

NOTE: There is no Council Workshop scheduled prior to this meeting.

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, January 13, 2014
City Hall, Council Chambers
Meeting No. 01-14

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 December 19, 2013 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

None

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

1. Approval of Claims
2. Approval of Designation of Depositories for Investments
3. Approval of 2014 Fuel Contracts
4. Approval of Wicklanders Pond Dredging in Partnership with Ramsey-Washington Metro Watershed District, City Project 13-12
5. Approval of Purchase for Road Salt
6. Approval of Resolution for 2014 Pay Rates for Temporary/Seasonal, and Casual Part-Time Employees
7. Approval to Make Payment for Eden Systems Yearly Support Contract
8. Approval of Additional Office Furniture for Police Department Expansion Project
9. Approval of Purchase for New Ambulance
10. Approval of Purchase for Three C-Mac Video Laryngoscopes with Monitors
11. Acceptance of Grant from Ramsey County for a Truck Mounted Command Lighting System
12. Approval of a Fee Waiver for a Temporary On-Sale Liquor Permit for the Maplewood Historical Society, 2170 East County Road D

H. PUBLIC HEARINGS

None

I. UNFINISHED BUSINESS

1. Highway 36 / English Street Interchange Improvements, Project 09-08, Approval of Resolution Adopting Revised Assessment Roll

J. NEW BUSINESS

1. Approval of 2014 Rules of Procedure for City Council and Council Meetings Manual
2. Approval of 2014 Policy and Procedures for a Public Hearing
3. Consideration of 2014 City Council Appointments

K. AWARD OF BIDS

None

L. VISITOR PRESENTATIONS

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update
2. Set Council Management Team Retreat Date
3. Cancellation of the February 3, 2014 Council Workshop

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 651.249.2000 to make arrangements. Assisted Listening Devices are also available. Please check with the City Clerk for availability.

RULES OF CIVILITY FOR OUR COMMUNITY

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

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, December 19, 2013
Council Chambers, City Hall
Meeting No. 23-13

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

D. APPROVAL OF AGENDA

- N1 Overnight Parking
- N2 Cable Commission

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 December 9, 2013 City Council Workshop Minutes

Councilmember Cave moved to approve the December 9, 2013 City Council Workshop Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Approval of December 9, 2013 City Council Meeting Minutes

Councilmember Juenemann moved to approve the December 9, 2013 City Council Meeting Minutes as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

\$ 1,096,869.68 Total Accounts Payable

PAYROLL

\$ 525,972.41 Payroll Checks and Direct Deposits dated 12/06/13

\$ 1,685.33 Payroll Deduction check # 9989689 thru # 9989691 dated 12/06/13

\$ 527,657.74 Total Payroll

\$ 1,624,527.42 GRAND TOTAL

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

2. Approval of Budget Adjustments

Councilmember Juenemann moved to approve the budget adjustments noted and directed the Finance Director to make the appropriate entries.

Executive – Additional costs were incurred for contractual services received from Mike Ericson.

Budget adjustment needed - \$26,760

Legislative – Additional costs were incurred during the process of hiring a new police chief.

Budget adjustment needed - \$4,500

Building Maintenance – Utility costs were higher than expected during 2013 - \$5,200; The lease for the solar panel system was not included in the original 2013 budget - \$4,760;

Repairs were required on Air Handling Unit #1 - \$16,020; The main ADA door needed major repairs in order to function correctly - \$8,850.

Budget adjustment needed - \$34,830

Citizen Services – Additional pages were added to the November and December issues of the Maplewood Monthly.

Budget adjustment needed - \$2,550

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

3. Approval of Stormwater Maintenance Agreement for Truck Utilities' Properties, Highway 36 / English Street Interchange Improvements, City Project 09-08

Councilmember Juenemann moved to approve the Stormwater Maintenance Agreements with the owners of Truck Utilities Mfg. Co., Leo Capeder and Jay T. Langer, for the Highway 36/English Street Interchange Improvements, City Project 09-08, and authorize the City Manager and City Attorney to execute the agreements signifying City Council approval. Minor changes are authorized as approved by the City Attorney.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

4. Approval of Temporary Construction Access Agreement from 3M Company for Fire Station 1 Improvements, City Project 12-14

Councilmember Juenemann moved to approve the Temporary Construction Access Agreement from 3M Company for Fire Station 1 Improvements, City Project 12-14, and authorize the Mayor and City Manager to execute the agreement signifying City Council approval. Minor changes are authorized as approved by the City Attorney.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

5. Approval of Resolution Adopting Atlas 14 Precipitation Frequency Standards

Public Works Director/City Engineer Thompson answered questions of the council.

Councilmember Juenemann moved to approve the resolution authorizing the City Engineer to Update and Implement Design Standards and Guidelines for Revised Rainfall Frequency Estimates.

Resolution 13-12-1017

Authorizing City Engineer to Update and Implement Design Standards and Guidelines for Revised Rainfall Frequency Estimates

WHEREAS, the City Council of Maplewood, Minnesota adopted a Surface Water Management Plan (December 2009) that established goals, policies and standards relating to surface water management, and

WHEREAS, the City Engineer for the City of Maplewood has created and maintained engineering design guidelines for surface water management that are applied to public and private projects throughout the City, and

WHEREAS, the City Engineer for the City of Maplewood has reviewed the revisions to the widely accepted rainfall frequency estimates developed by the National Oceanic and Atmospheric Administration for the areas covering the City and has determined that updates to City standards and guidelines are necessary to be protective of residents and property.

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

1. The City Engineer shall establish and implement revised standards and guidelines for requiring use of the updated rainfall frequency estimates on projects as of January 1, 2014.

Approved this 19th day of December 2013.

Seconded by Councilmember Cardinal

Ayes – All

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

11. Approval for the Fire Department to Accept a Grant from Ramsey County Emergency Management

Councilmember Juenemann moved to approve the grant from Ramsey County Emergency Management in the amount of \$14,300.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

12. Approval of Vehicle Lease Agreement-Ramsey County Violent Crime Enforcement Team

Councilmember Juenemann moved to approve entering into a Vehicle Lease Agreement with Ramsey County Violent Crime Enforcement Team.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

H. PUBLIC HEARING

- 1. Highway 36/English Street Interchange Improvements, Project 09-08**
 - a. New Assessment Hearing, 7:00 p.m.**
 - b. Resolution Adopting Assessment Roll**

Public Works Director/City Engineer Thompson 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 Resolution Adopting Assessment Roll for the Highway 36/English Street Interchange Improvements, City Project 09-08.

Resolution 13-12-1021
Adopting Assessment Roll

WHEREAS, pursuant to a resolution adopted by the City Council on October 28, 2013 (and confirmed on December 9, 2013), calling for an Assessment Public Hearing, the assessment roll for the Highway 36/English Street Interchange Improvements, City Project 09-08 was presented in a Public Hearing format, pursuant to Minnesota Statutes, Chapter 429, and

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

- a. Parcel 09-29-22-34-0002 – Roger and Naomi Inc., 2228 Maplewood Dr N: The property owner is objecting to the assessment because they feel that the property has received no benefit from the improvement.
- b. Parcel 09-29-22-43-0049 - Menard Inc., 2280 Maplewood Dr N: The property owner is objecting because they feel that this project is a community improvement and the entire community should be assessed.
- c. Parcel 09-29-22-41-0007 – BBD Investments, Inc., 0 Highway 36: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.”
- d. Parcel 09-29-22-41-0029 – BBD Investments, Inc., 1285 Cope Ave. E: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.”
- e. Parcel 09-29-22-42-0004 – Soukup Realty, 1167 Viking Dr E: The property owner is objecting to the assessment because the assessment is unjust and unfair.
- f. Parcel 09-29-22-41-0003 – Three D Sac Self Storage, 1195 Viking Dr E: The property owner is objecting because they feel that they are receiving no benefits or increase in property value.
- g. Parcel 09-29-22-41-0025 – Aa Metcalf Moving Storage Inc., 1255 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- h. Parcel 09-29-22-41-0026 – Maplewood Business Center, Inc., 1261 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- i. Parcel 09-29-22-42-0001 – Second Harvest Heartland, 1140 Gervais Ave. E: The property owner respectfully requests a full abatement of the assessment as they do not feel that the project provided any increase to the fair market value of the property.
- j. Parcel 09-29-22-41-0019 – Cramer Maplewood, LLC, 2385 English Street North
- k. The property owner is “appealing this proposed special assessment as arbitrary and very unfair, as it does not take into account the now very small usable portion of land left after the land taken.”
- l. Parcel 10-29-22-32-0006 – Camada Limited Partnership (Vomela); 2354 English Street North: The property owner is objecting to the assessment because there is no benefit to the property from the project.
- m. Parcel 09-29-22-14-0010 – Land of Lakes Properties, LLC, 1259 Gervais Ave E: The property owner is objecting to the assessment because not all properties benefitting from improvements are subject to the special assessment.
- n. Parcel 10-29-22-32-0017 – Summit Community Bank, 0 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- o. Parcel 10-29-22-32-0018 – Summit Community Bank, 0 Cope Ave E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. That the City Engineer and City Clerk are hereby instructed to review the objections received and report to the City Council at the regular meeting on January 13, 2014, as to their recommendations for adjustments.
3. The assessment roll for the Highway 36/English Street Interchange Improvements (Project 09-08), without those property owners' assessments that have filed objections, a copy of which is attached hereto and made a part hereof, is hereby adopted. Said assessment roll shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
4. 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 2015 and shall bear interest at the rate of 4.5 percent per annum beginning on January 1, 2015. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
5. 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, 2014, pay the whole of the assessment on such property to the city clerk, no interest shall be charged if the entire assessment is paid by November 15, 2014; and they may, at any time after November 15, 2014, 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.
6. The City Engineer and City Clerk shall forthwith after November 15, 2014, but no later than November 16, 2014, 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 Maplewood City Council on this 19th day of December, 2013.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. **Approval of an On-Sale Intoxicating Liquor License for Blue Bell Enterprises, Inc, Doing Business As Lancer Catering, at Keller Golf Course, 2166 Maplewood Drive**

City Clerk Guilfoile gave the staff report and answered questions of the council. Steve Craver from Blue Bell Enterprises, Inc. addressed and answered questions of the council.

Councilmember Cave moved to approve the On-Sale Intoxicating Liquor License for Blue Bell

Enterprises, Inc., doing business as Lancer Management Services at Keller Golf Course, 2166 Maplewood Drive.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. **Approval of Arkwright-Sunrise Area Street Improvements, Project 12-09**
 - a. **Project Design Feature Petition Update**
 - b. **Approval of Resolution Approving Plans and Specifications and Advertising for Bids**
 - c. **Approval of Resolution Ordering Preparation of Assessment Roll**
 - d. **Approval of Joint-Powers Agreement with the City of Little Canada**

Public Works Director/City Engineer Thompson gave the staff report and answered questions of the council. Civil Engineer II Jarosch addressed and answered questions of the council. Assistant City Engineer Love answered additional questions of the council.

The following people spoke:

1. Don Haugen, 2233 Sunrise Drive
2. Brad Johnson, 500 County Road B East

Mayor Rossbach moved to approve the resolution approving Plans and Advertisement for Bids for the Arkwright Sunrise Area Street Improvements, City Project 12-09; and continue to review traffic issues at Edgerton and County Road B and the drainage issues on the south side of County Road B.

Resolution 13-12-1022
Approving Plans
Advertising for Bids

WHEREAS, pursuant to resolution passed by the City Council on May 13, 2013 plans and specifications for the Arkwright Sunrise Area Street Improvements, City Project 12-09, have been prepared by (or under the direction of) the City Engineer, who has presented such plans and specifications to the council for approval,

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

1. Such plans and specifications, a copy of which are attached hereto and made a part hereof, are hereby approved and ordered placed on file in the office of the City Engineer.
2. The City Clerk or office of the City Engineer shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published twice, at least twenty-one days before the date set for bid opening, shall specify the work to be done, shall state that bids will be publicly opened and considered by the council at 10:00 a.m. on the 18th day of February, 2014, at city hall and that no bids shall be considered unless sealed and filed with the clerk and accompanied by a certified check or bid bond, payable to the City of Maplewood, Minnesota for five percent of the amount of such bid.

3. The City Clerk and City Engineer are hereby authorized and instructed to receive, open, and read aloud bids received at the time and place herein noted, and to tabulate the bids received. The council will consider the bids, and the award of a contract, at the regular city council meeting of February 24, 2014.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the Resolution Ordering the Preparation of Assessment Roll for the Arkwright Sunrise Area Street Improvements, City Project 12-09.

Resolution 13-12-1023
Ordering Preparation of Assessment Roll

WHEREAS, the City Clerk and City Engineer will receive bids for the Arkwright Sunrise Area Street Improvements, City Project 12-09,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA that the City Clerk and City Engineer shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land abutting on the streets affected, without regard to cash valuation, as provided by law, and they shall file a copy of such proposed assessment in the city office for inspection.

FURTHER, the clerk shall, upon completion of such proposed assessment notify the council thereof.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

Councilmember Koppen moved to approve the Joint Powers Agreement with the City of Little Canada related to the reconstruction and maintenance of McMenemy Street as part of City Project 12-09, and authorize the Mayor and City Manager to sign the agreement signifying the City Council approval. Minor revisions as approved by the City Attorney are authorized as needed.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

3. Approval of a Memorandum of Understanding with Allied Waste/Republic Services to Establish Rate Price Adjustments

Environmental Planner Finwall gave the staff report and answered questions of the council. City Manager Ahl answered additional questions of the council.

Councilmember Juenemann moved to approve the Memorandum of Understanding between the City of Maplewood and Allied Waste/Republic Services establishing rate price adjustments, 2014 trash hauling rates, and delinquent account terms.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

K. AWARD OF BIDS

1. Approve Resolution Receiving Bids and Awarding Contract, Fire Station 1 Improvements, City Project 12-14

Public Works Director/City Engineer Thompson gave the staff report and answered questions of the council. Fire Chief Lukin answered additional questions of the council.

Councilmember Koppen moved to approve the resolution for the Fire Station 1 Improvements, City Project 12-14, Receiving Bids and Awarding a Contract to Terra General Contractors, LLC for the total base bid amount of \$3,629,000.

Resolution 13-12-1024
Receiving Bids and Awarding Contract

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that the bid of Terra General Contractors, LLC in the amount of \$3,629,000, is the lowest responsible bid for construction of the Fire Station 1 Improvements: City Project 12-14, and the mayor and city manager are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the city.

The finance director is hereby authorized to make the following financial transfers necessary to implement the financing plan for the project.

<u>Funding Source</u>	<u>Amount</u>
3M TIF	\$1,250,000
CIP Bond	\$3,179,000
<u>2013 Transfer</u>	<u>\$ 100,000</u>
Total	\$4,529,000

Adopted by the Maplewood City Council on this 19th day of December, 2013.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

L. VISITOR PRESENTATION

- 1. George Gonzales, Maplewood Resident

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

City Manager Ahl gave the staff report.

N. COUNCIL PRESENTATIONS

1. Overnight Parking

Councilmember Juenemann reminded residents there is no parking on Maplewood city streets from 2:00 AM until 6:00 AM.

2. Cable Commission

Councilmember Cardinal noted that the City of Maplewood has the largest ownership of the Ramsey-Washington Suburban Cable Commission and requested the breakdown be included in the minutes.

