City Council approved a special use permit for NSP (Northern States Power) to construct an electrical substation on the subject property.
2. On February 19, 2008, 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.
3. On March 10, 2008, the city council discussed the proposed conditional use permit. 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 code of ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction and activities on the site shall follow the site and project plans dated January 18, 2008 as approved by the city. City staff may approve minor changes to these plans and the city council must approve major changes to the approved plans. These plans shall include the planting of at least 10 trees on the southeast corner of the site as shown on submitted planting plan. Xcel Energy shall replace any of the trees they plant if they are damaged or die.
2. Any fence over six feet tall requires a building permit issued by the city. The city building official will require the submittal of a structural plan for the proposed fence approved by a registered engineer with the building permit materials.
3. Xcel Energy must start the installation of the new transformer and associated site work within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
4. Xcel Energy shall prepare an annual report and submit it to the city about the wood chipping and chip removal activities on their site. This report shall include documentation about the dates and amount of materials the contractor removes from the site.
5. The city council shall review this permit in one year.

The Maplewood City Council approved this resolution on March 10, 2008.

Seconded by Councilmember Rossbach.
The motion passed.

Ayes – All

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Karen Guilfoile, Citizen Services Director
Regan Beggs, Business License Specialist

DATE: October 15, 2013

SUBJECT: Approval of a Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street

Introduction

An application for a Lawful Gambling Permit has been submitted by Joyce McCabe on behalf of the Church of the Presentation of the Blessed Virgin Mary, 1725 Kennard Street, Maplewood.

Background

This permit will be used for the church's annual Turkey Bingo Night, which will be held on Saturday, November 23, 2013 from 4:00pm to 11:00pm. Proceeds from the event will go towards raising funds Church operations.

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

Budget Impact

None

Recommendation

Staff recommends that Council approve the Lawful Gambling Permit for the Church of the Presentation of the Blessed Virgin Mary's Turkey Bingo Night on November 23, 2013 at 1725 Kennard Street, Maplewood.

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

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Karen Guilfoile, Director Citizen Services

DATE: October 22, 2013

SUBJECT: Approval of Joint Powers Agreement (JPA) With Ramsey County for Election Equipment Acquisition and Operation

Introduction

In November of 2001 the city council approved a Joint Powers Agreement (JPA) with Ramsey County for the replacement of election equipment. The City of Maplewood was the first to use the new equipment for a primary election in the fall of 2002. As a member of the State and County Elections Task Force, I participated in the selection of the current equipment and in my capacity as City Clerk continue to serve on the Task Force and have been involved in the current JPA.

Background

Ramsey County Elections Task Force has been working on the 2013 JPA since the fall of 2012. As part of that we have diligently reviewed existing equipment and worked with vendors who are developing new hardware and software that meets criteria set by State law. Chosen equipment must be certified by the Secretary of State's Office and meet federal guidelines for the Help American Vote Act allowing individuals with disabilities to vote with independence and privacy. The Task Force continues to review vendors with the goal to purchase in February 2014.

Budget Impact

The Agreement factors a city share of capital cost at an estimate of \$143,600. Included in the Agreement are the following payment options: a) a one-time reimbursement of costs or b) reimbursement of costs over two or more years, not to exceed a maximum of five years. Purchase of the election equipment and related hardware has been included in the Capital Improvement Plan (CIP) for 2014 – 2016 at \$40,000 each year. The amount budgeted in the CIP will be adjusted at the time of purchase of new equipment; or if the current equipment is sold or leased in conjunction with the purchase of the new system.

Recommendation

It is recommended that the city council approve the Joint Powers Agreement (JPA) With Ramsey County for Election Equipment Acquisition and Operation authorizing the City Manager and the City Clerk to sign and execute the agreements and naming the City Clerk the project implementation liaison with the County.

Attachments

1. Joint Powers Agreement

**JOINT POWERS AGREEMENT FOR
NEW VOTING SYSTEM ACQUISITION AND OPERATION**

This Agreement is made by and between Ramsey County, through the Ramsey County Elections Office (hereinafter "County"), and the cities of Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Maplewood, Mounds View, New Brighton, North Oaks, North St. Paul, Roseville, St Anthony, St. Paul, Shoreview, Vadnais Heights, and White Bear Lake and White Bear Township (collectively referred to as the "Municipalities").

WHEREAS, the County and the Municipalities ("Parties") are "governmental units" as defined in Minn. Stat. §471.59; and

WHEREAS, pursuant to Minn. Stat. §471.59, the Parties, through actions of their governing bodies, are authorized to enter into a joint powers agreement for the exercise of commonly held or similar powers; and

WHEREAS, the Parties entered into a Joint Powers Agreement in 2001 for the purchase and operation of a new voting system, with a ten year term and automatic two year extensions; and

WHEREAS, pursuant to the provisions of the 2001 Joint Powers Agreement, the County prepares ballots and compiles election results for all state, federal, county, municipal and school district elections for the Municipalities; and

WHEREAS, efficient ballot preparation and the timely compilation of election results depend upon the use of a uniform voting system throughout the County, and the use of a uniform voting system for all elections enhances election judge and voter understanding of the voting process and helps to provide equitable treatment for all voters, regardless of the type of election; and

WHEREAS, Congress mandated the use of an assistive ballot marking device in all polling places and in-person absentee voting locations for use by voters with disabilities, through enactment of the Help America Vote Act of 2002 ("HAVA"); and

WHEREAS, the Minnesota Legislature mandated the central counting of all absentee ballots under uniform state laws and procedures in Laws of Minnesota 2010, Chapter 194, effective in 2010; and

WHEREAS, the Parties have reached agreement on 1) the need to replace the existing voting system and to implement a new voting system throughout the County in time for use for the 2014 state elections; and 2) the funding formula for the new voting system; and

WHEREAS, state funds for the acquisition and operation of voting systems originating from grants received by the County under the Help America Vote Act must be expended by the County no later than March 31, 2014, or be returned to the State of Minnesota;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the parties agree as follows:

I. PURPOSE

The purpose of this Joint Powers Agreement is to establish and describe the roles and responsibilities of the County and the Municipalities in connection with the acquisition, implementation, and operation of a new voting system for use throughout Ramsey County ("Project"), including equipment that will be owned and operated by the County and equipment that will be owned and operated by the Municipalities.

II. COUNTY ROLES AND RESPONSIBILITIES-SYSTEM IMPLEMENTATION

A. General

The County will provide the services, materials, and equipment necessary to procure and implement a replacement voting system ("System") in Ramsey County, including software, hardware, materials, ballot printing, and other services as further described in this Agreement. Services may be provided directly by County staff or by outside vendors, as determined by the County.

B. System Description

1. The System will have the following functionalities:

- The capability to create ballot styles for each precinct based on the appropriate contests and candidates and to generate ballots by either creating a print file that may be sent to a vendor or by printing ballots in the County offices;
- The capability to program memory devices for each precinct for an election that will, when inserted into a ballot counter or ballot marking device, properly record the votes on ballots cast in that precinct, reject ballots that are not from that precinct or which do not have the proper validation marks, return to the voter ballots which contain an overvote or a crossover vote, and perform all other actions required by the Minnesota election law;
- The capability to count absentee ballots at a central location in the County or at one or more Municipalities, at the option of each of the Municipalities, and to generate reports noting the number of absentee ballots counted for each precinct;
- The capability to accumulate votes on ballot counters located in each precinct on election day, at other locations prior to election day, and from absentee ballot counting centers, to protect voted ballots in a sealed ballot box; to generate paper tapes of election results for review and certification by election judges; and to electronically upload or transmit election results to the County; and
- The capability to compile election results from electronically transmitted files from each precinct through use of the memory device which recorded votes from the precinct and/or from the election results tape; to create an

election results database that may be used for displaying results on the County website; and to generate needed reports for certification of election results.

2. The System must be certified by the Minnesota Secretary of State in accordance with the provisions of Minn. Stat. §206.57, subd. 1 and Minnesota Rules chapter 8220.

C. System Equipment

The County will purchase System hardware and software (collectively referred to as the "System Equipment") as initially needed for use of the System by the County and the Municipalities. The System Equipment to be purchased by the County for implementation of the System under the terms of this Agreement is listed as the System Equipment Costs – Total in the System Equipment List, attached hereto and made a part of this Agreement as **Appendix A**.

D. Implementation Services

1. The County will provide services, including training, related to the implementation of the System by the County and the Municipalities, as described in **Appendix B-Implementation Services**, attached hereto and made a part of this Agreement.
2. The County will provide implementation project management services through a Project Manager. Joe Mansky, or his designee, shall serve as Project Manager for the County.
3. The goal is to have the System implemented and ready for use by the County and the Municipalities in time for the 2014 state primary. At the discretion of the County, the implementation of the System may be delayed for initial use at the 2015 city and school district elections.

III. COUNTY ROLES AND RESPONSIBILITIES-POST IMPLEMENTATION OPERATING SERVICES

A. General

Following System implementation, the County will perform the duties described in Sections III. B. through E. (collectively, "Operating Services") either directly by County staff or by outside vendors, as determined by the County.

B. System Administration

The County will:

1. maintain all licenses and agreements from the vendor(s) necessary to operate the System;

2. obtain and implement all required software updates needed to operate the System in compliance with the requirements of the Minnesota election law;
3. perform diagnostic testing of ballot counters and ballot marking devices to ensure the proper functioning of all equipment;
4. provide election programming needed to generate ballots and program memory devices that allow the ballot counters to correctly record votes; and
5. accumulate and report election results cast on the ballot counters for all elections.

C. Warranty Services

1. Warranty services will be provided by the System vendor(s) in accordance with the warranty provisions contained in the contracts between the County and the System vendor(s).
2. The County shall obtain and enforce all System warranties, including warranties on equipment owned by the Municipalities paid for under the terms of this Agreement. All requests for warranty services shall be made by the Municipalities to the County.
3. The warranties for components of the host computer system shall continue to be substantially those offered by the original equipment manufacturers.

D. Post-Warranty Maintenance Services

Maintenance services will be provided following expiration of the warranty period(s) in accordance with the provisions of the maintenance agreement(s) between the County and the System vendor(s).

1. Prior to expiration of the System manufacturers' warranties, the County, in consultation with the Municipalities, will decide whether System maintenance services will be provided on a fixed price or a time and materials basis. The County's decision shall be binding on all of the Municipalities and shall apply to all System hardware and software, whether housed at the County or the Municipalities, including backups.
2. The County will enter into a contract with the System vendor(s) for System maintenance services to be provided directly to the County and to the Municipalities. The County may, in consultation with the Municipalities, provide some or all maintenance services directly. The County will manage the provision of maintenance services for the Municipalities.
3. Maintenance services shall include, at minimum, the following:
 - a. Preventative Maintenance: inspect and clean all ballot counters and ballot counting devices, including the read heads, printers, motors and other related components.

- b. Repairs: make basic repairs to ballot counters and ballot marking devices as needed; the County will maintain or obtain spare parts for this purpose.
- c. Equipment Replacement: replace ballot counters, ballot marking devices and related hardware and components on an as needed basis in the case of complete or un-repairable equipment failure.

E. Ongoing Services

1. The County will provide the Municipalities with a set of test ballots (also known as the test deck) and pre-audited test results for each precinct in every election.
2. The County will provide ballot layout, printing and memory device programming as follows:
 - a. Ballot layout – no cost to Municipalities for all elections
 - b. Ballot printing
 - 1) State and county elections – no cost to Municipalities
 - 2) Other elections – printing cost attributable to Municipal and/or School District offices and questions paid by Municipalities and/or School Districts using cost formula provided by the Secretary of State
 - c. Memory device programming – no cost to Municipalities for all elections
3. The County will provide each Municipality with the hardware and software necessary to administer absentee voting for all elections. Each Municipality will have the choice of one of the following options:
 - a. make arrangements for the County to accept/reject, process and count all the absentee ballots for the Municipality;
 - b. accept/reject its own absentee ballots and make arrangements for the County to process and count the absentee ballots for the Municipality;
 - c. accept/reject, process and count its own absentee ballots.
4. The County will provide the Municipalities with the County's costs for options 3. a. and b. (above) no later than 24 weeks before the first election for which the System will be used and no later than 16 weeks before the date established in state law to begin absentee voting in subsequent years. Each Municipality shall inform the County in writing of its initial choice no later than 20 weeks before the first election for which the System will be used. Each Municipality shall notify the County in writing of any changes desired for its choice in subsequent years no later than 12 weeks before the date established in state law to begin absentee voting for a primary in a given year. The County will allocate the costs

for providing absentee voting services to the Municipalities as illustrated in the **Appendix C** spreadsheet, attached hereto and made a part of this Agreement.

5. The County will provide inspection and replacement of consumable supplies.
6. Election day technical support for the System will be provided by the voting system vendor (up to three days per election), as required by the County.
 - a. Programming and system administration operations
 - b. Ballot counter operations
 - c. Ballot marking device operations
7. Subject to approval by the County, during the term of this Agreement including any extensions, the County shall lease or purchase ballot counters, ballot marking devices, and other hardware and software in addition to those listed in **Appendix A**, on written request from a Municipality. Payment to the County by the requesting Municipality shall be made within thirty (30) calendar days from the date of the invoice from the County following delivery of the hardware and/or software to the requesting Municipality.
8. During the term of this Agreement including any extensions, the County may lease or purchase any additional hardware and software that is necessary for the System to comply with the provisions of the Minnesota Election Law or that the County deems necessary to meet demand from the voters.

IV. ROLES AND RESPONSIBILITIES OF THE MUNICIPALITIES

A. Implementation

1. The individual who administers elections for the Municipality shall serve as the Municipality's project implementation liaison with the County. Each Municipality shall provide the name and contact information for the liaison within ten (10) calendar days of final execution of this Agreement.
2. Within thirty (30) calendar days of execution of this Agreement, each Municipality shall notify the County in writing of its plans for payment of the acquisition costs of the ballot counters, ballot marking devices and any other administrative equipment ("Equipment Costs"). Each Municipality may choose from one of the following payment options: a) a one-time reimbursement of costs or b) reimbursement of costs over two or more years, not to exceed a maximum of five years. A Municipality may not revoke its decision at any time after notice has been given to the County.

B. Post-Implementation/Ongoing

1. The Municipalities shall verify that ballots and memory devices tested by the County function accurately in the ballot counters and ballot marking devices that will be used in each election. If a Municipality identifies an error, the County

shall correct the error within ten (10) calendar days of notification of the error, if practicable.

2. The Municipalities shall also perform all public accuracy testing provided by law for each election and may request the County's assistance in conducting these tests, at no charge.
3. The Municipalities may not lease or purchase any additional hardware and software during the term of this Agreement or any extensions without the prior approval of the County.
4. Each of the Municipalities shall lease or purchase at least one ballot counter, a ballot marking device, and a ballot box for each precinct in the Municipality.

C. Payment

Each of the Municipalities is responsible for payment in accordance with the provisions of this Agreement.

V. OWNERSHIP/SOFTWARE LICENSE

- A. The County will initially own all System Equipment.
- B. Upon payment in full to the County in accordance with the terms of this Agreement, each of the Municipalities will own the ballot counters, ballot marking devices, and related equipment that were originally purchased by the County under this Agreement; this provision shall not apply to equipment leased by the County. The County will maintain ownership of backup ballot counters and ballot marking devices, the central count ballot counters and any precinct ballot counters that are needed for counting absentee ballots, the memory devices for all ballot counters and ballot marking devices, and the computer hardware and software needed to operate and administer the System.
- C. The County is the sole Licensee of the System software and the Municipalities are users.

VI. WARRANTY

The County makes no representations and extends no warranties with respect to the use of the System and specifically disclaims all other warranties, express or implied, including but not limited to any implied warranty or merchantability or fitness for a particular purpose.

VII. SYSTEM IMPLEMENTATION FUNDING

- A. The County will provide initial financing for the costs of acquisition, installation, and implementation of the System ("Implementation Costs").
- B. As part of the initial financing of the Implementation Costs, the County will apply state grant funds received under the Help America Vote Act and required County matching funds as a setoff against the Implementation Costs.

- C. The Municipalities will provide the funds to reimburse the County for the System Equipment identified as the responsibility of the Municipalities in **Appendix A**.

VIII. COST ALLOCATION/PAYMENT

A. Cost Allocation-Implementation Costs

1. Each of the Municipalities will reimburse the County for the cost of the number of ballot counters, ballot boxes, and ballot marking devices required by that Municipality in accordance with the pricing in **Appendix A**. A list of the estimated number of ballot counters, ballot boxes, and ballot marking devices for each of the Municipalities and the percentage of the total cost for ballot counters and ballot marking devices to be paid by each of the Municipalities is listed in **Appendix C**. The total number and each Municipality's percentage of ballot counters and ballot marking devices may be adjusted throughout the term of this Agreement including any extensions.
2. For those Municipalities that have elected to pay for the ballot counters, ballot boxes, and ballot marking devices over time, the total amount to be paid will include their proportionate share of any financing costs incurred by the County for the purchase, installation and implementation of the System Equipment, which financing costs will be shared among those Municipalities that have elected to pay over a period from two to five years.

B. Cost Allocation-Post-Implementation/Operating Services

1. There will be no charge to the Municipalities for ballot layout for all elections, ballot printing for State and county elections or for memory device programming.
2. The Municipalities will pay the County's costs for Operating Services on an annual basis.
3. The cost of Operating Services will be calculated to include costs for the items listed in Section III.B.-E. of this Agreement and, until repaid in full, the Implementation Costs described in Section VIII.A.2.
4. Except as identified as the responsibility of a Party to this Agreement, annual costs for Operating Services will be allocated as follows:
 - a. using the percentage of the total number of ballot counters requested by the Municipality as a proportion of the total number of ballot counters requested by all Municipalities for 80%, and using the percentage of the total number of absentee ballots accepted by each Municipality during the three most recent state general elections as a proportion of the total number of absentee ballots accepted in the County for 20%.
 - b. The allocation will take into account any changes in the number of ballot counters requested by each of the Municipalities and/or the total number of ballot counters.

C. Payments

1. The County shall invoice a Municipality after the initial delivery of County-tested ballot counters, ballot boxes, and ballot marking devices to the Municipality. If a Municipality will pay over a period of 2-5 years, the County will invoice the Municipality its appropriate annual sum along with the invoice for annual operating costs. Payment shall be made within thirty (30) calendar days of the date of the invoice.
2. On or about June 1 of each calendar year during the term of this Agreement including any extensions, the County will invoice the Municipalities for their share of Operating Costs for the next calendar year. The total amount of the invoices will be calculated based on the actual Operating Costs incurred by the County in the previous calendar year, with adjustments made to account for increases or decreases in anticipated operating costs. The Municipalities shall make payment to the County within thirty (30) calendar days of the date of the invoice.
3. If the County provides maintenance services through the System vendor on a time and materials basis, a Municipality that requires maintenance services will contact the County for the services and the County will contact the vendor. The requesting Municipality will be invoiced directly by the vendor, and will be individually responsible for the cost of the services received, with no right to reimbursement from the County.
4. If requested by a Municipality, the County shall invoice the School District(s) to pay a proportion of the Municipalities' annual cost for Operating Services using either: a) the cost-sharing methodology provided in the Minnesota Election Law; or b) another methodology developed by the County, in consultation with the Municipalities. The County will invoice the School District(s) for their proportion of the costs and payments will be made directly by the School District(s) to the County.
5. Payment of interest and disputes shall be governed by the provisions of Minn. Stat. § 471.425.

D. Proceeds from sale or lease of old equipment

The County shall determine if any existing voting equipment, including but not limited to ballot counters, ballot marking devices and related hardware will be sold or leased in conjunction with the purchase of the System. The County shall apply the proceeds of any sale or lease of existing voting equipment, including but not limited to ballot counters and ballot marking devices, toward the Municipalities' payment of Implementation Costs or Post-Implementation Costs.

IX. PROJECT SCHEDULE

A Preliminary Project Schedule is attached hereto and made a part of this Agreement as **Appendix D**. The County may change the schedule set forth in **Appendix D** as appropriate based on changes in funding sources or the needs of the County.

X. TERM

- A. The term of this Agreement is for a fourteen-year period from the date of final execution by all parties (“Initial Term”), unless earlier terminated pursuant to the provisions of this Agreement.
- B. This Agreement shall be automatically extended for successive two-year terms (“Renewal Terms”), upon the same or better terms, conditions and covenants, unless a majority of the Municipalities or the County gives notice of their/its intent not to extend at least 180 days prior to expiration of the Initial Term or the then-current Renewal Term.

XI. ANNUAL REVIEW PROCESS

At least once a year during the term of this Agreement, including any extensions, the County will convene a meeting of elections officials from the Municipalities to review the elections process and System operations.

XII. INDEMNIFICATION AND INSURANCE

- A. Each party agrees that it will be responsible for its own acts and the acts of its employees, elected officials, and agents as they relate to this Agreement and for any liability resulting therefrom, to the extent authorized by law, and shall not be responsible for the acts of the other parties or their employees, elected officials, and agents, or for any liability resulting therefrom. Each party’s liability shall be governed and limited by the Municipal Tort Claims Act, Minn. Stat. Chapter 466 and other applicable law.
- B. Each Party agrees to defend, indemnify and hold harmless the other Parties, their employees, elected officials, and agents from any liability, claims, causes of action, judgments, damages, losses, costs or expenses, including reasonable attorneys fees, resulting directly or indirectly from any act or omission of the indemnifying party, its employees, elected officials, or agents, in the performance or failure to perform its obligations under this Agreement. Nothing herein shall be deemed a waiver by any Party of its limitations on liability, defenses or immunities under Minnesota Statutes, Chapter 466, or other state or federal law.
- C. Each Party warrants that it is able to comply with the aforementioned indemnity requirements through commercial insurance or a self-funding program.
- D. Each of the Parties shall insure the full replacement value of all System equipment stored on the Party's site.

- E. All insurance policies or self-insurance certificates shall be open to inspection by the other Parties and copies of the policies or certificates of self-insurance shall be submitted to a Party upon written request.

XIII. RECORDS

Subject to the provisions of Section XIV., each Party agrees that the other Parties, the State Auditor, or any of their duly authorized representatives shall, at any time during normal business hours, and as often as they may reasonably deem necessary, have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of governmental entities and which involve transactions relating to this Agreement.

XIV. DATA PRACTICES

The Parties shall comply with the provisions of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, or any other applicable state statutes, any state rules adopted to implement the Act and statutes, as well as federal statutes and regulations on data privacy.

XV. NONASSIGNMENT

No Party shall assign, subcontract, transfer or pledge this Agreement and/or services to be performed herein.

XVI. USE OF VOTING SYSTEM

The County shall only implement and support a single, uniform voting system throughout the County that must be used in every election conducted in the County. Each Municipality must use the ballot counters, ballot boxes and ballot marking devices provided in this Agreement for all elections conducted in the Municipality.

XVII. TERMINATION

- A. This Agreement shall terminate upon unanimous consent of the Parties as evidenced by a written resolution of the governing body of each Party or when necessitated by operation of law or as a result of a decision by a court of competent jurisdiction.
- B. Effect of termination. Termination shall not discharge any liability incurred by any of the Parties during the term of this Agreement including any extensions prior to the effective date of termination. Each Party shall be liable for its own acts to the extent provided by law.

XVIII. PROPERTY DISPOSITION

- A. Upon termination of this Agreement, ownership remains as stated in Article V.

- B. Upon termination, a Municipality will be given the option to make full payment for the ballot counters, ballot boxes, and ballot marking devices for which it has made partial payment. Such payment must be made within thirty (30) calendar days of the date of receipt of the notice of termination from the County.
- C. If the Parties reach consensus on the need to replace the System, the Parties will negotiate a new agreement, which shall include the disposition of the System Equipment, whether owned by the County or the Municipalities.

XIX. NOTICE

- A. All notices, reports or demands given or made by a Party under the terms of this Agreement or any statute or ordinance shall be in writing and shall be sent registered or certified mail.
- B. All notices, reports or demands shall be sent to the representative designated in writing by the Party. If none has been designated, notice to the Party's chief elected official shall be deemed adequate.

XX. ENTIRE AGREEMENT/ALTERATION

- A. It is understood and agreed that the entire agreement between the Parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the Parties relating to the subject matter hereof.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the Parties hereto.
- C. The parties may execute separate copies of any amendment to this Agreement and the signature pages will be part of the original.

XXI. VOTING SYSTEMS ADVISORY COMMITTEE

The County shall establish a Voting Systems Advisory Committee (“Committee”) to facilitate the administration of the System. Any Party to this Agreement may request to become a member of the Committee. Approximately ten years following final execution of this Agreement, or at such earlier time as the Parties may agree, the Committee shall begin planning for the acquisition of a successor voting system.

XXII. SEPARATE EXECUTIONS/EFFECTIVE DATE

Each of the Municipalities may sign a separate signature page and all of the signature pages taken together will constitute the original contract and will be as effective as if all of the signatures were on the same page. This Agreement shall be effective as to a Party upon execution by an authorized representative of that Party.

Wherefore, the Parties have executed this Agreement as of the last date written below.

COUNTY OF RAMSEY

By: _____
Rafael Ortega, Chair
Board of Commissioners

By: _____
Bonnie Jackelen, Chief Clerk
Board of Commissioners

Date: _____

Approval Recommended:

Mark Oswald, Director
Department of Property Records and Revenue

Approved as to form and insurance:

Assistant County Attorney

NAME OF MUNICIPALITY:

By: _____

Its: _____

By: _____

Its: _____

Date: _____

**Appendix A
System Equipment List**

Note: prices are estimates pending the selection of a specific voting system

1.	Voting and administrative equipment - County			
	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
	18	Backup ballot counters	\$4,043	\$72,774
	18	Ballot counters for absentee voting	\$4,043	\$72,774
	36	Ballot boxes	\$382	\$13,752
	18	Backup accessible ballot marking devices	\$4,550	\$81,900
	828	Memory devices	\$66	\$54,648
	5	Central count ballot counters for absentee voting	\$26,030	\$130,150
	2	Ballot on demand printers	\$8,960	\$17,920
	1	Operating software	\$137,976	\$137,976
	1	Staff training – hardware and software operations	\$140,000	\$140,000
		Freight and delivery (estimate)	\$20,000	\$20,000
	Subtotal for Equipment Costs - County			\$741,849
2.	Voting equipment – Municipalities			
	171	Ballot counters for polling places	\$4,043	\$691,353
	171	Ballot boxes	\$382	\$65,322
	171	Accessible ballot marking devices for polling places	\$4,550	\$778,050
	Subtotal for Equipment Costs – Cities			\$1,534,725
	System Equipment Costs - Total			\$2,276,574

Appendix B
Implementation Services

The County will provide, either directly or through a contracted vendor, as determined by the County, the Implementation Services shown below. The information provided below is tentative, pending the selection of a System vendor(s).

Training and instructional materials

1. Training for Municipal elections officials and staff
 - a. Operation of the ballot counter
 - b. Operation of the ballot marking device
 - c. Processing and counting absentee ballots (where applicable)
2. Training for election judges
 - a. Operation of the ballot counter
 - b. Operation of the ballot marking device
3. Development of training and informational materials - printed
 - a. Ballot counter operations guide and quick start guide
 - b. Ballot marking device operations guide and quick start guide
 - c. Opening and closing the polling place
 - d. Providing instructions to voters
4. Development of training and informational materials for County website
 - a. Election judge training video
 - b. Public information videos

Appendix C
Spreadsheet
(included as a separate attachment)

Appendix D
Preliminary Project Schedule
(Dates are tentative)

2013

Oct 25	Complete city approval of joint powers agreement
Dec 3	County board approval of joint powers agreement
Dec 30	Publication of request for proposals for voting system

2014

Jan 15	Pre-bid conference for vendors submitting proposals
Jan 31	Closing date for proposals from vendors for voting system
Feb 11	Complete scoring proposals submitted by vendors
Feb 14	Task force recommendation to county board
Feb 25	County board approval of new voting system acquisition
Mar 10	Publication of RFP for ballot printing 2014-2015
Mar 17	Place order with vendor for new voting system
Apr 7-11	Software training for county staff
Apr 21-25	Hardware training for county staff
May 2	Complete delivery of new voting system components
May 20	First day to file for office
May 23	Complete check-in and preliminary testing of voting system components
May 28-30	Simulated election with new voting equipment
May 30	Complete training and informational materials for use of voting system
Jun 16-20	Hands-on training for city elections staff
Jun 27	Begin absentee voting
Jul 7-Aug 1	Hands-on training for election judges serving at the state primary
Aug 12	State primary

Oct 6-24	Hands-on training for election judges not serving at the state primary
Nov 4	State general election
Nov 17	Post-election review of voting system

Appendix C spreadsheet - proposed capital and annual operating costs for new voting system

City	Number of precincts	Precinct ballot counters & ballot marking devices			Absentee ballot counters			Absentee ballot processing/counting		Cost Summary
		% of county total	% of county total	% of county total	mean total ABs accepted in last 3 state gen elections	% of county total	share of annual operating costs	Option A	Option B	
		x total city share of capital costs	x 0.80	x 0.20	Number of accepted ABs 2008-2012	total	share of annual operating costs			sum of columns E and H
		city share of capital costs	share of annual operating costs	share of annual operating costs	Number of accepted ABs 2008-2012	total	share of annual operating costs	Option A	Option B	Total annual operating costs
Arden Hills	3	\$ 26,925.00	\$ 1,588.24	\$ 524.31	1,550	2.33%	\$ 524.31			\$ 2,112.55
Blaine	0	\$ -	\$ -	\$ -	-	0.00%	\$ -			\$ -
Falcon Heights	2	\$ 17,950.00	\$ 1,058.82	\$ 250.99	742	1.12%	\$ 250.99			\$ 1,309.82
Gem Lake	1	\$ 8,975.00	\$ 529.41	\$ 20.97	62	0.09%	\$ 20.97			\$ 550.38
Lauderdale	1	\$ 8,975.00	\$ 529.41	\$ 71.71	212	0.32%	\$ 71.71			\$ 601.12
Little Canada	3	\$ 26,925.00	\$ 1,588.24	\$ 504.69	1,492	2.24%	\$ 504.69			\$ 2,092.93
Maplewood	16	\$ 143,600.00	\$ 8,470.59	\$ 1,801.93	5,327	8.01%	\$ 1,801.93			\$ 10,272.52
Mounds View	4	\$ 35,900.00	\$ 2,117.65	\$ 478.31	1,414	2.13%	\$ 478.31			\$ 2,595.95
New Brighton	5	\$ 44,875.00	\$ 2,647.06	\$ 1,191.03	3,521	5.29%	\$ 1,191.03			\$ 3,838.09
North Oaks	2	\$ 17,950.00	\$ 1,058.82	\$ 552.05	1,632	2.45%	\$ 552.05			\$ 1,610.87
North St Paul	4	\$ 35,900.00	\$ 2,117.65	\$ 500.29	1,479	2.22%	\$ 500.29			\$ 2,617.94
Roseville	10	\$ 89,750.00	\$ 5,294.12	\$ 2,548.15	7,533	11.33%	\$ 2,548.15			\$ 7,842.26
Shoreview	7	\$ 62,825.00	\$ 3,705.88	\$ 1,800.24	5,322	8.00%	\$ 1,800.24			\$ 5,506.13
Spring Lake Park	0	\$ -	\$ -	\$ -	-	0.00%	\$ -			\$ -
St Anthony	1	\$ 8,975.00	\$ 529.41	\$ 195.18	577	0.87%	\$ 195.18			\$ 724.59
St Paul	97	\$ 870,575.00	\$ 51,352.94	\$ 9,339.48	27,610	41.51%	\$ 9,339.48			\$ 60,692.42
Vadnais Heights	4	\$ 35,900.00	\$ 2,117.65	\$ 680.93	2,013	3.03%	\$ 680.93			\$ 2,798.57
White Bear Lake	6	\$ 53,850.00	\$ 3,176.47	\$ 1,404.14	4,151	6.24%	\$ 1,404.14			\$ 4,580.61
White Bear Township	4	\$ 35,900.00	\$ 2,117.65	\$ 635.60	1,879	2.82%	\$ 635.60			\$ 2,753.25
Subtotal - cities	170	\$ 1,525,750.00	\$ 90,000.00	\$ 22,500.00	66,516	100.00%	\$ 22,500.00			\$ 112,500.00
ISD 282 - St Anthony-NB	2	\$ -	\$ 352.94	\$ 82.50		1.10%	\$ 82.50			\$ 435.44
ISD 621 - Mounds View	21	\$ -	\$ 3,705.88	\$ 1,320.00		17.60%	\$ 1,320.00			\$ 5,025.88
ISD 622 - NSP-Maplewood	17	\$ -	\$ 3,000.00	\$ 765.00		10.20%	\$ 765.00			\$ 3,765.00

G6, Attachment 1

ISD 623 - Roseville	18	10.59%	\$	-	\$	3,176.47	15.00%	\$	1,125.00	\$	4,301.47
ISD 624- White Bear Lake	15	8.82%	\$	-	\$	2,647.06	14.60%	\$	1,095.00	\$	3,742.06
ISD 625 - St Paul	97	57.06%	\$	-	\$	17,117.65	41.50%	\$	3,112.50	\$	20,230.15
Subtotal - school districts	170	100.00%	\$	-	\$	30,000.00	100.00%	\$	7,500.00	\$	37,500.00
County total			\$		\$	120,000.00		\$	30,000.00	\$	150,000.00

- Notes:
1. Assume the cost of one ballot counter, one ballot box and one ballot marking device = \$8,975 per precinct
 2. Number of absentees is average of ABs accepted in three previous state general elections
 3. Assume annual operating costs = \$150,000; 80% are from precinct equipment, 20% from absentee equipment
 4. Annual operating costs are shared by cities (75%) and school districts (25%)
 5. The county will provide any equipment needed by Blaine
 6. Spring Lake Park will use voting systems provided by Anoka County.

10/11/2013

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Karen Guilfoile, Director Citizen Services
DATE: October 22, 2013
SUBJECT: Resolution of Support for 2014 July 4th Event

Introduction

To celebrate the 50th year anniversary of the city, in June of 2007, the city had its first Taste of Maplewood event. The event has changed over the years and in 2012, at the request of citizens, the council directed staff to reinstitute the annual July 4th celebration including a fireworks display. The last two years the event has grown and been a wonderful community event.

Background

Staff is in the initial planning stages of the July 2014 event tentatively securing vendors and entertainment. Since moving the event to Hazelwood Park and having the event on July 4th, staff has limited the number of food vendors with each vendor designating food items as exclusive so that each vendor has the opportunity to have good sales for the day. The same has been for the adult beverage vendor.

Advertisement for the event for the past two years has indicated that there are to be no coolers allowed in the park during the event. This has been loosely enforced which has been a complaint from some of our vendors since it diminishes their ability to make revenue for the day. Their participation assists in deferring the cost of the event. After speaking with Chief Schnell and with council approval, during the event in 2014, city staff will be stationed at the trail entrance to the park off of Hazelwood and at the trail entrance off of Beam Avenue enforcing no coolers allowed in the park.

Budget Impact

Staff anticipates a net expenditure of \$19,500 which is included in the 2014 proposed budget.

Recommendation

Staff recommends approval of the Resolution of Support for the 2014 July 4th Light It Up Event.

Attachments

1. Resolution of Support

Resolution of Support for the 2014 July 4th Light It Up Event

Whereas the City of Maplewood has established July 4th Light It Up as an annual event that is an outreach to the surrounding community;

Whereas the July 4th Light it Up Event brings the community together and gives local food and entertainment businesses the opportunity to showcase their offerings while providing families an opportunity to experience a family friendly environment;

Whereas the July 4th Light It Up Event is an annual city-wide event and each department within the city plays a part in its success;

Whereas city staff will work diligently soliciting sponsors including local businesses for the event to offset incurred costs;

Therefore Let it Be Resolved that the city council supports the 2014 July 4th Light It Up Event at Hazelwood Park.

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Mychal Fowlds, IT Director

DATE: October 22, 2013

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 6 with Weber, Inc., Police Department Expansion Project – Phase 2

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 5 change orders to the contract to date in the amount of \$11,622.88. The modifications consist primarily of small adjustments due to items found during the demolition of existing areas or small changes to the scope of work. These modifications result in a decrease to the overall construction contract.

Correction on previously submitted items (Addition)

When submitting the change order requests for 2 previous changes, door hardware and additional HVAC work, that differed from the original plans, it was noticed that there were mathematical errors by the contractor. This item is to correct those errors. The change order costs are summarized below:

<u>Change Order #6</u>	<u>Amount</u>
1 Correction on previously submitted items	\$ 1,397.75
Total Change Order No. 6	\$ 1,397.75

Budget Impact

Approval of Change Order No. 6 will increase the project construction contract amount by \$1,397.75 from \$370,622.88 to \$372,020.63. 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. 6, for the Police Department Expansion Project – Phase 2.

Attachments

1. Resolution directing modification of existing construction contract, change order no. 6
2. Change order form

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT
POLICE DEPARTMENT EXPANSION PROJECT - PHASE 2, CHANGE ORDER NO. 6**

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. 6.

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. 6 which is an increase of \$1,397.75.

The revised contract amount is \$372,020.63.

Adopted by the Maplewood City Council on this 28th day of October 2013.

**CHANGE ORDER
CITY OF MAPLEWOOD**

PROJECT NAME: Police Department Expansion Project - Phase 2
CONTRACTOR: Weber, Inc.
CHANGE ORDER NO.: Six (6)
DATE: October 28, 2013

The following changes shall be made in the contract documents:

ADD BID SCHEDULE CO #6 – CHANGE ORDER NO. 6

Item No.	Item Description	Amount
1	Correction on previously submitted items	\$ 1,397.75
TOTAL SCHEDULE CO #6		\$1,397.75
TOTAL NET CHANGE ORDER NO. 6		\$1,397.75

CONTRACT STATUS:

Original Contract: \$359,000.00
Net Change of Prior Changes: 11,622.88
Change this Change Order: 1,397.75
Revised Contract: \$372,020.63

Recommended By: SEH, Inc.

By: _____ Date: _____

Agreed to By: Weber, Inc.

By: _____ Date: _____

Approved By: City of Maplewood

By: _____ Date: _____

MEMORANDUM

TO: Charles Ahl, City Manager

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

DATE: October 22, 2013

SUBJECT: Approval of Resolution Accepting Grant Funds from Friends of the Mississippi River for Fish Creek Acquisition

Introduction

Friends of the Mississippi River has received a \$162,000 grant towards acquisition of the Fish Creek Property. Council will consider a resolution to accept this grant.

Background

Maplewood has an agreement to purchase the 70-acre Fish Creek property from The Conservation Fund. The City is securing funding for this purchase. Friends of the Mississippi River has received a \$162,000 grant from Minnesota Environmental Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources to be used for acquisition. This grant would ensure protection of six acres north of Fish Creek. The grant indicates the city will match this with \$162,000 to protect an additional adjacent six acres (see Attachment 1). By the terms of the grant, these twelve acres would carry a deed restriction ensuring they remain in conservation use in perpetuity.

Budget Impact

The City will match the \$162,000 grant with \$162,000 of funding that has been raised for acquisition. Including this grant, the city has secured \$1,907,000 for acquisition of the Fish Creek property. This sum is adequate to permanently protect 62 acres, including the twelve acres referred to in this grant.

Recommendation

Staff recommends City Council approves a resolution to accept \$162,000 in grant funding secured by Friends of the Mississippi River to be used towards acquisition of the Fish Creek property.

Attachments

1. Map showing parcels covered by grant
2. Resolution to Accept Grant

Fish Creek Parcels Covered By \$162,000 Grant and Match

The *Grant Parcel* (6 acres) and *Match Parcel* (6 acres) below show the area that will be protected under the \$162,000 grant received by Friends of the Mississippi River.



RESOLUTION NO. _____
CITY OF MAPLEWOOD, MINNESOTA

RESOLUTION TO ACCEPT GRANT FUNDING FROM FRIENDS OF THE MISSISSIPPI RIVER FOR ACQUISITION OF THE FISH CREEK PARCEL

WHEREAS the City of Maplewood city is securing funding to acquire the 70-acre Fish Creek parcel; and

WHEREAS Friends of the Mississippi River has received a \$162,000 grant from the Minnesota Environmental Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources to be used for acquisition of six acres of the Fish Creek property; and

WHEREAS Friends of the Mississippi River requests that the city match this grant with \$162,000; and

WHEREAS the land purchased through this grant and match will have a deed restriction ensuring it remains conservation land in perpetuity;

NOW THEREFORE BE IT RESOLVED that:

1. City of Maplewood has the financial capability to meet the match requirement and ensure adequate management and protection; and
2. The Parks and Recreation Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted this 28th day of October, 2013.

SIGNED:

WITNESSED:

Will Rossbach, Mayor

Karen Guilfoile, City Clerk

Date

Date

MEMORANDUM

TO: Chuck Ahl, City Manager

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

DATE: October 23, 2013

SUBJECT: Approval of the Resolution Accepting Donation from Friends of the Mississippi River for Fish Creek Acquisition

Introduction

A donation of up to \$13,000 is being donated to the City of Maplewood Parks and Recreation Department to be used towards acquisition of the Fish Creek property.

Minnesota State Statute 465.03 states that gifts to municipalities shall be accepted by the governing body in the form of a resolution by a two-thirds vote.

Budget Impact

No matching funds required.

Recommendation

Approve the Resolution accepting the donation of up to \$13,000 to be used towards acquisition of the Fish Creek property.

Attachments

1. Resolution Accepting Donation

**RESOLUTION
ACCEPTANCE OF DONATION**

WHEREAS the City of Maplewood, Parks and Recreation Department, has received a donation of up to \$13,000 from Friends of the Mississippi River to be used towards acquisition of the Fish Creek property;

NOW, THEREFORE, BE IT RESOLVED that the Maplewood City Council authorizes the City of Maplewood, Parks and Recreation Department to accept this donation.

MEMORANDUM

TO: Charles Ahl, City Manager

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

DATE: October 22, 2013

SUBJECT: Approval for Great River Greening to Conduct Additional Restoration Work at Fish Creek

Introduction

Maplewood has an agreement to purchase the 70-acre Fish Creek property from The Conservation Fund. In 2012, Great River Greening (GRG) received a grant for restoration at the site. On August 13, 2012, Maplewood City Council approved providing \$15,000 matching funds and entering into an agreement for Great River Greening to conduct restoration activities. GRG has an additional \$20,000 in grant funds for restoration activities. Council will consider approval of amending the city's agreement to support GRG conducting an additional \$20,000 of restoration work at the site.

Background

In 2012, Great River Greening (GRG), a non-profit organization committed to enhancing and restoring native habitat in the Twin Cities area, received a \$187,500 Lessard-Sams Outdoor Heritage Council grant for restoration at Fish Creek. The grant covers developing a detailed site management plan and restoring habitat including: removing buckthorn, planting trees and woodland species, and restoring prairie and oak savanna. The Conservation Fund, current owner of the site, supports restoration activities occurring on the site. On August 13, 2012, City Council approved the city's entering into an agreement with GRG supporting restoration activities on the site and providing \$15,000 match towards the project.

GRG has an additional \$20,000 of Outdoor Heritage Fund grant monies to put towards this project. These funds will be used towards restoration activities described above. GRG would like to amend their contract with the city to support additional restoration activities in the amount of \$20,000.

Restoration activities have been going well and staff is very pleased with the work being done by GRG. In 2012 and 2013, GRG planted trees with volunteers from St. Thomas University, Thomson Reuters, and other groups. In 2013, GRG contracted with Natural Resources Restoration, Inc. for buckthorn removal and selected tree removal. This part of the project is scheduled for completion by the end of the year. It included a very successful Buckthorn Blast on October 19, a community event where 122 volunteers came out to help haul and pile buckthorn. This winter, GRG will work with city and county staff to complete the detailed site management plan. The final phase of work under the grant is prairie restoration, which will be conducted in 2014-15.

Budget Impact

This request requires no additional funding from Maplewood at the present time. The original contract commits the city to maintaining the restoration work conducted under the grant. Funding for this maintenance would be from the open space operating budget.

Recommendation

Staff recommends that City Council approves amending the contract for GRG to do an additional \$20,000 of restoration work at the Fish Creek site.

MEMORANDUM

TO: R. Charles Ahl, City Manager

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

DATE: October 14, 2013

SUBJECT: Approval of Resolution Adopting Assessment Roll for the Rice Street Water Services, Project 11-28

Introduction

The land owners of 1986 and 2000 Rice Street have been mailed a notice of the exact amount of their assessment along with a waiver of assessment agreement for the installation of water services across Rice Street to their respective properties. Both parties have signed and returned the waiver of assessment hearing agreements. Staff recommends that the City Council to Approve the Resolution for Adoption of Assessment Roll.

Background

On April 29, 2013 the City Council authorized the Public Works Director to enter into a contract for the installation of three water services to the properties of 1986, 2000, and 2020 Rice Street. The engineers estimate was \$20,000 per water service for a total of \$60,000. A request for quote was sent out to six contractors. Four quotes were received from contractors ranging from \$48,600 to \$59,400. The Public Works Director entered into a contract with the GM Contracting Inc., lowest responsible quote received, for water service installation.

During construction it was discovered the property of 2020 Rice Street was found to have an existing water service line that was not shown on the City of Roseville's record drawings. Therefore, only 2 water services were installed as part of the contract with GM Contracting Inc. All work related to the installation of the water services has been completed.

The property owners were given the option of paying the full amount after the completion of the work, at the time of connection, or to sign a waiver of assessment agreement and have the amount assessed to the property over a period of 8 years. The property owners of 1986 and 2000 Rice Street both selected to sign the waiver of assessment agreement (see attachment) for payback over time.

The assessment amounts were based on actual cost of construction for each water service. The following is a list of the proposed assessment amounts:

- 1986 Rice Street (PIN 182922230009) = \$16,519.40
- 2000 Rice Street (PIN 182922230017) = \$15,616.60

Budget Impact

The assessment amounts were based on actual cost of construction for each water service. The following is a list of the proposed assessment amounts:

- 1986 Rice Street (PIN 182922230009) = \$16,519.40
- 2000 Rice Street (PIN 182922230017) = \$15,616.60

The cost for the installation of water services was initially paid for with Sewer Funds and that Fund will be paid back over time as the assessment revenue is collected.

Recommendation

It is recommended that the City Council adopt the attached Resolution for the Adoption of the Assessment Roll for Rice Street Water Services, Project 11-28.

Attachments

1. Resolution Adopting Assessment Roll
2. Assessment Roll
3. Water Service Location Map
4. 1986 Rice Street Waiver of Assessment Agreement
5. 2000 Rice Street Waiver of Assessment Agreement

**RESOLUTION
ADOPTING ASSESSMENT ROLL**

WHEREAS, on April 29, 2013 the City Council approved the Public Works Director to enter into a contract for the installation of water services to the properties of 1986 and 2000 Rice Street;

WHEREAS, the costs for the installation of water services have been initially paid by the City of Maplewood;

WHEREAS, the property owners of 1986 and 2000 Rice Street were given the options of paying for the water service installation after the completion of work, at the time of connection, or to sign a waiver of assessment agreement and have the amount assessed to the property over a period of 8 years.

WHEREAS, the property owners of 1986 and 2000 Rice Street have both signed and returned the waiver of assessment hearing agreement and have chosen to have to have the full amount assessed to their property over a period of 8 years.

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

- a. Such waiver of assessment agreements signed by the property owners of 1986 and 2000 Rice Street are hereby acknowledged and considered valid; such that no revision to the proposed assessment shall be considered.
- b. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named herein, and each tract of land therein is hereby found to be benefited by the final construction costs for the installation of a water service to each property in the amount of the assessment levied against it.
- c. The assessment roll for the Rice Street Water Service Installation, a copy of which is attached hereto and made a part hereof, is hereby adopted. Said assessment roll shall constitute the assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the final construction costs for the installation of a water service to each property in the amount of the assessment levied against it.
- d. Such assessments shall be payable in equal annual installments extending over a period of 8 years, the first installments to be payable on or before the first Monday in January 2014 and shall bear interest at the rate of 5.0 percent per annum for the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2014. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

e. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, but no later than November 15, 2013, pay the whole of the assessment on such property, with interest accrued to the date of the payment, to the city clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and they may, at any time after November 15, 2013, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

f. The City Engineer and City Clerk shall forthwith after November 15, 2013, but no later than November 16, 2013, transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the Council on this 28th day of October 2013.

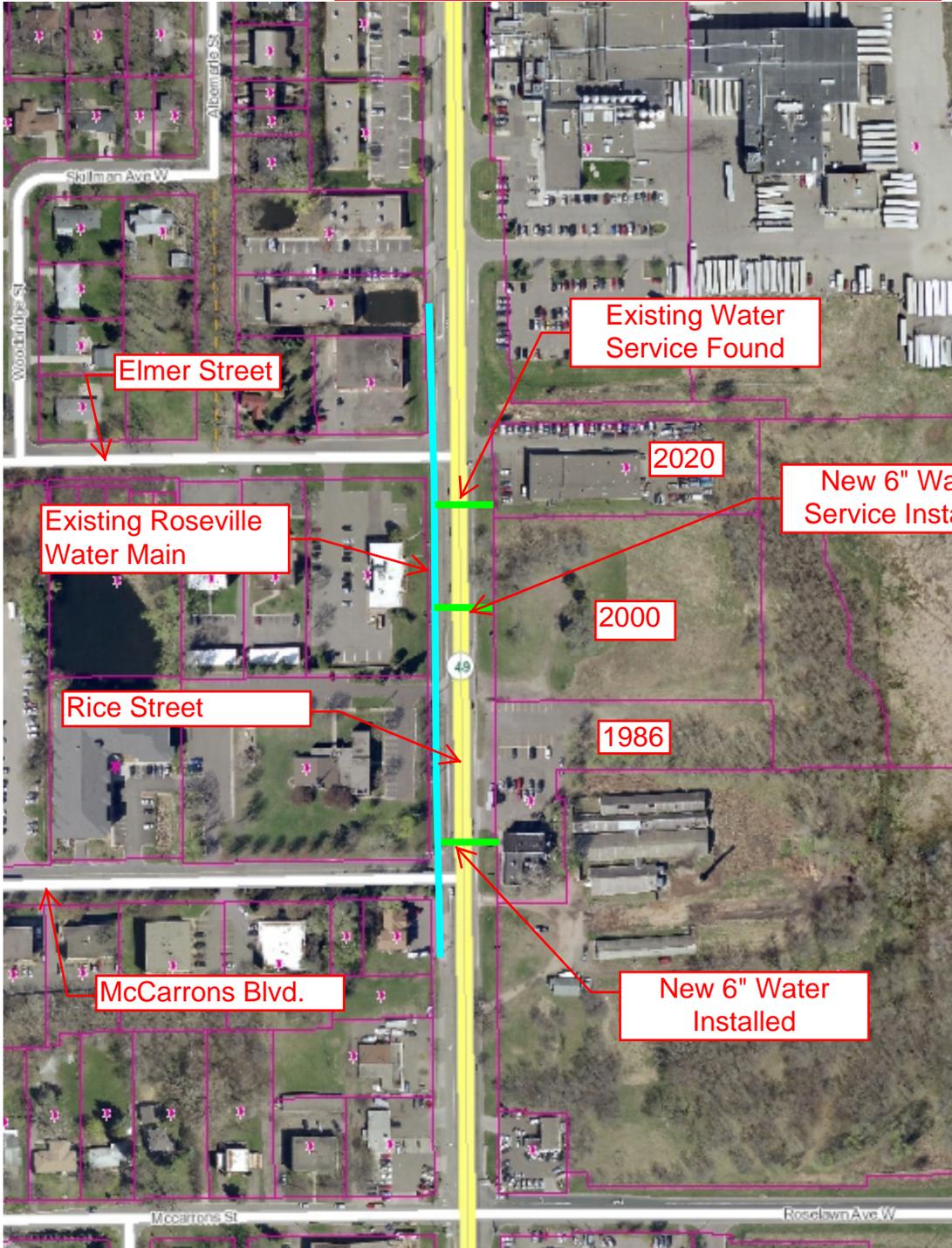
ASSESSMENT ROLL
RICE STREET WATER SERVICE INSTALLATION - CITY PROJECT 11-28

Parcel ID	Taxpayer	Street Number	Street	Number of Services Installed	Assessment Rate (per Service Installed)	Total Assessment
182922230009	Paul Meteyka	1986	Rice Street	1	\$16,519.40	\$16,519.40
182922230017	James T Dean	2000	Rice Street	1	\$15,616.60	\$15,616.60
			Total	2		
					Total	\$32,136.00

ASSESSMENT RATES:

ASSESSMENT RATES ARE BASED ON FINAL CONSTRUCTION COSTS FOR WATER SERVICE INSTALLATION

Proposed Water Service Location Map



Legend

- County Offices
- City Halls
- Schools
- Hospitals
- Fire Stations
- Police Stations
- Recreational Centers
- Parcel Points
- Parcel Boundaries
- Cities

505.1 0 252.54 505.1 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet

© Ramsey County Enterprise GIS Division

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Enter Map Description

1: 3,030



SEP 26 2013

WAIVER OF ASSESSMENT AGREEMENT

Maplewood Public Works

This Agreement, dated the 9/15 day of Sept, 2013, is between the **City of Maplewood**, a Minnesota municipal corporation (hereinafter "City") and **Paul Mateyka**, the property owner of 1986 Rice Street.

WHEREAS, the City has completed the installation of the water service to the property at 1986 Rice Street;

WHEREAS, the City paid a contractor \$16,519.40 for the installation of said water service and seeks reimbursement;

WHEREAS, Paul Mateyka owns the property described by address and property identification numbers as:

1986 Rice Street: PIN 182922230009

NOW THEREFORE, the City and Paul Mateyka agree to one of the following options for payment:

- Option 1 – Payment in Full
 - Within 30 days of City Council approval of the signed and returned Waiver of Assessment Agreement, October 14, 2013, the full payment can be made to the City interest free.
- Option 2 – Partial Payment (Minimum of 25%)
 - Within 30 days of City Council approval of the signed and returned Waiver of Assessment Agreement, October 14, 2013, a partial payment (minimum of 25%) can be made to the City interest free.
 - 30 days after the of City Council approval of the signed and returned Waiver of Assessment Agreement, October 14, 2013, but before certification to Ramsey County with interest at a rate of 5%.
 - The City will accept no more than two (2) payments prior to the certification deadline of November 15, 2013.
 - Unpaid balance after November 15, 2013 will be certified to Ramsey County for payment on property taxes over an 8 year period at an interest rate of 5% for taxes payable beginning in 2014.
- Option 3 – Total Cost For The Water Service Certified To Ramsey County
 - Property owners can choose not to pay anything up front but rather elect to have the total cost for the water service certified to Ramsey County for payment with property taxes to be paid back over a period of 8 year at a 5% interest rate.

If a party does not respond to an arbitration notice, then the party first serving the arbitration notice under the previous paragraph shall be entitled by Motion to petition a court of competent jurisdiction for its order selecting and appointing an arbitrator for said defaulting party. Any such determination by the Court shall be final, binding and conclusive as to all parties in interest. Expenses for the arbitration shall be divided equally among the parties.

7. The City's and Paul Mateyka's obligations under this Agreement shall be conditioned, for the sole benefit of the City and Paul Mateyka, upon the following:

A. Contingent upon review and approval of final terms by the City Council.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Paul Mateyka

**CITY OF
MAPLEWOOD**

By: Paul Mateyka _____
Paul Mateyka Date

By: _____
Its: Mayor Date

By: _____
Its: City Manager Date

WAIVER OF ASSESSMENT AGREEMENT

This Agreement, dated the 20th day of July, 2013, is between the **City of Maplewood**, a Minnesota municipal corporation (hereinafter "City") and **James T Dean**, the property owner of 2000 Rice Street.