	Multiply by Weighting
Birchwood	1.00%
Grant	2.00%
Dellwood	1.00%
Lake Elmo	5.00%
Mahtomedi	6.00%
Maplewood	25.00%
North St. Paul	7.00%
Oakdale	18.00%
WBL	18.00%
WBT	8.00%
Vadnais Hts	9.00%
Willernie	1.00%

O. ADJOURNMENT

Mayor Rossbach adjourned the meeting at 9:30 p.m.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: January 13, 2014
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:

\$ 322,990.74	Checks # 91532 thru # 91570 dated 12/10/13 thru 12/17/13
\$ 1,775,074.08	Disbursements via debits to checking account dated 12/09/13 thru 12/13/13
\$ 83,008.88	Checks # 91571 thru # 91610 dated 12/16/13 thru 12/24/13
\$ 280,649.68	Disbursements via debits to checking account dated 12/16/13 thru 12/20/13
\$ 2,461,723.38	Total Accounts Payable

PAYROLL

\$ 526,938.24	Payroll Checks and Direct Deposits dated 12/20/13
\$ 976.85	Payroll Deduction check # 9989713 thru # 9989715 dated 12/20/13
\$ 527,915.09	Total Payroll
\$ 2,989,638.47	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**

12/13/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
91532	12/10/2013	00001	ONE TIME VENDOR N KONG AWARD HRC ESSAY CONTEST	50.00
91533	12/10/2013	00001	ONE TIME VENDOR J YANG AWARD HRC ESSAY CONTEST	15.00
91534	12/10/2013	00001	ONE TIME VENDOR J VANG AWARD HRC ESSAY CONTEST	25.00
91535	12/17/2013	05114	BOLTON & MENK, INC. CONSULTING SERVICES	2,212.00
	12/17/2013	05114	BOLTON & MENK, INC. CONSULTING SERVICES	639.50
	12/17/2013	05114	BOLTON & MENK, INC. CONSULTING SERVICES	268.00
91536	12/17/2013	00223	BRODIN STUDIOS, INC. RETIREMENT PLAQUE - FLOR	250.00
91537	12/17/2013	01973	ERICKSON OIL PRODUCTS INC CAR WASHES - NOV	76.00
91538	12/17/2013	03365	NICK FRANZEN REIMB FOR MILEAGE & INTERNET	177.86
91539	12/17/2013	00393	MN DEPT OF LABOR & INDUSTRY MONTHLY SURTAX - NOV 18420123035	2,427.29
91540	12/17/2013	01337	RAMSEY COUNTY-PROP REC & REV 911 DISPATCH SERVICES - NOV	28,851.06
	12/17/2013	01337	RAMSEY COUNTY-PROP REC & REV FLEET SUPPORT FEE - NOV	458.64
	12/17/2013	01337	RAMSEY COUNTY-PROP REC & REV FLEET SUPPORT FEE - NOV	414.96
91541	12/17/2013	01337	RAMSEY COUNTY-PROP REC & REV SA BILLING BY RAMSEY COUNTY	4,952.50
	12/17/2013	01337	RAMSEY COUNTY-PROP REC & REV TIF ADMIN EXPENSES 2012	3,751.96
	12/17/2013	01337	RAMSEY COUNTY-PROP REC & REV TRUTH IN TAXATION NOTICE 2013	2,870.76
91542	12/17/2013	01574	T A SCHIFSKY & SONS, INC ASPHALT - SEWER MAIN COMFORT BUS	1,071.52
	12/17/2013	01574	T A SCHIFSKY & SONS, INC BITUMINOUS PURCHASES~	716.24
91543	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0371999	1,036.98
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0371083	657.23
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0264726	332.03
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0380041	186.98
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0373496	90.48
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0264705	71.55
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0264717	30.76
	12/17/2013	05305	TOSHIBA FINANCIAL SERVICES CONTRACT 500-0349366	0.06
91544	12/17/2013	04192	TRANS-MEDIC EMS BILLING - NOV	3,875.78
91545	12/17/2013	01190	XCEL ENERGY ELECTRIC & GAS UTILITY	991.10
91546	12/17/2013	02324	APPLIED ECOLOGICAL SERVICES MAINTENANCE - BEAVER CREEK	629.49
91547	12/17/2013	05203	DANCE & ENTERTAINMENT, LLC INSTRUCTION-BALLROOM DANCE-SAT	175.20
91548	12/17/2013	00379	DAVE PERKINS CONTRACTING INC PROJ 11-19 LARK AVE PMT#3 FINAL PMT	4,718.75
91549	12/17/2013	04911	DECKCI DECOR LINENS FOR MCC DEC 7 WOMENS EXPO	160.31
91550	12/17/2013	00412	DONALD SALVERDA & ASSOCIATES BOOKS FOR LEADERSHIP GROWTH	29.93
91551	12/17/2013	00003	ESCROW REFUND ESCROW REL COVENTRY SENIOR LIVING	6,863.37
91552	12/17/2013	04846	HEALTHEAST MEDICAL SUPPLIES	704.15
91553	12/17/2013	02263	HILLCREST ANIMAL HOSPITAL PA BOARDING & DESTRUCTION FEES - NOV	146.52
91554	12/17/2013	00846	LANGUAGE LINE SERVICES PHONE-BASED INTERPRETIVE SRVS	48.41
91555	12/17/2013	00870	RANDY LINDBLOM REIMB FOR WORK CLOTHS IN FIELD	74.94
91556	12/17/2013	00986	METROPOLITAN COUNCIL MONTHLY SAC - NOVEMBER	16,874.55
91557	12/17/2013	05200	MN VOLLEYBALL HEADQUARTERS INSTRUCTION FOR V-BALL CLINIC	323.00
91558	12/17/2013	00001	ONE TIME VENDOR REIMB X CARPENTER DRIVEWAY WORK	675.00
91559	12/17/2013	00001	ONE TIME VENDOR REFUND DUNN HP BENEFIT	65.72
91560	12/17/2013	00001	ONE TIME VENDOR REFUND R WELSCH MCC DEC 14	42.85
91561	12/17/2013	05212	RETROFIT COMPANIES, INC. DISPOSAL OF TV'S & ELECTRONICS	60.00
91562	12/17/2013	01387	DR. JAMES ROSSINI ADMIN FEE FOR STRESS TEST - DEC	100.00
91563	12/17/2013	01836	ST PAUL, CITY OF PROJ 10-14 INSPECTION COSTS	14,700.00
	12/17/2013	01836	ST PAUL, CITY OF SRVS (RMS) PROVIDED TO PD - NOV	5,196.09
	12/17/2013	01836	ST PAUL, CITY OF PRINTING COSTS FOR MCC PROJECTS	2,591.93
91564	12/17/2013	01522	STATE OF MINNESOTA CITATION BOOKS FOR 2013	354.82
91565	12/17/2013	05306	SUSTEEN, INC. MOBILE FORENSICS EXAMINER	1,449.00
91566	12/17/2013	03969	BILL SYPNIEWSKI REIMB FOR MEALS 10/28 - 11/01	46.25
91567	12/17/2013	01578	T R F SUPPLY CO. MISC SUPPLIES	768.54
91568	12/17/2013	04357	UNIVERSAL HOSPITAL SRVS, INC. BIOMEDICAL SERVICE	675.00

91569	12/17/2013	02879	WASHINGTON COUNTY	REGISTER NOTARY D SCHMIDT	20.00
	12/17/2013	02879	WASHINGTON COUNTY	REGISTER NOTARY P MOY	20.00
91570	12/17/2013	05220	WEBER, INC.	PROJ 09-09 BID PKG 5 PMT#1	152,093.57
	12/17/2013	05220	WEBER, INC.	PD EXPANSION PROJ PHASE 2 PMT#4	56,882.11

322,990.74

39 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>	
12/9/2013	MN State Treasurer	Drivers License/Deputy Registrar	13,407.03	
12/9/2013	U.S. Treasurer	Federal Payroll Tax	101,117.96	
12/9/2013	P.E.R.A.	P.E.R.A.	92,758.59	
12/10/2013	MN State Treasurer	Drivers License/Deputy Registrar	43,772.68	
12/10/2013	MidAmerica - ING	HRA Flex plan	12,844.59	
12/10/2013	Labor Unions	Union Dues	1,872.15	
12/10/2013	MN State Treasurer	State Payroll Tax	21,414.55	
12/10/2013	Conservation Fund	Fish Creek Purchase	1,420,131.58	
12/11/2013	MN State Treasurer	Drivers License/Deputy Registrar	28,650.72	
12/12/2013	MN State Treasurer	Drivers License/Deputy Registrar	16,449.02	
12/13/2013	MN State Treasurer	Drivers License/Deputy Registrar	19,573.94	
12/13/2013	MN Dept of Natural Resources	DNR electronic licenses	2,600.50	
12/13/2013	Optum Health	DCRP & Flex plan payments	480.77	
				<u><u>1,775,074.08</u></u>

**Check Register
City of Maplewood**

12/19/2013

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
91571	12/16/2013	00396	MN DEPT OF PUBLIC SAFETY	FINGERPRINT PROCESSING FEE	36.50
91572	12/17/2013	05181	DERAU CONSTRUCTION	POLICE DEPT EXPANSION PROJ	11,783.80
91573	12/24/2013	00111	ANIMAL CONTROL SERVICES	PATROL HOURS 12/1 THRU 12/15	1,400.00
91574	12/24/2013	04137	THE EDGE MARTIAL ARTS	KARATE INSTRUCTION MAY - NOV	2,649.88
91575	12/24/2013	05311	WILLIE MCCRAY	B-BALL ASSIGNING FEE 12/7-12/14	572.00
91576	12/24/2013	04316	CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - NOV	728.10
91577	12/24/2013	02930	DEB SCHMIDT	REIMB FOR MILEAGE LUNCH & PARKING	45.98
91578	12/24/2013	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS PURCHASES~	879.69
91579	12/24/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	4,289.62
	12/24/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,266.69
	12/24/2013	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	295.27
	12/24/2013	01190	XCEL ENERGY	FIRE SIRENS	51.13
91580	12/24/2013	04808	ALADTEC, INC.	FIRE MANAGER SYSTEM FEE	1,995.00
91581	12/24/2013	04354	ALISCO MUSIC, LLC	CONCERT MCC DEC 14	1,045.00
91582	12/24/2013	01974	BLUE CROSS REFUNDS	REFUND FOR TRANS MEDIC XZ4534537	447.25
91583	12/24/2013	05234	BOLER EXPRESS CAR WASH	SQUAD CAR WASHES - NOV	36.74
91584	12/24/2013	00211	BRAUN INTERTEC CORP.	PROJ 13-10 PROF SRVS THRU 11/29	3,354.50
91585	12/24/2013	05160	JOSE D CARBAJAL	GUITAR INSTRUCTION FALL 2013	328.00
91586	12/24/2013	01969	TOM DEBILZAN	REIMB FOR MILEAGE 12/12	23.39
91587	12/24/2013	00471	VIRGINIA ERICKSON	REIMB FOR UNIFORM 12/2	97.50
91588	12/24/2013	05309	FEDERAL LICENSING INC.	MCC WALKIE TALKIE FCC REQUIREMENT	214.00
91589	12/24/2013	00584	GOPHER STAGE LIGHTING	THEATER MAINTENANCE	357.50
91590	12/24/2013	05308	DOUGLAS HOLTZ	REPORT WRITING INSTRUCTION	1,600.00
91591	12/24/2013	05183	JOSEPH MARK JANQUART	INTRO TO BASKETBALL INSTRUCTION	1,200.00
91592	12/24/2013	00983	METRO SALES INC	LEASE PMT 12/15/13 - 01/15/14	484.14
91593	12/24/2013	02617	ALESIA METRY	REIMB FOR UNIFORM 11/29	158.38
91594	12/24/2013	05280	SASHA MEYER	REIMB FOR MILEAGE 11/19 - 11/29	53.11
91595	12/24/2013	05307	MN BOARD OF PEACE OFFICER	LICENSING FEES FOR NEW OFFICERS	450.00
91596	12/24/2013	01088	MN POLLUTION CONTROL AGENCY	CERTIFICATION FEE SD EXAM	45.00
91597	12/24/2013	02909	NORTH AMERICAN SALT CO	ROAD SALT~	9,901.37
	12/24/2013	02909	NORTH AMERICAN SALT CO	ROAD SALT~	8,431.98
	12/24/2013	02909	NORTH AMERICAN SALT CO	ROAD SALT~	3,423.50
91598	12/24/2013	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - NOVEMBER	3,865.07
	12/24/2013	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - DEC	1,068.75
91599	12/24/2013	00001	ONE TIME VENDOR	REFUND ERJ DINING IV OVERPMT LIC	1,500.00
91600	12/24/2013	00001	ONE TIME VENDOR	REFUND ELDER-JONES BLDG PERMIT	97.00
91601	12/24/2013	00001	ONE TIME VENDOR	REFUND D DEMARS TRANS MEDIC	82.02
91602	12/24/2013	00001	ONE TIME VENDOR	REFUND C VANG CLASS CANCELLED	60.00
91603	12/24/2013	01338	RAMSEY COUNTY-VITAL RECORDS	REGISTER NOTARY COMMISSION	20.00
91604	12/24/2013	01359	REGAL AUTO WASH BILLING	VEHICLE WASHES - NOVEMBER	66.00
91605	12/24/2013	01836	ST PAUL, CITY OF	RADIO SHOP SERVICES - NOV	495.50
91606	12/24/2013	01528	KENNETH LYLE STEFFENSON	MUSICAL SRVS NC EVENT DEC 6	100.00
91607	12/24/2013	01683	UNIFORMS UNLIMITED INC	EQUIPMENT FOR NEW OFFICERS	6,537.62
91608	12/24/2013	02464	US BANK	FUNDS FOR ATMS	10,000.00
91609	12/24/2013	05169	WESTMOR FLUID SOLUTIONS, LLC	LINE LEAK TESTS ON GAS/DIESEL SYS	420.00
91610	12/24/2013	05310	BOON XIONG	TOOL ALLOWANCE UNION CONTRACT	51.90

83,008.88

40 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>
12/16/2013	MN State Treasurer	Drivers License/Deputy Registrar	50,841.39
12/16/2013	VANCO	Billing fee	128.75
12/17/2013	MN State Treasurer	Drivers License/Deputy Registrar	33,623.39
12/18/2013	MN State Treasurer	Drivers License/Deputy Registrar	34,125.63
12/19/2013	MN State Treasurer	Drivers License/Deputy Registrar	34,655.95
12/19/2013	ING - State Plan	Deferred Compensation	28,781.50
12/20/2013	MN State Treasurer	Drivers License/Deputy Registrar	24,045.82
12/20/2013	MN Dept of Natural Resources	DNR electronic licenses	3,628.50
12/20/2013	US Bank VISA One Card*	Purchasing card items	58,955.46
12/20/2013	MN Dept of Revenue	Fuel Tax	289.56
12/20/2013	MN Dept of Revenue	Sales Tax	7,345.00
12/20/2013	Optum Health	DCRP & Flex plan payments	91.23
12/20/2013	ICMA (Vantagepointe)	Deferred Compensation	4,137.50
			280,649.68