WHEREAS, the City has completed the installation of the water service to the property at 2000 Rice Street;

WHEREAS, the City paid a contractor \$15,616.60 for the installation of said water service and seeks reimbursement;

WHEREAS, James T Dean own the property described by address and property identification numbers as:

2000 Rice Street: PIN 182922230017

NOW THEREFORE, the City and James T Dean agree to one of the following options for payment:

- Option 1 – Payment in Full
 - Within 30 days of City Council approval of the signed and returned Waiver of Assessment Agreement, August 12, 2013, the full payment can be made to the City interest free.
- Option 2 – Partial Payment (Minimum of 25%)
 - Within 30 days of City Council approval of the signed and returned Waiver of Assessment Agreement, August 12, 2013, a partial payment (minimum of 25%) can be made to the City interest free.
 - 30 days after the of City Council approval of the signed and returned Waiver of Assessment Agreement, August 12, 2013, but before certification to Ramsey County with interest at a rate of 5%.
 - The City will accept no more than two (2) payments prior to the certification deadline of November 15, 2013.
 - Unpaid balance after November 15, 2013 will be certified to Ramsey County for payment on property taxes over an 8 year period at an interest rate of 5% for taxes payable beginning in 2014.
- Option 3 – Total Cost For The Water Service Certified To Ramsey County
 - Property owners can choose not to pay anything up front but rather elect to have the total cost for the water service certified to Ramsey County for payment with property taxes to be paid back over a period of 8 year at a 5% interest rate.

If a party does not respond to an arbitration notice, then the party first serving the arbitration notice under the previous paragraph shall be entitled by Motion to petition a court of competent jurisdiction for its order selecting and appointing an arbitrator for said defaulting party. Any such determination by the Court shall be final, binding and conclusive as to all parties in interest. Expenses for the arbitration shall be divided equally among the parties.

7. The City's and James T Dean obligations under this Agreement shall be conditioned, for the sole benefit of the City and James T Dean, upon the following:

A. Contingent upon review and approval of final terms by the City Council.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

PROPERTY OWNER

**CITY OF
MAPLEWOOD**

By: Jane M Dean, Trustee ⁷⁻²⁰⁻²⁰¹³
James T Dean Date
of the James T. Dean Trust
Dated Oct. 1991

By: _____
Its: Mayor Date

By: _____
Its: City Manager Date

MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, City Engineer/Public Works Director

DATE: October 16, 2013

SUBJECT: Approval of Resolution Accepting Assessment Roll and Ordering Assessment Hearing for November 25, 2013, Highway 36/English Street Interchange Improvements, Project 09-08

Introduction

The council will consider accepting the assessment roll and calling for an assessment hearing for November 25, 2013.

Background

This project is nearly complete and a portion of the funding comes from special assessments as authorized by Minnesota State Statute Chapter 429. Assessment rates for this project were set for each individual property based on a market value benefit appraisal as identified in the adopted feasibility study.

Discussion

There are 25 assessable commercial parcels within the project area and they are identified in the attached exhibit map and roll. The State of Minnesota property has been stricken from the assessment roll. The State however has contributed millions of dollars towards this project through an executed Cooperative Agreement with the City.

The proposed assessments for the TH 36 / English Street Interchange Improvements now total \$919,990.60. A copy of the pending assessment roll is provided as a supplement to this report.

Budget Impact

The proposed assessments supplement a portion of the city's share of the project improvements. No budget impact results from this action.

Recommendation

It is recommended that the city council approve the attached resolution for the TH 36 / English Street Interchange Improvements, City Project 09-08, Accepting the Assessment Roll and Ordering the Assessment Hearing for November 25, 2013 at 7pm.

Attachments

1. Resolution Accepting Assessment Roll and Ordering Assessment Hearing
2. Assessment Map
3. Pending Assessment Roll

RESOLUTION
ACCEPTING ASSESSMENT ROLL AND ORDERING ASSESSMENT HEARING

WHEREAS, the clerk and the city engineer have, at the direction of the council, prepared an assessment roll for the TH 36 / English Street Interchange Improvements, City Project 09-08, and the said assessment roll is on file in the office of the city engineer.

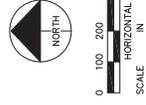
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

1. A hearing shall be held on the 25th day of November 2013, at the city hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published in the official newspaper, at least two weeks prior to the hearing, and to mail notices to the owners of all property affected by said assessment.

The notice of hearing shall state the date, time and place of hearing, the general nature of the improvement, the area to be assessed, that the proposed assessment roll is on file with the clerk and city engineer and that written or oral objections will be considered.

Adopted this 25th day of November 2013



CITY OF MAPLEWOOD
HIGHWAY 36/ENGLISH STREET INTERCHANGE IMPROVEMENTS
CITY PROJECT 09-08

PRELIMINARY ASSESSMENT ROLL

ID	PIN #	TAXPAYER	STREET NUMBER	STREET	FULL RECON. FRONT FOOTAGE	PARTIAL RECON. FRONT FOOTAGE	STORM ASSESSMENT	FULL RECON. ASSESSMENT	PARTIAL RECON. ASSESSMENT	TOTAL ASSESSMENT
A	09.29.22.34.0002	ROGERS AND NAOIMI INC	2228	MAPLEWOOD DR N	210		\$ -	\$ 27,720.00	\$ -	\$ 11,800.00 *
B	09.29.22.43.0042	MENARD INC/CORPORATE ACCOUNTING	2280	MAPLEWOOD DR N	325		\$ -	\$ 42,900.00	\$ -	\$ 42,900.00
C	09.29.22.41.0007	BBD INVESTMENTS INC & GSR REAL ESTATE SERVICES	0	HIGHWAY 36 E	98		\$ -	\$ 12,936.00	\$ -	\$ 12,936.00
D	09.29.22.41.0014	BBD INVESTMENTS INC & GSR REAL ESTATE SERVICES	1285	COPE AVE E	224		\$ -	\$ 29,568.00	\$ -	\$ 29,568.00
E	10.29.22.32.0017	SUMMIT COMMUNITY BANK	0	VIKING DR E	153		\$ -	\$ 20,186.00	\$ -	\$ 20,186.00
F	10.29.22.32.0018	SUMMIT COMMUNITY BANK	0	COPE AVE E	262		\$ -	\$ 34,584.00	\$ -	\$ 34,584.00
G	09.29.22.41.0010	UNIVERSITY AUTO PROP LLLP	1145	VIKING DR E	217		\$ 4,730.80	\$ 28,644.00	\$ -	\$ 33,374.80
H	09.29.22.42.0004	SOUKUP REALTY IP C/O COMMERCIAL SUPPLY	1167	VIKING DR E	180		\$ 3,924.00	\$ 23,760.00	\$ -	\$ 27,684.00
I	09.29.22.42.0005	CHAD B. SAUER	1175	VIKING DR E	90		\$ 1,962.00	\$ 11,880.00	\$ -	\$ 13,842.00
J	09.29.22.41.0004	CHAD B. SAUER	1175	VIKING DR E	40		\$ 872.00	\$ 5,280.00	\$ -	\$ 6,152.00
K	09.29.22.41.0003	THREE D SAC SELF STORAGE, LP	1195	VIKING DR E	210	250	\$ 4,578.00	\$ 27,720.00	\$ 24,750.00	\$ 57,048.00
L	09.29.22.41.0005	SCOTT K. SMITH	1211	VIKING DR E	150		\$ 3,270.00	\$ 19,800.00	\$ -	\$ 21,600.00 *
M	09.29.22.41.0025	AA METCALF MOVING AND STORAGE INC	1255	VIKING DR E	300	263	\$ -	\$ 39,600.00	\$ 26,037.00	\$ 65,637.00
N	09.29.22.41.0026	MAPLEWOOD BUSINESS CENTER INC	1261	VIKING DR E	658	305	\$ -	\$ 86,856.00	\$ 30,195.00	\$ 112,900.00 *
O	09.29.22.42.0001	SECOND HARVEST HEARTLAND	1140	GERVAIS AVE E	303	595	\$ -	\$ 39,986.00	\$ 58,905.00	\$ 91,500.00 *
P	09.29.22.41.0002	SCOTT K. SMITH	0	GERVAIS AVE E	0	150	\$ -	\$ -	\$ 14,850.00	\$ 14,850.00
Q	09.29.22.41.0019	CRAWMER MAPLEWOOD LLC & CO LARRY R CRAMER	2385	ENGLISH ST N	351		\$ -	\$ 46,332.00	\$ -	\$ 31,200.00 *
R	10.29.22.32.0004	JAY T. LANGER	2390	ENGLISH ST N	585		\$ -	\$ 74,580.00	\$ -	\$ 29,600.00 *
S	10.29.22.32.0003	JAY T. LANGER	0	GERVAIS AVE E	197		\$ -	\$ 26,004.00	\$ -	\$ 14,900.00 *
T	10.29.22.32.0020	TRUCK UTILITIES AND MFG CO & LEO CAPEDEP	2370	ENGLISH ST N	200		\$ -	\$ 26,400.00	\$ -	\$ 26,400.00
U	10.29.22.32.0006	CAMADA LIMITED PARTNERSHIP	2354	ENGLISH ST N	194		\$ -	\$ 25,608.00	\$ -	\$ 25,608.00
V	10.23.22.32.0002	JAY T. LANGER	0	GERVAIS AVE E	301		\$ -	\$ 39,732.00	\$ -	\$ 38,400.00 *
X	09.29.22.13.0014	GENUINE PARTS COMPANY	2416	MAPLEWOOD DR N	909		\$ -	\$ -	\$ 89,991.00	\$ 89,991.00
Y	09.29.22.14.0011	GOFF HOMES INC	0	GERVAIS AVE E	297		\$ -	\$ -	\$ 29,403.00	\$ 29,403.00
Z	09.29.22.14.0010	LAND OF LAKES PROPERTIES LLC	1259	GERVAIS AVE E	383		\$ -	\$ -	\$ 37,917.00	\$ 37,917.00
TOTALS					5678	3152	\$ 19,336.80	\$ 775,896.00	\$ 312,048.00	\$ 1,005,790.60

* ASSESSMENT AMOUNT HAS BEEN ADJUSTED BASED ON SPECIAL BENEFITS APPRAISAL (3/01/2012)

PROPOSED COMMERCIAL ASSESSMENT RATES:

FULL STREET RECONSTRUCTION = \$132.00 PER FRONT FOOT
PARTIAL STREET RECONSTRUCTION = \$89.00 PER FRONT FOOT
STORM DRAINAGE = \$21.80 PER FRONT FOOT

MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, City Engineer / Public Works Director

DATE: October 22, 2013

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, TH 36/English Street Interchange Improvements, City Project 09-08

Introduction

The city council will consider approving the attached resolution directing the modification of the existing construction contract for the TH 36/English Street Interchange Improvements, City Project 09-08.

Background

The council awarded a construction contract to Forest Lake Contracting, Inc. for the Trunk Highway 36/English Street Interchange Improvements, City Project 09-08 on January 28, 2013 in the amount of \$16,577,185.42. There have been three change orders to date in the total amount of \$141,317.98 with a revised approved contract total of \$16,718,503.40.

Discussion

On the following page is a summary of the work included in Change Order No. 4. This change order includes Minor Extra Work Orders 25-62 and Supplemental Agreements 1-3.

A funding summary for each extra work order has been included as an attachment to this report.

		CHANGE ORDER NO. 4	
MEW	SA	Brief Description	Total Cost
25		Additional drainage structures and piping behind retaining wall A	\$ 9,944.03
26		Water main improvements - install blow off at Barclay/Viking per SPRWS request	\$ 2,492.71
27		1st Water main offset due to Viking Drive (east) storm sewer conflict	\$ 15,638.34
28		2nd Water main offset due to Viking Drive (east) storm sewer conflict	\$ 5,766.11
29		Sanitary service repair on Grandview Ave. due to water main improvements	\$ 850.97
30		Water main improvements - install blow off at 36/English per SPRWS request	\$ 2,145.98
31		Relocate existing electrical service pad along TH 36 due to construction conflict	\$ 2,221.36
32		Install 2" electrical conduit at northeast ramp at TH 36 and English for wires	\$ 6,495.14
33		Install wiring for temporary street lighting at TH 36 and English during construction	\$ 2,957.27
34		Water main improvements - install air relief valve per SPRWS request	\$ 1,329.11
35		Install air valve and locating wire to abandon 8" water main on Viking Drive	\$ 3,217.30
36		Add tracer wire and install top of valve box at 36 and Hazelwood Street	\$ 208.95
37		Sanitary service repair at 1469 Viking Drive due to water main conflict	\$ 1,561.92
38		Sanitary service repairs on Viking Dr and Barclay St due to storm sewer conflict	\$ 2,367.89
39		RWMWD - Substitute 16" HDPE for 12" HDPE storm sewer pipe under TH 61	\$ 9,254.52
40		Plug and fill abandon water main crossing TH 36 at Hazelwood Street	\$ 1,552.79
41		Increase steel casing from 42" to 48" for storm sewer pond outlet under English St.	\$ 3,247.23
42		Use Sonno tubes for noisewall post foundations along TH 36 due to utility conflict	\$ 6,057.61
43		Add/extend water services on Barclay St. and Viking Dr. to connect to 16" main	\$ 5,043.90
44		Re-route electrical conduits on bridge by drilling and coring through abutments	\$ 4,500.63
45		Relocate sanitary sewer manhole due to new water main conflict	\$ 3,779.48
46		Old English Street removal of gravel and subgrade, perform regrading 1st day	\$ 5,667.13
47		Old English Street removal of gravel and subgrade, perform regrading 2nd day	\$ 2,684.93
48		Additional storm sewer improvements at Trunk Utilities - for TH 36 drainage	\$ 1,517.91
49		Remove and re-install storm sewer pipe due to staking error	\$ 1,066.42
50		Remove bituminous bus pads on TH 36 and English NE and SE ramps, regrade for concrete	\$ 15,439.26
51		VOID	
52		Install salvaged hydrant on Cope Avenue per SPRWS request	\$ 1,152.66
53		Replace Truck Utilities gate/fencing removed during TH 36 storm sewer construction	\$ 4,903.25
54		Reconstruct sanitary manhole on Viking Drive	\$ 1,175.91
55		Modify drainage structure on Old English Street	\$ 619.89
56		Sanitary service repair on Viking Drive (Asphalt Drive Co.) due to water main conflict	\$ 400.35
57		Sanitary service repair on Viking Drive (Mayflower) due to water main conflict	\$ 420.75
58		VOID	
59		Mailbox installations along English Street, Viking Drive, and County Road B	\$ 7,623.00
60		Place salvaged biorolls around piles excavated from ponds 200 and 201	\$ 336.23
61		VOID	
62		Storm sewer manhole modifications at English/Cope to accommodate water main	\$ 1,316.08
		Minor Extra Work Order Subtotal	\$ 134,957.01
	1	Extend County Road B Completion Date due to utility and weather delays; additional work	
	2	Place granular pipe bedding material in trenches for water main and storm sewer	\$ 100,329.71
	3	County Road B trail additional paving and miscellaneous items	\$ 93,376.66
		Supplemental Agreement Subtotal	\$ 193,706.37
		Total Change Order No. 4	\$ 328,663.38

Budget Impact

Approval of Change Order No. 4 will increase the project construction contract amount by \$328,663.38 from \$16,718,503.40 to \$17,047,166.78. No adjustment to the approved \$23 million budget is needed at this time.

It is important to note that the increase in the construction contract will be funded by a number of sources including State, Federal, County, City, and SPRWS for example. The attached spreadsheet shows how the various funding sources relate to the additional construction expenditures.

Recommendation

Staff recommends that the council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, for the Highway 36/English Street Interchange Improvements, City Project 09-08.

Attachments

1. Resolution Directing Modification of Existing Construction Contract, Change Order No. 4
2. Change Order No. 4
3. Change Order No. 4 Summary

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT
PROJECT 09-08, CHANGE ORDER NO. 4**

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

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 09-08, Change Order No. 4.

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

1. The mayor and city engineer are hereby authorized and directed to modify the existing contract by executing said Change Order No. 4 which is an increase of \$328,663.38.

The revised contract amount is \$17,047,166.78.

Adopted by the Maplewood City Council on this 28th day of October 2013.

**CHANGE ORDER
CITY OF MAPLEWOOD
DEPARTMENT OF PUBLIC WORKS**

PROJECT NAME: Highway 36/English Street Interchange Improvements
PROJECT NO.: City Project 09-08, S.P. 138-010-018, S.P. 138-010-012,
 S.P. 138-104-008, S.P. 138-110-004, S.P. 138-153-001,
 S.P. 138-153-001, S.P. 138-154-001, S.A.P. 062-625-036
CONTRACTOR: Forest Lake Contracting, Inc.
CHANGE ORDER NO.: Four (4)
DATE: October 22, 2013

The following changes shall be made in the contract documents:

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

Item No.	Item Description	Unit	Quantity	Unit Price	Amount
1	Minor Extra Work Order #25	LS	1	\$9,944.03	\$9,944.03
2	Minor Extra Work Order #26	LS	1	\$2,492.71	\$2,492.71
3	Minor Extra Work Order #27	LS	1	\$15,638.34	\$15,638.34
4	Minor Extra Work Order #28	LS	1	\$5,766.11	\$5,766.11
5	Minor Extra Work Order #29	LS	1	\$850.97	\$850.97
6	Minor Extra Work Order #30	LS	1	\$2,145.98	\$2,145.98
7	Minor Extra Work Order #31	LS	1	\$2,221.36	\$2,221.36
8	Minor Extra Work Order #32	LS	1	\$6,495.14	\$6,495.14
9	Minor Extra Work Order #33	LS	1	\$2,957.27	\$2,957.27
10	Minor Extra Work Order #34	LS	1	\$1,329.11	\$1,329.11
11	Minor Extra Work Order #35	LS	1	\$3,217.30	\$3,217.30
12	Minor Extra Work Order #36	LS	1	\$208.95	\$208.95
13	Minor Extra Work Order #37	LS	1	\$1,561.92	\$1,561.92
14	Minor Extra Work Order #38	LS	1	\$2,367.89	\$2,367.89
15	Minor Extra Work Order #39	LS	1	\$9,254.52	\$9,254.52
16	Minor Extra Work Order #40	LS	1	\$1,552.79	\$1,552.79
17	Minor Extra Work Order #41	LS	1	\$3,247.23	\$3,247.23
18	Minor Extra Work Order #42	LS	1	\$6,057.61	\$6,057.61
19	Minor Extra Work Order #43	LS	1	\$5,043.90	\$5,043.90
20	Minor Extra Work Order #44	LS	1	\$4,500.63	\$4,500.63
21	Minor Extra Work Order #45	LS	1	\$3,779.48	\$3,779.48
22	Minor Extra Work Order #46	LS	1	\$5,667.13	\$5,667.13
23	Minor Extra Work Order #47	LS	1	\$2,684.93	\$2,684.93
24	Minor Extra Work Order #48	LS	1	\$1,517.91	\$1,517.91
25	Minor Extra Work Order #49	LS	1	\$1,066.42	\$1,066.42
26	Minor Extra Work Order #50	LS	1	\$15,439.26	\$15,439.26
27	Minor Extra Work Order #51	LS	1	VOID	VOID
28	Minor Extra Work Order #52	LS	1	\$1,152.66	\$1,152.66
29	Minor Extra Work Order #53	LS	1	\$4,903.25	\$4,903.25
30	Minor Extra Work Order #54	LS	1	\$1,175.91	\$1,175.91
31	Minor Extra Work Order #55	LS	1	\$619.89	\$619.89
32	Minor Extra Work Order #56	LS	1	\$400.35	\$400.35
33	Minor Extra Work Order #57	LS	1	\$420.75	\$420.75

34	Minor Extra Work Order #58	LS	1	VOID	VOID
35	Minor Extra Work Order #59	LS	1	\$7,623.00	\$7,623.00
36	Minor Extra Work Order #60	LS	1	\$336.23	\$336.23
37	Minor Extra Work Order #61	LS	1	VOID	VOID
38	Minor Extra Work Order #62	LS	1	\$1,316.08	\$1,316.08
39	Supplemental Agreement #1	LS	1	\$0.00	\$0.00
40	Supplemental Agreement #2	LS	1	\$100,329.71	\$100,329.71
41	Supplemental Agreement #3	LS	1	\$93,376.66	\$93,376.66
TOTAL SCHEDULE CO #4					\$328,663.38

TOTAL NET CHANGE ORDER NO. 4 **\$328,663.38**

CONTRACT STATUS:

Original Contract: **\$16,577,185.42**
Net Change of Prior Change: **\$141,317.98**
Change this Change Order: **\$328,663.38**
Revised Contract: **\$17,047,166.78**

Recommended By: Minnesota Department of Transportation

By: _____ Date: _____

Agreed to By: Forest Lake Contracting, Inc.

By: _____ Date: _____

Approved By: City of Maplewood

By: _____ Date: _____
Mayor

By: _____ Date: _____
City Engineer

TH 36 and English Street Change Order 4 Summary

MEW	SA	CHANGE ORDER NO. 4 Brief Description	Funding Group	Total Cost	Funding									
					State/MinDOT Funds	Federal Funds	MinDOT Cooperative Agreement Funds	Maplewood MSAS Funds	Ramsey Cty CSAH Funds	SPRWS Funds	RWMWD Funds	Maplewood Funds		
25		Additional drainage structures and piping behind retaining wall A	5	\$ 9,944.03		X			X					
26		Water main improvements - install blow off at Barclay/Viking per SPRWS request	11	\$ 2,492.71							X			
27		1st Water main offset due to Viking Drive (east) storm sewer conflict	7	\$ 15,638.34		X			X					
28		2nd Water main offset due to Viking Drive (east) storm sewer conflict	7	\$ 5,766.11		X			X					
29		Sanitary service repair on Grandview Ave. due to water main improvements	11	\$ 850.97							X			
30		Water main improvements - install blow off at 36/English per SPRWS request	11	\$ 2,145.98							X			
31		Relocate existing electrical service pad along TH 36 due to construction conflict	3	\$ 2,221.36		X								
32		Install 2" electrical conduit at northeast ramp at TH 36 and English for wires	5	\$ 6,495.14		X			X					
33		Install wiring for temporary street lighting at TH 36 and English during construction	3	\$ 2,957.27		X								
34		Water main improvements - install air relief valve per SPRWS request	11	\$ 1,329.11							X			
35		Install air valve and locating wire to abandon 8" water main on Viking Drive	11	\$ 3,217.30							X			
36		Add tracer wire and install top of valve box at 36 and Hazelwood Street	11	\$ 208.95							X			
37		Sanitary service repair at 1469 Viking Drive due to water main conflict	11	\$ 1,561.92							X			
38		Sanitary service repairs on Viking Dr and Barclay St due to storm sewer conflict	7	\$ 2,367.89		X			X					
39		RWMWD - Substitute 16" HDPE for 12" HDPE storm sewer pipe under TH 61	4	\$ 9,254.52		X						X		
40		Plug and fill abandon water main crossing TH 36 at Hazelwood Street	11	\$ 1,552.79							X			
41		Increase steel casing from 42" to 48" for storm sewer pond outlet under English St.	5	\$ 3,247.23		X			X					
42		Use Sonno tubes for noisewall post foundations along TH 36 due to utility conflict	5	\$ 6,057.61		X			X					
43		Add/extend water services on Barclay St. and Viking Dr. to connect to 16" main	11	\$ 5,043.90							X			
44		Re-route electrical conduits on bridge by drilling and coring through abutments	2	\$ 4,500.63		X			X					
45		Relocate sanitary sewer manhole due to new water main conflict	11	\$ 3,779.48							X			
46		Old English Street removal of gravel and subgrade, perform regrading 1st day	6	\$ 5,667.13		X			X					
47		Old English Street removal of gravel and subgrade, perform regrading 2nd day	6	\$ 2,684.93		X			X					
48		Additional storm sewer improvements at Trunk Utilities - for TH 36 drainage	3	\$ 1,517.91		X			X					
49		Remove and re-install storm sewer pipe due to staking error	9	\$ 1,066.42		X			X					
50		Remove bituminous bus pads on TH 36 and English NE and SE ramps, regrade for concrete	5	\$ 15,439.26		X			X					
51		VOID												
52		Install salvaged hydrant on Cope Avenue per SPRWS request	11	\$ 1,152.66							X			
53		Replace Truck Utilities gate/fencing removed during TH 36 storm sewer construction	3	\$ 4,903.25		X								
54		Reconstruct sanitary manhole on Viking Drive	11	\$ 1,175.91							X			X
55		Modify drainage structure on Old English Street	6	\$ 619.89		X			X					
56		Sanitary service repair on Viking Drive (Asphalt Drive Co.) due to water main conflict	11	\$ 400.35							X			
57		Sanitary service repair on Viking Drive (Mayflower) due to water main conflict	11	\$ 420.75							X			
58		VOID												
59		Mailbox installations along English Street, Viking Drive, and County Road B	6, 7, 12	\$ 7,623.00		X			X					
60		Place salvaged bitrolis around piles excavated from ponds 200 and 201	13	\$ 336.23		X			X					
61		VOID												
62		Storm sewer manhole modifications at English/Cope to accommodate water main	6	\$ 1,316.08		X			X					
		Minor Extra Work Subtotal		\$ 134,957.01										
1		Extend County Road B Completion Date due to utility and weather delays; additional work	Multiple	\$ 100,329.71		X			X					
2		Place granular pipe bedding material in trenches for water main and storm sewer	12	\$ 93,376.66							X			
3		County Road B trail additional paving and miscellaneous items		\$ 193,706.37										
		Supplemental Agreement Subtotal		\$ 328,663.38										
		Total Change Order No. 4		\$ 328,663.38										

MEMORANDUM

TO: R. Charles Ahl, City Manager

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

DATE: October 21, 2013

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, Gladstone Area Phase I Bid Package 2 Improvements, City Project 04-21

Introduction

The city council will consider approving the attached resolution directing the modification of the existing construction contract for the Gladstone Area Phase I Bid Package 2 Improvements, City Project 04-21. The modifications include additional erosion control and topsoil improvements in the Gladstone Savanna area.

Background

On May 14, 2012, the council awarded Arnt Construction Company a construction contract for grading, trail, retaining wall, and landscaping improvements in the amount of \$990,186.60. There have been two previous change orders, with a total amount of \$41,463.50, to the contract to date. The currently approved construction contract total is \$1,031,650.10.

Discussion

The Gladstone Phase I Bid Package 2 Improvements included grading and drainage improvements in the Gladstone area located at the southwest corner of Frost Avenue and English Street. The majority of this construction occurred during the summer of 2012; however during multiple heavy rain events in the spring and early summer of 2013, this area experienced a significant amount of erosion. City staff met with the consulting engineer and the contractor to review the erosion damage and develop a correction plan. The contractor agreed to pay for the labor and equipment required to complete this work, while city staff agreed to pay for the cost of any additional material used for the erosion corrections. The additional materials used included topsoil, rip rap, compost logs, and erosion control blanket.

The contractor submitted an invoice in the amount of \$26,782.00 for the materials used to perform this work.

Budget Impact

Approval of Change Order No. 3 will increase the project construction contract amount by \$26,782.00 from \$1,031,650.10 to \$1,058,432.10. No adjustments to the approved budget are needed at this time.

Recommendation

Staff recommends that the council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, for the Gladstone Phase 1 Bid Package 2 Improvements, City Project 04-21.

Attachments

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

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT
PROJECT 04-21, CHANGE ORDER NO. 3**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 04-21, Gladstone Area Phase I Bid Package 2 Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 04-21, Change Order No. 3.

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

1. The mayor and city clerk are hereby authorized and directed to modify the existing contract by executing said Change Order No. 3 which is an increase of \$26,782.00.

The revised contract amount is \$1,058,432.10.

Adopted by the Maplewood City Council on this 28th day of October 2013.

**CHANGE ORDER
CITY OF MAPLEWOOD
DEPARTMENT OF PUBLIC WORKS**

PROJECT NAME: Gladstone Area Phase 1 Bid Package 2 Improvements
PROJECT NO: City Project 04-21
CONTRACTOR: Arnt Construction Company
CHANGE ORDER NO.: Three (3)
DATE: October 21, 2013

The following changes shall be made in the contract documents:

ADD BID SCHEDULE CO #3 – GLADSTONE EROSION CORRECTION

Item No.	Item Description	Unit	Quantity	Unit Price	Amount
1	Gladstone Erosion Correction	LS	1	\$26,782.00	\$26,782.00
TOTAL SCHEDULE CO #3					\$26,782.00
TOTAL NET CHANGE ORDER NO. 3					\$26,782.00

CONTRACT STATUS:

Original Contract: \$990,186.60
Net Change of Prior Change: \$41,463.50
Change this Change Order: \$26,782.00
Revised Contract: \$1,058,432.10

Recommended By: Kimley-Horn and Associates, Inc.

By: _____ Date: _____

Agreed to By: Arnt Construction Company

By: _____ Date: _____

Approved By: City of Maplewood

By: _____ Date: _____
Mayor

By: _____ Date: _____
City Engineer

MEMORANDUM

TO: R. Charles Ahl, City Manager

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

DATE: October 16, 2013

SUBJECT: Approval of Purchase of Single Axle Plow Truck

Introduction

The 2014 capital outlay budget includes funding for the replacement of one Single Axle plow truck. Council has already approved this purchase at the October 14th meeting. However, re-authorization is needed to account for a slight increase in sales tax since delivery of the vehicle will take place at the beginning of snow plow season in 2013.

Background

The current 1995 truck is in need of replacement. This unit has high mileage and repair costs are greatly increasing. It is no longer cost effective to repair and its reliability is questionable. This unit's primary use is for winter snow and ice control which is a critical and main function of public works service delivery. The new truck will be equipped with new and improved plow equipment and a pre-wetting system to help reduce salt use (more efficient).

Budget Impact

The 2014 capital improvement plan has \$190,000.00 budgeted under CIP PW 06.070 for the replacement of the unit described above. Due to increasing truck and equipment pricing in 2014 staff is requesting the purchase of a demo unit at 2013 price levels. Purchasing the demo unit will allow us to obtain the truck and equipment needed for our operations, yet keep us within our 2014 CIP budget. This truck will be purchased under MN State Contract pricing. Following are the costs for the replacements including trade in of the old unit (\$14,000.00), sales tax, training and delivery:

Mack GU712 Single Axle Chassis	\$93,646.27
Trade in of old unit	(\$14,000.00)
Sales tax	\$5,475.68
Towmaster Dump body, Plow and equipment	\$98,874.29
Sales tax	\$6,797.61
Total cost	\$190,793.85

Recommendation

It is recommended that the city council give approval to enter into contracts with the following vendors for these purchases under MN State Contracts in an amount of \$190,793.85:

Nuss Truck & Equipment 2013 Mack GU712 chassis MN State Contract # 61010
Towmaster Truck Equipment 2013 Dump Body, Plow and Equip. MN State Contract # 61353

Attachments

1. Quote/Specs from Nuss Truck and Equipment
2. Quote/Specs from Towmaster Truck Equipment

STATE OF MINNESOTA
PRICING PAGE

330-111

16-May-11

VENDOR NAME NUSS TRUCK EQUIPMENT

MAKE AND MODEL MACK GU712

This section for use when ordering

WB	187"
CA	99"
AF	62"
Cab Color	YELLOW
Wheel Color	WHITE

Grand Total	\$ 93,646.27
-------------	--------------

Spec #	Description	Qty	Price	Subtotal
1.0	Price for base unit:	1	\$ 76,077.00	\$ 76,077.00
1.1	Upcharge for 2013 Model Year - Base & Options		2.25%	\$ 2,061.00
2.0	FRAME OPTIONS			
2.1	Front frame extension	1	\$ 759.00	\$ 759.00
2.12	2,820,000 23.5 120,000 87 - 129 CA	1	\$ 606.00	\$ 606.00
3.6	18,000 front axle and matching suspension - Mack FXL18	1	\$ 1,430.00	\$ 1,430.00
3.7	20,000 front axle and matching suspension - Mack FXL20		\$ 2,237.00	\$ -
3.71	23,000 front axle and matching suspension - Mack FXL23		\$ 2,464.00	\$ -
3.8	Heavy duty front axle shocks	1	\$ 0.01	\$ 0.01
3.13	Front brake dust shields	1	\$ 16.00	\$ 16.00
3.22	HD taperlead (3 leaf spring) ILO of taperleaf (2 leaf spring)	1	\$ 55.00	\$ 55.00
4.25	Rear brake dust shield	1	\$ 16.00	\$ 16.00
4.27	Mack RA23R 23,000 lbs rear axle & suspension	1	\$ 473.00	\$ 473.00
4.30	Mack interwheel power divider	1	\$ 905.00	\$ 905.00
4.32	Helper springs	1	\$ 120.00	\$ 120.00
6.7	10,000 lb 22.5 9" front steel rims, 315/80R 22.5 J front tires	1	\$ 472.00	\$ 472.00
7.1	Wabco System Saver 1200 E heated air dryer	1	\$ 0.01	\$ 0.01
7.6	S.S. pins on slack adjuster yoke (2 ea per yoke) For all air brake chambers	1	\$ 22.00	\$ 22.00
8.5	Mack MP7-325M, 325 HP @ 1500 - 1900 RPM, 1200 LB FT Max Torque @ 1100 - 1300 RPM	1	\$ 0.01	\$ 0.01
8.14	Clear Back of Cab - DPF & SCR Frame Mounted , RH Side under Cab	1	\$ 1,225.00	\$ 1,225.00
8.18	Single (R/S) Vertical Straight Exhaust Stack Turned Out	1	\$ 0.01	\$ 0.01
8.27	Single, Bright finish heat shield & stack	1	\$ 59.00	\$ 59.00
8.57	66 Gallon LH Aluminum D-Shape with Integral DEF Tank	1	\$ 133.00	\$ 133.00
8.85	Bright Finish Fuel Tank Straps - Single Tank	1	\$ 27.00	\$ 27.00
9.3	Delco 24 SI Alternator, 130 AMP	1	\$ 0.01	\$ 0.01
9.7	Donaldson Single Stage Air cleaner per spec 12.1	1	\$ 252.00	\$ 252.00
9.12	Coolant spin on filter/conditioner	1	\$ 18.00	\$ 18.00
9.13	Front engine powered take off adapter and radiator cut out	1	\$ 93.00	\$ 93.00

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Spec #	Description	Qty	Price	Subtotal
9.14	Air applied fan drive, Borg Warner Cool Logic Fan	1	\$ 0.01	\$ 0.01
9.17	Radiator hose package (Silicone) per Spec 12.2	1	\$ 25.00	\$ 25.00
9.18	Curved exhaust pipe end	1	\$ 0.01	\$ 0.01
9.24	Radiator bug screen	1	\$ 0.01	\$ 0.01
9.26	Extended life anti-freeze	1	\$ 16.00	\$ 16.00
9.27	Starter motor options - Delco 39MT-MXT	1	\$ 1.00	\$ 1.00
10.5	Synthetic (TranSynd) lubrication for Automatic Transmission	1	\$ 336.00	\$ 336.00
10.7	Allison 3000-RDS 6 spd push button, PTO	1	\$ 5,300.00	\$ 5,300.00
10.50	Transmission oil cooler	1	\$ 291.00	\$ 291.00
10.53	Allison shift to neutral when park brake engaged	1	\$ 79.00	\$ 79.00
11.1	Resettable circuit breaker electrical protection	1	\$ 0.01	\$ 0.01
11.2	Automatic reset circuit breakers - Some	1	\$ 0.01	\$ 0.01
11.4	Circuit box under hood or end of frame, each	1	\$ 0.01	\$ 0.01
11.10	3 each 650/1950 CCA batteries in lieu of 2 each batteries	1	\$ 0.01	\$ 0.01
11.15	Switch for snowplow lights mounted on instrumental panel. Includes wiring terminated near headlights, for customer mounted auxiliary snowplow lights.	1	\$ 72.00	\$ 72.00
11.18	Vehicle speed sensor with speed signal at fuse panel for sander ground speed control system.	1	\$ 10.00	\$ 10.00
11.24	Body Link w/o cab floor pass thru hole/rubber boot	1	\$ 0.01	\$ 0.01
11.29	Eight switches - rotate light, bat switch, strobe light, sander light, load light, tail gate lock, chain light, alternating light	1	\$ 163.00	\$ 163.00
11.31	Ecco back-up alarm 575 constant sound level	1	\$ 68.00	\$ 68.00
12.4	Fender mirrors per Spec 12.4	1	\$ 108.00	\$ 108.00
12.5	Heated mirrors per Spec 12.5	1	\$ 99.00	\$ 99.00
12.12	Imron paint option	1	\$ 0.01	\$ 0.01
12.13	Imron and clear coat paint option	1	\$ 123.00	\$ 123.00
12.15	Cab Air Ride Suspension	1	\$ 0.01	\$ 0.01
12.20	Cab visor, external, painted to match cab color	1	\$ 131.00	\$ 131.00
12.21	Front fender extensions	1	\$ 95.00	\$ 95.00
12.23	Arctic winter wiper blades	1	\$ 17.00	\$ 17.00
12.24	Optional windshield washer tank	1	\$ 24.00	\$ 24.00
12.28	Front tow hooks	1	\$ 0.01	\$ 0.01
12.31	Heated windshield	1	\$ 399.00	\$ 399.00
12.32	One piece windshield	1	\$ 70.00	\$ 70.00
12.34	Bright finish hood intake	1	\$ 14.00	\$ 14.00
12.36	Bright finish bars with surround grille with front frame extension	1	\$ 204.00	\$ 204.00
12.39	Led type marker & clearance lights	1	\$ 69.00	\$ 69.00
13.1D	Slate Gray Color with brushed metallic instrument panel	1	\$ 310.00	\$ 310.00
13.5	Power window/both driver and passenger window	1	\$ 294.00	\$ 294.00
13.6	O.E.M factory installed, AM/FM/CD with weatherband	1	\$ 199.00	\$ 199.00
13.8	O.E.M factory installed, air conditioning	1	\$ 0.01	\$ 0.01
13.9	Cab mounted non-resettable hour meter	1	\$ 0.01	\$ 0.01
13.10	Dash mounted air cleaner air restriction gauge	1	\$ 0.01	\$ 0.01
13.12	Transmission temp gauges	1	\$ 0.01	\$ 0.01
13.15	Transmission oil sensor (check & fill) Allison only	1	\$ 0.01	\$ 0.01
13.17	Tilt & telescope steering wheel	1	\$ 0.01	\$ 0.01
13.19	Self canceling turn signals	1	\$ 67.00	\$ 67.00
13.24	National 2000 hi-back air driver seat - single chamber air lumbar, 2 position front cushion adjustable	1	\$ 96.00	\$ 96.00

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Spec #	Description	Qty	Price	Subtotal
13.36	Inboard mounted driver arm rest	1	\$ 0.01	\$ 0.01
13.38	Cloth with vinyl driver & rider seat	1	\$ 0.01	\$ 0.01
13.39	Driver seat dust cover	1	\$ 0.01	\$ 0.01
13.44	Diagonal grab handle on inside of driver door	1	\$ 26.00	\$ 26.00
13.45	Co-pilot driver display (enhanced 4.5" diagonal graphic LCD display w/4-button stalk control - includes guarddog routine maintenance monitoring)	1	\$ 0.01	\$ 0.01
13.49	5lb fire extinguisher between LH seat base and door with valve aimed rearward	1	\$ 52.00	\$ 52.00
13.50	Reflector kit parallel to inside of rider base seat	1	\$ 40.00	\$ 40.00
13.56	Dual multiband antenna	1	\$ 29.00	\$ 29.00
13.61	Exhaust pyrometer & transmission oil temperature gauges	1	\$ 0.01	\$ 0.01
				\$ 93,646.27

Total Unit Cost:



Towmaster, Inc.
 61381 US Hwy. 12, Litchfield, MN
 Phone: 800-462-4517 / 320-693-7900



Visit our Online Store at: shop.towmaster.com

FX: 320-693-7921

2013 MACK YELLOW DEMO

Parts FX: 320-593-5703

Bill To:	Cust#: 3088	Phone:	Ship To:	Phone:
MAPLEWOOD, CITY OF		651-249-2000	MAPLEWOOD, CITY OF	651-249-2000
1830 E COUNTY RD B		FAX:	1830 E COUNTY RD B	FAX:
MAPLEWOOD, MN 55109		651-249-2009	MAPLEWOOD, MN 55109	651-249-2009

Contact: _____ **Contact:** _____

PO#	Reference No.	Terms	Date Created	Order Date	Appx. Ship Date
2013 YELLOW	12168-TME	NET 30 DAYS	07/24/2013		STOCK
Trk VIN	1M2AX01CXDM001756	MO #	CO # 157907	Salesman	Tim Erickson
Freight Instructions:		Build Instructions:		Other Credit:	Other Charge:

Yellow S.A. Demo 2013

ATTENTION: BRYAN NAGEL 39250

Qty	Part No.	Description	Discount Rate:	0.00%	Price Each	Net Amt
1	9900046	Body 106EDGE-RC/SCIS-46-36-36-RAW			7,932.00	7,932.00
1	9901704	Painting of Dump Body; includes media blasting of entire exterior & understructure, Urethane Primed, & Urethane Top Coats applied. Understructure is seam sealed, and painted Gloss Black.			2,051.00	2,051.00
1	9901701	Installation of Dump Body to hoist			1,099.00	1,099.00
1	9900145	Body acc Air trip kit, w/solenoid valve,			225.00	225.00
1	9901702	Installation of air operated tailgate latch kit			289.00	289.00
1	9900147	Body acc Box Vibrator - Cougar model DC3200			790.00	790.00
1	9901703	Installation of Box Vibrator			443.00	443.00
1	9900155	Cabshield, 1/2 type Stationary Free-Standing style, w/painted CARBON STEEL canopy, shovel holders, & reservoir mounts, Installed.			1,871.00	1,871.00
1	9900181	Walkrail removable both sides of 10' RC & RS body, Installed.			942.00	942.00
1	9900206	Ladder Flip-A-Way Access ladder Pkg (Carbon Steel) (ea), Installed			343.00	343.00
1	9900211	Body acc Dual "split" or 4-line sander manifolds in rear corner posts			96.00	96.00
1	9900214	Body acc Tailgate top lever pin release (Single Axle bodies only)			456.00	456.00
1	9900217	Light Warning TMTE-1-5 PKG: (2) 23H 3-light LED Micro-Edge, (2) 5M-400 Super-LED, (2) Side TIR3 LED, (2) 400 Max B-T-T LED, & (2) 400 LED BU Lights, in Stainless M Housings, (1) TIR3 LED Wing light, and (2) 4" LED work lights Installed			3,446.00	3,446.00
1	9900244	Light Mirror mt HOH plow light pkg INSTALLED			483.00	483.00
1	9900271	Fender set Pro-Tech Bright Alum diamond plate SGL Axle, full radius, installed.			973.00	973.00
1	9901028	Camera System, Brigade model VBV-750-BM-010 -INSTALLED			614.00	614.00
1	9901834	Hoist Omaha Standard/Palfinger 720DH			2,283.00	2,283.00



Towmaster, Inc.
61381 US Hwy. 12, Litchfield, MN
Phone: 800-462-4517 / 320-693-7900

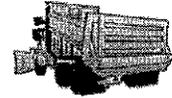


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1	9901712	Installation of SCISSORS TYPE double acting hoist	1,467.00	1,467.00
1	9900340	Scraper Falls IB-11A 1" MB	5,262.00	5,262.00
1	9902836	VBL PolarFlex 6' Underchassis Complete System (includes bolts & nuts)	1,315.14	1,315.14
1	9902835	VBL PolarFlex 5' Underchassis Complete System (includes bolts & nuts)	1,095.95	1,095.95
1	9901705	Installation of underbody plow w/single lift cylinder	2,269.00	2,269.00
1	9900351	Scraper reverse/Auto-Lift system, ADD-A-FOLD valve, installed	382.00	382.00
1	9900361	Wing Falls RHSDL9A-HYDPB Primed	8,477.00	8,477.00
3	9902818	VBL Vallite HIGHWEAR Fab Wing Blade, 5/8" x 6" x 3'	164.00	492.00
1	9900387	Installation Falls SDL Series Wing - Standard	3,018.00	3,018.00
1	9902814	VBL V45-HFR-12 RH Vallite Hard Faced Curb Runner, 12" ctrs	237.00	237.00
1	9901431	WING Falls RL (REAR LIFT) up charge SDL/TDL WING ONLY	360.00	360.00
1	9900476	Wing Falls Safety Yellow - Paint Wing Moldboard	260.00	260.00
1	9900555	Plow Hitch Falls 44XB2/STD/STD/SA/SPR-RET/HITCH	2,579.00	2,579.00
1	9900588	Installation Falls Plow Hitch - 40 SERIES-STD	1,118.00	1,118.00
1	9900637	Plow Falls High Visibility Marker Set	78.00	78.00
1	9900639	Plow Falls Rubber Belt Deflector Kit - Installed	287.00	287.00
1	9900641	Plow Falls Parking Stand - Screw Adj Style	264.00	264.00
1	9901363	Plow Falls PTE-1248/TRPEDG/NOPSHU/POLY-BLK	7,886.00	7,886.00
3	9902827	VBL PolarFlex 4' Front Mount Complete System (includes bolts & nuts)	819.40	2,458.20
1	9900730	Plow Falls SCR-ADJ/SHOE/REV-PLW/STD	546.00	546.00
1	9901023	Misc Deduct -- Credit for Falls Standard Cutting Edges deleted from unit	-640.00	-640.00
1	9900775	Hitch TMTE Medium Duty Hitch Plate assembly	192.00	192.00
1	9902494	Hitch 7 contact RV socket installed	104.00	104.00
1	9901172	Installation of med duty hitch (Weld On)	192.00	192.00
1	9900776	Hitch PH-20 Pintle Hook installed	167.00	167.00
1	9900791	Sander Falls 1ASD-6CDLMSS Salt Special 6" Sander, LH Discharge, Extra Salt Shield, Single Poly Spinner Ass'y, Complete	4,205.00	4,205.00
1	9901718	Install sander & dual manifold RH & LH rear	1,013.00	1,013.00
1	9900823	Sander TMTE Exterior (removable) sander/tailgate spill plates, Stainless Steel	279.00	279.00
1	9900851	Valve Force MCV-ISO 9 FUNCTIONS INSTALLED Box Hoist, Plow Lift, Plow Angle, Wing Toe, Wing Heel, Wing Push-Bar, Scraper Lift, Auger, & Spinner	8,319.00	8,319.00



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1	9902497	Control Force ULTRA-4-6100 Commander control, Installed	11,104.00	11,104.00
1	9900874	Filter Force IN-TANK mounted filter installed	439.00	439.00
1	9900882	Reservoir TMTE Cabshield mt (stainless steel) w/intank filter provision, installed	1,892.00	1,892.00
1	9900886	Pump Force FASD34L LS (4.67 ci) installed	2,384.00	2,384.00
1	9900871	Switch TMTE BODY UP Installed (electric controls only)	217.00	217.00
1	9900884	Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab installed	338.00	338.00

NOTE: If changes are made to an order after a P.O. has been issued, a FEE may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

Visit us online at www.towmastertruck.com

Accepted By: _____ Date: _____

Price:	\$94,392.29
Discount:	\$0.00
Other Credit (see above):	\$0.00
Net Cost:	\$94,392.29
Sales Tax:	\$6,489.47
Other Charge (see	\$0.00
Freight	\$0.00
Total:	\$100,881.76



Towmaster, Inc.
 61381 US Hwy. 12, Litchfield, MN
 Phone: 800-462-4517 / 320-693-7900



FX: 320-693-7921

State Contract 61353

Parts FX: 320-593-5703

Bill To:	Cust#: 3088	Phone:	Ship To:	Phone:
MAPLEWOOD, CITY OF		651-249-2000	MAPLEWOOD, CITY OF	651-249-2000
1830 E COUNTY RD B		FAX:	1830 E COUNTY RD B	FAX:
MAPLEWOOD, MN 55109		651-249-2009	MAPLEWOOD, MN 55109	651-249-2009

Contact:		Contact:			
PO#	Reference No.	Terms	Date Created	Order Date	Appx. Ship Date
	12222-TGG	NET 30 DAYS	09/19/2013	9/19/2013	
Trk VIN	MO #	CO #	Salesman	Tom Gertgen	
Freight Instructions:		Build Instructions:	Other Credit:	Other Charge:	

ATTENTION: Brian Nagel 61353

Qty	Part No.	Description	Discount Rate:	0.00%	Price Each	Net Amt
1	9900277	Tarp AERO EZ-Cover (SGL or TDM) model 575 Weighted electric tarp, w/alum side arms, & weighted Asphalt type tarp, Installed.			2,265.00	2,265.00
1	9900958	Pre-Wet Towmaster/Varitech LDS-TMR-110-EGF Body Side Mt Sys for Elliptical body W/EXISTING REMOVABLE WALKRAIL (2) 55 gal tanks, mtg hardware, plumbing, Electric Gravity Feed valve			1,303.00	1,303.00
1	9902484	Installation of pre-wet system on USED body w/existing removable walkrail			914.00	914.00

NOTE: If changes are made to an order after a P.O. has been issued, a FEE may be assessed and a revised or new P.O. MUST BE submitted to reflect changes.

Visit us online at www.towmastertruck.com

Accepted By: _____ Date: _____

Price:	\$4,482.00
Discount:	\$0.00
Other Credit (see above):	\$0.00
Net Cost:	\$4,482.00
Sales Tax:	\$308.14
Other Charge (see	\$0.00
Freight	\$0.00
Total:	\$4,790.14

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Karen Guilfoile, Citizen Services Director/City Clerk

DATE: September 22, 2013

SUBJECT: Approval of Request for Proposal for Publishing and Printing Services for City Publications

Introduction

The city is currently preparing to accept Request for Proposals (RFP) for printing services for the *Maplewood Monthly* and *Maplewood Seasons* newsletters, *Maplewood Parks & Recreation* brochure and *Residents Guide*. The RFP will be for the time period of January 1, 2014 through December 31, 2015.

During that time period, the *Maplewood Monthly* will be printed 24 times which will include the *Maplewood Seasons* 8 times and the *Residents Guide* 2 times. There will be 14 issues of 12 pages, 8 issues of 16 pages, and 2 issues of approximately 62 pages with 22,907 copies printed each time.

The *Maplewood Parks & Recreation* brochure will be printed 8 times consisting of 28 pages with 22,907 copies printed for the February, June and August issues. The November issues will have 500 copies printed.

Background

The *Maplewood Monthly* is mailed to every household and business within our community and includes current events, neighborhood projects, seasonal reminders, etc. This is one of our most visual tools to keep residents informed, to project a positive image and to *tell our story!*

Aside from the *Maplewood Monthly*, quarterly the city publishes our environmental newsletter the *Maplewood Seasons* which has been received very well by the citizenry and is a great learning tool on environmental issues.

New this year will be the *Residents Guide* which will be inserted into the *Maplewood Monthly* in a spring issue.

The *Maplewood Parks & Recreation* brochure is a publication that is mailed to every Maplewood resident and Maplewood Community Center member. This publication is utilized by the entire Parks and Recreation Department and contains programming, facility, and Maplewood Community Center membership information. This publication is our key marketing tool used throughout the year to keep the residents of Maplewood current with all of the great things that the Parks and Recreation Department is doing.

Upon approval of the RFP, the advertisement for bid will be placed in the Lillie News and distributed to local printers. Sealed bids will be accepted until 10 a.m. on Monday, November 25, 2013 at which time they will be opened and read aloud in the City Council Chambers at City Hall. The bid award will be on the agenda for council action on December 9, 2013.

Budget Impact

The city publications are a directive of the City Council. The costs for the City News and Resident's Guide publications will be budgeted for in the General Fund; costs for the Maplewood Seasons publication will be budgeted for in the Environmental Utility Fund; and the costs for the Maplewood Parks & Recreation brochures will be budgeted for in the Recreation Programs and Community Center budgets.

Recommendation

Approval is requested of the Request for Proposal (RFP) for printing services beginning January 1, 2014 through December 31, 2015 for the *Maplewood Monthly* and *Maplewood Seasons* newsletters, *Residents Guide* and *Maplewood Parks & Recreation* brochures.

Attachments

1. Request for Proposal

City of Maplewood
Request for Proposal
City Newsletters
January 1, 2014 – December 31, 2015

General

These specifications are for printing the City of Maplewood's newsletters "Maplewood Monthly" and "Maplewood Seasons", the "Resident's Guide", and the "Maplewood Parks & Recreation" brochure from January 1, 2014 through December 31, 2015.

Maplewood Monthly will be printed 24 times (12 times in 2014 and 12 times in 2015) and there will be 12 pages with 22,907 copies printed each time.

Maplewood Seasons will be printed 8 times (4 times in 2014 and 4 times in 2015) and inserted into the Maplewood Monthly. Each issue will consist of 4 pages with 22,907 copies printed each time.

Maplewood Residents Guide will be printed 2 times (1 time in 2014 and 1 time in 2015) and inserted into the Maplewood Monthly. The issue will consist of approximately 50 page with 22,907 copies printed.

Maplewood Parks and Recreation Brochure will be printed 8 times (4 times in 2014 and 4 times in 2015) consisting of 28 pages with 22,907 copies printed 6 times each and 500 copies printed 2 times each.

Files & Software

The City will provide a CD or High Resolution PDF containing the newsletter pages using Adobe InDesign software. A hard copy will also be provided to the printer.

Print Vendor

Because timeliness of production is essential and in-person contact between the printer and city staff/marketing and advertising consultant is required to accommodate last minute changes; bids will be considered only from printers whose production and administrative facilities are located within a 50-mile radius of the City of Maplewood city hall. To ensure consistency in production quality, the same printing firm shall be responsible for all printing work under this contract unless otherwise authorized in writing by the City of Maplewood.

Production/Proofs

The City requires PDF and Spin-jet proofs.

Paper Size and Folding

- Maplewood Monthly will be produced on 11" x 17" paper and folded to 8½" x 11".
- Maplewood Seasons will be produced on 11" x 17" paper and folded to 8½" x 11".
- Maplewood Residents Guide will be produced on 11" x 17" paper and folded to 8½" x 11".
- Parks & Recreation Brochure will be produced on 11" x 17" paper and folded into 8½" x 11".

Paper Stock

- Maplewood Monthly will be produced on 70# recycled dull enamel text.
- Maplewood Seasons will be produced on 70# recycled opaque text.
- Residents Guide will be produced on 70% recycled opaque text.
- Parks & Recreation Brochure will be produced on 70% recycled enamel text.
- Paper recycle content must be at least 10% post consumer.

Ink

- The Maplewood Monthly, Maplewood Seasons and Residents Guide will use 4-color process throughout.
- The Parks and Recreation Brochure will use 4-color process for the cover pages (inside and out) and black and white for the inside pages.

Delivery Time

The printer shall meet the following delivery times for each stage of production. Delivery means that the proofs should be at the City of Maplewood within the specified time frame.

Printer shall work with City Staff/Marketing and Advertising Consultant to create a workable timeline to ensure the publication is delivered to City residence by the 3rd of each month. The timeline should include receipt of the file from City Staff/Marketing and Advertising Consultant, proofing and delivery to the post office.

Failure to deliver within any of the deadlines set forth above shall be cause for a ten percent reduction in the price for that publication. Additional tardiness will result in termination of this contract as the City of Maplewood's option.

Delivery to City Hall and Post Office

The printer will appropriately bundle in carrier-route pre-sorted groups and deliver brochures to the St. Paul Post Office for mailing. Zip codes that will be covered will be as follows: 55109, 55117, and 55119.

Delivery will be to Maplewood residents only within those zip codes. A quantity of 200 newsletters of each issue shall be delivered to City of Maplewood city hall.

Copy Changes

There shall be no additional charges at any time prior to the final approval for production for minor changes in copy or page layout. Minor changes include changes in dates, names, numbers, locations, minor editing of articles and blocking of headlines.

Ownership of Photographs, Artwork, Negatives

All photographs, artwork and negatives are the property of the City of Maplewood and are to be returned to the City of Maplewood together with the copy from each issue.

Other Services

The printer shall note other services that will be available within the bid price, i.e., artwork, design, alterations, proofreading, and pickup. (Identify on bid sheet.) Use of printer's Presort Postage account with printer being reimbursed postage amount by the City.

Billing

All billing for the handling and production of the newsletter must originate from the contracted firm only and must be submitted to the City of Maplewood, Marketing & Advertising, 1830 County Road B East, Maplewood, MN 55109.

References

Submit with bid the names of three organizations (preferably municipal), along with telephone numbers and contact person for which your company has performed similar work within the past 18 months. Specifically, note any companies for which you have created similar publications using desktop publishing. Also provide at least three sample publications that you have created within the last two years and printed using desktop publishing.

Bid Bond

Bids will be considered only if they are sealed and accompanied by a bid bond naming the City of Maplewood as obligee or a certified check or cashier's check, payable to the City of Maplewood, in the amount of 5% of the total bid price. The bond shall be forfeited to the City of Maplewood in the event that the bidder fails to enter into a contract within 30 days of the award by the city council.