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
12/04/2013	12/06/2013	GOVERNMENT FINANCE OFFIC	\$100.00	GAYLE BAUMAN
12/06/2013	12/09/2013	OFFICE DEPOT #1090	\$85.03	REGAN BEGGS
12/10/2013	12/11/2013	CUB FOODS #1599	\$25.58	REGAN BEGGS
12/05/2013	12/06/2013	OTTERBOX	\$337.25	CHAD BERGO
12/09/2013	12/10/2013	PAYPAL *DALEDGROUP	\$26.94	CHAD BERGO
12/09/2013	12/10/2013	PAYPAL *TR GLOBAL	\$17.07	CHAD BERGO
12/09/2013	12/10/2013	PAYPAL *DALEDGROUP	\$233.48	CHAD BERGO
12/09/2013	12/10/2013	PAYPAL *TR GLOBAL	\$56.90	CHAD BERGO
12/09/2013	12/10/2013	PAYPAL *TVCTECHGROU	\$99.11	CHAD BERGO
12/10/2013	12/11/2013	PAYPAL *TR GLOBAL	\$5.69	CHAD BERGO
12/10/2013	12/11/2013	PAYPAL *DALEDGROUP	\$9.98	CHAD BERGO
12/12/2013	12/13/2013	GRIFFIN TECHNOLOGY CORP.	\$111.00	CHAD BERGO
12/04/2013	12/05/2013	RAY ALLEN MANUFACTURING,	\$31.98	BRIAN BIERDEMAN
12/06/2013	12/09/2013	SCOTTISH CITYLINK COACHE	\$105.17	BRIAN BIERDEMAN
12/09/2013	12/10/2013	WP-SCOACH ETICKET	\$144.35	BRIAN BIERDEMAN
12/10/2013	12/11/2013	WP-SCOACH ETICKET	\$92.27	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$51.50	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$169.31	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$152.48	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$152.48	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$161.06	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$115.46	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$95.25	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$68.33	BRIAN BIERDEMAN
12/11/2013	12/13/2013	WP-SCOACH ETICKET	\$76.74	BRIAN BIERDEMAN
11/27/2013	12/02/2013	EDUCATIONAL INNOVATIONS	\$82.75	OAKLEY BIESANZ
12/04/2013	12/05/2013	KNOWLAN'S MARKET #2	\$73.39	OAKLEY BIESANZ
12/04/2013	12/05/2013	KNOWLAN'S MARKET #2	\$57.99	OAKLEY BIESANZ
12/03/2013	12/05/2013	RED WING SHOE STORE	\$199.19	JASON BRASH
11/27/2013	12/03/2013	FLAGHOUSE INC	\$160.69	NEIL BRENEMAN
12/05/2013	12/06/2013	TARGET 00011858	\$25.90	NEIL BRENEMAN
12/11/2013	12/13/2013	PICKLEBALLCENTRAL	\$16.72	NEIL BRENEMAN
12/12/2013	12/13/2013	AMAZON.COM	\$71.93	NEIL BRENEMAN
12/13/2013	12/13/2013	AMAZON.COM	\$71.93	NEIL BRENEMAN
12/05/2013	12/06/2013	DICK'S CLOTHING&SPORTING	\$151.39	TROY BRINK
12/03/2013	12/04/2013	CUB FOODS #1599	\$4.64	SARAH BURLINGAME
12/03/2013	12/04/2013	CUB FOODS #1599	\$6.73	SARAH BURLINGAME
12/05/2013	12/06/2013	FIRST SHRED	\$54.00	SARAH BURLINGAME
12/09/2013	12/10/2013	NOODLES CO 313	\$110.83	SARAH BURLINGAME
12/06/2013	12/09/2013	REMINGTON-PARA-BUSH	\$408.16	DAN BUSACK
12/06/2013	12/09/2013	HENRIKSEN ACE HARDWARE	\$17.75	JOHN CAPISTRANT
12/08/2013	12/09/2013	DT *DULUTH TRADING CO	\$95.88	NICHOLAS CARVER
12/09/2013	12/10/2013	ELECTRIC MOTOR REPAIR	\$491.39	SCOTT CHRISTENSON
12/10/2013	12/12/2013	MICRON	\$121.00	SCOTT CHRISTENSON
12/12/2013	12/13/2013	MUSKA ELECTRIC CO.	\$335.00	SCOTT CHRISTENSON
12/12/2013	12/13/2013	MUSKA ELECTRIC CO.	\$688.22	SCOTT CHRISTENSON
12/08/2013	12/09/2013	CUB FOODS #1599	\$53.83	KERRY CROTTY
12/10/2013	12/12/2013	RICHARD'S	\$290.00	KERRY CROTTY
12/06/2013	12/09/2013	G&K SERVICES 182	\$109.94	CHARLES DEEVER
12/09/2013	12/11/2013	COMO PARK ANIMAL HOSPITAL	\$75.56	RICHARD DOBLAR
12/10/2013	12/12/2013	CMI INC MOTO	\$110.08	RICHARD DOBLAR
12/10/2013	12/12/2013	OFFICE MAX	\$44.92	RICHARD DOBLAR
12/02/2013	12/04/2013	THE HOME DEPOT 2801	\$53.50	TOM DOUGLASS
12/05/2013	12/06/2013	NUCO2 01 OF 01	\$207.55	TOM DOUGLASS
12/05/2013	12/06/2013	NUCO2 01 OF 01	\$153.36	TOM DOUGLASS

12/05/2013	12/06/2013	NUCO2	01 OF 01	\$254.01	TOM DOUGLASS
12/05/2013	12/06/2013	NUCO2	01 OF 01	\$216.67	TOM DOUGLASS
12/05/2013	12/09/2013	COMMERCIAL POOL & SPA SUP		\$174.62	TOM DOUGLASS
12/05/2013	12/09/2013	COMMERCIAL POOL & SPA SUP		\$141.38	TOM DOUGLASS
12/06/2013	12/06/2013	AIRGASS NORTH		\$39.48	TOM DOUGLASS
12/06/2013	12/06/2013	AIRGASS NORTH		\$114.67	TOM DOUGLASS
12/10/2013	12/11/2013	THERMO DYNE INC		\$1,048.00	TOM DOUGLASS
12/10/2013	12/12/2013	THE HOME DEPOT 2801		\$40.29	TOM DOUGLASS
12/11/2013	12/13/2013	COMMERCIAL POOL & SPA SUP		\$64.25	TOM DOUGLASS
12/07/2013	12/09/2013	WP-SCOACH ETICKET		\$61.65	MICHAEL DUGAS
12/07/2013	12/09/2013	WP-SCOACH ETICKET		\$66.70	MICHAEL DUGAS
12/07/2013	12/09/2013	WP-SCOACH ETICKET		\$145.83	MICHAEL DUGAS
12/07/2013	12/09/2013	WP-SCOACH ETICKET		\$127.18	MICHAEL DUGAS
12/07/2013	12/10/2013	WP-SCOACH ETICKET		(\$59.90)	MICHAEL DUGAS
12/08/2013	12/09/2013	WP-SCOACH ETICKET		\$135.58	MICHAEL DUGAS
12/08/2013	12/09/2013	WP-SCOACH ETICKET		\$128.69	MICHAEL DUGAS
12/08/2013	12/09/2013	WP-SCOACH ETICKET		\$128.69	MICHAEL DUGAS
12/09/2013	12/10/2013	WP-SCOACH ETICKET		\$92.14	MICHAEL DUGAS
12/09/2013	12/10/2013	WP-SCOACH ETICKET		\$80.35	MICHAEL DUGAS
12/09/2013	12/10/2013	WP-SCOACH ETICKET		\$135.94	MICHAEL DUGAS
12/09/2013	12/10/2013	WP-SCOACH ETICKET		\$127.51	MICHAEL DUGAS
12/09/2013	12/11/2013	WP-SCOACH ETICKET		(\$89.81)	MICHAEL DUGAS
12/02/2013	12/03/2013	FASTENAL COMPANY01		\$43.04	DOUG EDGE
12/02/2013	12/03/2013	MENARDS 3059		\$179.96	DOUG EDGE
12/02/2013	12/04/2013	THE HOME DEPOT 2801		\$16.47	DOUG EDGE
12/01/2013	12/02/2013	KOHL'S #744		\$116.60	VIRGINIA ERICKSON
12/01/2013	12/03/2013	HERBERGERS #0342		\$317.93	VIRGINIA ERICKSON
12/01/2013	12/03/2013	THE HOME DEPOT 2810		\$70.45	LARRY FARR
12/01/2013	12/03/2013	WM EZPAY		\$498.42	LARRY FARR
12/04/2013	12/05/2013	JOHNSTONE SUPPLY		\$461.92	LARRY FARR
12/04/2013	12/05/2013	TARGET 00000687		\$58.07	LARRY FARR
12/05/2013	12/06/2013	WM EZPAY		\$1,050.82	LARRY FARR
12/05/2013	12/09/2013	THE HOME DEPOT 2801		\$498.95	LARRY FARR
12/05/2013	12/09/2013	WM EZPAY		\$523.14	LARRY FARR
12/06/2013	12/09/2013	G&K SERVICES 182		\$394.96	LARRY FARR
12/06/2013	12/09/2013	G&K SERVICES 182		\$727.48	LARRY FARR
12/09/2013	12/10/2013	DAVIS LOCK & SAFE		\$288.56	LARRY FARR
12/10/2013	12/11/2013	REPUBLIC SERVICES TRASH		\$493.00	DAVID FISHER
12/02/2013	12/03/2013	HYDROCAD SOFTWARE		\$240.00	MYCHAL FOWLDS
12/02/2013	12/04/2013	METRO SALES INC		\$968.28	MYCHAL FOWLDS
12/02/2013	12/04/2013	PAYFLOW/PAYPAL		\$59.95	MYCHAL FOWLDS
12/02/2013	12/04/2013	IMAGING PATH		\$4,661.77	MYCHAL FOWLDS
12/03/2013	12/04/2013	LINE 1 PARTNERS INC		\$1,459.76	MYCHAL FOWLDS
12/03/2013	12/04/2013	TOSHIBA BUSINESS SOLUTION		\$2.94	MYCHAL FOWLDS
12/04/2013	12/06/2013	C2C SYSTEMS INC.		\$843.00	MYCHAL FOWLDS
12/06/2013	12/09/2013	VZWRLSS*APOCC VISB		\$969.74	MYCHAL FOWLDS
12/09/2013	12/11/2013	MAVERICKLABEL.COM		\$108.97	MYCHAL FOWLDS
12/11/2013	12/11/2013	AMAZON MKTPLACE PMTS		\$26.98	MYCHAL FOWLDS
12/12/2013	12/13/2013	RACKMOUNT SOLUTIONS		\$48.71	MYCHAL FOWLDS
12/12/2013	12/13/2013	IDU*INSIGHT PUBLIC SEC		\$140.05	MYCHAL FOWLDS
11/29/2013	12/02/2013	IDU*INSIGHT PUBLIC SEC		\$1,915.78	NICK FRANZEN
12/02/2013	12/03/2013	IDU*INSIGHT PUBLIC SEC		\$111.01	NICK FRANZEN
12/04/2013	12/05/2013	IDU*INSIGHT PUBLIC SEC		\$1,032.42	NICK FRANZEN
12/06/2013	12/09/2013	COMPUTER RENTAL SYSTEM		\$2,731.69	NICK FRANZEN
12/06/2013	12/09/2013	CDW GOVERNMENT		\$101.38	NICK FRANZEN
12/11/2013	12/12/2013	IDU*INSIGHT PUBLIC SEC		\$126.05	NICK FRANZEN

12/11/2013	12/12/2013	SHI CORP	\$406.01	NICK FRANZEN
12/12/2013	12/13/2013	IDU*INSIGHT PUBLIC SEC	\$298.14	NICK FRANZEN
12/12/2013	12/13/2013	IDU*INSIGHT PUBLIC SEC	\$149.07	NICK FRANZEN
11/29/2013	12/02/2013	CUB FOODS #1599	\$4.99	JEAN GLASS
12/01/2013	12/02/2013	CUB FOODS #1599	\$4.99	JEAN GLASS
12/02/2013	12/03/2013	MINN EMPLOYEE RECREATION	\$400.00	JEAN GLASS
12/03/2013	12/04/2013	CUB FOODS #1599	\$4.99	JEAN GLASS
12/06/2013	12/09/2013	CUB FOODS #1599	\$4.99	JEAN GLASS
12/09/2013	12/11/2013	OFFICE DEPOT #1090	\$152.59	JEAN GLASS
12/10/2013	12/11/2013	CUB FOODS #1599	\$4.99	JEAN GLASS
12/10/2013	12/12/2013	OFFICE DEPOT #1214	\$3.52	JEAN GLASS
12/12/2013	12/13/2013	CUB FOODS #1599	\$4.99	JEAN GLASS
12/12/2013	12/13/2013	CUB FOODS #1599	\$19.96	JEAN GLASS
12/04/2013	12/05/2013	INTERNATIONAL INSTITUTE O	\$185.00	KAREN GUILFOILE
12/07/2013	12/09/2013	VZWLSS*APOCC VISN	\$107.89	KAREN GUILFOILE
12/03/2013	12/04/2013	HENRIKSEN ACE HARDWARE	\$11.14	MARK HAAG
12/06/2013	12/09/2013	FRATTALLONES WOODBURY AC	\$4.69	MILES HAMRE
12/06/2013	12/09/2013	HENRIKSEN ACE HARDWARE	\$47.65	TAMARA HAYS
12/09/2013	12/10/2013	MENARDS 3022	\$18.73	TAMARA HAYS
12/12/2013	12/13/2013	HENRIKSEN ACE HARDWARE	\$11.77	TAMARA HAYS
12/10/2013	12/11/2013	HENRIKSEN ACE HARDWARE	\$9.60	GARY HINNENKAMP
12/01/2013	12/03/2013	WEDDINGPAGES INC	\$311.16	RON HORWATH
12/12/2013	12/13/2013	PAPA MURPHY'S MN041	\$410.00	RON HORWATH
11/29/2013	12/02/2013	BLUE RIBBON BAIT & TACKLE	\$15.49	ANN HUTCHINSON
12/06/2013	12/09/2013	ZEROREZ	\$650.82	ANN HUTCHINSON
12/10/2013	12/11/2013	TOSHIBA BUSINESS SOLUTION	\$1,194.22	ANN HUTCHINSON
12/10/2013	12/12/2013	WEBER AND TROSETH INC	\$48.50	ANN HUTCHINSON
12/12/2013	12/13/2013	BLUE RIBBON BAIT & TACKLE	\$4.43	ANN HUTCHINSON
12/02/2013	12/03/2013	MENARDS 3022	\$143.55	DAVID JAHN
12/10/2013	12/11/2013	DALCO ENTERPRISES, INC	\$832.02	DAVID JAHN
12/04/2013	12/05/2013	RAINBOW FOODS 00088617	\$41.41	TOM KALKA
12/11/2013	12/12/2013	THE UPS STORE 2171	\$17.92	TOM KALKA
12/04/2013	12/06/2013	OFFICE DEPOT #1090	\$106.05	LOIS KNUTSON
12/02/2013	12/03/2013	KLBB RADIO	\$210.00	DUWAYNE KONEWKO
12/02/2013	12/03/2013	CUB FOODS #1599	\$25.65	NICHOLAS KREKELER
12/02/2013	12/03/2013	PAYPAL *AQUAMEDIARE	\$215.00	NICHOLAS KREKELER
12/10/2013	12/12/2013	VALLEY TROPHY	\$21.75	NICHOLAS KREKELER
12/03/2013	12/04/2013	COMCAST CABLE COMM	\$70.60	DAVID KVAM
12/05/2013	12/06/2013	CUB FOODS #1599	\$73.06	DAVID KVAM
11/29/2013	12/02/2013	LA POLICE GEAR INC	\$191.90	JOHNNIE LU
12/06/2013	12/09/2013	OVERHEAD DOOR COMP	\$809.40	STEVE LUKIN
12/06/2013	12/09/2013	EMERGENCY AUTOMOTIVE	\$85.00	STEVE LUKIN
12/10/2013	12/10/2013	AIRGASS NORTH	\$53.08	STEVE LUKIN
12/10/2013	12/11/2013	ASPEN MILLS INC.	\$2,490.66	STEVE LUKIN
12/11/2013	12/12/2013	MENARDS 3059	\$26.22	STEVE LUKIN
12/11/2013	12/13/2013	THE SALVATION ARMY 11	\$25.80	ALESIA METRY
12/03/2013	12/04/2013	WALGREENS #10585	\$4.99	SASHA MEYER
12/05/2013	12/06/2013	WELCOME WAGON	\$213.00	SASHA MEYER
12/05/2013	12/09/2013	BROADWAY RENTAL	\$489.74	SASHA MEYER
12/10/2013	12/12/2013	BROADWAY RENTAL	(\$39.72)	SASHA MEYER
12/10/2013	12/12/2013	BOUND TREE MEDICAL LLC	\$23.97	MICHAEL MONDOR
12/10/2013	12/12/2013	BOUND TREE MEDICAL LLC	\$95.76	MICHAEL MONDOR
12/10/2013	12/12/2013	BOUND TREE MEDICAL LLC	\$676.36	MICHAEL MONDOR
12/11/2013	12/13/2013	NORTHERN TOOL EQUIP-MN	\$48.14	RICHARD NORDQUIST
12/05/2013	12/09/2013	OFFICE DEPOT #1090	\$76.72	MARY KAY PALANK
12/02/2013	12/05/2013	AR 500 ARMOR	\$281.00	JAMES PARKER