City Contact

Questions about specifications should be directed to the Marketing and Advertising Consultant at 952-212-7333.

Receipt of Bids

Bid envelopes must be clearly marked "BID FOR PRINTING SERVICES." Sealed bids will be accepted until 10 a.m. on Monday, November 25, 2013 at which time they will be opened and read aloud in the City Council Chambers at City Hall.

All sealed bids must be sent to:

*City of Maplewood
Citizen Services Department
Marketing & Advertising
1830 County Road B East
Maplewood, MN 55109*

Evaluation of Bids

Compliance with specifications
Cost
Cost of options/alternatives
Experience working with municipalities on similar projects
Availability of specific typefaces
Location of the printer company
Any other factors deemed important by the City of Maplewood

City of Maplewood
Maplewood Monthly / Maplewood Seasons Newsletters
January 2014 – December 2014

Specifications

Quality:	Maplewood Monthly	22,907 copies printed 24 times
	Maplewood Seasons	22,907 copies printed 8 times
	Residents Guide	22,907 copies printed 2 times
	Maplewood Parks & Recreation	22,907 copies printed 6 times, 500 copies printed 2 times
Pages:	Maplewood Monthly	24 issues of 12 pages
	Maplewood Seasons	8 issues of 4 pages
	Residents Guide	2 issues of approximately 50 pages
	Maplewood Parks & Recreation	8 issues of 28 pages
Paper:	Maplewood Monthly	4 color, 70# recycled dull enamel text
	Maplewood Seasons	4 color, 70# recycled opaque text
	Residents Guide	4 color, 70# recycled opaque text
	Maplewood Parks & Recreation	Front and back cover (inside and out) 4 color, inside pages black and white
		Paper recycle content must be at least 10% post consumer
Binding:	Saddle Stitched	
Postage:	Use of the printer's Presort Postage account with printer being reimbursed postage amount by the City.	
Mailing:	Carrier route 18,982 pieces to zip codes 55109, 55117, 55119 (Maplewood Residents Only). In addition to the 18,982 pieces, an additional 725 are apartment drop-offs to approximately 5 complexes with 11 total buildings; 200 of each issue shall be delivered to City of Maplewood city hall. The Maplewood Community Center will also send an updated mailing list 6 times per year with an additional 3,000 addresses.	

The November Maplewood Parks & Recreation issues (2014 and 2015) will not be mailed.

Printing	\$ _____/total cost for Maplewood Monthly for 2014
Price:	\$ _____/total cost for Maplewood Monthly/Maplewood Season for 2014
	\$ _____/total cost for Maplewood Monthly/Residents Guide 2014
	\$ _____/total cost for Maplewood Parks & Recreation brochure 2014
	\$ _____/total cost for Maplewood Monthly for 2015
	\$ _____/total cost for Maplewood Monthly/Maplewood Season for 2015
	\$ _____/total cost for Maplewood Monthly/Residents Guide 2015
	\$ _____/total cost for Maplewood Parks & Recreation brochure 2015
	\$ _____/TOTAL PRINTING

Postage \$ _____/total cost for Maplewood Monthly for 2014
Price: \$ _____/total cost for Maplewood Monthly/Maplewood Season for 2014
\$ _____/total cost for Maplewood Monthly/Residents Guide 2014
\$ _____/total cost for Maplewood Parks & Recreation brochure 2014
\$ _____/total cost for Maplewood Monthly for 2015
\$ _____/total cost for Maplewood Monthly/Maplewood Season for 2015
\$ _____/total cost for Maplewood Monthly/Residents Guide 2015
\$ _____/total cost for Maplewood Parks & Recreation brochure 2015
\$ _____/TOTAL POSTAGE

\$ _____/GRAND TOTAL PRINTING & POSTAGE

Additional: \$ _____/hour for corrections

Bid Bond: \$ _____5% of total bid price

Submitted by _____ Company _____

Phone _____ Date _____

MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Karen Guilfoile, Director Citizen Services

DATE: October 22, 2013

SUBJECT: Adoption of Proclamation to Pancreatic Cancer Action Network:
Pancreatic Cancer Awareness Month

Introduction

The Twin Cities Education and Outreach Coordinator Pancreatic Cancer Action Network has asked the City of Maplewood to consider issuing a proclamation declaring November as Pancreatic Cancer Awareness Month.

Budget Impact

None

Recommendation

Adopt the attached Proclamation declaring November as Pancreatic Cancer Awareness Month.

Attachments

1. Pancreatic Cancer Awareness Proclamation

CITY OF MAPLEWOOD PROCLAMATION

Pancreatic Cancer Awareness Month

WHEREAS, in 2013, an estimated 45,220 people will be diagnosed with pancreatic cancer in the United States and 38,460 will die from the disease;

WHEREAS, pancreatic cancer is one of the deadliest cancers, is the fourth leading cause of cancer death in the United States, and is the only major cancer with a five-year relative survival rate in the single digits at just six percent;

WHEREAS, when symptoms of pancreatic cancer present themselves, it is late stage, and 73 percent of pancreatic cancer patients die within the first year of their diagnosis while 94 percent of pancreatic cancer patients die within the first five years.

WHEREAS, approximately 650 deaths will occur in Minnesota in 2013;

WHEREAS, the incidence and death rate for pancreatic cancer are increasing and pancreatic cancer is anticipated to move from the fourth to the second leading cause of cancer death in the U.S. by 2020;

WHEREAS, the U.S. Congress passed the Recalcitrant Cancer Research Act last year, which calls on the National Cancer Institute to develop a scientific frameworks, or strategic plans, for pancreatic cancer and other deadly cancers, which will help provide the strategic direction and guidance needed to make true progress against these diseases;

WHEREAS, federal funding for medical research is critical to job protection and creation in Minnesota;

WHEREAS, the Pancreatic Cancer Action Network is the national organization serving the pancreatic cancer community in Maplewood and nationwide through a comprehensive approach that includes public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer;

WHEREAS, the Pancreatic Cancer Action Network and its affiliates in Maplewood support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure;

WHEREAS, the good health and well-being of the residents of Maplewood are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments; therefore be it

THEREFORE BE IT RESOLVED, that the City Council of the City of Maplewood designate the month of November 2013 as "Pancreatic Cancer Awareness Month".

This 28th day of October 2013,

Will Rossbach, Mayor

Attest:

Karen Guilfoile, City Clerk

MEMORANDUM

TO: Chuck Ahl, City Manager

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

DATE: October 16, 2013

SUBJECT: Authorize a Contract for Services for a City-Wide Parks Needs Assessment Survey with ETC Institute

Introduction

At the September 23rd City Council meeting, council gave staff 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 Maplewood 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. This survey will also speak to future funding needs and identify options to pay for these improvements and 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 Parks System Task Force and City Council with impartial data to better make informed decisions.

Background

Staff received three responses to the Request for Proposal that was sent out. All three companies were very competitive and offered a quality product. Each proposal was carefully gone through and staff believes the proposal made by ETC Institute / Leisure Vision will best serve in accomplishing our goals with this project. The three bids were as follows:

Company Name	Surveys Administered	Guaranteed Response	Cost
RRC Associates	4000	N/A	\$17,000
Management Learning	4000	N/A	\$20,500
ETC Institute	3000	600	\$18,800

In addition to the \$18,800 staff is proposing two additional options totaling \$2,250. Those options are an Importance/Satisfaction Matrix, and some National Benchmarking. This brings the total cost of the project to \$21,050. Staff feels these two options will give us valuable information that will be essential for the Parks System Plan. These two additional options are important for the following:

Importance-Satisfaction Matrix – The Importance-Satisfaction Analysis is a tool that allows public officials to use survey data as a decision-making resource. The Importance-Satisfaction analysis is based on the concept that public agencies maximize overall satisfaction by emphasizing improvements

in those service categories where the level of satisfaction is relatively low and the perceived importance of the service is relatively high.

National Benchmarking – ETC Institute has the most extensive national benchmarking database for parks and recreation programs, facilities and services in the country. Benchmarking National Averages have been developed for over 100 strategically important parks and recreation planning and management issues including: customer satisfaction and usage of parks and programs; methods for receiving marketing information; reasons that prevent members of households from using parks and recreation facilities more often; priority recreation programs, parks, facilities and trails to improve or develop; priority programming spaces to have in planned community centers and aquatic facilities, etc. Comparisons can be made nationally, regionally and for similar size communities.

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 Council, Commissions, and Parks System Task Force 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

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, etc.). 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 and Recreation Commission and 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.

Although the ETC Institute / Leisure Vision was not the low bid staff feels it best fits our goals for this project because of the following:

1. ETC institute / Leisure Vision has the in-house capabilities to administer this survey by utilizing mail, phone, and web.
2. ETC Institute through their Leisure Vision division has administered over 700 parks and recreation surveys in 48 states.
3. The Scope of Services presented most matches our goals for this project still allowing input from our Parks and Recreation Commission and Parks System Plan Task Force to develop the survey.
4. ETC guarantees responses from 600 surveys giving the City a 95% level of confidence.
5. ETC Institute has administered 11 surveys in Minnesota most recently including Edina, Roseville, and Saint Paul giving staff confidence that they understand the area.

Budget

The funding for this City-Wide Park Needs Assessment Survey would come from the City's Park Development Fund 403-000-338-4490. A budget for the Parks System Plan is being established in the 2014 Budget and will be used to cover these costs. The total cost of the project will be \$21,050.

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 with ETC Institute for the amount of \$21,050.

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MEMORANDUM

TO: Charles Ahl, City Manager

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

DATE: October 22, 2013

SUBJECT: Approval of a Resolution for a Comprehensive Plan Amendment, Resolution for a Conditional Use Permit, Design Review, Parking Waiver and Wetland Buffer Requirements Waiver for Maplewood Fire Station No. 1, McKnight Road

- A. Planning Commission Report
- B. Community Design Review Board Report
- C. Environmental and Natural Resources Commission Report
- D. Approval of a Resolution for a Comprehensive Plan Amendment
- E. Approval of a Resolution for a Conditional Use Permit
- F. Approval of Design Review
- G. Approval of a Parking Waiver
- H. Approval of a Waiver of Wetland Buffer Requirements for a Public Use

Introduction**Project Description**

The Maplewood Fire Department is proposing to build a 16,409-square-foot, one-story fire station north of the new 3M Company research building. The fire station will be built on land dedicated to the city by 3M Company. The facility will also include space for a police substation.

Requests

The applicant is requesting that the city council approve:

1. A comprehensive land use plan amendment from I (Industrial) to G (Government). The

code requires that, to approve a conditional use permit (CUP), the land use plan designation for a property must be in conformance with the proposed use.

2. A CUP for a public building. The city code requires a CUP for “public utility, public service or public building uses.”
3. Design plans, which include building, site and landscape plans.
4. A parking waiver to allow for fewer parking spaces than required by ordinance.
5. A wetland buffer waiver for a public use

Background

June 28, 2013, city staff approved a minor lot division which divides the site for the proposed fire station from the rest of the 3M campus. This approval also creates a separate legal parcel for the recently approved research building on the 3M campus.

Discussion

Comprehensive Plan Amendment

The city council must approve the proposed land use plan change to G if they wish to approve the CUP. Staff recommends approval of this change since the proposed use complies with the general development policies in the comprehensive plan. Public buildings are allowed in all zoning districts so a zoning amendment is not required.

Conditional Use Permit

The proposed fire station would be compatible with this neighborhood. Staff surveyed property owners within 500 foot of this site, both in Maplewood and Saint Paul, and did receive two responses from Saint Paul residents who were concerned about noise and traffic affecting the neighborhood.

Traffic

Traffic will increase, but a fire station is not a high traffic generating use. The proposed fire station will, in fact, create much less traffic than if this land were developed as currently zoned and planned.

Noise

Noise associated with the fire station would be the occasional fire call with siren and vehicle noise associated with it.

Design Review

The proposed building would be attractive. The exterior of the building will include brick and

concrete masonry units designed to look like Kasota stone and surface mounted LED lighting. A light colored, thermo-plastic polyolefin, low pitched roof system is designed to reflect heat and control rainwater runoff to the rain gardens located on the site. LED site lighting will be provided and controlled to minimize spill to adjacent properties.

The proposed site is elevated above 3M Lake, along McKnight Road, between a service road to the south of Minnehaha Avenue and a service road into the 3M campus. The building will be placed on the northwest corner of the site, which is elevated, treeless and provides access to the north boundary service road and McKnight Road. The building layout and site will allow itself to promote the use of rain gardens for control and filtration of runoff before entering 3M Lake.

Evergreens and ornamental trees will be provided on the west side of the building, providing a screen from the residential use across McKnight Road.

Photometric Plan

The photometric plan submitted by the applicant displays the light intensities within the actual project area, but not at all property lines. The applicant shall submit a revised photometric plan showing compliance with the ordinance's requirement of not exceeding 0.4 footcandles at the north and west property lines.

Parking Waiver

The applicant has proposed 19 visitor parking spaces to be included on the north side of the fire station as well as 4 employee parking spaces on the south side of the station. Code would typically require 66 parking spaces. The office area of the building totals 6,965.5 square feet which requires 35 spaces. The apparatus bays and support areas total 9,443.5 square feet, which required 31 spaces. This is not a facility that would expect to see a high number of visitors. All fire and police emergency vehicles will be parked inside the building. Staff is comfortable with approving a parking waiver of 43 parking spaces.

Wetland Buffer Waiver

The fire station building will be constructed 107 feet from the edge of the wetland, which meets the buffer requirements. A small amount of grading will come within 47 feet of the wetland edge (approximately 1,500 square feet of disturbance in the buffer). Grading within the buffer is necessary to meet the grades of a trail proposed by 3M around the wetland. The City's wetland ordinance allows semipublic trails to be constructed within a buffer if strategies are in place to mitigate impacts to the wetland. The Environmental and Natural Resources Commission approved the trail in 2012 with several conditions.

Department Comments

Building Official's Comments

The building will need to comply with the State Building Code. We are recommending the architect follows the City's new Green Building Ordinance and have forwarded this comment to the applicant.

Fire Marshall's Comments

Will need to comply with all state and local fire codes concerning fire protection and fire alarm systems.

City Engineer's Comments

Michael Thompson, city engineer reviewed this proposal and commented; "No comment here. The plan is consistent with ongoing coordination and discussions."

Environmental Planner's Comments

Shann Finwall, the city's environmental planner, reviewed this proposal and her comments are attached to the report.

Committee Review

September 24, 2013: The community design review board reviewed this project and recommended approval of the design plans and parking waiver.

October 1, 2013: The planning commission reviewed this project and recommended approval of the comprehensive plan amendments and the conditional use permit

October 21, 2013: The environmental and natural resources commission reviewed this project and recommended approval of the wetland buffer waiver.

Budget Impact

The land use requests contained within this report have no budget impacts. The city council will consider, as separate agenda items, the costs and budget impacts of building this fire station.

Recommendations

- A. Approve the resolution adopting a comprehensive land use plan amendment from I (industrial) to G (government) for the property located north of the 3M Company's campus along McKnight Road. Approval is based on the following reasons:
1. The property is presently vacant and is to be used by the city for a fire station which would be compatible with a land use classification of G (government).
 2. Government uses and buildings are allowed in all zoning districts in the city with an approved conditional use permit.

This action is subject to the approval of a comprehensive plan amendment by the Metropolitan Council.

- B. Approve the resolution approving a conditional use permit for the proposed fire station. This development will be on the east side of McKnight Road, north of the 3M Company's campus. Approval is subject to the findings required by ordinance and subject to the following conditions:
1. All construction shall follow the site plan date-stamped September 11, 2013. Staff may approve minor changes.
 2. The city council shall review this permit in one year.
 3. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
 4. Comply with the requirements of the city's engineering department.
 5. The applicant shall work with the building official, fire marshal and environmental planner to ensure compliance with applicable codes.
- C. Approve the plans, date-stamped September 11, 2013 for the proposed Maplewood Fire Station No. 1, based on the findings required by the code. The property owner shall do the following:
1. Repeat this review in two years if the city has not issued a building permit for this project.
 2. Submit a revised photometric plan showing compliance with code at all property lines.
 3. Complete the following before occupying the building:
 - a. Install all landscaping as shown on the approved plan.
 - b. Screen any roof-top mechanical equipment that would be visible from the homes along McKnight Road. All other roof-top units that are visible from non residential areas must be painted to match the building.
 - c. Provide handicap-accessible parking spaces and signs as required by the ADA (American's with Disabilities Act).
 4. All work shall follow the approved plans. The director of community development may approve minor changes.
- D. Approve a parking waiver to allow for 23 surface parking spaces. This is a parking reduction of 43 parking spaces (66 parking spaces are required per city code).
- E. Approve a waiver to the buffer requirements for the fire station public improvement. Approval is subject to the following conditions:
1. After grading and planting of the site the applicant must install city approved

wetland signs at the edge of the approved wetland and creek buffer that specify that no building, mowing, cutting, grading, filling or dumping be allowed within the buffer. The signs must be placed every 100-feet along the edge of the buffer at a minimum. The placement of these signs must be verified with a survey to ensure proper placement.

2. City's wetland ordinance requires that native plants within the buffer be established within a three-year period.

Neighborhood Survey

Staff surveyed the 52 property owners within 500 feet of this site for their comments. Staff received two comments regarding this project.

1. St. Paul residents get disrupted but get nothing except for sirens and traffic. I do not like that trucks will enter McKnight near 6th St. E. They should enter via the Wells Fargo road. (Toby Sauro, 2237 6th St. E.)
2. I am a resident on 6th street directly across from the proposed station. I and my neighbors are very concerned about the noise and disruption to our homes, which are in Saint Paul, that this station would bring if it is built.

I understand that fire stations provide a valuable service to the communities they serve; my argument is that it is wrong to bring the noise and disruption to a community that is outside the city that this station serves. To have the exit of the fire truck garage lead directly towards homes across the street in the City of Saint Paul is ill-thought out. McKnight is a busy road and there is no traffic light at this intersection, so there would always be a need for the sirens to be blaring each time the trucks head out. As Maplewood Fire responds to thousands of calls per year, this is a lot of noise for these homes to deal with.

This is the equivalent of dumping sewage in the river on the edge of town for the people downstream to deal with. As this is a Maplewood service, Maplewood should bear the burden of the negative impacts of this station as well as receive the positive service impacts. The garage should not be across the street from a neighboring city. Ideally, Maplewood should not place a station, especially not the fire truck exit way, so close to any residential area. The placement of the original station on Century Ave, which is also across from a neighboring city (Oakdale) is at least in a non-residential area, and was a much more logical location. (Therese Scherbel, 2228 6th St. E.)

Reference Information

Site Description

Site size: 3.23 acres

Existing land use: Undeveloped

Surrounding Land Uses

North: Wells Fargo
South: 3M Company
West: McKnight Road and Single-Family Homes
East: 3M Lake

Planning

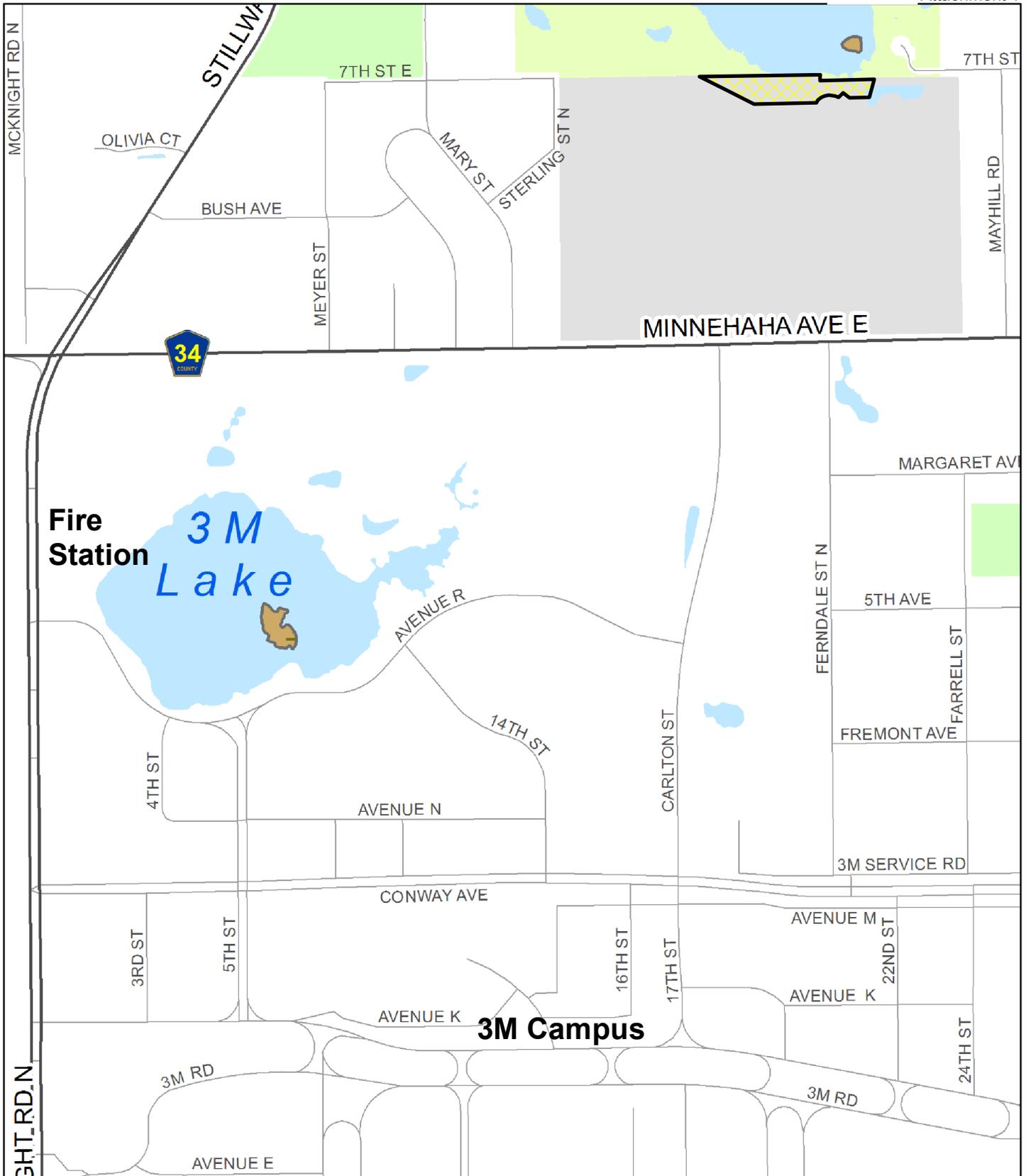
Land Use Plan designation: Existing – I (Industrial); Proposed – G (Government)

Zoning: M1 (Light Manufacturing)

Attachments

1. Location Map
2. Aerial Site Map
3. Land Use Map
4. Zoning Map
5. Site Plan
6. Landscape Plan
7. Building Elevations
8. Photometric Plan
9. Applicant's Letters
10. Environmental Report, dated October 16, 2013
11. Wetland Buffer Map
12. 3M Trail Map
13. Draft CDRB Minutes, September 24, 2013
14. Draft Planning Commission Minutes, October 1, 2013
15. Comprehensive Plan Amendment Resolution
16. Conditional Use Permit Resolution
17. Plans date-stamped September 11, 2013 (separate attachments)