12/03/2013	12/04/2013	LA POLICE GEAR INC	\$224.78	JAMES PARKER
12/05/2013	12/06/2013	ORIGINAL MATTRESS FACT	\$32.29	ROBERT PETERSON
12/09/2013	12/10/2013	HENRIKSEN ACE HARDWARE	\$2.99	ROBERT PETERSON
12/02/2013	12/03/2013	FACTORY MTR PTS #1	\$1,012.13	STEVEN PRIEM
12/02/2013	12/03/2013	FACTORY MTR PTS #1	\$114.28	STEVEN PRIEM
12/02/2013	12/03/2013	AUTO PLUS LITTLE CANADA	\$53.73	STEVEN PRIEM
12/02/2013	12/03/2013	LITTLE FALLS MACHINE INC	\$79.15	STEVEN PRIEM
12/02/2013	12/03/2013	POLAR CHEVROLET MAZDA	\$140.00	STEVEN PRIEM
12/02/2013	12/04/2013	AN FORD WHITE BEAR LAK	\$122.96	STEVEN PRIEM
12/04/2013	12/05/2013	TOWMASTER	\$607.05	STEVEN PRIEM
12/04/2013	12/05/2013	PIONEER RIM & WHEEL HQ	\$91.59	STEVEN PRIEM
12/04/2013	12/05/2013	TARCO INDUSTRIES INC.	\$183.95	STEVEN PRIEM
12/05/2013	12/06/2013	AUTO PLUS LITTLE CANADA	\$109.11	STEVEN PRIEM
12/05/2013	12/09/2013	AN FORD WHITE BEAR LAK	\$698.50	STEVEN PRIEM
12/06/2013	12/09/2013	TOWMASTER	\$151.92	STEVEN PRIEM
12/06/2013	12/09/2013	AN FORD WHITE BEAR LAK	\$16.21	STEVEN PRIEM
12/06/2013	12/09/2013	AN FORD WHITE BEAR LAK	\$309.74	STEVEN PRIEM
12/09/2013	12/10/2013	FACTORY MTR PTS #1	\$316.06	STEVEN PRIEM
12/09/2013	12/10/2013	FACTORY MTR PTS #1	\$12.96	STEVEN PRIEM
12/09/2013	12/10/2013	AUTO PLUS LITTLE CANADA	\$124.61	STEVEN PRIEM
12/09/2013	12/10/2013	AUTO PLUS LITTLE CANADA	\$7.73	STEVEN PRIEM
12/10/2013	12/11/2013	AUTO PLUS LITTLE CANADA	\$44.14	STEVEN PRIEM
12/10/2013	12/11/2013	AN FORD WHITE BEAR LAK	\$126.22	STEVEN PRIEM
12/10/2013	12/12/2013	NAPA STORE 3279016	\$1.60	STEVEN PRIEM
12/11/2013	12/12/2013	AUTO PLUS LITTLE CANADA	\$19.43	STEVEN PRIEM
12/11/2013	12/12/2013	AUTO PLUS LITTLE CANADA	\$10.94	STEVEN PRIEM
12/11/2013	12/12/2013	AN FORD WHITE BEAR LAK	\$33.54	STEVEN PRIEM
12/11/2013	12/12/2013	AN FORD WHITE BEAR LAK	\$73.77	STEVEN PRIEM
12/11/2013	12/12/2013	BAUER BUILT TIRE 18	\$371.28	STEVEN PRIEM
12/11/2013	12/12/2013	BAUER BUILT TIRE 18	\$485.04	STEVEN PRIEM
12/11/2013	12/13/2013	BOYER TRUCKS - PARTS	\$645.46	STEVEN PRIEM
12/12/2013	12/13/2013	FACTORY MTR PTS #1	\$218.62	STEVEN PRIEM
12/12/2013	12/13/2013	MINNESOTA WANNER CO.	\$218.17	STEVEN PRIEM
12/10/2013	12/11/2013	VIKING ELECTRIC-CREDIT DE	\$78.30	KELLY PRINS
12/11/2013	12/13/2013	MINNESOTA OCCUPATIONAL HE	\$180.00	TERRIE RAMEAUX
12/03/2013	12/04/2013	HILLYARD INC MINNEAPOLIS	\$1,403.60	MICHAEL REILLY
12/04/2013	12/05/2013	DALCO ENTERPRISES, INC	\$547.85	MICHAEL REILLY
12/02/2013	12/04/2013	SCW FITNESS EDUCATION	\$270.00	LORI RESENDIZ
12/10/2013	12/12/2013	DOLRTREE 2396 00023960	\$56.78	AUDRA ROBBINS
12/12/2013	12/13/2013	TARGET 00011858	\$24.06	AUDRA ROBBINS
12/09/2013	12/11/2013	THE HOME DEPOT 2801	\$37.34	ROBERT RUNNING
12/11/2013	12/13/2013	SPRINT STORE #226	\$21.41	ROBERT RUNNING
11/29/2013	12/02/2013	LILLIE SUBURBAN NEWSPAPE	\$202.50	DEB SCHMIDT
12/02/2013	12/03/2013	CUB FOODS #1599	\$42.75	DEB SCHMIDT
12/03/2013	12/04/2013	T-MOBILE.COM*PAYMENT	\$32.15	DEB SCHMIDT
12/05/2013	12/06/2013	SECRETARY OF STATE	\$120.00	DEB SCHMIDT
12/04/2013	12/05/2013	FEDEXOFFICE 00006171	\$202.07	PAUL SCHNELL
11/28/2013	12/02/2013	WM EZPAY	\$1,211.03	SCOTT SCHULTZ
12/06/2013	12/09/2013	G&K SERVICES 182	\$1,497.14	SCOTT SCHULTZ
12/12/2013	12/13/2013	FLEXIBLE PIPE TOOL COMPAN	\$77.70	SCOTT SCHULTZ
12/03/2013	12/04/2013	CUB FOODS #1599	\$62.84	CAITLIN SHERRILL
12/03/2013	12/04/2013	CUB FOODS #1599	\$19.63	CAITLIN SHERRILL
12/09/2013	12/10/2013	WAL-MART #2087	\$44.76	CAITLIN SHERRILL
12/09/2013	12/11/2013	JOANN ETC #1970	\$21.05	CAITLIN SHERRILL
12/11/2013	12/12/2013	BAKERS-SQUARE-REST #0670	\$110.90	CAITLIN SHERRILL
12/12/2013	12/13/2013	TARGET 00011858	\$36.40	CAITLIN SHERRILL

12/12/2013	12/13/2013	PARTY CITY #768	\$32.12	CAITLIN SHERRILL
12/12/2013	12/12/2013	PARABEN CORPORATION	\$488.00	MICHAEL SHORTREED
12/12/2013	12/13/2013	PAYPAL *OXYGENFOREN	\$999.00	MICHAEL SHORTREED
12/02/2013	12/03/2013	CUB FOODS #1599	\$17.30	JOANNE SVENDSEN
12/02/2013	12/03/2013	CUB FOODS #1599	\$18.40	JOANNE SVENDSEN
12/11/2013	12/12/2013	BUBERL BLACK DIRT	\$555.75	JAMES TAYLOR
12/11/2013	12/12/2013	CUB FOODS #1599	\$20.12	JAMES TAYLOR
12/06/2013	12/09/2013	UNIFORMS UNLIMITED INC.	\$270.66	PAUL THEISEN
12/11/2013	12/12/2013	U OF M CCE NONCREDIT	\$370.00	MICHAEL THOMPSON
12/03/2013	12/04/2013	USPS POSTAL ST66100207	\$93.75	SUSAN ZWIEG
			\$58,955.46	

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>
	12/20/13	CARDINAL, ROBERT	435.16
	12/20/13	CAVE, REBECCA	435.16
	12/20/13	JUENEMANN, KATHLEEN	435.16
	12/20/13	KOPPEN, MARVIN	435.16
	12/20/13	ROSSBACH, WILLIAM	494.44
	12/20/13	STRAUTMANIS, MARIS	80.00
	12/20/13	VALLE, EDWARD	50.00
	12/20/13	AHL, R. CHARLES	5,459.42
	12/20/13	BURLINGAME, SARAH	2,200.53
	12/20/13	COLEMAN, MELINDA	4,719.94
	12/20/13	KANTRUD, HUGH	184.62
	12/20/13	CHRISTENSON, SCOTT	2,583.79
	12/20/13	FARR, LARRY	2,650.68
	12/20/13	JAHN, DAVID	1,906.32
	12/20/13	RAMEAUX, THERESE	3,130.54
	12/20/13	BAUMAN, GAYLE	4,602.02
	12/20/13	ANDERSON, CAROLE	1,078.34
	12/20/13	DEBILZAN, JUDY	1,385.92
	12/20/13	JACKSON, MARY	2,176.91
	12/20/13	KELSEY, CONNIE	2,653.11
	12/20/13	RUEB, JOSEPH	2,829.00
	12/20/13	SINDT, ANDREA	2,240.23
	12/20/13	ARNOLD, AJLA	2,360.10
	12/20/13	BEGGS, REGAN	2,107.70
	12/20/13	GUILFOILE, KAREN	4,452.98
	12/20/13	SCHMIDT, DEBORAH	3,096.67
	12/20/13	SPANGLER, EDNA	1,167.95
	12/20/13	LARSON, MICHELLE	1,919.64
	12/20/13	MECHELKE, SHERRIE	1,054.24
	12/20/13	MOY, PAMELA	1,558.45
	12/20/13	OSTER, ANDREA	2,006.46
	12/20/13	RICHTER, CHARLENE	1,861.64
	12/20/13	SCHOENECKER, LEIGH	2,585.09
	12/20/13	VITT, SANDRA	1,227.75
	12/20/13	WEAVER, KRISTINE	2,441.07
	12/20/13	CORCORAN, THERESA	2,025.51
	12/20/13	KVAM, DAVID	4,304.38
	12/20/13	PALANK, MARY	2,075.31
	12/20/13	POWELL, PHILIP	2,999.29
	12/20/13	SCHNELL, PAUL	4,745.37
	12/20/13	SVENDSEN, JOANNE	2,250.50
	12/20/13	THOMFORDE, FAITH	1,814.34
	12/20/13	ABEL, CLINT	2,947.13

12/20/13	ALDRIDGE, MARK	3,316.38
12/20/13	BAKKE, LONN	3,345.55
12/20/13	BARTZ, PAUL	3,462.87
12/20/13	BELDE, STANLEY	3,880.98
12/20/13	BENJAMIN, MARKESE	2,887.16
12/20/13	BIERDEMAN, BRIAN	4,338.02
12/20/13	BUSACK, DANIEL	4,550.85
12/20/13	CARNES, JOHN	2,239.22
12/20/13	CROTTY, KERRY	3,684.01
12/20/13	DEMULLING, JOSEPH	3,366.23
12/20/13	DOBLAR, RICHARD	4,095.31
12/20/13	DUGAS, MICHAEL	3,839.88
12/20/13	ERICKSON, VIRGINIA	3,344.04
12/20/13	FORSYTHE, MARCUS	2,662.99
12/20/13	FRITZE, DEREK	3,073.33
12/20/13	GABRIEL, ANTHONY	3,653.23
12/20/13	HAWKINSON JR, TIMOTHY	3,392.47
12/20/13	HER, PHENG	3,046.73
12/20/13	HIEBERT, STEVEN	3,895.28
12/20/13	JOHNSON, KEVIN	4,747.29
12/20/13	KALKA, THOMAS	963.29
12/20/13	KONG, TOMMY	3,062.74
12/20/13	KREKELER, NICHOLAS	919.60
12/20/13	KROLL, BRETT	3,201.34
12/20/13	LANGNER, SCOTT	167.59
12/20/13	LANGNER, TODD	3,111.27
12/20/13	LU, JOHNNIE	3,118.18
12/20/13	LYNCH, KATHERINE	2,982.99
12/20/13	MARINO, JASON	3,173.99
12/20/13	MARTIN, JERROLD	3,320.23
12/20/13	MCCARTY, GLEN	3,165.98
12/20/13	METRY, ALESIA	3,886.04
12/20/13	MICHELETTI, BRIAN	2,466.02
12/20/13	NYE, MICHAEL	3,795.29
12/20/13	OLSON, JULIE	3,007.30
12/20/13	PARKER, JAMES	2,811.99
12/20/13	REZNY, BRADLEY	4,863.86
12/20/13	RHUDE, MATTHEW	3,218.71
12/20/13	SHORTREED, MICHAEL	4,183.06
12/20/13	STEINER, JOSEPH	3,685.01
12/20/13	SYPNIEWSKI, WILLIAM	3,164.39
12/20/13	TAUZELL, BRIAN	2,887.16
12/20/13	THEISEN, PAUL	3,269.28
12/20/13	THIENES, PAUL	4,296.30
12/20/13	WENZEL, JAY	3,451.19
12/20/13	XIONG, KAO	3,007.30
12/20/13	ANDERSON, BRIAN	440.64
12/20/13	BAHL, DAVID	428.40
12/20/13	BASSETT, BRENT	293.76
12/20/13	BAUMAN, ANDREW	2,732.31
12/20/13	BOURQUIN, RON	1,077.12
12/20/13	CAPISTRANT, JACOB	73.44

12/20/13	CAPISTRANT, JOHN	763.98
12/20/13	CONCHA, DANIEL	514.08
12/20/13	COREY, ROBERT	293.76
12/20/13	CRAWFORD - JR, RAYMOND	2,413.01
12/20/13	CRUMMY, CHARLES	336.60
12/20/13	DABRUZZI, THOMAS	2,199.03
12/20/13	DAWSON, RICHARD	4,752.00
12/20/13	EATON, PAUL	146.88
12/20/13	EVERSON, PAUL	3,385.37
12/20/13	FASULO, WALTER	258.57
12/20/13	HAGEN, MICHAEL	930.24
12/20/13	HALE, JOSEPH	192.78
12/20/13	HALWEG, JODI	2,888.60
12/20/13	HAWTHORNE, ROCHELLE	2,644.03
12/20/13	HUTCHINSON, JAMES	371.28
12/20/13	IMM, TRACY	171.36
12/20/13	JANSEN, CHAD	146.88
12/20/13	JONES, JONATHAN	146.88
12/20/13	KANE, ROBERT	856.80
12/20/13	KARRAS, JAMIE	293.76
12/20/13	KELLOGG, JOHNATHAN	489.60
12/20/13	KERSKA, JOSEPH	587.52
12/20/13	KONDER, RONALD	410.04
12/20/13	KUBAT, ERIC	2,847.08
12/20/13	LINDER, TIMOTHY	2,777.32
12/20/13	LOCHEN, MICHAEL	252.96
12/20/13	MILLER, LADD	535.50
12/20/13	MILLER, NICHOLAS	618.12
12/20/13	MONDOR, MICHAEL	3,500.59
12/20/13	MONSON, PETER	440.64
12/20/13	MORGAN, JEFFERY	477.37
12/20/13	NEILY, STEVEN	146.88
12/20/13	NIELSEN, KENNETH	485.52
12/20/13	NOVAK, JEROME	3,469.40
12/20/13	NOWICKI, PAUL	462.06
12/20/13	OLSON, JAMES	2,855.36
12/20/13	OPHEIM, JOHN	628.32
12/20/13	PACHECO, ALPHONSE	391.68
12/20/13	PARROW, JOSHUA	532.44
12/20/13	PETERSON, MARK	556.92
12/20/13	PETERSON, ROBERT	3,012.51
12/20/13	POWERS, KENNETH	293.76
12/20/13	RAINEY, JAMES	844.56
12/20/13	RANK, NATHAN	881.28
12/20/13	RANK, PAUL	440.64
12/20/13	RICE, CHRISTOPHER	1,071.00
12/20/13	RIEKEN, NICHOLAS	299.88
12/20/13	RODRIGUEZ, ROBERTO	612.00
12/20/13	SEDLACEK, JEFFREY	2,888.60
12/20/13	STREFF, MICHAEL	3,124.46
12/20/13	SVENDSEN, RONALD	3,067.31
12/20/13	WHITE, JOEL	318.24

12/20/13	GERVAIS-JR, CLARENCE	4,075.48
12/20/13	LUKIN, STEVEN	4,721.04
12/20/13	ZWIEG, SUSAN	1,745.75
12/20/13	CORTESI, LUANNE	1,470.18
12/20/13	KNUTSON, LOIS	2,223.40
12/20/13	BRINK, TROY	4,623.78
12/20/13	BUCKLEY, BRENT	3,776.37
12/20/13	DEBILZAN, THOMAS	2,828.90
12/20/13	EDGE, DOUGLAS	2,919.02
12/20/13	JONES, DONALD	2,989.58
12/20/13	MEISSNER, BRENT	2,825.52
12/20/13	NAGEL, BRYAN	3,630.80
12/20/13	OSWALD, ERICK	4,250.51
12/20/13	RUIZ, RICARDO	2,041.73
12/20/13	RUNNING, ROBERT	4,354.98
12/20/13	TEVLIN, TODD	2,949.41
12/20/13	BURLINGAME, NATHAN	3,268.90
12/20/13	DUCHARME, JOHN	2,804.00
12/20/13	ENGSTROM, ANDREW	3,267.11
12/20/13	JAROSCH, JONATHAN	3,621.82
12/20/13	KREGER, JASON	2,342.81
12/20/13	LINDBLOM, RANDAL	2,806.31
12/20/13	LOVE, STEVEN	3,665.84
12/20/13	THOMPSON, MICHAEL	4,531.65
12/20/13	ZIEMAN, SCOTT	208.00
12/20/13	JANASZAK, MEGHAN	1,687.39
12/20/13	KONEWKO, DUWAYNE	4,512.71
12/20/13	HAMRE, MILES	1,896.24
12/20/13	HAYS, TAMARA	2,176.14
12/20/13	HINNENKAMP, GARY	2,851.34
12/20/13	NAUGHTON, JOHN	2,853.90
12/20/13	NORDQUIST, RICHARD	2,414.33
12/20/13	PURVES, JUSTIN	1,846.16
12/20/13	BIESANZ, OAKLEY	1,354.63
12/20/13	DEAVER, CHARLES	514.67
12/20/13	GERNES, CAROLE	136.00
12/20/13	HAYMAN, JANET	1,426.93
12/20/13	HUTCHINSON, ANN	2,709.28
12/20/13	SOUTTER, CHRISTINE	68.00
12/20/13	WACHAL, KAREN	955.29
12/20/13	GAYNOR, VIRGINIA	3,317.22
12/20/13	KROLL, LISA	1,946.59
12/20/13	YOUNG, TAMELA	2,104.19
12/20/13	EKSTRAND, THOMAS	3,906.15
12/20/13	FINWALL, SHANN	3,570.75
12/20/13	MARTIN, MICHAEL	2,882.59
12/20/13	BRASH, JASON	2,569.79
12/20/13	CARVER, NICHOLAS	3,317.22
12/20/13	FISHER, DAVID	3,884.68
12/20/13	SWAN, DAVID	2,829.79
12/20/13	WELLENS, MOLLY	1,818.76
12/20/13	ACEITUNO, FELIPE	50.00

12/20/13	BJORK, BRANDON	277.75
12/20/13	BRENEMAN, NEIL	2,435.05
12/20/13	FISHER, CHANCE	37.50
12/20/13	FISHER, QUINN	36.00
12/20/13	ROBBINS, AUDRA	3,242.05
12/20/13	ROBBINS, CAMDEN	508.25
12/20/13	SHERWOOD, CHRISTIAN	715.00
12/20/13	TAYLOR, JAMES	3,088.41
12/20/13	VUKICH, CANDACE	222.00
12/20/13	ZILLEY, MATTHEW	22.50
12/20/13	ADAMS, DAVID	2,087.50
12/20/13	HAAG, MARK	4,044.49
12/20/13	ORE, JORDAN	1,692.11
12/20/13	SCHULTZ, SCOTT	3,418.81
12/20/13	WILBER, JEFFREY	1,692.11
12/20/13	AKEY, SHELLEY	161.75
12/20/13	EVANS, CHRISTINE	1,477.96
12/20/13	GLASS, JEAN	2,173.21
12/20/13	HAUBLE, AMANDA	95.63
12/20/13	HOFMEISTER, MARY	1,163.88
12/20/13	HOFMEISTER, TIMOTHY	487.37
12/20/13	KELLEY, CAITLIN	931.10
12/20/13	KULHANEK-DIONNE, ANN	558.00
12/20/13	MEYER, SASHA	1,813.20
12/20/13	PELOQUIN, PENNYE	532.70
12/20/13	ST SAUVER, CRAIG	140.25
12/20/13	STAHLMANN, ELLEN	138.13
12/20/13	VUE, LOR PAO	231.47
12/20/13	AICHELE, MEGAN	43.31
12/20/13	ANDERSON, JOSHUA	526.86
12/20/13	BAETZOLD, CLAIRE	18.38
12/20/13	BAUDE, JANE	40.15
12/20/13	BAUDE, SARAH	50.88
12/20/13	BERGLUND, ERIK	21.75
12/20/13	BESTER, MICHAEL	149.50
12/20/13	BUCKLEY, BRITTANY	415.75
12/20/13	BUTLER, ANGELA	90.00
12/20/13	CLARK, PAMELA	58.65
12/20/13	CRANDALL, KRISTA	339.73
12/20/13	DEMPSEY, BETH	164.12
12/20/13	DUNN, RYAN	1,146.29
12/20/13	EKSTRAND, DANIEL	29.40
12/20/13	ERICKSON-CLARK, CAROL	18.56
12/20/13	FARRELL, DANIEL	47.13
12/20/13	FONTAINE, KIM	783.03
12/20/13	GRUENHAGEN, LINDA	308.45
12/20/13	HAGSTROM, EMILY	22.80
12/20/13	HANSEN, HANNAH	381.67
12/20/13	HASSAN, KIANA	36.50
12/20/13	HEINRICH, SHEILA	473.64
12/20/13	HOLMBERG, LADONNA	359.46
12/20/13	HORWATH, RONALD	2,941.39

12/20/13	HUNTLEY, NATALIE	45.00
12/20/13	JOHNSON, BARBARA	519.30
12/20/13	KOHLER, ROCHELLE	64.76
12/20/13	KOZDROJ, GABRIELLA	100.00
12/20/13	LAMEYER, BRENT	65.26
12/20/13	LAMSON, ELIANA	27.00
12/20/13	MCCOMAS, LEAH	168.75
12/20/13	MUSKAT, JULIE	130.00
12/20/13	NITZ, CARA	436.00
12/20/13	OHS, CYNTHIA	115.00
12/20/13	PIEPER, THEODORE	63.00
12/20/13	POVLITZKI, MARINA	47.50
12/20/13	PROESCH, ANDY	1,131.40
12/20/13	RANEY, COURTNEY	1,005.00
12/20/13	RAU, COLE	58.00
12/20/13	RESENDIZ, LORI	663.76
12/20/13	RICHTER, DANIEL	113.40
12/20/13	ROLLERSON, TERRANCE	75.00
12/20/13	SCHERER, KATHLENE	75.00
12/20/13	SCHREIER, ROSEMARIE	370.00
12/20/13	SCHREINER, MARK	67.53
12/20/13	SMITH, ANN	133.57
12/20/13	SMITH, CASEY	84.86
12/20/13	SMITH, JEROME	169.00
12/20/13	SMITLEY, SHARON	259.02
12/20/13	SYME, LAUREN	25.73
12/20/13	TREPANIER, TODD	264.50
12/20/13	TRUE, ANDREW	66.83
12/20/13	TUPY, HEIDE	45.80
12/20/13	TUPY, MARCUS	95.00
12/20/13	WARNER, CAROLYN	158.40
12/20/13	WHITE, DANICA	49.61
12/20/13	YUNKER, JOSEPH	115.00
12/20/13	BOSLEY, CAROL	108.00
12/20/13	LANGER, CHELSEA	316.65
12/20/13	RANGEL, SAMANTHA	220.00
12/20/13	WISTL, MOLLY	327.13
12/20/13	CRAWFORD, SHAWN	240.00
12/20/13	CUSICK, JESSICA	161.50
12/20/13	DOUGLASS, TOM	1,852.99
12/20/13	KRECH, ELAINE	252.00
12/20/13	LOONEY, RAYJEANIA	248.00
12/20/13	MAIDMENT, COLIN	335.50
12/20/13	MALONEY, SHAUNA	283.00
12/20/13	MCCLENNON, MATTHEW	212.00
12/20/13	NESVACIL, BRENNAN	224.00
12/20/13	PRINS, KELLY	1,933.90
12/20/13	REILLY, MICHAEL	1,981.79
12/20/13	STEFFEN, MICHAEL	102.00
12/20/13	THOMPSON, BENJAMIN	199.75
12/20/13	SWANSON, CHRIS	1,564.19
12/20/13	PRIEM, STEVEN	2,688.01

	12/20/13	WOEHRLE, MATTHEW	4,206.05
	12/20/13	XIONG, BOON	1,535.94
	12/20/13	BERGO, CHAD	2,768.75
	12/20/13	FOWLDS, MYCHAL	3,911.11
	12/20/13	FRANZEN, NICHOLAS	2,817.49
9989702	12/20/13	ABRAHAMSON, AMANDA	27.00
9989703	12/20/13	ABRAHAMSON, TYLER	39.75
9989704	12/20/13	AYD, GWEN	23.25
9989705	12/20/13	GREENER, DOUGLAS	51.75
9989706	12/20/13	HANGGE, NOAH	36.00
9989707	12/20/13	KUSTERMAN, KEVIN	27.00
9989708	12/20/13	LARSON, DANIEL	37.50
9989709	12/20/13	SMITH, CORTNEY	199.75
9989710	12/20/13	AMUNDSON, DANIKA	44.00
9989711	12/20/13	MILLER, MELISSA	141.00
9989712	12/20/13	WALES, ABIGAIL	337.24
			526,938.24

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Gayle Bauman, Finance Director
DATE: January 2, 2014
SUBJECT: Approval of Designation of Depositories for Investments

Introduction

State law, Chapter 427 requires that cities from time to time re-designate financial institutions as depositories for city investments. The last time this was done was in January 2013 when depositories were approved for the period through December 31, 2013.

When city investments are made, quotations are obtained from securities dealers who are on the Federal Reserve Bank's list of primary dealers (e.g., Smith Barney/Citigroup), securities dealers that are subsidiaries of financial institutions that have been designated as depositories (e.g., Wells Fargo Brokerage Services) and RBC Dain Rauscher which is the securities dealer for the League of Minnesota Cities 4M Fixed Rate Program.

If a financial institution that is not a designated depository becomes a good option for city investments in the future, it will be recommended to the Council for designation as a depository as a separate agenda item.

Budget Impact

None.

Recommendation

It is recommended that the City Council adopt the attached resolution designating depositories for investments.

Attachments

1. Resolution for Designation of Depositories for Investments

RESOLUTION NO. ____
DESIGNATION OF DEPOSITORIES FOR INVESTMENTS

BE IT RESOLVED, that the following be and hereby are selected as depositories for time deposits of the City of Maplewood:

Alerus Financial (fka Prosperan Bank, Washington County Bank)
Wells Fargo Bank
US Bank
4M Fund

BE IT FURTHER RESOLVED, that the deposits in any of the above depositories shall not exceed the amount of F.D.I.C. insurance covering such deposit unless collateral or a bond is furnished as additional security, and

BE IT FURTHER RESOLVED, that funds in the above depositories may be withdrawn and wire transferred to any other depository of the city by the request of the Finance Director or his/her designee.

BE IT FURTHER RESOLVED, that these depository designations are effective until December 31, 2014.

MEMORANDUM

TO: Chuck Ahl, City Manager

FROM: Michael Thompson, Director of Public Works / City Engineer
Scott Schultz, Fleet Superintendent

DATE: January 2, 2014

SUBJECT: Approval of 2014 Fuel Contracts

Introduction

The council will consider approving gas and diesel fuel contracts with Yocum Oil at fixed rates for 2014.

Discussion

With the uncertainties in the oil markets, which is nothing new, locking in fuel pricing for 2014 is important in order to have stability in the budgeting process throughout the year.

The city has secured a price (without taxes) of \$2.68/gallon for gas over an 11 month contract period (March 2014 -January 2015). Yocum Oil will be supplying 51,700 gallons of gas to the city (4,700 gallons/month). The contract also requires Yocum Oil to deliver 3,300 gallons of diesel per month for 12 months (Feb 2014 – January 2015) for a total of 39,600 gallons at a price of \$3.11/gallon.

Budget Impact

Below is a rate comparison of current and recent contract years:

Gas

2011: \$2.60/gallon
2012: \$2.71/gallon
2013: \$2.79/gallon
2014: \$2.68/gallon

Diesel

2011: \$2.89/gallon
2012: \$3.15/gallon
2013: \$3.21/gallon
2014: \$3.11/gallon

During preparation of the 2014 budget it was assumed fuel costs would stay steady with the 2013 budget amounts. However, both gas and diesel prices decreased slightly. Also due to a change in fuel usage, the contracted gallons of gasoline were lowered by 12,100 gallons and

diesel gallons were increased by 3,300 gallons. As a result, the 2014 fuel contract will save approximately \$27,000.00 compared to the 2013 fuel contract. This is a result of right-sizing the fleet and higher efficiencies of new vehicles.

Recommendation

It is recommended that the council ratify the attached gas and diesel fuel contracts with Yocum Oil.

Attachments

1. Yocum Oil – 2014 Gas Contract (March 2014 - January 2015)
2. Yocum Oil – 2014 Diesel Contract (February 2014 - January 2015)

YOCUM OIL COMPANY PRICE PROGRAM SALES AGREEMENT



YOCUM CONTRACT NO.: CITYOFMAPGAS14

FIXED PRICE AGREEMENT

DATED: December 12th, 2013

SELLER: Yocum Oil Company, Inc.
2719 Stillwater Road
St. Paul, MN 55119

BUYER: City of Maplewood
1902 E County Rd B
Maplewood, MN 55109

PRODUCT: Gasoline 87 10% Ethanol

QUANTITY: 51,700 Gallons

RATABLE TAKES REQUIRED:

YES **NO** If "Yes" see below;

RATEABLE: Buyer shall take delivery of 1/3 of the Quantity each 10 day period of the contract month. If the Buyer does not take delivery of the required Quantity in accordance to Rateable clause, Seller may in its sole discretion charge the Buyer a "Non-Rateable" fee equal to the non-rateable portion of the Quantity multiplied by \$0.0300. If multiple contracts within the same delivery month exist, ratability will be enforced over the total gallon sum of the aggregated contracts for that delivery month.

FIXED PRICE: Invoiced upon delivery excluding all other applicable taxes, duties, and fees. The following products may be delivered with this contract at price and volume indicated below. Differentials for various products including but not limited to dye, biodiesel, ethanol, or performance products may be fixed for each delivery month on the 1st business day of each delivery month. Applicable delivery differentials may be invoiced as agreed upon by Seller and Buyer. Transport deliveries will be invoiced upon delivery at fixed contract prices plus freight differentials by location. Tankwagon metered deliveries may be invoiced at market rates and reconciled with contracted fixed prices at end of each delivery month.

Product - Delivery Month	Quantity	Price/Gallon
Gasoline 87 10% Ethanol Mar 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Apr 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol May 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Jun 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol July 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Aug 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Sep 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Oct 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Nov 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Dec 2014	4,700 Gallons	\$2.6800
Gasoline 87 10% Ethanol Jan 2015	4,700 Gallons	\$2.6800

FIXED DIFFERENTIALS: None

EARNEST MONEY DEPOSIT-DOWN PAYMENT: "Waived"

As earnest money for the fulfillment of its Transaction obligations, Buyer shall pay to Seller by 12:00 noon central time no later than the 3rd business day after the Confirmation was received by the Buyer, set forth in the Confirmation as "Earnest Money Deposit Downpayment." The Down Payment amount will be offered by Seller to Buyer during Transaction Price Process, and the agreed upon offer between Buyer and Seller will be reflected in the Transaction Confirmation. For example, Buyer purchases 3 months of fixed forward contracts from Seller in 42,000 gallon increments at \$3.00. Buyer shall pay Seller, in this example, a Down Payment of 10% for all gallons contracted in the Transaction (42,000 x 3 months x \$0.30 = \$37,800). Such Initial Earnest Money Deposit shall be subject to weekly adjustment, as determined by Seller (or its designee), based upon market

YOCUM OIL COMPANY PRICE PROGRAM SALES AGREEMENT

Buyer purchases 3 months of fixed forward contracts from Seller in 42,000 gallon increments at \$3.00. Buyer shall pay Seller, in this example, a Down Payment of 10% for all gallons contracted in the Transaction (42,000 x 3 months x \$0.30 = \$37,800). Such Initial Earnest Money Deposit shall be subject to weekly adjustment, as determined by Seller (or its designee), based upon market movement that goes against Buyer's positions. Seller (or its designee) will notify Buyer of additional earnest money amounts owed. Buyer shall pay such additional amounts by 12:00 noon central time no later than the 2nd Business Day following receipt of such request from Buyer. For example, Buyer purchases 3 months of fixed forward contracts from Seller in 42,000 gallon increments at \$3.00. If, before delivery of those Fixed Forward contracts, the Value of those positions fall below the \$3.00 contract price, the Buyer shall pay the Seller the difference. If the Value of those contracts decreases to \$2.90, then the Buyer is required to deposit additional earnest money equivalent to \$0.20 for all gallons contracted (42,000 x 3 months x \$0.20 = \$25,600). At this point, Buyer has paid Seller \$0.50 to cover the Down Payment and additional Earnest Money required for the contracts purchased. Upon Buyer's request, Seller shall pay Buyer amounts no longer required as earnest money, provided in no event shall Buyer's earnest money amount be less than the Earnest Money Deposit Down Payment. For example, if the Value of Buyer's positions above increase to \$3.10 from \$2.90, the Seller shall pay Buyer amounts no longer required as earnest money. In this example, Seller would return \$0.20 of earnest money to Buyer. At no point, shall Buyer's earnest money be less than \$0.30 or the Earnest Money Deposit Down Payment. At the end of each delivery month, the contract Down Payment applicable to the delivery month's gallons will be applied to the Buyer's account.