P:\SEC36\MCKNIGHT_00_Firestation 1

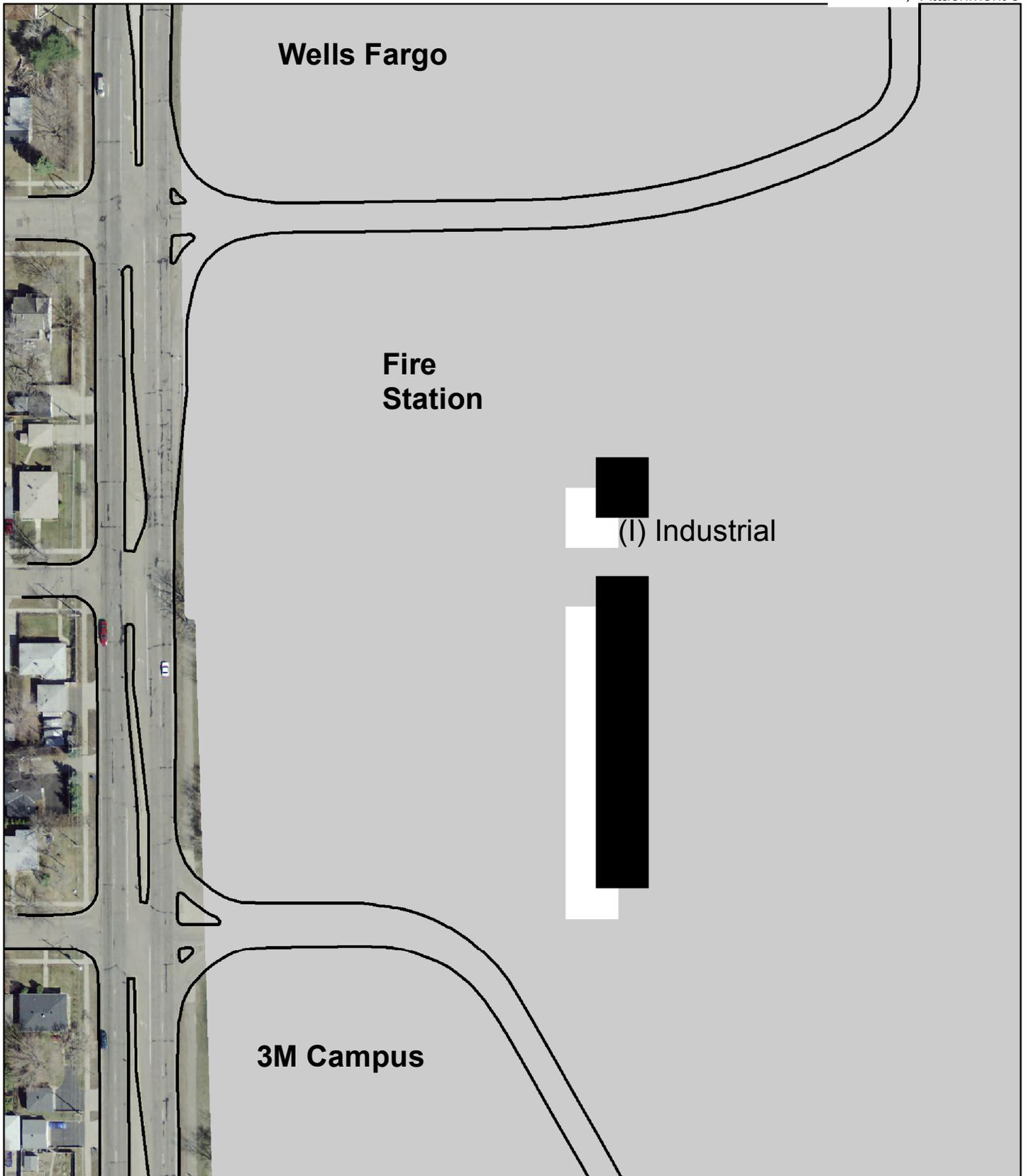


Proposed Maplewood Fire Station Location Map



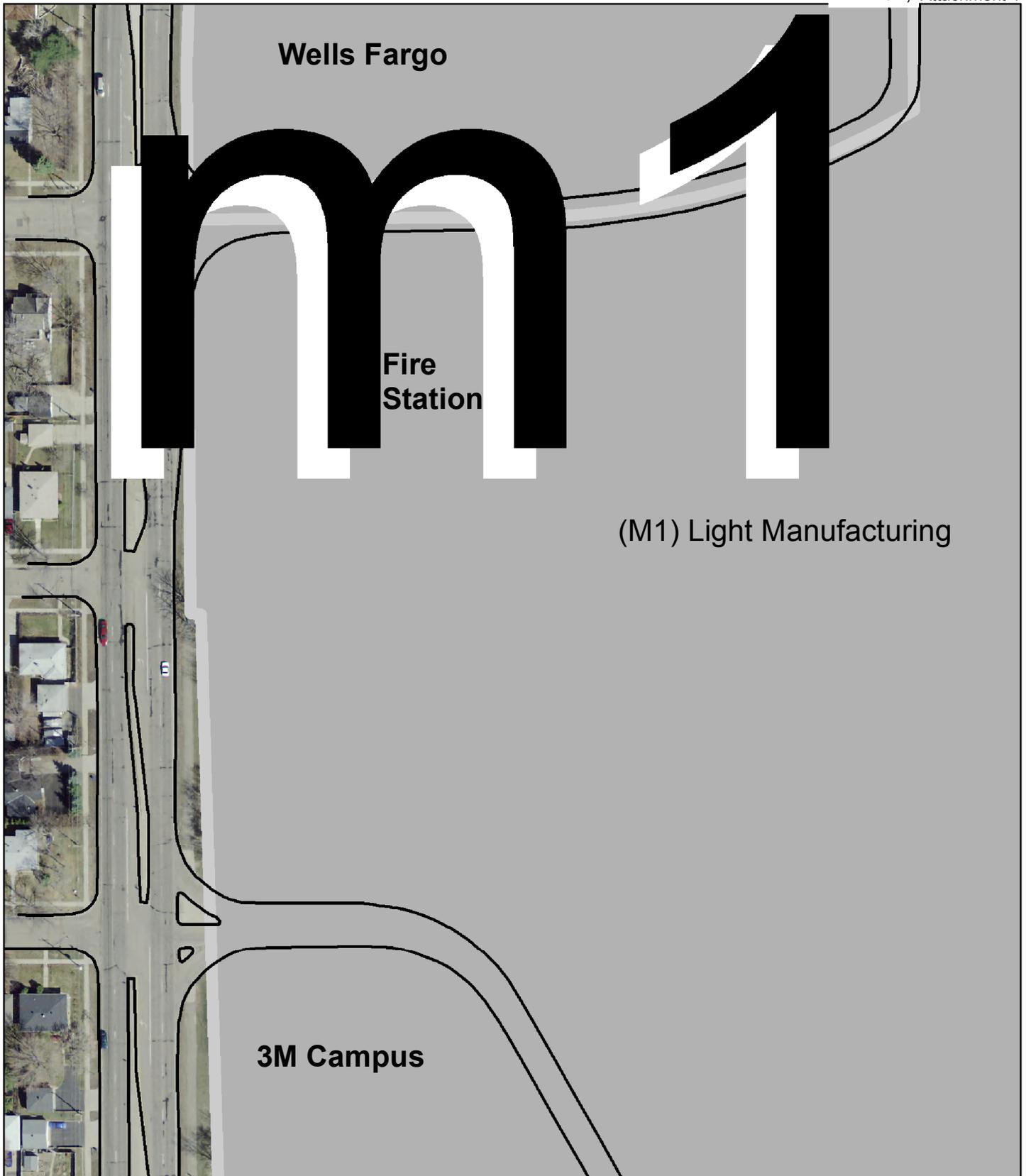
Proposed Maplewood Fire Station

Aerial Site Map



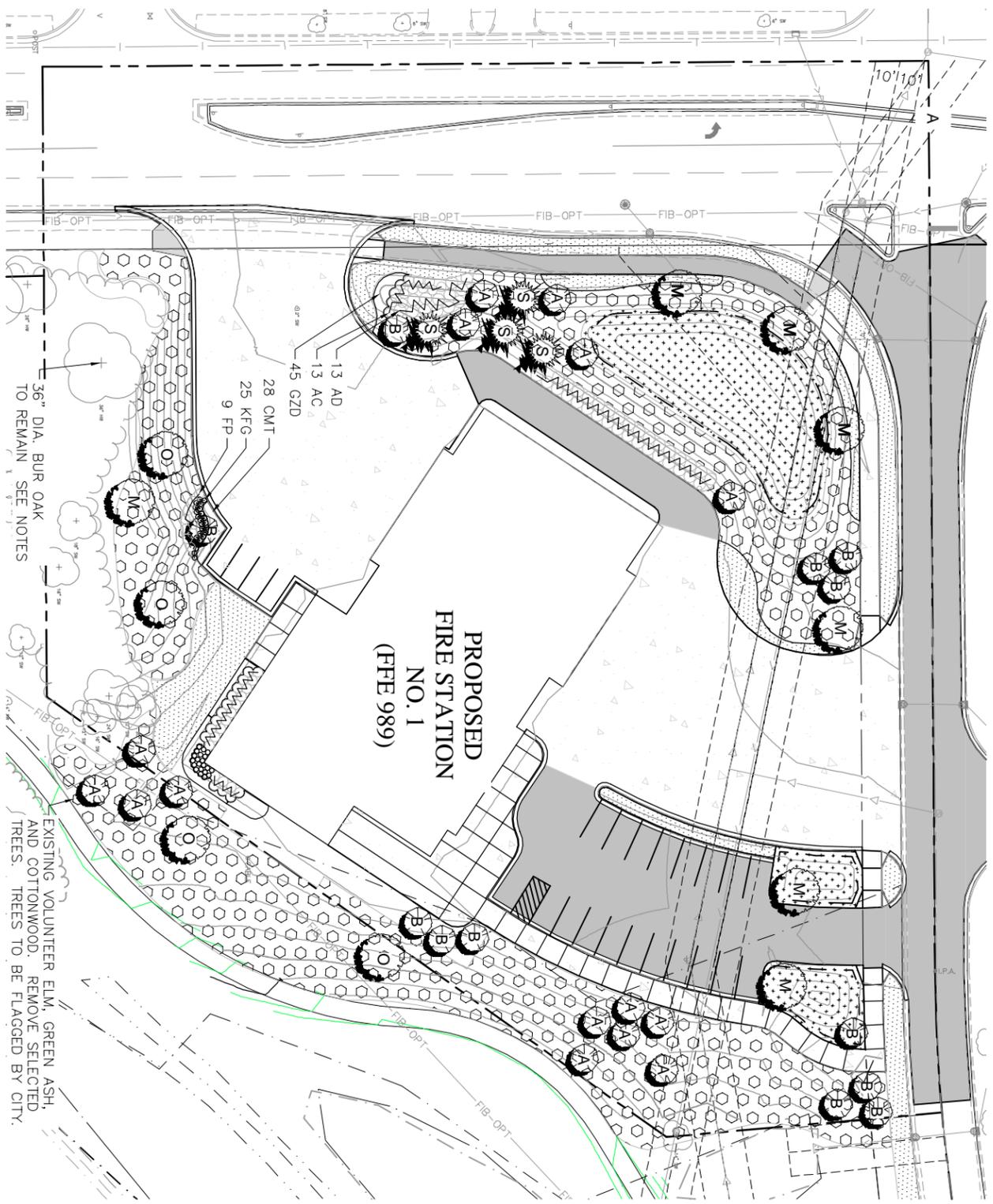
Proposed Maplewood Fire Station

Future Land Use Map



Proposed Maplewood Fire Station

Zoning Map



PRELIMINARY PLANTING PLAN
1"=30'-0"



PRELIMINARY PLANT SCHEDULE

OVERSTORY TREES						
SYMBOL	QTY.	COMMON NAME	BOTANICAL NAME	MINIMUM SIZE & ROOT CONDITION	SPACING	REMARKS
O	4	SWAMP WHITE OAK	QUERCUS BICOLOR	2 1/2" CAL. - BAB	PER PLANS	SINGLE STEM
M	7	AUTUMN BLAZE MAPLE	ACER X FREEMANII 'JEFFERS-RED'	2 1/2" CAL. - BAB	PER PLANS	SINGLE STEM
EVERGREEN						
S	4	BLACK HILLS SPRUCE	PICEA PLUNGENS	8' HT. - BAB	PER PLANS	SINGLE STEM
ORNAMENTAL/SMALL TREES						
A	15	QUAKING ASPEN	POPULUS TREMULOIDES	2 1/2" CAL. - BAB	PER PLANS	CLUMP
B	9	RIVER BIRCH	BETULA NIGRA	2 1/2" CAL. - BAB	PER PLANS	SINGLE STEM
SHRUBS/PERENNIALS						
SYMBOL	QTY.	COMMON NAME	BOTANICAL NAME	MINIMUM SIZE & ROOT CONDITION	SPACING	REMARKS
AD	140	ARCTIC FIRE DOGWOOD	CORNUS STOLONIFERA 'FARROW'	5 GAL. CONT.	5' O.C.	24" MIN HT.
AC	140	ALPINE CURRANT	RIBES ALPINUM	5 GAL. CONT.	5' O.C.	24" MIN HT.
MJ	140	MINT JULEP JUNIPER	JUNIPERUS CHINENSIS 'WONLEP'	3 GAL. CONT.	3' O.C.	24" MIN HT.
CV	140	CARDINAL CANDY VIBURNUM	VIBURNUM DILATATUM 'HENNIEKE'	3 GAL. CONT.	3' O.C.	24" MIN HT.
PR	140	PAYMENT PURPLE ROSE	ROSA 'PAYMENT PURPLE'	2 GAL. CONT.	3.5' O.C.	24" MIN HT.
GZD	140	GOLDEN ZEBRA DAYLILY	HEMEROCALLIS X 'MALVA'	2 GAL. CONT.	24" O.C.	FULL
HHR	140	HAPPY RETURNS DAYLILY	HEMEROCALLIS 'HAPPY RETURNS'	1 GAL. CONT.	24" O.C.	FULL
KFG	140	CAL. KARL FOERSTER	KARL FOERSTER GRASS	1 GAL. CONT.	24" O.C.	FULL
CMT	140	NEPETA KIT KAT	CATMINT	1 GAL. CONT.	24" O.C.	FULL

SOD	2,600 SF	SOD TO BE LOCALLY GROWN AND INSTALLED PER NURSERY RECOMMENDATIONS.
SWM SEED MIX	.15 AC	MINDOT MIX MIX 33-262 STORMWATER SOUTH AND WEST APPLY AT 36LBS/AC.
NATIVE SEED MIX	.78 AC	SHOOTING STAR NATIVE SEEDS 33-262 DRY SWALE / POND (889) 983-3670

NOTE:
OPEN SPACE AREAS WITHIN THE LOTS THAT ARE NOT HATCHED SHALL RECEIVE SEEDING AND STRAW MULCH.

- NOTES:
- ALL LANDSCAPED AREAS ARE TO RECEIVE A MINIMUM OF 4" OF TOPSOIL.
 - ALL PLANT MATERIAL SHALL BE HEALTHY, VIGOROUS, AND FREE OF PESTS AND DISEASE.
 - ALL PLANT MATERIAL SHALL BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE PLANT LIST.
 - ALL TREES SHALL HAVE A STRAIGHT TRUNK AND FULL HEAD AND MEET ALL REQUIREMENTS SPECIFIED.
 - ALL MATERIALS ARE SUBJECT TO THE APPROVAL OF THE LANDSCAPE ARCHITECT BEFORE, DURING, AND AFTER INSTALLATION.
 - ALL PLANTING AREAS SHALL BE COMPLETELY MULCHED AS SPECIFIED.
 - BEFORE CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL MARK AND/OR DAMAGE TO ALL UTILITIES DURING THE COURSE OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INFORMATION AND SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION OF ALL UTILITIES DURING THE CONSTRUCTION PERIOD. REPAIR ANY AND ALL DAMAGE TO UTILITIES STRUCTURES, ETC. WHICH MAY OCCUR AS A RESULT OF CONSTRUCTION.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON THESE PLANS BEFORE PRICING THE WORK.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR DELIVERY SCHEDULE AND PROTECTION BETWEEN DELIVERY AND PLANTING PER SPECIFICATIONS TO MAINTAIN HEALTHY PLANT CONDITIONS.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR FULLY MAINTAINING, INCLUDING BUT NOT LIMITED TO: WATERING, SPRAYING, MULCHING, FERTILIZING, ETC., ALL PLANT MATERIALS AND LAMN FOR THE PERIOD OF TIME SHOWN IN THE 02900 SPECIFICATION.
 - ANY PLANT MATERIAL, WHICH IS DISEASED, DISTRESSED, DEAD, OR REJECTED PRIOR TO SUBSTANTIAL COMPLETION SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL PLANT LIST SPECIFICATIONS.
 - THE CONTRACTOR SHALL GUARANTEE ALL PLANT MATERIAL FOR A PERIOD DEFINED IN THE 02900 SPEC. THE CONTRACTOR SHALL PROMPTLY MAKE ALL NECESSARY REPLACEMENTS DURING THE NORMAL PLANTING SEASON.
 - STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK" REPRESENT GUIDELINE SPECIFICATIONS ONLY AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
 - ALL PLANT MATERIAL QUANTITIES SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS IN A SUSTAINABLE MANNER TO A MINIMUM DEPTH OF 4 INCHES.
 - THIS PLAN IS TO BE IMPLEMENTED COOPERATIVELY WITH SWPPP PLAN, AS NEEDED, TO MAXIMIZE THE EFFECTIVENESS OF THE SWPPP PLAN FOR THIS SITE.
 - THE CONTRACTOR IS ENCOURAGED TO COMPLETE TEMPORARY OR PERMANENT SEEDING OR SOODING IN STAGES FOR SOIL STABILIZATION AS AREAS ARE COMPLETED AFTER GRADING.
 - EXISTING 36" OAK TO BE PROTECTED PER TREE PROTECTION SPECIFICATIONS.

No.	Date	Revisions	App.	DRAWING NAME
				DWG
				DESIGNED BY: TPH
				DRAWN BY: JAG
				CHECKED BY: TPH
				DATE: 9/10/2013
				PROJECT NO. 160500043

<p>Kimley-Horn and Associates, Inc. 2550 UNIVERSITY AVE. WEST, SUITE 238N ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 846-4197 FAX. NO. (651) 846-5118</p>	<p>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.</p> <p>TODD P. HALUNEN DATE: 9/10/2013 MN LIC. NO. 249000</p>
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<p>City of Maplewood, Minnesota Department of Public Works Engineering Division</p>	<p>CITY OF MAPLEWOOD FIRE STATION NO. 1 IMPROVEMENTS CITY PROJECT 12-14 PRELIMINARY LANDSCAPE PLAN COMMUNITY DESIGN REVIEW BOARD APPLICATION SEPTEMBER 2013</p>	<p>SHEET NO. L-1</p>
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1 EXTERIOR PERSPECTIVE
A001

No.	Date	Revisions	App.
MARK	DATE	DESCRIPTION	

SEH PROJECT
ISSUE DATE 12/29/13
PROJECT MANAGER 08/28/13
PROJECT DESIGNER JM
DRAWN BY IK
BR

Short Elliott Hendrickson Inc.
3535 Vadnais Center Drive
St. Paul, MN 55110-5196
651.490.2000 main | 651.490.2150 fax
800.325.2055 toll free | www.sehinc.com

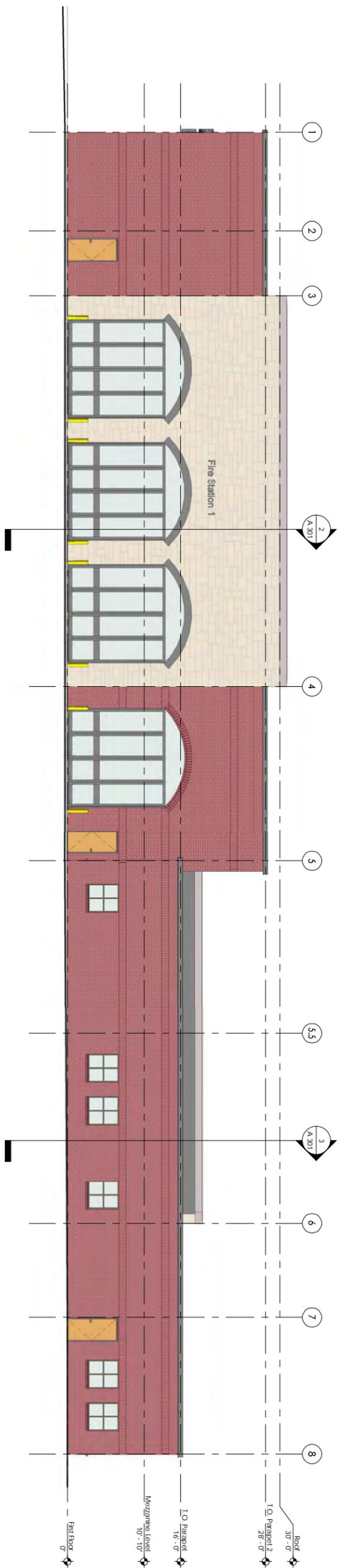


**NOT FOR
CONSTRUCTION**

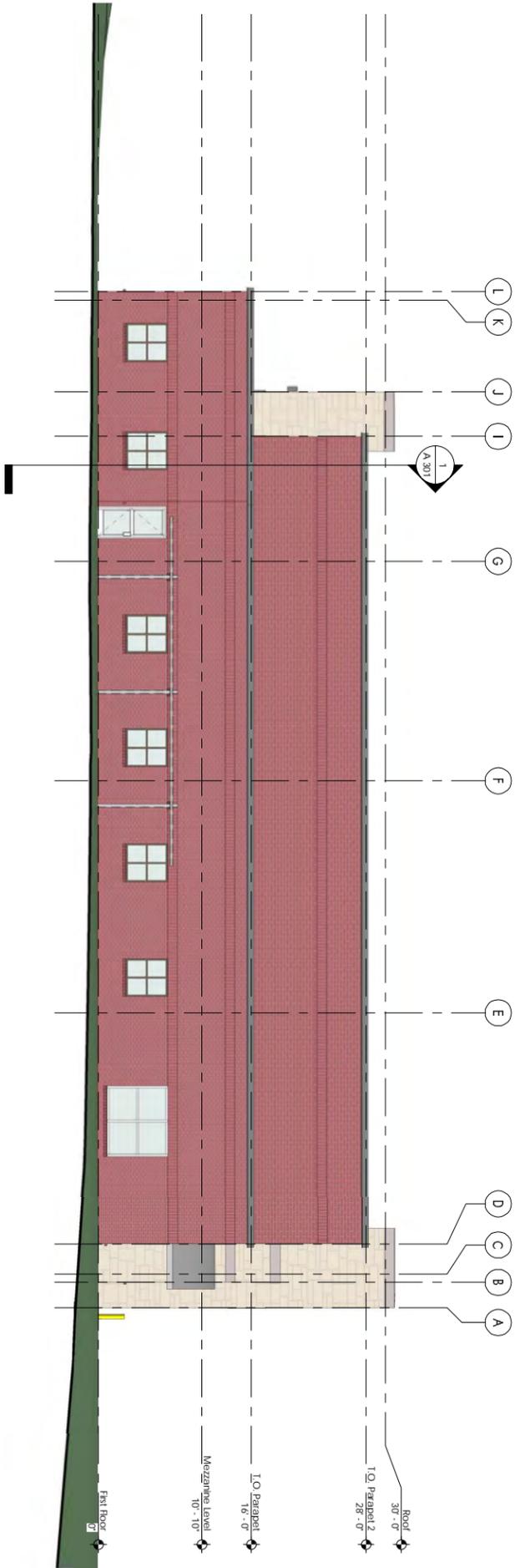

City of Maplewood, Minnesota
Department of Public Works
Engineering Division

**CITY OF MAPLEWOOD
FIRE STATION NO. 1
IMPROVEMENTS
CITY PROJECT 12-14
EXTERIOR
PERSPECTIVE**

SHEET NO.
A001



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



2 EAST ELEVATION
1/8" = 1'-0"

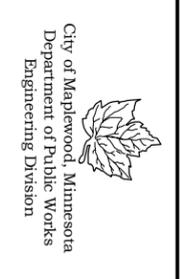
No.	Date	Revisions	App.
MARK	DATE	DESCRIPTION	

SEH PROJECT
ISSUE DATE 08/28/13
PROJECT MANAGER JM
PROJECT DESIGNER IK
DRAWN BY BF

122961
08/28/13
JM
IK
BF

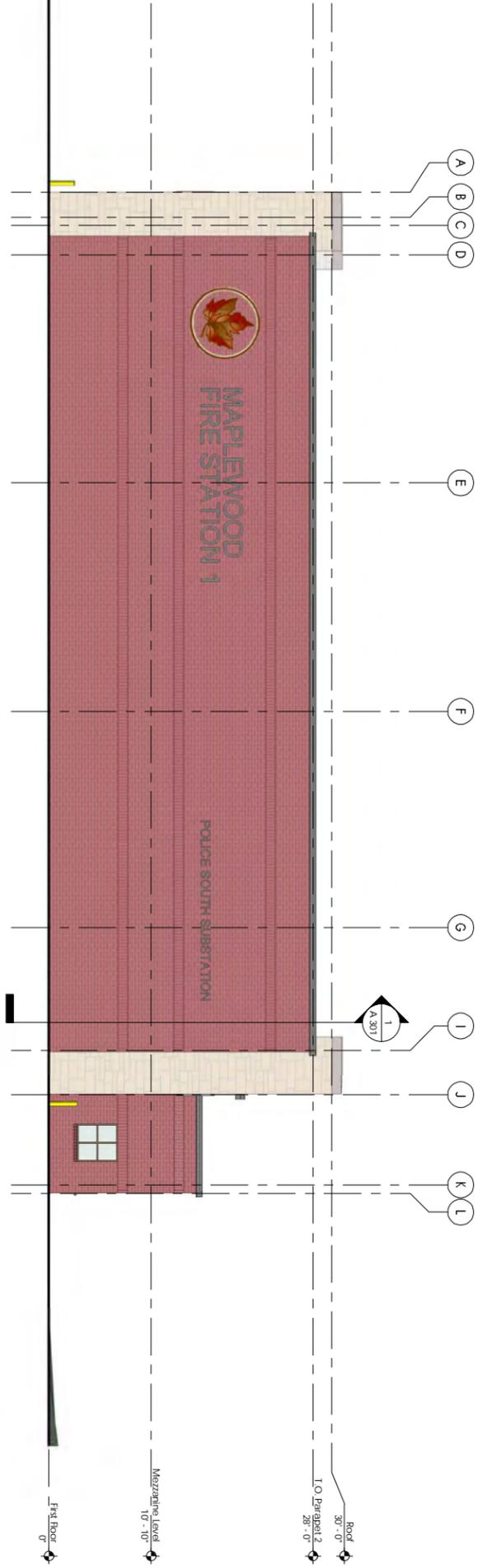


Short Elliott Hendrickson Inc.
3535 Veterans Center Drive
St. Paul, MN 55110-5196
651.480.2000 main | 651.490.2150 fax
800.325.2055 toll free | www.sehinc.com



CITY OF MAPLEWOOD
FIRE STATION NO. 1
IMPROVEMENTS
CITY PROJECT 12-14
S/E BUILDING
ELEVATIONS

SHEET NO.
A 201



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



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

No.	Date	Revisions	App.
MARK	DATE	DESCRIPTION	

SEH PROJECT
ISSUE DATE 08/28/13
PROJECT MANAGER JM
PROJECT DESIGNER IK
DRAWN BY BF

122961
08/28/13
JM
IK
BF

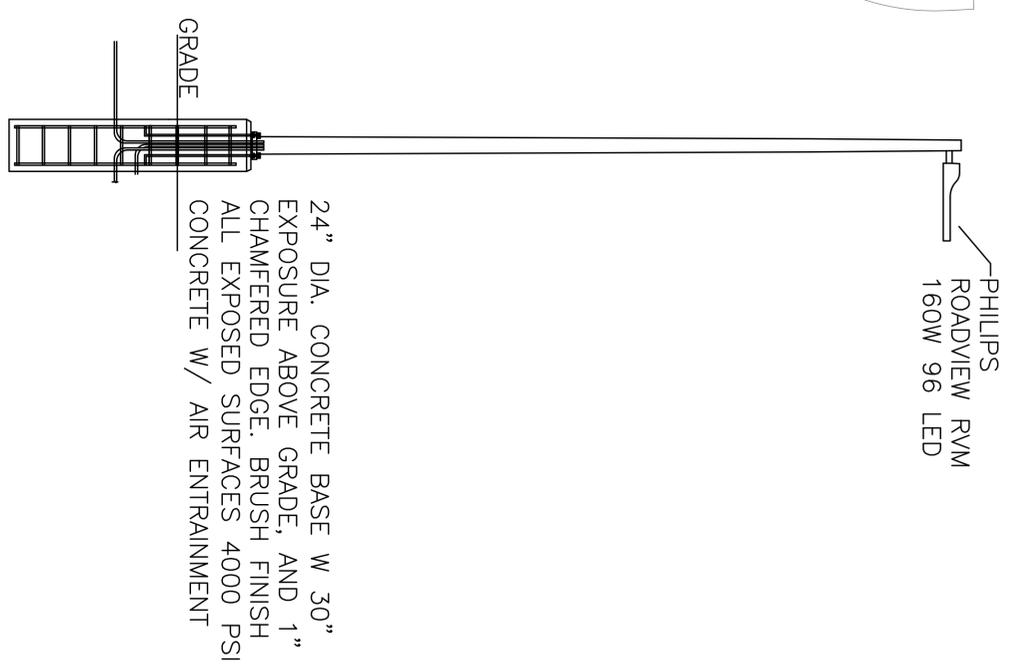
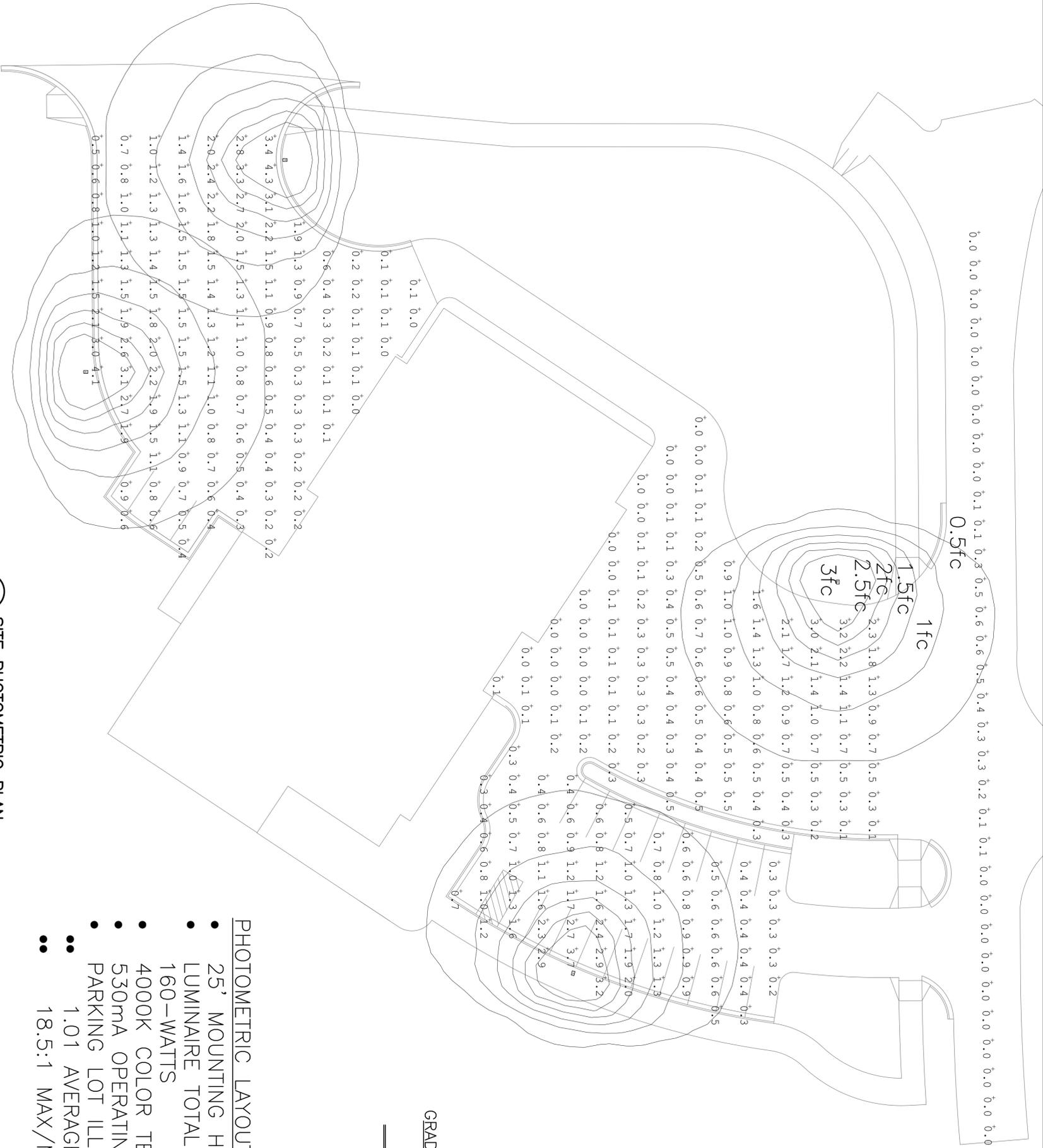


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City of Maplewood, Minnesota
Department of Public Works
Engineering Division

CITY OF MAPLEWOOD
FIRE STATION NO. 1
IMPROVEMENTS
CITY PROJECT 12-14
N/W BUILDING
ELEVATIONS

SHEET NO.
A 202



- PHOTOMETRIC LAYOUT NOTES:**
- 25' MOUNTING HEIGHT
 - LUMINAIRE TOTAL OPERATING WATTS: 160-WATTS
 - 4000K COLOR TEMPERATURE
 - 530mA OPERATING CURRENT
 - PARKING LOT ILLUMINANCE VALUES:
 - 1.01 AVERAGE
 - 18.5:1 MAX/MIN UNIFORMITY

1 SITE PHOTOMETRIC PLAN



No.	Date	Revisions	App.