DEFICIENCY PAYMENTS:

If, during the delivery period, the Buyer does not take the Quantity, Seller may, in its sole discretion, charge the Buyer a "non-compliance" fee equal to the difference between the open market price (average posted prices at the contract terminal(s) during the delivery period) and the contract Fixed Price on the "non-compliance" volume. Note: A "non-compliance fee" will only be imposed on the Buyer when the Fixed Price is greater than the open market price. If the market price is greater, then no fee shall be incurred by either party. If the total delivered quantity during the month exceeds the contract Quantity, Seller's applicable market pricing will apply to such excess volume.

PAYMENT TERMS:

All payments will be made via Seller initiated Electronic Funds Transfer (EFT) Net 10 days from Invoice Date. Buyer agrees that payments not received by Seller or still owing more than ten (10) days past the due date, will bear interest at the lesser of eighteen (18%) percent per annum or the maximum lawful rate per annum. If Buyer's ability to pay or creditworthiness shall deteriorate in Seller's sole judgment, Seller may, without prejudice to any remedy reserved in this Agreement or other lawful remedy, defer shipment until payment is made, demand cash payment, or terminate this Agreement pursuant to Termination clause. Buyer acknowledges that Seller's withholding or terminating of credit privileges does not constitute a constructive termination of this Agreement, nor does it relieve either party of any duties or obligations under this Agreement. Buyer will pay all costs, including attorneys' fees, incurred by Seller in collecting amounts owed under this Agreement.

DELIVERY PERIOD:

During months as outlined above.

F.O.B.:

Maplewood, MN

TERMINATION BY SELLER:

Seller reserves the right to terminate this Agreement immediately if Buyer fails to comply with any of the terms of this Agreement, its Addenda (if any), or any other Agreement between the parties. Any outstanding obligations of Buyer remain in effect if the Agreement is terminated.

FACILITATORS:

Tony Yocum V/Nate Kovacevich 651-739-9141 (SELLER), Scott Schultz (BUYER)

CREDIT:

Credit shall be arranged with Seller's Credit Department (651-739-9141).

SPECIFICATION CHANGES:

The above prices are based on current federal, state and local product specifications in force for the given market on the date of this agreement. Notwithstanding any adjustments described above, if specifications change during the Delivery Period, Seller may deliver product that meets the specifications in effect at time of delivery and may adjust prices to reflect the fair market value of any changes in specifications. (Includes Ethanol, Bio-diesel and Ultra Low Sulfur Diesel as mandated).

LIMITATION OF LIABILITY/DISCLAIMER OF WARRANTIES:

Buyer shall indemnify and defend Seller from and against any liability arising from any breach of this contract by Buyer and from and against any liability, of whatever nature or kind, to which Seller might

YOCUM OIL COMPANY PRICE PROGRAM SALES AGREEMENT

become subject resulting from Buyer's handling, storage, sales, transportation, use, misuse or disposal of product purchased hereunder, including but not limited to, liability for environmental violations and employee or consumer health or safety. Buyer agrees without limitation to promptly and properly provide its employees, customer and community representatives, as appropriate, any information provided by Seller relating to hazards, human health, or human or environmental safety on product sold hereunder. In addition, in the event Buyer believes or has reason to believe the information provided to Buyer by Seller is inaccurate or in any way insufficient for any given purpose, Buyer agrees to immediately inform Seller of same, and provide Seller a reasonable opportunity to supplement or correct the information.

FORCE MAJEURE:

Unless otherwise expressly provided for in this Agreement, failure (in whole or in part) or delay on the part of the Seller in the performance of any of the obligations imposed upon the Seller under this Agreement shall be excused and the Seller shall not be liable for damages or otherwise, when such failure or delay is the direct or indirect result of any of the following causes, whether or not existing or reasonably within the contemplation of the parties on the Effective Date, namely: acts of God, earthquakes, fire, flood, or the elements, malicious mischief, insurrection, riot, strikes, lockouts, boycotts, picketing, labor disturbances, public enemy, war (declared or undeclared), compliance with any federal, state, or local law, or with any regulation, order, rule, recommendation, request or suggestion (including, but not limited to, priority, rationing or allocation orders or regulations) of governmental agencies, or authorities or representatives of any government (foreign or domestic) acting under claim or color of authority, total or partial failure or loss or shortage of all or any part of transportation facilities ordinarily available to and used by a party in the performance of the obligations imposed by this Agreement, whether such facilities are the Seller's own or those of others; and if failure or delay be that of Seller, total or partial loss or shortage of raw or component materials or products ordinarily required by Seller, uncertainties in the supply/demand situation (which may include a decision by Seller that the costs of some crude oil and petroleum products which might be available are unreasonable).

LAW AND JURISDICTION:

This Agreement shall be governed by the laws of the State of Minnesota, excluding rules of conflict of law, and by applicable United States federal law.

WAIVER:

No waiver by either party hereto of a breach of an obligation owed hereunder by the other party shall be construed as a waiver of any other breach, whether of the same or a different nature. No delay or failure on either party's part to enforce any right or claim which it may have hereunder shall constitute a waiver on the respective parties' part of such right or claim.

AMENDMENT:

This Agreement shall not be modified or amended except by written instrument duly executed by officers of other duly authorized representatives of the respective parties.

ENTIRE AGREEMENT:

This Agreement contains the entire Agreement between the Seller and Buyer with respect to the subject matter hereof and there are no other promises, representations, or warranties affecting it. Only written statements or agreements hereto executed by both parties shall vary or modify the terms hereof.

Accepted and confirmed:

Yocum Oil Company, Inc.

(Seller)

By: [Signature] Printed Name: Brian Yocum

Title: EXECUTIVE VP

Date: 12/12/2013

City of Maplewood

(Buyer)

By: [Signature] Printed Name: R CHARLES ANL

Title: CITY MANAGER

Date: 12/23/13

YOCUM OIL COMPANY PRICE PROGRAM SALES AGREEMENT



YOCUM CONTRACT NO.: CITYOFMAPDSL14

FIXED PRICE AGREEMENT

DATED: December 12th, 2013

SELLER: Yocum Oil Company, Inc.
2719 Stillwater Road
St. Paul, MN 55119

BUYER: City of Maplewood
1902 E County Rd B
Maplewood, MN 55109

PRODUCT: #2 Ultra Low Sulfur Diesel

QUANTITY: 39,600 Gallons

RATABLE TAKES REQUIRED:

X YES **NO** If "Yes" see below;

RATEABLE: Buyer shall take delivery of 1/3 of the Quantity each 10 day period of the contract month. If the Buyer does not take delivery of the required Quantity in accordance to Rateable clause, Seller may in its sole discretion charge the Buyer a "Non-Rateable" fee equal to the non-rateable portion of the Quantity multiplied by \$0.0300. If multiple contracts within the same delivery month exist, ratability will be enforced over the total gallon sum of the aggregated contracts for that delivery month.

FIXED PRICE: Invoiced upon delivery excluding all other applicable taxes, duties, and fees. The following products may be delivered with this contract at price and volume indicated below. Differentials for various products including but not limited to dye, biodiesel, ethanol, or performance products may be fixed for each delivery month on the 1st business day of each delivery month. Applicable delivery differentials may be invoiced as agreed upon by Seller and Buyer. Transport deliveries will be invoiced upon delivery at fixed contract prices plus freight differentials by location. Tankwagon metered deliveries may be invoiced at market rates and reconciled with contracted fixed prices at end of each delivery month.

Product - Delivery Month	Quantity	Price/Gallon
#2 ULS Diesel Feb 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Mar 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Apr 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel May 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Jun 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel July 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Aug 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Sep 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Oct 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Nov 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Dec 2014	3,300 Gallons	\$3.1100
#2 ULS Diesel Jan 2015	3,300 Gallons	\$3.1100

FIXED DIFFERENTIALS: Biodiesel 5% Included
Optimum HighMileage Included
Optimum ColdWeather Plus +.0800
Dyed Included

EARNEST MONEY DEPOSIT-DOWN PAYMENT: "Waived"

As earnest money for the fulfillment of its Transaction obligations, Buyer shall pay to Seller by 12:00 noon central time no later than the 3rd business day after the Confirmation was received by the Buyer, set forth in the Confirmation as "Earnest Money Deposit-Downpayment." The Down Payment amount will be offered by Seller to Buyer during Transaction Price Process, and the agreed upon offer between Buyer and Seller will be reflected in the Transaction Confirmation. For example,

YOCUM OIL COMPANY PRICE PROGRAM SALES AGREEMENT

be subject to weekly adjustment, as determined by Seller (or its designee), based upon market movement that goes against Buyer's positions. Seller (or its designee) will notify Buyer of additional earnest money amounts owed. Buyer shall pay such additional amounts by 12:00 noon central time no later than the 2nd Business Day following receipt of such request from Buyer. For example, Buyer purchases 3 months of fixed forward contracts from Seller in 42,000 gallon increments at \$3.00. If, before delivery of those Fixed Forward contracts, the Value of those positions fall below the \$3.00 contract price, the Buyer shall pay the Seller the difference. If, the Value of those contracts decreases to \$2.80, then the Buyer is required to deposit additional earnest money equivalent to \$0.20 for all gallons contracted (42,000 x 3 months x \$0.20 = \$25,600). At this point, Buyer has paid Seller \$0.50 to cover the Down Payment and additional Earnest Money required for the contracts purchased. Upon Buyer's request, Seller shall pay Buyer amounts no longer required as earnest money, provided in no event shall Buyer's earnest money amount be less than the Earnest Money Deposit-Down Payment. For example, if the Value of Buyer's positions above increases to \$3.10 from \$2.80, the Seller shall pay Buyer amounts no longer required as earnest money. In this example, Seller would return \$0.20 of earnest money to Buyer. At no point, shall Buyer's earnest money be less than \$0.30 or the Earnest Money Deposit-Down Payment. At the end of each delivery month, the contract Down Payment applicable to the delivery month's gallons will be applied to the Buyer's account.

DEFICIENCY PAYMENTS:

If, during the delivery period, the Buyer does not take the Quantity, Seller may, in its sole discretion, charge the Buyer a "non-compliance" fee equal to the difference between the open market price (average posted prices at the contract terminal(s) during the delivery period) and the contract Fixed Price on the "non-compliance" volume. Note: A "non-compliance fee" will only be imposed on the Buyer when the Fixed Price is greater than the open market price. If the market price is greater, then no fee shall be incurred by either party. If the total delivered quantity during the month exceeds the contract Quantity, Seller's applicable market pricing will apply to such excess volume.

PAYMENT TERMS:

All payments will be made via Seller initiated Electronic Funds Transfer (EFT) Net 10 days from Invoice Date. Buyer agrees that payments not received by Seller or still owing more than ten (10) days past the due date, will bear interest at the lesser of eighteen (18%) percent per annum or the maximum lawful rate per annum. If Buyer's ability to pay or creditworthiness shall deteriorate in Seller's sole judgment, Seller may, without prejudice to any remedy reserved in this Agreement or other lawful remedy, defer shipment until payment is made, demand cash payment, or terminate this Agreement pursuant to Termination clause. Buyer acknowledges that Seller's withholding or terminating of credit privileges does not constitute a constructive termination of this Agreement, nor does it relieve either party of any duties or obligations under this Agreement. Buyer will pay all costs, including attorneys' fees, incurred by Seller in collecting amounts owed under this Agreement.

DELIVERY PERIOD: During months as outlined above.

F.O.B.: Maplewood, MN

TERMINATION BY SELLER:

Seller reserves the right to terminate this Agreement immediately if Buyer fails to comply with any of the terms of this Agreement, its Addenda (if any), or any other Agreement between the parties. Any outstanding obligations of Buyer remain in effect if the Agreement is terminated.

FACILITATORS: Tony Yocum V/Nate Kovacevich 651-739-9141 (SELLER) Scott Schultz (BUYER)

CREDIT: Credit shall be arranged with Seller's Credit Department (651-739-9141).

SPECIFICATION CHANGES:

The above prices are based on current federal, state and local product specifications in force for the given market on the date of this agreement. Notwithstanding any adjustments described above, if specifications change during the Delivery Period, Seller may deliver product that meets the specifications in effect at time of delivery and may adjust prices to reflect the fair market value of any changes in specifications. (Includes Ethanol, Bio-diesel and Ultra Low Sulfur Diesel as mandated).

LIMITATION OF LIABILITY/DISCLAIMER OF WARRANTIES:

Buyer shall indemnify and defend Seller from and against any liability arising from any breach of this contract by Buyer and from and against any liability, of whatever nature or kind, to which Seller might become subject resulting from Buyer's handling, storage, sales, transportation, use, misuse or disposal of product purchased hereunder, including but not limited to, liability for environmental violations and employee or consumer health or safety. Buyer agrees without limitation to promptly and properly

YOCUM OIL COMPANY PRICE PROGRAM SALES AGREEMENT

provide its employees, customer and community representatives, as appropriate, any information provided by Seller relating to hazards, human health, or human or environmental safety on product sold hereunder. In addition, in the event Buyer believes or has reason to believe the information provided to Buyer by Seller is inaccurate or in any way insufficient for any given purpose, Buyer agrees to immediately inform Seller of same, and provide Seller a reasonable opportunity to supplement or correct the information.

FORCE MAJEURE: Unless otherwise expressly provided for in this Agreement, failure (in whole or in part) or delay on the part of the Seller in the performance of any of the obligations imposed upon the Seller under this Agreement shall be excused and the Seller shall not be liable for damages or otherwise, when such failure or delay is the direct or indirect result of any of the following causes, whether or not existing or reasonably within the contemplation of the parties on the Effective Date, namely: acts of God, earthquakes, fire, flood, or the elements, malicious mischief, insurrection, riot, strikes, lockouts, boycotts, picketing, labor disturbances, public enemy, war (declared or undeclared), compliance with any federal, state, or local law, or with any regulation, order, rule, recommendation, request or suggestion (including, but not limited to, priority, rationing or allocation orders or regulations) of governmental agencies, or authorities or representatives of any government (foreign or domestic) acting under claim or color of authority, total or partial failure or loss or shortage of all or any part of transportation facilities ordinarily available to and used by a party in the performance of the obligations imposed by this Agreement, whether such facilities are the Seller's own or those of others; and if failure or delay be that of Seller, total or partial loss or shortage of raw or component materials or products ordinarily required by Seller, uncertainties in the supply/demand situation (which may include a decision by Seller that the costs of some crude oil and petroleum products which might be available are unreasonable).

LAW AND JURISDICTION: This Agreement shall be governed by the laws of the State of Minnesota, excluding rules of conflict of law, and by applicable United States federal law.

WAIVER: No waiver by either party hereto of a breach of an obligation owed hereunder by the other party shall be construed as a waiver of any other breach, whether of the same or a different nature. No delay or failure on either party's part to enforce any right or claim which it may have hereunder shall constitute a waiver on the respective parties' part of such right or claim.

AMENDMENT: This Agreement shall not be modified or amended except by written instrument duly executed by officers of other duly authorized representatives of the respective parties.

ENTIRE AGREEMENT: This Agreement contains the entire Agreement between the Seller and Buyer with respect to the subject matter hereof and there are no other promises, representations, or warranties affecting it. Only written statements or agreements hereto executed by both parties shall vary or modify the terms hereof.

Accepted and confirmed:

Yocum Oil Company, Inc.

(Seller)

By: [Signature] Printed Name: JONATHAN YOCUM

Title: EXECUTIVE VP

Date: 12/12/2013

City of Maplewood

(Buyer)

By: [Signature] Printed Name: R CHARLES AHL

Title: CITY MANAGER

Date: 12/23/13

MEMORANDUM

TO: R. Charles Ahl, City Manager

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

DATE: January 2, 2014

SUBJECT: Approval of Wicklanders Pond Dredging in Partnership with Ramsey-Washington Metro Watershed District (RWMWD), City Project 13-12

Introduction

The City Council will consider approving the budget for City Project 13-12.

Background

The city completed an entire inventory of all water bodies within city limits over the past several years. It was determined that Wicklanders Pond, which is located between City Hall and the Community Center, has filled with sediment over time and requires maintenance activities.

The maintenance activities include removing a thick layer of sediment on the bottom of most areas of the pond. This will help restore its original design function for storage volume and water quality treatment. This project will help improve the water quality of the downstream Wakefield water body which is currently impaired.