SFH PROJECT: 122961
 ISSUE DATE: 09.10.2013
 PROJECT MANAGER: JM
 PROJECT DESIGNER: LK
 DRAWN BY: AF

Short Elliott Hendrickson Inc.
 3855 Veterans Center Drive
 St. Paul, MN 55115-9198
 651.480.2000 main | 651.480.2150 fax
 800.325.2055 toll free | www.sehinc.com

NOT FOR CONSTRUCTION



CITY OF MAPLEWOOD
 FIRE STATION NO. 1
 IMPROVEMENTS
 CITY PROJECT 12-14
SITE PHOTOMETRIC PLAN

SHEET NO.
AE001

WRITTEN NARRATIVE

The project proposes to construct a new City of Maplewood Fire Station #1 at the northwest corner of the 3M campus, near the intersection of McKnight Road and Minnehaha Avenue. The facility will be comprised of 16,409 square feet of space to house four fire department apparatus bays, departmental offices and staff support spaces. The facility will also include space for a police department substation. The facility size, scope and plan were determined through planning work sessions with department staff and consideration of the site and context of the 3M campus. The building will accommodate the city's fire department needs for the foreseeable future.

The exterior of the building will include brick and concrete masonry units designed to look like Kasota stone and surface mounted LED lighting. A light colored, thermo-plastic polyolefin, low pitched roof system is designed to reflect heat and control rainwater runoff to the rain gardens located on the site. LED site lighting will be provided and controlled to minimize spill to adjacent properties.

The proposed site is elevated above 3M Lake, along McKnight Road, between a service road to the south of Minnehaha Avenue and a service road into the 3M campus. The building will be placed on the northwest corner of the site, which is elevated, treeless and provides access to the north boundary service road and McKnight Road. The building layout and site will allow itself to promote the use of rain gardens for control and filtration of runoff before entering 3M Lake. Evergreens and ornamental trees will be provided on the west side of the building, providing a screen from the residential use across McKnight Road. Native trees, shrubs, perennials and seed mixes will be provided around the remaining portions of the site to provide positive growth year after year while also providing minimal maintenance. 19 visitor parking spaces will be included on the north side of the fire station as well as 4 employee parking spaces on the south side of the station. Flashing beacons controlled with an emergency vehicle preemption device will be placed at the McKnight Road exit to warn motorists that fire trucks are leaving the premises.

It is anticipated construction will begin in March 2014 and continue until November 2014.

Approval of a Conditional Use Permit for this project will not result in any adverse traffic or environmental impacts to the surrounding area.

Filing Requirement 1.b Narrative:

A variance is requested for the required number of parking spaces for the City of Maplewood Fire Station No. 1 project. The project includes a four stall, drive thru apparatus bay with a support space and a storage mezzanine and fire department support space consisting of offices, a conference/training room, dormitory space, an exercise room, kitchen and dayroom. A police department substation is also included within the proposed fire station building.

The City's Zoning Code has been reviewed regarding parking requirements. The office area of the building totals 6,965.5 gross square feet requiring 35 parking stalls by Ordinance. The apparatus bay and support area totals 9,443.5 gross square feet requiring an additional 31 parking stalls. The number of stalls required by City Ordinance for the entire building is 66. We are requesting a variance in the parking requirements to reduce this number to 23 stalls. The station will be occupied by a maximum of five fire fighters and one police officer at any given time and does not contain spaces that will be open for public use. The 23 stalls requested will provide more than an adequate number of spaces for the rare occasion when events are held at the fire station that require additional parking.

Environmental Review

Project:	Maplewood Fire Station #1, McKnight Road
Date of Plans:	September 10, 2013
Date of Review:	October 16, 2013
Location:	Located on the East Side of McKnight Road, North of the 3M Research and Development Building and South of Wells Fargo Bank
Reviewers:	Shann Finwall, Environmental Planner (651) 249-2304; shann.finwall@ci.maplewood.mn.us Ginny Gaynor, Natural Resource Coordinator (651) 249-2416

Background: The Maplewood Fire Department is proposing to build a 16,409-square-foot, one-story fire station north of the new 3M Company research building. The fire station will be built on land dedicated to the City by 3M Company.

- A. **Tree Preservation Ordinance:** The City's tree preservation ordinance describes a significant tree as a hardwood tree with a minimum of 6 inches in diameter, an evergreen tree with a minimum of 8 inches in diameter, and a softwood tree with a minimum of 12 inches in diameter. Specimen trees are healthy trees of any species which are 28 inches in diameter or greater. The ordinance requires any significant tree removed be replaced based on a tree mitigation calculation. Public improvements such as a fire station are exempt from the tree replacement requirements if there is a greater public need for the project than to meet the requirements of the ordinance. Regardless of the exemption, the City has surveyed the trees on the site and will ensure the project meets the tree replacement requirements.

Tree Impacts: The City's tree survey identifies eight significant trees situated on the south side of the property, for a total of 156 caliper inches. There is one specimen tree, a 36-inch burr oak, and seven significant softwood trees. Grading for the site was planned to ensure that all significant trees will be preserved.

Tree Replacement: In addition to preserving all existing significant trees on the site, the landscape plan shows 39 new trees including 11 deciduous, 4 evergreen, and 24 ornamental trees. These trees will equal 94.4 caliper inches of new trees planted on the site.

- B. **Wetland Ordinance:** 3M Lake is classified as a Manage B wetland in the City's wetland ordinance. The wetland ordinance requires a 75-foot buffer from a Manage B wetland. The ordinance allows the City Council to waive the buffer requirements for public projects where it determines that there is a greater public need for the project than to meet the requirement of the ordinance. In waiving the requirements the City Council shall apply the following standards:

1. The city may only allow the construction of public projects through buffers where there is no other practical alternative.
2. Before the City Council acts on the waiver the Planning Commission and the Environmental and Natural Resources Commission shall make a recommendation to the City Council. The Planning Commission shall hold a public hearing for the waiver. The city shall notify the property owners within 500 feet of the property for which the waiver is being requested at least ten days before the hearing.
3. Public projects shall not be allowed when endangered or threatened species are found in the buffer.
4. Public projects shall be as far from the wetland as possible.
5. Public projects shall protect the wetland and buffer and avoid large trees as much as possible.
6. The City shall not allow the use of pesticides or other hazardous or toxic substances in buffers or wetlands; however, in some situations the use of herbicides may be used if prior approval is obtained from the administrator.
7. The owner or contractor shall replant buffers with appropriate native vegetation, except trees, at preconstruction densities or greater after construction ends. Trees shall be replaced as required by city ordinance.
8. Any additional public road or utility corridor access for maintenance shall be provided as much as possible at specific points rather than to the road which is parallel to the wetland edge. If parallel roads are necessary they shall be no greater than 15 feet wide.
9. The City Council, upon recommendation of the administrator, may require additional mitigation actions as a condition of granting the waiver.

Wetland Impacts: The fire station building will be constructed 107 feet from the edge of the wetland, which meets the buffer requirements. A small amount of grading will come within 47 feet of the wetland edge (approximately 1,500 square feet of disturbance in the buffer). Grading within the buffer is necessary to meet the grades of a trail proposed by 3M around the wetland. The City's wetland ordinance allows semipublic trails to be constructed within a buffer if strategies are in place to mitigate impacts to the wetland. The Environmental and Natural Resources Commission approved the trail in 2012 with the following conditions:

1. GPS technology is used to align the trail and minimize disturbance and avoid mature trees,
2. buckthorn removal,
3. expanding the delineated buffer in areas,

4. adding an infiltration basin to pre-treat existing parking lot runoff;
5. oak savannah reforestation; and
6. aquatic plant enhancement.

3M plans on completing the trail in the future.

Wetland Recommendations: The City Council must approve a waiver to the buffer requirements for the fire station public improvement. Following are recommendations for approval:

1. After grading and planting of the site the applicant must install city approved wetland signs at the edge of the approved wetland and creek buffer that specify that no building, mowing, cutting, grading, filling or dumping be allowed within the buffer. The signs must be placed every 100-feet along the edge of the buffer at a minimum. The placement of these signs must be verified with a survey to ensure proper placement.
2. The City's wetland ordinance requires that native plants within the buffer be established within a three-year period.

- C. **Shoreland Ordinance:** 3M Lake is classified as a Class 1 Lake in the City's shoreland ordinance. Buildings need to maintain a 50-foot setback from a Class 1 Lake. Maximum impervious surface area is 50 percent. The site can have up to 70 percent impervious surface with approved best practices bonuses.

Shoreland Impact: The entire site is within the Shoreland area. The site is 3.23 acres and the impervious coverage is 2.20 acres or 68 percent. The City Engineer has agreed to allow an 18 percent bonus for impervious surface for the use of rainwater gardens on site which will double the amount of stormwater required to be collected on site.

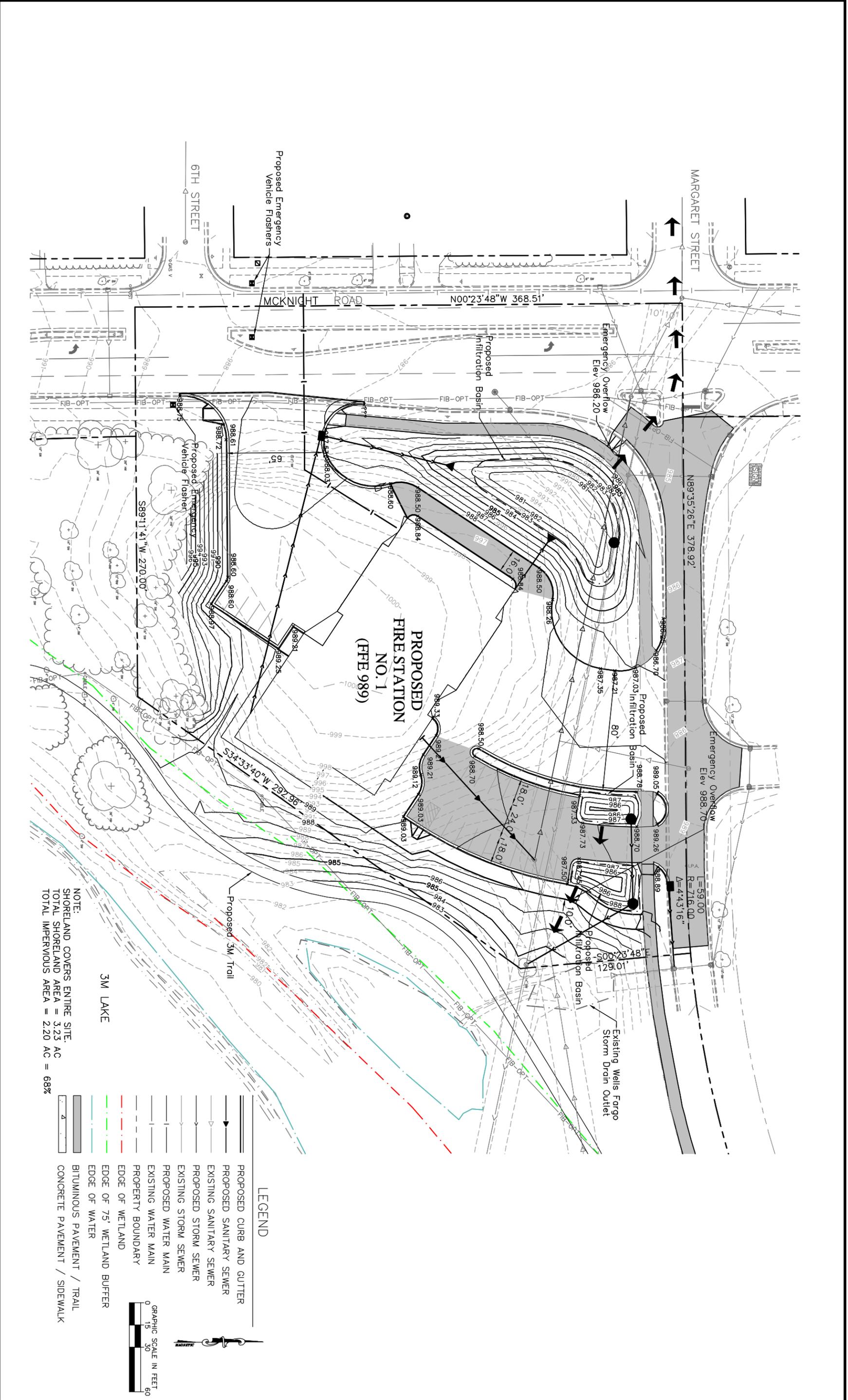
Shoreland Recommendation (Rainwater Garden Planting Requirements): The landscape plan shows seeding within the three rainwater gardens. Seeding rainwater gardens almost always fails. In order to meet the impervious surface bonus requirements, the applicant must submit a revised landscape plan which shows detailed plantings for the three rainwater gardens.

No.	Date	Revisions	App.	DRAWING NAME
1	10/15/13	UPDATED WETLAND DELINEATION		DWG
				DESIGNED BY: STD
				DRAWN BY: STD
				CHECKED BY: JBH
				DATE: 9/10/2013
				PROJECT NO. 16050043

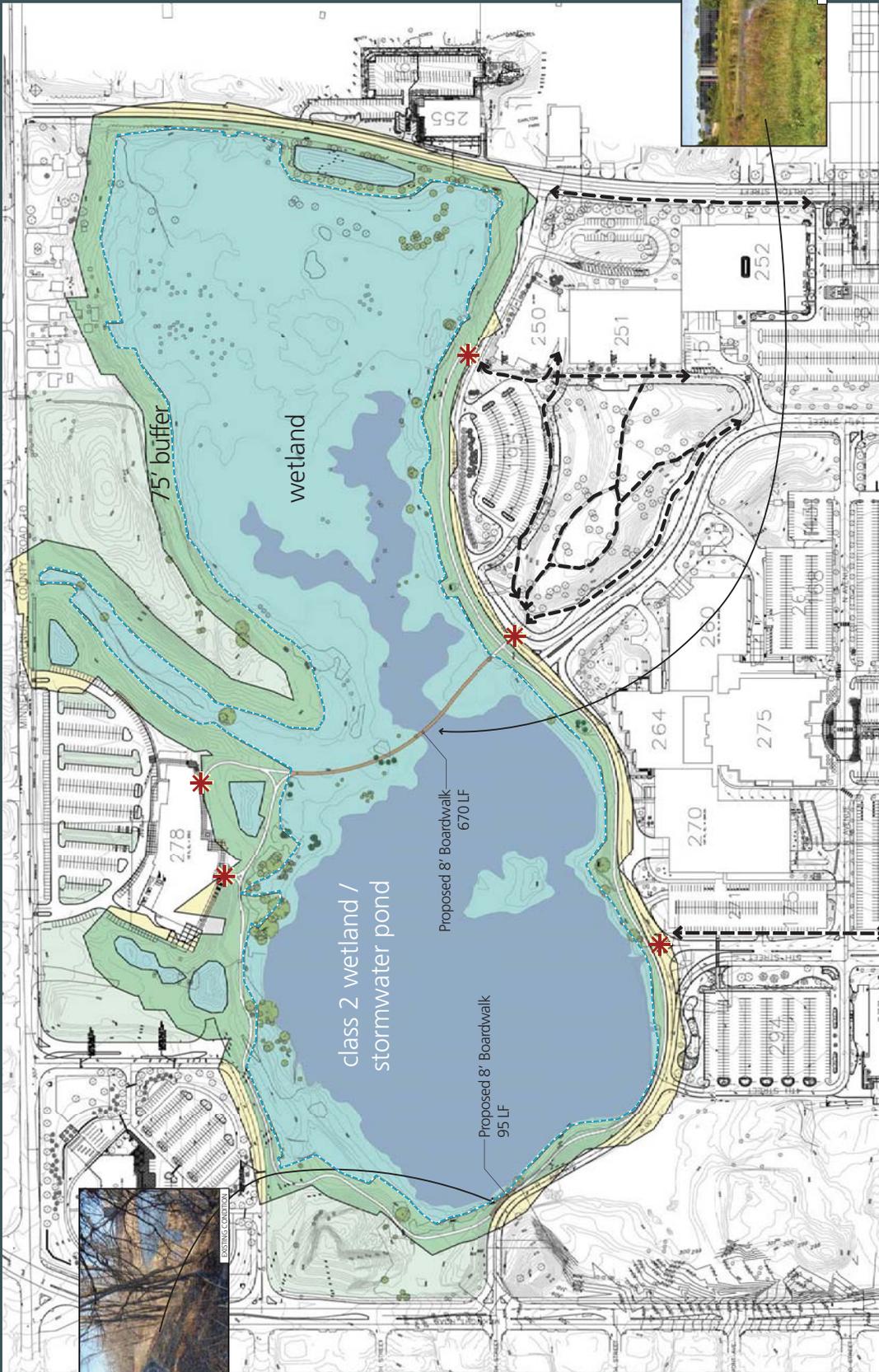
 <p>Kimley-Horn and Associates, Inc. 2550 UNIVERSITY AVE. WEST, SUITE 238R ST. PAUL, MINNESOTA 55114 TEL. NO. (651) 845-4197 FAX. NO. (651) 845-5116</p>		I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
		JON B. HORN, P.E. MN LIC. NO. 20738

 <p>City of Maplewood, Minnesota Department of Public Works Engineering Division</p>	CITY OF MAPLEWOOD FIRE STATION NO. 1 IMPROVEMENTS CITY PROJECT 12-14 GRADING AND DRAINAGE PLAN COMMUNITY DESIGN REVIEW BOARD APPLICATION SEPTEMBER 2013
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SHEET NO.	GD-1
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Preliminary Proposed Trail & Boardwalk Alignment



- Existing Naturalized Area
- Wetland Buffer
- Wetland
- Wetland - Open Water
- Wetland Delineation Line

Existing Trail / Sidewalk

Trail Connection

1:100 North ↑

3M LAKE TRAIL & BOARDWALK

6/1/12
Damon Faber Associates
TKDA



DRAFT
MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, SEPTEMBER 24, 2013

6. DESIGN REVIEW

b. Approval of a Design Review and Parking Waiver for Maplewood Fire Station No. 1, McKnight Road

- i. Planner, Michael Martin gave the report and answered questions of the board.
- ii. Jon Horn, Kimley-Horn presented and answered questions of the board.
- iii. Larry Koch, SEH presented and answered questions of the board.
- iv. Steve Lukin, Maplewood Fire Chief answered questions of the board.

Boardmember Kempe moved to approve the plans, date-stamped September 11, 2013, for the proposed Maplewood Fire Station No. 1, based on the findings required by the code. The property owner shall do the following:

1. Repeat this review in two years if the city has not issued a building permit for this project.
2. Submit a revised photometric plan showing compliance with code at all property lines.
3. Complete the following before occupying the building:
 - a. Install all landscaping as shown on the approved plan.
 - b. Screen any roof-top mechanical equipment that would be visible from the homes along McKnight Road. All other roof-top units that are visible from non residential areas must be painted to match the building.
 - c. Provide handicap- accessible parking spaces and signs as required by the ADA (American's with Disabilities Act).
4. All work shall follow the approved plans. The director of community development may approve minor changes.

Boardmember Kempe moved to approve a parking waiver to allow for 23 surface parking spaces. This is a parking reduction of 42 parking spaces (66 parking spaces are required per city code).

Seconded by Boardmember Lamers.

Ayes – All

The motion passed.

This item will have a public hearing with the planning commission October 1, 2013. Then it will go onto the city council meeting for final approval.

DRAFT
MINUTES OF THE MAPLEWOOD PLANNING COMMISSION
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA
TUESDAY, OCTOBER 1, 2013

5. PUBLIC HEARING

a. 7:00 p.m. or later: Approval of the following for Maplewood Fire Station No. 1 on McKnight Road south of Minnehaha Avenue:

- i. Senior Planner, Tom Ekstrand introduced the item and gave a brief report.
- ii. John Horn, Kimley Horn Associates gave the report on the Maplewood Fire Station and addressed and answered questions of the commission.
- iii. Maplewood Fire Chief, Steve Lukin addressed and answered questions of the commission.

Three items requiring action by the planning commission are:

- 1) Approval of a Resolution for a Comprehensive Plan Amendment from I (industrial) to G (government)
- 2) Approval of Resolution for a Conditional Use Permit for a public building use
- 3) Wetland Buffer Waiver

Chairperson Desai opened the public hearing.

1. Betsy Leach, Representing District 1 - 2105½ Old Hudson Road St. Paul, MN 55119, opposed the project.
2. Katie Holmgren, 2256 Margaret Street, St. Paul, MN 55119, opposed the project.
3. Rose Hotchkiss, 2183 Fremont Avenue, St. Paul, MN 55119, opposed the project.
4. Mayor, Will Rossbach, 1386 County Road C, Maplewood, MN.

Chairperson Desai closed the public hearing.

Commissioner Tripler moved to approve the resolution adopting a comprehensive land use plan amendment from I (industrial) to G (government) for the property located north of the 3M Company's campus along McKnight Road. Approval is based on the following reasons:

1. The property is presently vacated and is to be used by the city for a fire station which would be compatible with a land use classification of G (government).
2. Government uses and buildings are allowed in all zoning districts in the city with an approved conditional use permit.

This action is subject to the approval of a comprehensive plan amendment by the Metropolitan Council.

Seconded by Commissioner Kempe.

Ayes – All

The motion passed.

Commissioner Tripler moved to approve the resolution approving a conditional use permit for the proposed fire station. This development will be on the east side of McKnight Road, north of the 3M Company's campus. Approval is subject to the findings required by ordinance and subject to the following conditions:

1. All construction shall follow the site plan date-stamped September 11, 2013. Staff may approve minor changes.
2. The city council shall review this permit in one year.
3. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
4. Comply with the requirements of the city's engineering department.
5. The applicant shall work with the building official, fire marshal and environmental planner to ensure compliance with applicable codes.

Seconded by Commissioner Kempe.

Ayes – All

The motion passed.

Commissioner Tripler moved to approve the waiver to the buffer requirements for the fire station public improvement. Approval is subject to the following conditions:

1. After grading and planting of the site the applicant must install city approved wetland signs at the edge of the approved wetland and creek buffer that specify that no building, mowing, cutting, grading, filling or dumping be allowed within the buffer. The signs must be placed every 100-feet along the edge of the buffer at a minimum. The placement of these signs must be verified with a survey to ensure proper placement.
2. City's wetland ordinance requires that native plants within the buffer be established within a three-year period.

Seconded by Commissioner Ige.

Ayes – All

The motion passed.

This item goes to the ENR Commission on Monday, October 21, 2013, and to the City Council Monday, October 28, 2013.

COMPREHENSIVE PLAN AMENDMENT RESOLUTION

WHEREAS, Fire Chief Steve Lukin of City of Maplewood has requested a change to the City of Maplewood's land use plan from I (Industrial) to G (government) for consistency between the plan and actual use of the land.

WHEREAS, this change applies to the property located north of the 3M Campus, on McKnight Road. The legal description is:

The west 437.85 feet of Tract B, Registered Land Survey No. 524, on file and of record in the Office of the Registrar of Titles, Ramsey County, Minnesota, and;

All that part of the Northwest Quarter of the Northwest Quarter of Section 36, Township 29 North, Range 22 West, Ramsey County, Minnesota described as follows:

Beginning at the southwest corner of Registered Land Survey No. 524, thence North 89 degrees 09 minutes 58 seconds East, bearings orientated to the Ramsey county Coordinate System NAD 83, along the south line of Tract B of said Registered Land Survey No. 524, a distance of 437.86 feet to the southeast corner of said west 437.85 feet of said Tract B; thence South 34 degrees 33 minutes 40 seconds West, a distance of 292.96 feet; thence South 89 degrees 11 minutes 41 seconds West, a distance of 270.00 feet, more or less, to its intersection with the west line of said Northwest Quarter of the Northwest Quarter of Section 36; thence North 00 degrees 23 minutes 48 seconds West, along the west line of said Northwest Quarter of the Northwest Quarter, a distance of 238.69 feet, more or less, to the point of beginning.

This parcel contains 3.23 acres, more or less, and is subject to the roadway easement of McKnight Road North and all other easements of record.

WHEREAS, the history of this change is as follows:

1. On October 1, 2013, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council adopt the land use plan change.
2. On October 28, 2013 the city council discussed the land use plan change. They considered reports and recommendations from the planning commission and city staff.

NOW, THEREFORE, BE IT RESOLVED that the city council _____ the above described change for the following reasons:

1. The property is presently vacant and is to be used by the city for a fire station which would be compatible with a land use classification of G (government).
2. Government uses and buildings are allowed in all zoning districts in the city with an approved conditional use permit.

This action is subject to the approval of this land use plan amendment by the Metropolitan Council.

The Maplewood City Council _____ this resolution on October 28, 2013.

CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Fire Chief Steve Lukin of City of Maplewood has applied for a conditional use permit to build a fire station.

WHEREAS, Section 44-1092 of the city ordinance provides that a conditional use permit must be approved for all public uses and buildings.

WHEREAS, the site will be used for a new fire station.

WHEREAS, this change applies to the property located north of the 3M Campus, on McKnight Road. The legal description is:

The west 437.85 feet of Tract B, Registered Land Survey No. 524, on file and of record in the Office of the Registrar of Titles, Ramsey County, Minnesota, and;

All that part of the Northwest Quarter of the Northwest Quarter of Section 36, Township 29 North, Range 22 West, Ramsey County, Minnesota described as follows:

Beginning at the southwest corner of Registered Land Survey No. 524, thence North 89 degrees 09 minutes 58 seconds East, bearings orientated to the Ramsey county Coordinate System NAD 83, along the south line of Tract B of said Registered Land Survey No. 524, a distance of 437.86 feet to the southeast corner of said west 437.85 feet of said Tract B; thence South 34 degrees 33 minutes 40 seconds West, a distance of 292.96 feet; thence South 89 degrees 11 minutes 41 seconds West, a distance of 270.00 feet, more or less, to its intersection with the west line of said Northwest Quarter of the Northwest Quarter of Section 36; thence North 00 degrees 23 minutes 48 seconds West, along the west line of said Northwest Quarter of the Northwest Quarter, a distance of 238.69 feet, more or less, to the point of beginning.

This parcel contains 3.23 acres, more or less, and is subject to the roadway easement of McKnight Road North and all other easements of record.

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

1. On October 1, 2013, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve the conditional use permit request.
2. On October 28, 2013 the city council discussed the conditional use permit. They considered reports and recommendations from the planning commission and city staff.

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

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

Approval is subject to the following conditions:

1. All construction shall follow the site plan date-stamped September 11, 2013. Staff may approve minor changes.
2. The city council shall review this permit in one year.
3. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
4. Comply with the requirements of the city's engineering department.
5. The applicant shall work with the building official, fire marshal and environmental planner to ensure compliance with applicable codes.

The Maplewood City Council _____ this resolution on October 28, 2013.