Wakefield Lake is defined as an impaired water body and is under a Watershed Restoration and Protection (WRAP) Plan. The RWMWD is the lead on the WRAP to help restore water quality and has partnered with the city in identifying Wicklanders Pond as an upstream water body in need of improvement to help improve the water quality of Wakefield Lake.

As such, RWMWD agreed to design and inspect the project and cover other indirect costs. The city would be responsible for construction costs only.

Budget Impact

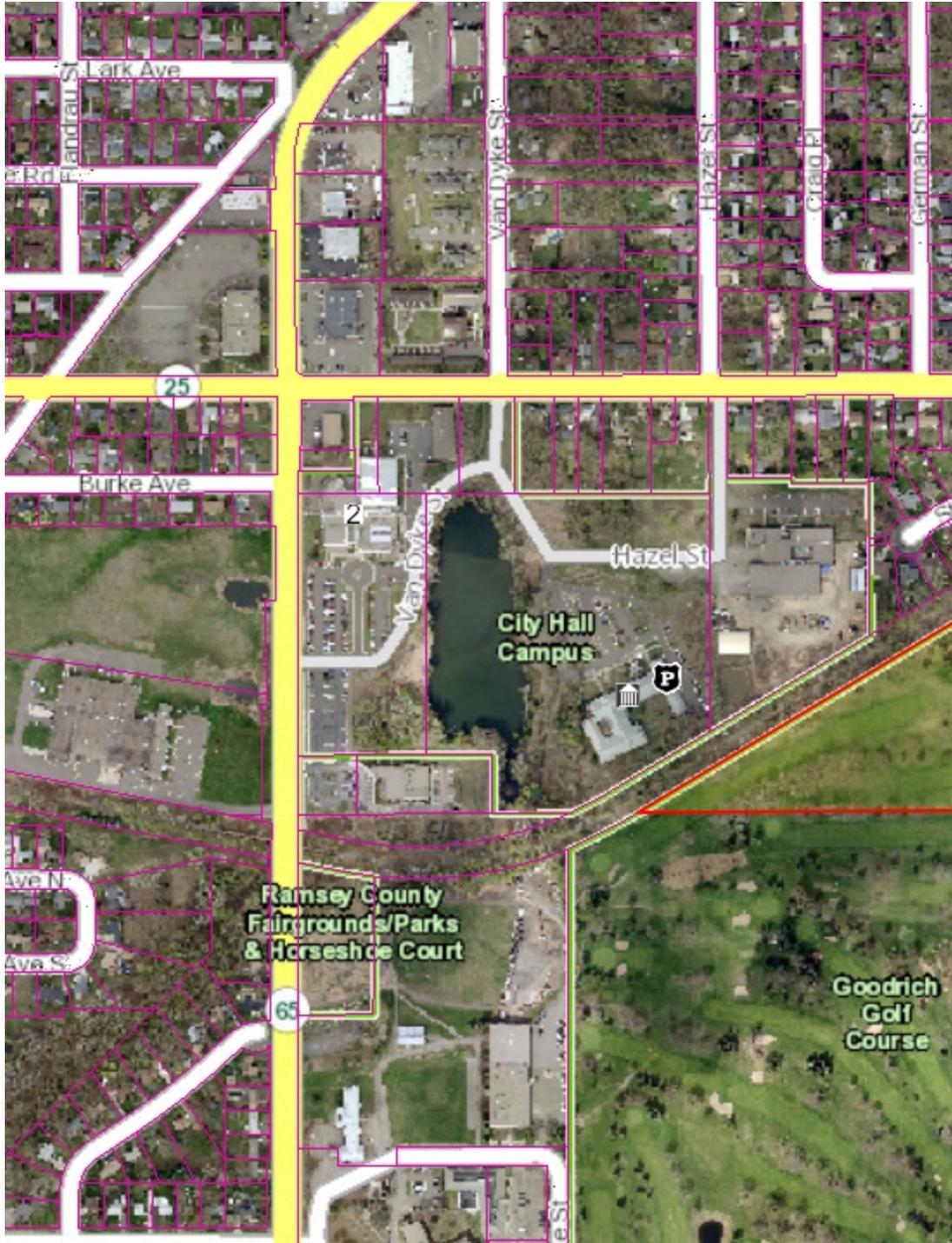
RWMWD bid the project and will invoice the city at a later date once the sediment removal from the pond is complete. RWMWD awarded a contract to North Metro Asphalt. Based on bid items and pricing the current estimate for the work is \$123,239.00. However when construction begins that may change based on actual amounts of sediment removed. Pond dredging is identified in the approved 2014-2018 CIP for \$300,000 over 5 years, financed by the Environmental Utility Fund (EUF). It is recommended that a project budget of \$140,000.00 be established from the EUF.

Recommendation

It is recommended that the council establish a project budget of \$140,000.00 for City Project 13-12 and authorize the finance director to make the necessary financial transfers to implement the project, and reimburse RWMWD upon project completion.

Attachments

1. Location Map



Legend

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

1,026.8 0 513.41 1,026.8 Feet



1: 6,161

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



MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, Director of Public Works/City Engineer
Bryan Nagel, Street Superintendent

DATE: January 2, 2014

SUBJECT: Approval of Purchase for Road Salt

Introduction

The City Council will consider approving purchase of additional road salt.

Background

With the unseasonably cold winter to date and that pattern predicted to continue additional treated road salt must be ordered. Additionally, exercising the purchase option for regular road salt under the existing 2013-2014 contract pricing is needed.

An additional 300 tons of treated road salt must be purchased at this time off contract. Bryan Nagel attempted to obtain two written quotes, and with many suppliers seeing extreme demand only North American Salt could deliver on the product. The other, Cargill Deicing Technology, submitted a quote stating that they could not guarantee a supply of materials for order.

North American Salt provided a quote of \$78.84 per ton for the 300 tons, plus an estimated \$132 per truck load fuel surcharge cost. We anticipate 12 truck loads for the material. Thus the estimated total cost is \$25,300. The city would be exempt from taxes on this 2014 materials purchase under the new legislation.

For regular road salt we intend to exercise the option under the existing 2013-2014 state contract by taking delivery of an additional 210 tons at a cost of \$15,000. In April of 2013 the council approved a not to exceed purchase approval amount of \$90,000 and that has been reached. The additional \$15,000 authorization is needed to allow the additional option purchase.

Budget Impact

The \$25,300 estimated cost for additional treated road salt would be paid for out of the approved 2014 operating budget within the Public Works Snow and Ice Control Program: 101-514-000-4180. Similarly, the cost of regular road salt, estimated at \$15,000 would be paid for out of the same account. This does not impact the approved 2014 budget as \$75,000 is currently allocated to this program.

Recommendation

It is recommended that the council approve the contract with North American Salt for the purchase of 300 tons of treated road salt at a total estimated cost of \$25,300, and also authorize the purchase of an additional 210 tons of regular road salt under current state contract at an estimated cost of \$15,000.

Attachments

None.

MEMORANDUM

DATE: January 2, 2014

TO: Chuck Ahl, City Manager

FROM: Terrie Rameaux, Human Resource Coordinator

SUBJECT: Approval of Resolution for 2014 Pay Rates for Temporary/Seasonal, and Casual Part-Time Employees

Introduction/Background

Please forward the attached resolution to the City Council for approval. It is recommended that this resolution be adopted to replace the existing resolution establishing pay rates for temporary, seasonal, and casual part-time employees. This resolution, updated annually, provides a current competitive wage scale when hiring for these positions. Changes indicated in bold.

There are two specific changes—a 2% cost of living adjustment (COLA) to the casual part-time Fire Department positions retroactive to January 1, 2014. The City's past practice is to be consistent in providing the same COLA adjustments to the casual part-time Fire Department positions as it does to the City's various collective bargaining groups.

The other change is a range adjustment to the CSO (community service officer) position, which has not been adjusted in many years. This change will bring it more in line with other communities.

Budget Impact

Each department has an approved 2014 budget for temporary/seasonal, casual part-time employees; there is no real additional budget impact.

Recommendation

It is recommended that the Council adopt the attached resolution to be effective January 1, 2014.

Attachment

- 1) Resolution for 2014 Temporary/Seasonal and Casual P/T Employees

RESOLUTION

WHEREAS, according to the Minnesota Public Employees Labor Relations act, part-time employees who do not work more than 14 hour per week and temporary/seasonal employees who work in positions that do not exceed 67 days in a calendar year, or 100 days for full-time students, are not public employees and are therefore not eligible for membership in a public employee union.

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal, casual part-time employees effective January 1, 2014 upon Council approval.

Accountant	\$10.00-30.00	per hour
Accounting Technician	\$9.00-22.00	per hour
Administrative Assistant	\$9.00-23.00	per hour
Background Investigator	\$25.00-35.00	per hour
Building Inspector	\$14.00-35.00	per hour
Building Attendant	\$7.25-15.00	per hour
Customer Service Assistant	\$7.25-15.00	per hour
CSO	\$14.50-19.50	per hour
Data Entry Operator	\$8.00-12.00	per hour
Election Judge	\$7.25-12.00	per hour
Election Judge - Assistant Chair	\$9.00-15.00	per hour
Election Precinct Chair	\$9.00-16.00	per hour
Engineering Aide	\$7.00-16.00	per hour
Engineering Technician	\$10.00-16.00	per hour
Fire Maintenance/Engineer **	\$14.71	per hour
Firefighter-in-Training (new hire) **	\$10.51	per hour
Firefighter/EMT **	\$12.61	per hour
Firefighter/Paramedic **	\$13.66	per hour
Firefighter/EMT Captain **	\$14.71	per hour
Firefighter/Paramedic Captain **	\$15.76	per hour
Battalion Chief **	\$16.81	per hour
Intern	\$7.25-20.00	per hour
IT Technician	\$15.00-20.00	per hour
Laborer	\$7.25-14.00	per hour
Lifeguard	\$7.25-14.00	per hour
Manager-on-Duty Differential	\$1.00	per hour
Office Specialist	\$8.50-18.00	per hour
Receptionist	\$8.00-16.00	per hour
Recreation Instructor/Leader	\$7.25-32.00	per hour
Recreation Official	\$7.25-30.00	per hour
Recreation Worker	\$7.25-18.00	per hour
Theater Technician	\$20.00-30.00	per hour
Vehicle Technician	\$9.00-15.00	per hour
Video Coordinator*	\$11.00-19.00	per hour
Video Technician*	\$10.00-18.00	per hour
Water Safety Instructor (WSP) Differential	\$2.00	per hour
Head Lifeguard (HG) Differential	\$1.00	per hour
Water Safety Aide (WSA) Differential	\$.50	per hour

*Video positions shall be paid a guaranteed minimum flat fee of \$50 for 4 hours or less.

** Fire Department positions shall receive a \$2 per hour differential for working the following holidays: New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

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

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Mychal Fowlds, IT Director
DATE: January 7, 2014
SUBJECT: Approval to make payment for Eden Systems yearly support contract

Introduction

Support contracts for software are a major necessity due to the fact that there are always fixes and updates and without the support contracts we're entitled to none of these. Also, in order to speak with any of our third party vendors a support contract is required.

Background

The City of Maplewood has been using Eden Systems for quite some time. We are now using Eden Systems as the major software package for Finance, Community Development, Public Works, HR and Citizen Services divisions. All city employees who work on the budget use Eden Systems.

Budget Impact

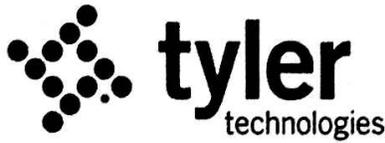
This purchase has been planned for and will be funded from the 2014 IT Fund in the amount of \$52,052.26.

Recommendation

It is recommended that authorization be given to pay the support contract for Eden Systems so as to keep current with updates and to keep Eden Systems support available for staff.

Attachments

1. Eden Systems invoice



Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

G7, Attachment 1
Invoice

Invoice No	Date	Page
045-100348	11/30/2013	1 of 2

Empowering people who serve the public*

Questions:

Tyler Technologies - ERP & Schools
 Phone: 1-800-772-2260 Press 2, then 1
 Fax: 1-866-673-3274
 Email: ar@tylertech.com



Bill To: City of Maplewood
 Attn: Mychel Fowldes
 1830 E. County Road B.
 Maplewood, MN 55109-2702

Ship To: City of Maplewood
 Attn: Mychel Fowldes
 1830 E. County Road B.
 Maplewood, MN 55109-2702

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
5195	49604		USD	NET30	12/30/2013

Date	Description	Units	Rate	Extended Price
Contract No.: MAPLEWOOD, CITY OF				
	GL/AP Support	1	7,313.35	7,313.35
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Accounts Receivable Support	1	1,462.67	1,462.67
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Forms Citizen Services Support	1	477.16	477.16
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Human Resources Support	1	4,791.28	4,791.28
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Parcel Manager Support	1	3,350.83	3,350.83
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Data Dictionaries Support	1	532.71	532.71
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Licensing Support	1	4,157.18	4,157.18
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Purchasing Support	1	1,462.67	1,462.67
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Tyler Output Processing Support	1	283.26	283.26
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Tyler Output Processing Support	1	2,289.66	2,289.66
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Administration Support	1	4,388.00	4,388.00
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Parcels w/ Permits Support	1	6,708.62	6,708.62
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Payroll Support	1	9,303.05	9,303.05
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Agency License Support -1 User	1	665.46	665.46
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			
	Agency License Support -1 User	1	4,866.36	4,866.36
	Maintenance: Start: 01/Jan/2014, End: 31/Dec/2014			



Empowering people who serve the public*

Remittance:
 Tyler Technologies, Inc.
 (FEIN 75-2303920)
 P.O. Box 203556
 Dallas, TX 75320-3556

G7, Attachment 1
Invoice

Invoice No	Date	Page
045-100348	11/30/2013	2 of 2

Questions:

Tyler Technologies - ERP & Schools
 Phone: 1-800-772-2260 Press 2, then 1
 Fax: 1-866-673-3274
 Email: ar@tylertech.com

Bill To: City of Maplewood
 Attn: Mychel Fowldes
 1830 E. County Road B.
 Maplewood, MN 55109-2702

Ship To: City of Maplewood
 Attn: Mychel Fowldes
 1830 E. County Road B.
 Maplewood, MN 55109-2702

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
5195	49604		USD	NET30	12/30/2013

Date	Description	Units	Rate	Extended Price
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****ATTENTION****
 Order your checks and forms from
 Tyler Business Forms at 877-749-2090 or
 tylerbusinessforms.com to guarantee
 100% compliance with your software.

Subtotal	52,052.26
Sales Tax	0.00
Invoice Total	52,052.26

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Mychal Fowlds, IT Director
DATE: January 7, 2014
SUBJECT: Approval of Additional Office Furniture for Police Department Expansion Project

Introduction

The City Council has approved Police Department Expansion phases 1, 1A and 2. The majority of the construction in each of those phases was put out for bid and awarded to the low bidder. Certain items were not part of the bid package. As these items arise staff will present them to the City Council for approval.

Background

Phase 1 and 1A of the Police Department Expansion Project predominately involves moving Community Development and Parks and Recreation from City Hall to 1902 County Road B East. Phase 2 then involves moving the Investigations division of the Police Department in to the space vacated by Community Development. Phase 3 consists of the actual improvements to the existing Police Department. In doing so staff has needs for the item shown below. This item consists of many smaller invoices that we're grouping together for approval as shown below. This item is considered to be outside the scope of the construction bid but is certainly part of the Police Department Expansion Project.

Commercial Furniture Systems (CFS) – Office furniture purchases and installation for Phases 2 & 3 utilizing US Communities pricing not to exceed \$14,500.

Budget Impact

The item listed above has been planned for and will be funded from the Police Department Expansion Project fund.

Recommendation

It is recommended that approval be given to proceed with the Police Department Expansion Project item listed above.