MEMORANDUM

TO: R. Charles Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 16, 2013
SUBJECT: Approve Resolution Adopting 2014 Rates for Utilities

Introduction

During preparation of the annual budget, staff reviews revenues produced by the current rates to determine if they are sufficient to cover operating, capital and infrastructure costs. The programs that were reviewed were Sanitary Sewer, Environmental Utility, North St. Paul Water Surcharge, St. Paul Water Surcharge and Recycling. Based on current information, it was determined the Sanitary Sewer and North St. Paul Water Surcharge did not warrant a fee increase at this time but the remaining programs did.

Background

The attached statements identify the expense and revenue categories, as well as the cash balances for the following programs.

Environmental Utility – a 5% increase is being proposed to offset the demands on city resources for storm water treatment and increasing operating costs. This is the amount used during the preparation of the 2014-2018 Capital Improvement Plan (CIP) document. As staff projects expenses into future years, the pressures to expand this program are significant. Annual increases of 5% are proposed in the CIP for the next five years to help fund improvements and increased operating expenses.

The anticipated operating expenses in 2014 for the Environmental Utility Fund (EUF) are \$1,824,590. The largest expense is the Storm Sewer program which accounts for \$1,179,750 of this expense, including depreciation in the amount of \$480,700. The net income for 2014 is projected to be \$590,410 with a net cash increase of \$114,890. This will provide for an operating balance to help achieve the goal of self-sufficiency. We are not projecting a need for increased bonding in 2014 to cover projects in the 2014-2018 CIP Plan.

The 5% proposed increase will raise the quarterly rates on a single-family home from \$20.73 (\$6.91 per month) to \$21.78 (\$7.26 per month); a \$0.35 per month increase.

St. Paul Water Surcharge - this fund is needed to finance the unassessable water system improvements that would otherwise have to be financed by property taxes. The proposed 2014 Budget includes an increase in the water surcharge for the St. Paul Water Service District from 6.5% of the St. Paul Water charge to 7.5% of the St. Paul Water charge. The increase would be approximately \$0.50 per quarter.

Recycling – the proposed budget for 2014 includes a 15% increase in recycling fees. The fees are proposed to increase to \$2.94 per month for multi-family units and \$8.82 per quarter for single-family residents. The 15% increase will result in additional revenue of approximately \$71,000. Based on discussions with the Council over the past few months, it appears the City will be replacing recycling bins with carts in the near future. The 15% increase will not fund the higher cart fees for a full year, but if carts are approved in the near future, it will still take some time to get the program up and running. This increase will offset any partial year cart fees anticipated to be incurred in 2014. Another fee increase will most likely be needed for 2015.

Summary of Monthly Fees

	Monthly Charge		Monthly Increase
	2013	2014	
Sanitary Sewer	15.68	15.68	0.00
Environmental Utility	6.91	7.26	0.35
Water Surcharge – St. Paul	1.08	1.24	0.16
Water Surcharge – N. St. Paul	1.20	1.20	0.00
Recycling	2.56	2.94	0.38
TOTAL MONTHLY INCREASE			0.89

Budget Impact

The additional fees charged to property owners are needed to support budgeted City expenditures.

Recommendation

Staff recommends approval of the attached resolution authorizing the above rates for 2014.

Attachments

1. Resolution for 2014 Utility Rates
2. Statements of Revenues, Expenses and Changes in Net Assets

RESOLUTION
ADOPTION OF THE 2014 RATES FOR UTILITIES:
ENVIRONMENTAL UTILITY (STORM WATER)
WATER SURCHARGE (ST PAUL)
RECYCLING

WHEREAS, the City of Maplewood has established utility rates, and

WHEREAS, city staff has reviewed the utility rates.

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

1. The updated Environmental Utility Fund rates with a 5% increase shall become effective beginning January 1, 2014, with quarterly rates set at \$21.78 (\$7.26 per month).
2. The updated water surcharge rates for the St. Paul Water District shall become effective beginning January 1, 2014, with fees set as follows:
7.5% of the St. Paul water charge.
3. The updated recycling fees with a 15% increase shall become effective beginning January 1, 2014, with fees set as follows:
\$2.94 per account per month for multi-family units
\$8.82 per account per quarter for single-family residents
4. The updated utility rates are approved for all related services received on or after January 1, 2014.
5. The rates shown will be reviewed by staff on an annual basis with recommendations for revisions brought to the city council for consideration.

CITY OF MAPLEWOOD
ENVIRONMENTAL UTILITY FUND (604)
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
<u>Operating revenues:</u>					
3651 Environmental utility charges	1,899,240	2,102,720	2,212,670	2,300,000	2,415,000
Total revenues	1,899,240	2,102,720	2,212,670	2,300,000	2,415,000
<u>Operating expenses:</u>					
Nature center	67,233	68,977	78,290	78,290	79,760
Planning	-	250,067	288,600	288,600	298,090
Storm sewer maintenance	741,272	769,967	527,780	527,780	490,540
Street sweeping	183,193	190,122	182,620	182,620	266,990
4485 Billing	40,389	40,647	46,200	46,200	46,200
4950 Administration	92,300	122,760	136,370	136,370	162,310
4795 Depreciation	480,700	480,700	480,700	480,700	480,700
Total expenses	1,605,087	1,923,241	1,740,560	1,740,560	1,824,590
Operating income (loss)	294,153	179,479	472,110	559,440	590,410
<u>Nonoperating revenues (expenses):</u>					
Investment earnings	1,545	2,819	1,150	1,500	1,500
Miscellaneous income	542	333	-	-	-
Gain/(loss) on disposal of property	(30,884)	-	-	-	-
Investment management fees	(2,397)	(2,922)	(850)	(1,200)	(1,200)
Total nonoperating revenues (expenses)	(31,195)	229	300	300	300
Net income (loss) before contributions and transfers	262,958	179,709	472,410	559,740	590,710
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net)	(1,936,980)	(100,000)	(100,000)	(602,000)	(460,000)
Amount to be bonded for	1,910,200	-	-	-	-
Debt Service	(193,050)	(301,460)	(399,690)	(399,690)	(396,520)
Storm Cleanup	(100,000)	(59,564)	(70,000)	(270,000)	-
Pond clean up/dredging projects	-	-	-	-	(100,000)
City Dump Remediation	(29,000)	(136,000)	-	-	-
Fire Training Facility	(235,000)	-	-	-	-
Park Development	(25,000)	-	-	-	-
Capital contributions	2,607,468	-	-	-	-
Change in net assets	2,261,596	(417,315)	(97,280)	(711,950)	(365,810)
Net assets - January 1	18,881,528	21,143,124	20,151,784	20,725,809	20,013,859
Net assets - December 31	21,143,124	20,725,809	20,054,504	20,013,859	19,648,049

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013		2014
			ORIGINAL BUDGET	2013 RE-EST.	
Net income (loss) before contributions and transfers	262,958	179,709	472,410	559,740	590,710
Add depreciation	480,700	480,700	480,700	480,700	480,700
Change in current assets	(20,247)	(11,114)	-	-	-
Change in current liabilities	5,027	(6,495)	-	-	-
Sale of fixed assets/non-cash activity	30,884	-	-	-	-
Transfers in (out)	(608,830)	(597,024)	(569,690)	(1,271,690)	(956,520)
Net increase (decrease) in cash	150,493	45,776	383,420	(231,250)	114,890
Cash balance - January 1	202,149	352,641	(200,409)	398,417	167,167
Cash balance - December 31	352,641	398,417	183,011	167,167	282,057

CITY OF MAPLEWOOD
WATER AVAILABILITY CHARGE FUND - ST. PAUL WATER DISTRICT (407)
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Property Taxes:</u>					
3012 Delinquent	-	3,176	-	-	-
<u>Special Assessments:</u>					
3110 Current	-	687	-	-	-
3130 Delinquent	-	197	-	-	-
3160 Penalties and interest	-	87	-	-	-
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	170,087	218,686	268,130	262,000	302,310
3801 Investment earnings	358	897	330	670	2,520
3808 Water availability charges	19,230	40,720	36,960	11,740	19,230
Total revenues	<u>189,675</u>	<u>264,449</u>	<u>305,420</u>	<u>274,410</u>	<u>324,060</u>
<u>Expenditures:</u>					
Capital projects	17,024	502	-	-	-
4485 Fees for utility billing	876	871	5,280	3,680	5,280
4930 Investment management fees	556	927	20	540	2,020
Total expenditures	<u>18,456</u>	<u>2,299</u>	<u>5,300</u>	<u>4,220</u>	<u>7,300</u>
Excess (deficit) of revenue over expenditures	171,220	262,150	300,120	270,190	316,760
Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	(40,463)	(100,000)	(80,000)	(250,000)	(205,000)
Debt service funds	(49,320)	(41,047)	(45,760)	(45,760)	(45,310)
Net increase (decrease) in fund balance	<u>81,437</u>	<u>121,103</u>	<u>174,360</u>	<u>(25,570)</u>	<u>66,450</u>
Fund balance - January 1	75,278	156,715	33,325	277,818	252,248
Fund balance - December 31	<u>156,715</u>	<u>277,818</u>	<u>207,685</u>	<u>252,248</u>	<u>318,698</u>

CITY OF MAPLEWOOD
RECYCLING PROGRAM FUND (605)
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
<u>Operating revenues:</u>					
3781 Recycling charges	411,610	413,032	476,270	476,270	547,710
3782 Trash fees	-	19,715	85,000	77,500	77,500
Total revenues	<u>411,610</u>	<u>432,746</u>	<u>561,270</u>	<u>553,770</u>	<u>625,210</u>
<u>Operating expenses:</u>					
Personnel services	77,093	84,142	82,830	82,830	86,940
Commodities	11,960	9,514	4,500	4,500	9,500
Contractual services	459,952	412,423	402,690	402,690	472,450
4950 Administration	49,290	49,290	49,580	49,580	49,580
Total expenses	<u>598,294</u>	<u>555,368</u>	<u>539,600</u>	<u>539,600</u>	<u>618,470</u>
Operating income (loss)	(186,685)	(122,622)	21,670	14,170	6,740
<u>Nonoperating revenues (expenses):</u>					
3534 County - other grants	77,683	78,753	77,680	77,680	77,680
3801 Investment earnings	1,223	1,733	1,300	800	1,000
3809 Miscellaneous	2,588	7,114	-	525	-
4930 Investment management fees	(1,897)	(1,800)	(970)	(640)	(800)
Total nonoperating revenues (expenses)	<u>79,596</u>	<u>85,801</u>	<u>78,010</u>	<u>78,365</u>	<u>77,880</u>
Net income (loss) before contributions and transfers	(107,089)	(36,821)	99,680	92,535	84,620
Transfers in (out):					
Debt Service (2012A Bonds)	-	-	(77,960)	(77,960)	(76,440)
Change in net assets	<u>(107,089)</u>	<u>(36,821)</u>	<u>21,720</u>	<u>14,575</u>	<u>8,180</u>
Net assets - January 1	498,559	391,471	223,171	354,649	369,224
Net assets - December 31	<u><u>391,471</u></u>	<u><u>354,649</u></u>	<u><u>244,891</u></u>	<u><u>369,224</u></u>	<u><u>377,404</u></u>

STATEMENT OF CASH FLOWS

	2011 ACTUAL	2012 ACTUAL	2013 ORIGINAL BUDGET	2013 RE-EST.	2014
Net income (loss) before contributions and transfers	(107,089)	(36,821)	99,680	92,535	84,620
Change in current assets	(3,250)	(98,334)	-	-	-
Change in current liabilities	30,019	(895)	-	-	-
Transfers in (out)	-	-	(77,960)	(77,960)	(76,440)
Net increase (decrease) in cash	<u>(80,320)</u>	<u>(136,050)</u>	<u>21,720</u>	<u>14,575</u>	<u>8,180</u>
Cash balance - January 1	447,734	367,414	199,114	231,364	245,939
Cash balance - December 31	<u><u>367,414</u></u>	<u><u>231,364</u></u>	<u><u>220,834</u></u>	<u><u>245,939</u></u>	<u><u>254,119</u></u>

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Mychal Fowlds, IT Director
DATE: October 22, 2013
SUBJECT: Consider Receiving Quotes and Awarding Construction Contract – Police Department Expansion Project - Phase 3

Introduction

The City Council approved Police Department Expansion Project Phase 3 at the September 23, 2013 City Council meeting to be funded by the Police Department Expansion Fund. 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.

Background

Staff has been working with Larry Koch and Justin Mankowski from SEH on the layout details and finalized plans for the project areas. Once the plans were finalized SEH proceeded with project details and going out to bid as approved by council for this project, following city policy and procedures. The 12 bids received were opened and recorded on October 22, 2013 at 2 P.M. in the Council Chambers. The base bids ranged from \$2,169,000 to \$2,535,000. SEH reviewed the qualifications of the low bidder, Jorgenson Construction Inc., and found them to be satisfactory for the project and have provided a letter of recommendation.

Budget Impact

From the Police Department Expansion Fund, \$2,185,000 will be allocated with the award of this bid which includes bid alternates 4 and 5. The architects estimate for this project was roughly \$2,800,000 so staff is very satisfied with the bids received.

Recommendation

Staff is recommending that the City Council award the low bid along with bid alternates 4 and 5 for Police Department Expansion Phase 3 in the amount of \$2,185,000 to Jorgenson Construction Inc.

Attachments

1. Police Department Phase 3 Bidder List
2. Jorgenson Construction Inc. Bid Form & Bid Bond
3. SEH Letter of Contractor Recommendation



BIDS RECEIVED

**Police Department Expansion Project Phase No.3
City of Maplewood, Minnesota
Project Manager: Larry Koch, AIA**

**SEH No. MAPLE 124006
Client No.: PDEPP3**

Bid Date: 2:00pm, Tuesday October 22, 2013

Page 1

Bidder	Addendum Acknowledged		5% Bid Bond	Base Bid	Alternate 1 Garage DEDUCT	Alternate 4 Window Sills ADD	Alternate 5 Sidewalks ADD	Total Bid Amount
	No.1	No.2						
Jorgenson Construction Inc. Coon Rapids, Minnesota	X	X	X	2,169,000	(197,000)	6,400	9,600	-
Parkos Construction Company Inc. West Saint Paul, Minnesota	X	X	X	2,174,500	(194,000)	7,300	11,900	+5,500
Rochon Plymouth, Minnesota	X	X	X	2,191,000	(208,000)	7,900	8,900	+22,000
CM Construction Company Inc. Burnsville, Minnesota	X	X	X	2,288,000	(222,400)	5,450	9,350	+119,000
Meisinger Construction Company South Saint Paul, Minnesota	X	X	X	2,364,000	(206,000)	6,600	11,000	+195,000
Howard Immel Inc. Green Bay, Wisconsin	X	X	X	2,375,806	(194,488)	14,668	8,252	+206,806
Market & Johnson Eau Claire, Wisconsin	X	X	X	2,384,000	(242,650)	7,095	12,000	+215,000
Black & Dew Saint Paul, Minnesota	X	X	X	2,398,000	(197,000)	5,300	10,800	+229,000
Langer Construction West St. Paul, Minnesota	X	X	X	2,466,000	(180,000)	5,000	12,850	+297,000
Weber Inc. North Saint Paul, Minnesota	X	X	X	2,517,000	(160,000)	6,800	12,000	+348,000
Ebert Construction Corcoran, Minnesota	X	X	X	2,528,000	(219,000)	5,800	9,400	+359,000

Police Department Expansion Project Phase No.3
 City of Maplewood, Minnesota
 Bid Date: 2:00pm Tuesday October 22, 2013

Bidder	Addendum Acknowledged			5% Bid Bond	Base Bid	Alternate 1 Garage DEDUCT	Alternate 4 Window Sills ADD	Alternate 5 Sidewalks ADD	Total Bid Amount
	No.1	No.2	No.3						
CPMI Eagan, Minnesota	X	X	X	X	2,535,000	(216,000)	20,000	13,750	+366,000
Project Estimate	✓	✓	✓	✓	2,890,659	(637,000)	-	-	+721,659

S:\KO\Maple\124006\Bidding Docs\Bids Received List for PD Exp Ph3 102213.docx

The Bid is to be submitted on photocopies of this Bid Form and the attachments provided.

DOCUMENT 00 41 00

BID FORM

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

Jorgenson Construction Inc.

(Name of Bidder)

- Pursuant to and in compliance with Bidding Requirements and proposed Contract Documents, as defined in the Instructions to Bidders, the undersigned, having become thoroughly familiar with terms and conditions of proposed Contract Documents and with local conditions affecting performance and cost where the work is to be completed, and having fully inspected the site, hereby proposes and agrees to perform fully the work within the time stated and in strict accordance with proposed Contract Documents, including furnishing of labor and materials, and to do work as described in Contract Documents.

BASE BID: Provide labor, materials, services, equipment necessary for completion of work as described in the Bidding Documents, as stated above.

Two million, one hundred sixty-nine thousand 00 no/ Dollars (\$ 2,169,000⁰⁰)

BID ALTERNATE No.1: Deduct labor, materials, services, equipment necessary for south end of the garage as described in the Bidding Documents, as stated above.

one hundred ninety-seven thousand 00 no/ Dollars (\$ 197,000⁰⁰)

BID ALTERNATE No.2: Not Used

BID ALTERNATE No.3: Not Used

BID ALTERNATE No.4: Provide labor, materials, services, equipment necessary for new solid surface window sills at existing windows.

six thousand, four hundred 00 no/ Dollars (\$ 6,400⁰⁰)

BID ALTERNATE #5: Provide labor, materials, services, equipment necessary for new replacement of sidewalk to existing entry door. Demolish existing adjacent angled sidewalk. Replace two existing curb ramps with ADA compliant described in the Bidding Documents, as stated above.

nine thousand, six hundred 00 no/ Dollars (\$ 9,600⁰⁰)

- BID SECURITY:
Accompanying this form is bid security as specified in Advertisement for Bids in amount of five percent (5%) of Base Bid:

Five Per Cent of Amount Bid Dollars (5% of Amt Bid)

- TIME OF COMPLETION:
If awarded this Contract, the undersigned agrees to commence work within seven days of receipt of Notice to Proceed.

Bidder hereby proposes that Contract Time described in the Bidding Documents, including all addenda, be 260 ~~250~~ calendar days from date of commencement of Work to achieving Substantial Completion of the entire Work or Substantial Completion on or before June 30, 2014. This proposed time shall include consideration of normal adverse conditions due to weather which can be reasonably anticipated for the Project location. Award of this contract will be based on Owner's evaluation of both price and time. See Instructions to Bidders for Owner's desired completion time.

4. RECEIPT OF ADDENDA:

The undersigned acknowledges receipt of the following addenda: 1, 2, 3

5. PROOF OF COMPETENCY:

Undersigned agrees to furnish evidence satisfactory to Owner of sufficient means and expertise to assure completion of Contract in a satisfactory manner, and to furnish such evidence within five (5) days of receipt of written request.

Undersigned acknowledges that Owner reserves right to reject any part or all of this bid and waive any informalities therein, but that this bid shall remain open and shall not be withdrawn for a period of forty-five (45) days from date prescribed for this opening. If written notice of acceptance of any part or all of this bid is provided to undersigned within this time period, or at any other time thereafter before it is withdrawn, undersigned will execute and deliver Contract Documents to Owner in accordance with this bid as accepted, and will also furnish and deliver to Owner any bonds as may be required, and all proof of insurance coverage, within time specified under Bid Security in the Instructions to Bidders.

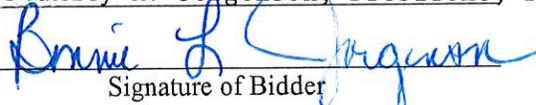
Notification of acceptance or request for additional information may be addressed to undersigned at address set forth below.

The names of all persons interested in foregoing bid as principals follow: (IMPORTANT NOTICE: If bidder or interested person is a corporation, give legal name of corporation, state where incorporated, names of president and secretary; if a partnership, give name of firm and names of all individual co-partners composing firm; if bidder or interested person is an individual, give first and last names in full.)

Jorgenson Construction Inc.

Incorporated in the State of Minnesota

Stanley M. Jorgenson, President; Bonnie L. Jorgenson, Corporate Secretary


Signature of Bidder

NOTE: If bidder is corporation, set forth legal name of corporation together with signature of officer or officers authorized to sign contracts on behalf of corporation, if bidder is partnership, set forth name of firm together with signature of partner or partners authorized to sign contracts on behalf of partnership.

Business Address: 9255 East River Road NW

Coon Rapids, MN 55433

Telephone No.: 763-784-3877

E-mail Address: bonnie@jorgensonconstruction.com

Date of Proposal: October 22, 2013

END OF DOCUMENT

Fidelity and Deposit Company

POST OFFICE BOX 1227 OF MARYLAND BALTIMORE, MD 21203

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, Jorgenson Construction, Inc.

....., as Principal, (hereinafter called the "Principal"),
and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, P.O. Box 1227, Baltimore, Maryland 21203, a corporation
duly organized under the laws of the State of Maryland, as Surety, (hereinafter called the "Surety"), are held and
firmly bound unto City of Maplewood, Minnesota

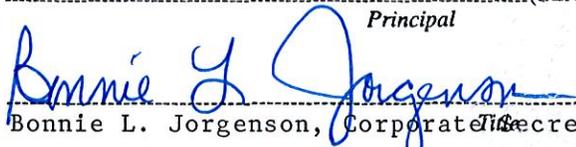
..... as Obligee, (hereinafter called the "Obligee"),
in the sum of Five Per Cent (5%) of Amount Bid Dollars (\$5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Police Department Expansion Project Phase #3-
Investigations Department Expansion

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a contract
with the Obligee in accordance with the terms of such bid and give such bond or bonds as may be specified in the bidding
or contract documents with good and sufficient surety for the faithful performance of such contract and for the prompt
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
into such contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed
the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good
faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void,
otherwise to remain in full force and effect.

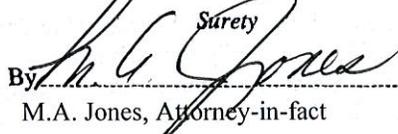
Signed and sealed this 22nd day of October A.D., 2013


.....
Witness

{ Jorgenson Construction, Inc. (SEAL)
Principal

Bonnie L. Jorgenson, Corporate Secretary

FIDELITY AND DEPOSIT COMPANY OF MARYLAND


.....
Witness

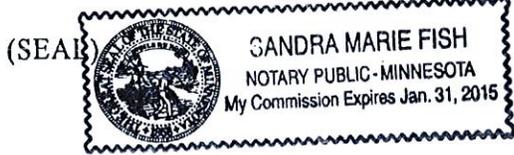
Surety
By  (SEAL)
M.A. Jones, Attorney-in-fact Title

C325f-50M, 7-92
Conforms to American Institute of Architects Document A-310,
February 1970 Edition.

CORPORATE ACKNOWLEDGMENT

STATE OF MINNESOTA
COUNTY OF ANOKA

On the 22nd day of October, before me personally appeared, Bonnie L. Jorgenson to me, who being duly sworn, did depose and say: that s/he resides in Andover, MN that s/he is the Corporate Secretary of the Jorgenson Construction, Inc. the corporation described in and which executed the foregoing instrument; that s/he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation; and that s/he signed her/his name thereto by like order.



Sandra Marie Fish
Notary Public

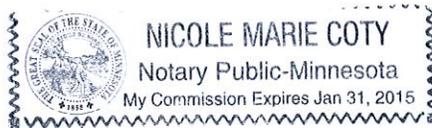
ACKNOWLEDGMENT OF CORPORATE SURETY

STATE OF MINNESOTA
COUNTY OF Ramsey

On the 22nd day of October, before me personally appeared, M.A. Jones to me known, who being duly sworn, did say: that s/he resides in Minnesota that s/he is the aforesaid officer or attorney in fact of Fidelity and Surety Company of Maryland a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation; and that said instrument as signed and sealed on behalf of said corporation by the aforesaid officer, by authority of its board of directors; and the aforesaid officer acknowledged said instrument to be the free act and deed of said corporation.

(SEAL)

Nicole Marie Coty
Notary Public



**Power of Attorney
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

KNOW ALL MEN BY THESE PRESENTS: That the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, a corporation of the State of Maryland, by THEODORE G. MARTINEZ, Vice President, and GREGORY E. MURRAY, Assistant Secretary, in pursuance of authority granted by Article VI, Section 2, of the By-Laws of said Company, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, does hereby nominate, constitute and appoint **Litton E. S. FIELD, JR., M. A. JONES and Nicole M. COTY, all of St. Paul, Minnesota, EACH** its true and lawful agent and Attorney-in-Fact to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: **any and all bonds and undertakings, and the execution of such bonds or undertakings** in pursuance of these presents, shall be as binding upon said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in Baltimore, Md., in their own proper persons. This power of attorney revokes that issued on behalf of Litton E. S. FIELD, JR., M. A. JONES, F. E. LAUNSTEIN, Nicole M. COTY, dated January 21, 2004.

The said Assistant Secretary does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article VI, Section 2, of the By-Laws of said Company, and is now in force.

IN WITNESS WHEREOF, the said Vice-President and Assistant Secretary have hereunto subscribed their names and affixed the Corporate Seal of the said FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 30th day of January, A.D. 2006.

ATTEST:

FIDELITY AND DEPOSIT COMPANY OF MARYLAND



Gregory E. Murray

Theodore G. Martinez

By:

Gregory E. Murray Assistant Secretary

Theodore G. Martinez

State of Maryland }
City of Baltimore } ss:

On this 30th day of January, A.D. 2006, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, came THEODORE G. MARTINEZ, Vice President, and GREGORY E. MURRAY, Assistant Secretary of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself depose and saith, that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the said Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Maria D. Adamski

Maria D. Adamski

Notary Public

My Commission Expires: July 8, 2011



October 22, 2013

RE: City of Maplewood
Police Department Expansion Phase 3
SEH No. Maple 124006 14.00

Mychal Fowlds
IT Director
City of Maplewood
1830 County Road B
Maplewood, Minnesota 55109

Dear Mr. Fowlds:

We have reviewed the bids received today regarding the above reference project and recommend acceptance of the bid from Jorgenson Construction, Inc. from Coon Rapids, MN of \$2,169,000. We would also recommend acceptance of Bid Alternate 4 for additional window sill replacement, for \$6,400 and Bid Alternate 5 for replacement of the entrance sidewalk ,for \$9,600. This would bring the base contract amount to a total of \$ 2,185,000.

Please give me a call if you have any questions.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Laurence Koch
Project Manager

A handwritten signature in black ink that reads "Laurence Koch". The signature is written in a cursive style and is positioned to the right of the printed name and title.

s:\ko\m\maple\124006\1-gen\14-corr\bid recommendation letter.docx

MEMORANDUM

TO: City Council
FROM: Charles Ahl, City Manager
DATE: October 22, 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 Events

1. Election Day – November 5th

Upcoming Agenda Items & Work Session Schedule

1. Cancelled Workshop – November 4th
2. November 11 Workshop and Meeting Rescheduled due to Veterans Day – November 14
3. Discussion on Condemnation of Property – November 14th
4. EDA Plan – November 14th
5. Discussion on Cable Commission Franchise with Kim Facile – November 25th
6. 2nd December Council Meeting Moved to December 19th at 7:00pm

Budget Impact

None

Recommendation

No action required.

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Karen Guilfoile, Director Citizen Services
DATE: October 22, 2013
SUBJECT: Change of Council Meeting Date from December 23rd to December 19, 2013

Introduction

December 23, 2013 is the second regularly scheduled Council meeting of the month. Due to the Holiday and to accommodate schedules, staff is requesting that the second meeting of the month in December be rescheduled to Thursday, December 19, 2013.

Recommendation

Approve the change of Council meeting date from December 23rd to December 19, 2013.

MEMORANDUM

TO: City Council

FROM: H. Alan Kantrud, General Counsel

DATE: October 23, 2013

SUBJECT: Discussion on Request from N. St. Paul for Annexation of Property on Joy Road
a. Declaration of Intent to Consider Closed Session to Discuss Litigation
(§13D.05 subd. 3c)

Introduction

This matter is being presented as part of on-going litigation and will include attorney-client privileged communications.

It is requested that the Mayor close the meeting pursuant to Minnesota Statutes Chapter 13D.05 Subdivision 3(b), which authorizes closure:

“[[I]f the closure is expressly authorized by statute or permitted by the attorney-client privilege.”

Budget Impact

None

Recommendation

It is requested that the Mayor acknowledge the City Attorney for a brief explanation of the situation and justification for the closure, followed by closure.

Since this matter implicates the various department heads it is requested that staff be allowed to remain present for the session.