Attachments

1. CFS Invoices



COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

492-401-000-7884
 G8 Attachment 1
 P-2-3
 140

INVOICE NUMBER	59593-0
DATE	10/18/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	1

PDEPP
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BILLING ADDRESS	SHIPPING ADDRESS	
CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098	CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER	ACCOUNT NUMBER/DEPT	TERMS
2013 REMODEL	CITMAP	NET 10

ITEM NUMBER	PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
AE113AWC	MSC Customer P/O#2013 REMODEL Who Called : LARRY FARR *Wk Chr,Aeron,Std-Ht Pneu.,Tlt Lim/Ang,Adj Arms,NonuphstPds/C PJ *adjustable PostureFit support G1 *graphite BB *2 1/2" hard caster, black yoke, carpet BK *black 3D *pellicle-Pr Cat 1 01 *pellicle classic carbon	1		1	689.49	689.49
AE113AFC	HST +Wk Chr,Aeron,Std-Ht Pneu.,Tlt Lim/Ang,Adj Arms,FabPds/C PJ +adjustable PostureFit support G8 @polished aluminum with graphite frame and graphite applique BB +2 1/2" hard caster, black yoke, carpet 4M +pellicle-Pr Cat 2 01 +pellicle tuxedo grey black 21 +leather-Pr Cat 9 09 +leather black	1		1	963.50	963.50
AE113AWB	MSC *Wk Chr,Aeron,Std-Ht Pneu.,Tlt Lim/Ang,Adj Arms,NonuphstPds/B PJ *adjustable PostureFit support G1 *graphite BB *2 1/2" hard caster, black yoke, carpet BK *black 3D *pellicle-Pr Cat 1 01 *pellicle classic carbon	2		2	689.49	1378.98
AE113AWB	MSC *Wk Chr,Aeron,Std-Ht Pneu.,Tlt Lim/Ang,Adj Arms,NonuphstPds/B PJ *adjustable PostureFit support G1 *graphite BB *2 1/2" hard caster, black yoke, carpet BK *black 3D *pellicle-Pr Cat 1	3		3	689.49	2068.47

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED

\$ 6187.99



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	59593-0
DATE	10/18/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	2

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
2013 REMODEL		CITMAP	NET 10

ITEM NUMBER	PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
AE113AWA MSC	01 *pellicle classic carbon *Wk Chr,Aeron,Std-Ht Pneu.,Tlt Lim/Ang,Adj Arms,NonupstPds/A PJ *adjustable PostureFit support G1 *graphite BB *2 1/2" hard caster, black yoke, carpet BK *black 3D *pellicle-Pr Cat 1 01 *pellicle classic carbon --- DROP SHIPPED ---	1		1	689.49	689.49

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	5789.93
	Tax	398.06
	Less Deposit	
	Total Amount Due	6187.99



G8, Attachment 1

442-401-4669 **INVOICE**

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

Investigation
POEPP2

INVOICE NUMBER	60033-0
DATE	11/26/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	1

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD		CITY OF MAPLEWOOD	
1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER			PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
			Customer P/O#POLICE INV ADDNS Who Called : LARRY FARR					
A33121336	CFS	CFS	FLIPPER DOOR, HM, B-STYLE, 36 - TO BE PAINTED: MT - MEDIUM TONE (PAN ONLY) - TO BE UPHOLSTERED: HM - KIRA 2 ASH 5D15	1		1	46.94	46.94
A33121348	CFS	CFS	FLIPPER DOOR, HM, B-STYLE, 48 - TO BE PAINTED MT - MEDIUM TONE (PAN ONLY) - TO BE UPHOLSTERED: HM - KIRA 2 ASH 5D15	2		2	59.62	119.24
LABREUP	CFS	CFS	LABOR-UPHOLSTERY - 3 FLIPPER DOOR/S @ \$43.00/EA (LABOR) - FABRIC: HERMAN MILLER *kira 2 ash 5D15 - NOTE: FABRIC ALREADY ORDERED ON # 60049	1		1	129.00	129.00
LABREUP	CFS	CFS	LABOR-UPHOLSTERY - 1 FLIPPER DOOR/S @ \$43.00/EA (LABOR) - * * QTY 1 - CLIENT'S EXISTING 36W 15-1/2H * * - FABRIC: HERMAN MILLER *kira 2 ash 5D15 - NOTE: FABRIC ALREADY ORDERED ON # 60049	1		1	43.00	43.00
LABREUP	CFS	CFS	LABOR-UPHOLSTERY - 2 TACKBOARD/S @ \$33.00/EA (LABOR) - ** QTY 1 - CLIENT'S EXSITING 16H 48W ** - ** QTY 1 - CLIENT'S EXISTING 16H 36W ** - FABRIC: HERMAN MILLER *kira 2 ash 5D15 - NOTE: FABRIC ALREADY ORDERED ON # 60049	1		1	66.00	66.00
LW200.361		HTW	*Lat File, W-Pull Freestd 2 Dwr Raised Hgt 36W SS *smooth paint on smooth steel MT *medium tone KA *keyed alike NO *no counterweight (must gang or anchor)	1		1	262.69	262.69

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED

\$ 7136.72



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	60033-0
DATE	11/26/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	2

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD		CITY OF MAPLEWOOD	
1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER		PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
5224	SIT	2R *side-to-side filing rail Freelance, Side Chair with Casters, Arms FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection FB Black Frame ~ No Ganging Bracket Upgrade ~ No Seat Foam Upgrade ~ No Ballastic Nylon Option C13 Std Carpet Casters - Priced per us communities contract for - SITONIT seating products	2		2	207.07	414.14
5623YB1.A93	SIT	Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms MC1 Black FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection Z2 Silver ~ No Heavy Duty Upgrade ~ Std Black Base C5 Std Carpet Casters E3 Seat Depth Adjustment Upgrade ~ No Selection LB1 Adjustable Lumbar Support ~ Std Packaging - Priced per us communities contract for - SITONIT seating products	1		1	350.72	350.72
1B2JK7-232	PDA	*Lock Plug and Key, Chrome UM	5		5	2.36	11.80

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	60033-0
DATE	11/26/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	3

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD		CITY OF MAPLEWOOD	
1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER		PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
A3312.1336	PDA	Series #232 *Flip Dr,B-Style Fabric,W/Lock 13D 36W 15-1/2H KA *keyed alike MT *medium tone 5D *kira 2-Pr Cat 3 15 *kira 2 ash	2		2	101.50	203.00
LW200.301	HTW	*Lat File,W-Pull Freestd 2 Dwr Raised Hgt 30W SS *smooth paint on smooth steel MT *medium tone KA *keyed alike NO *no counterweight (must gang or anchor) 2R *side-to-side filing rail	1		1	237.29	237.29
LW100.20BBF	HTW	*Ped W-Pull,Freestd 20D B/B/F SR *3/4-extension roller slides on box - drawer, full-extension ball bearing on - file drawer SS *smooth paint on smooth steel MT *medium tone KA *keyed alike 2F *raised height 3M *drawer divider in one box drawer, - pencil tray in one box drawer, 2 file - converters in file drawer	1		1	180.85	180.85
5224	SIT	Freelance, Side Chair with Casters, Arms FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection FB Black Frame ~ No Ganging Bracket Upgrade ~ No Seat Foam Upgrade	2		2	207.07	414.14

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	60033-0
DATE	11/26/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	4

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER		PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
5623YB1.A93	SIT	~ No Ballastic Nylon Option C13 Std Carpet Casters - Priced per us communities contract for - SITONIT seating products Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms MC1 Black FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection Z2 Silver ~ No Heavy Duty Upgrade ~ Std Black Base C5 Std Carpet Casters E3 Seat Depth Adjustment Upgrade ~ No Selection LB1 Adjustable Lumbar Support ~ Std Packaging - Priced per us communities contract for - SITONIT seating products	1		1	350.72	350.72
1B2JK7-231	PDA	*Lock Plug and Key,Chrome UM Series #231	4		4	2.36	9.44
A3352.1348	PDA	*Flip Dr Unit,B-Style Fab,W/Lock 13D 48W 15-1/2H KA *keyed alike MT *medium tone 5D *kira 2-Pr Cat 3 15 *kira 2 ash	4		4	166.75	667.00
LW100.20BBF	HTW	*Ped W-Pull, Freestd 20D B/B/F SR *3/4-extension roller slides on box - drawer, full-extension ball bearing on file drawer	1		1	180.85	180.85

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	60033-0
DATE	11/26/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	5

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER	PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
A3410.1648	SS *smooth paint on smooth steel MT *medium tone KA *keyed alike 2F *raised height 3M *drawer divider in one box drawer, _ pencil tray in one box drawer, 2 file _ converters in file drawer PDA *Tackboard, B-Style 16H 48W	1		1	73.37	73.37
5623YB1.A93	5D *kira 2-Pr Cat 3 15 *kira 2 ash SIT Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms MC1 Black FABRIC Fabric Grade Selections 26-GRD3 Fabric Grade 3 MILESTONE Milestone Standard Color Selection 058 Milestone Bison ~ No Selection Z2 Silver ~ No Heavy Duty Upgrade ~ Std Black Base C5 Std Carpet Casters E3 Seat Depth Adjustment Upgrade ~ No Selection LB1 Adjustable Lumbar Support ~ Std Packaging - Priced per us communities contract for _ SITONIT seating products	1		1	350.72	350.72
1B2JK7-228	PDA *Lock Plug and Key, Chrome UM Series #228	5		5	2.36	11.80
5623YB1.A93	SIT Focus Task, Mesh Back, Enhanced Synchro Cntrl, A93 Multi-Adjustable Arms MC1 Black	2		2	363.32	726.64

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	60033-0
DATE	11/26/13
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SALESPERSON	JIM GOOD
PAGE	6

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER	PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
	FABRIC Fabric Grade Selections					
	26-GRD3 Fabric Grade 3					
	MILESTONE Milestone Standard Color Selection					
	026 Milestone Ebony					
	~ No Selection					
	Z2 Silver					
	~ No Heavy Duty Upgrade					
	~ Std Black Base					
	C14 55mm, No Barrel & Hood Soft Wheel Casters					
	E3 Seat Depth Adjustment Upgrade					
	~ No Selection					
	LB1 Adjustable Lumbar Support					
	~ Std Packaging					
	- Priced per us communities contract for SITONIT seating products					
40B.A17S2	SIT TR2, Ext Stool, Basic Task Cntrl, A17 Multi-Adj Arm	2		2	289.39	578.78
	26-GRD1 Fabric Grade 1					
	SPICE Spice Color Selection					
	PEPPERCORN Spice Peppercorn					
	~ No Selection					
	BN Ballastic Nylon Option					
	C1 Hard Floor Casters (5 Per Set)					
Y7217.4	PDA *Vertical Tray 4W	12		12	14.35	172.20
	MT *medium tone					
A3312.1360N	PDA *Flip Dr,B-Style Fab,NoLock 13D 60W 15-1/2H	1		1	127.60	127.60
	MT *medium tone					
	2V *chain-Pr Cat 1					
	05 *chain wicker					
A3312.1348	PDA *Flip Dr,B-Style Fabric,W/Lock 13D 48W 15-1/2H	1		1	104.98	104.98
	KA *keyed alike					
	MT *medium tone					

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	
	Tax	
	Less Deposit	
	Total Amount Due	CONTINUED



INVOICE

COMMERCIAL FURNITURE SERVICES
SUITE 200
4301 HIGHWAY 7
ST LOUIS PARK MN 55416
952-922-6683

INVOICE NUMBER	60033-0
DATE	11/26/13
PROJECT NUMBER	30166
SALESPERSON	JIM GOOD
PAGE	7

BILLING ADDRESS		SHIPPING ADDRESS	
CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109 651-755-3098		CITY OF MAPLEWOOD 1830 COUNTY ROAD B EAST MAPLEWOOD MN 55109	
CUSTOMER PURCHASE ORDER		ACCOUNT NUMBER/DEPT	TERMS
POLICE INV ADDNS		CITMAP	NET 10

ITEM NUMBER			PRODUCT DESCRIPTION	ORD QTY	B/O QTY	SHIP QTY	UNIT PRICE	EXTENDED
1B2JK7-400	PDA		2V *chain-Pr Cat 1 05 *chain wicker *Lock Plug and Key,Chrome UM Series #400	2		2	2.36	4.72
LABREGX	CFS	CFS	LABOR-STRAIGHT	1		1	650.00	650.00
VEHICLEX	CFS	CFS	VEHICLE CHARGES	1		1	170.00	170.00
PAINT	CFS	CFS	PAINTING CHARGE	1		1	11.56	11.56
			- 36W Flipper Door ** PAN ONLY **, - Painting of - MT - MEDIUM TONE					
PAINT	CFS	CFS	PAINTING CHARGE	2		2	13.09	26.18
			- 48W Flipper Door ** PAN ONLY **, - Painting of - MT - MEDIUM TONE					
			--- 11/14/13 - DELIVERED/INSTALLED ADDITIONAL ITEMS FOR POLICE INV AREA ---					

Remit To: Commercial Furniture Services, Inc. Suite 200 4301 Highway 7 St. Louis Park, MN 55416	Subtotal	6695.37
	Tax	441.35
	Less Deposit	
	Total Amount Due	7136.72

MEMORANDUM

TO: Chuck Ahl, City Manager
C: Gayle Bauman, Finance Director
FROM: Steve Lukin, Fire Chief
DATE: January 7, 2014
SUBJECT: Approval for the Purchase of a New Modular Ambulance

Introduction

The Maplewood Fire Department has not replaced an ambulance since 2005 and is in need of replacing one of our current ambulances which is a 1998 Road Rescue Modular Ambulance. This ambulance has been incurring large repair bills and is in need of replacement. Replacement will be a 2014 Road Rescue Modular Ambulance that will provide us with new technology and an improved lighting system. The ambulance will be mounted on a Ford 450 chassis gas driven.

This vehicle will be purchased by utilizing the North Central EMS Cooperative Purchasing Agreement. This Cooperative Agreement enables us to purchase this vehicle from Road Rescue without going out for bid and insures competitive pricing.

Budget Impact

The purchase of this ambulance, in the amount of \$185,000, will come from the Emergency Medical Services Fund and falls in line with the Capital Improvement Plan.

Recommendation

Recommend the city council authorize the purchase of a 2014 Road Rescue Modular Ambulance in the amount of \$185,000.

Attachments

None.

MEMORANDUM

TO: Chuck Ahl, City Manager
C: Gayle Bauman, Finance Director
FROM: Steve Lukin, Fire Chief
DATE: January 7, 2014
SUBJECT: Approval for the Purchase of Three C-Mac Laryngoscopes with Monitors

Introduction

We are asking to purchase three C-Mac Video Laryngoscope's with portable monitors from Storz Endoscopy. Intubation is a high risk procedure that is performed in the field by our paramedics. Additionally, in 2012, Maplewood paramedics began a procedure that consists of administering medications to sedate patients that are in need of advanced airway management which has increased the frequency in which advanced airway management is required.

Video laryngoscopy has become a pre-hospital industry standard and the C-Mac will ensure that all of the patients that Maplewood EMS provides care to receive cutting edge medical care. Several studies, including Aziz, et al (2012), have shown that video laryngoscopy (intubation) is more effective than direct laryngoscopy.

The C-Mac Video Laryngoscope will allow our paramedics to view patient airways on a portable monitor which will allow for dual validation and predictably greater success rates. This device will supplement our current airway equipment and will have a long life span.

Budget Impact

This expenditure was budgeted for in the 2014 budget for the purchase of three C-Mac Video Laryngoscopes in the amount of \$37,966.78.

Recommendation

Recommend the city council authorize the purchase of Three C-Mac Video Laryngoscopes with Monitors in the amount of \$37,966.78 from Storz Endoscopy.

Attachments

None.

MEMORANDUM

TO: Chuck Ahl, City Manager
C: Gayle Bauman, Finance Director
FROM: Steve Lukin, Fire Chief
DATE: January 7, 2014
SUBJECT: Approval for the Fire Department to Accept A Grant from Ramsey County
Emergency Management

Introduction

In 2013, the Maplewood Fire Department applied for a grant from Ramsey County Emergency Management for one (1) truck mounted command lighting system to be mounted on top of the Maplewood Fire Department rehab vehicle. The addition of this light plant to our rehab vehicle will provide us with on scene lighting for emergency events. This command light system has a capability of elevating; as well as a 360 degree swivel utilizing LED lighting and will be powered by the truck's generator.

We were awarded the grant in the amount of \$14,800 from Ramsey County Emergency Management to purchase a command lighting system and installation.

Budget Impact

There is no impact to the budget as this is a 100% funded grant by Ramsey County.

Recommendation

Recommend the approval of the city council to accept the grant from Ramsey County Emergency Management in the amount of \$14,800.

Attachments

None.

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: January 8, 2014
SUBJECT: Approval of a Fee Waiver for a Temporary On-Sale Liquor Permit for the Maplewood Historical Society, 2170 East County Road D

Introduction

On Friday, January 3, 2014 Michael Michlitsch, representing the Maplewood Historical Society, submitted an application for a Temporary On-Sale Intoxicating Liquor permit to be used on Saturday, February 15, 2014 from 5:00pm to 10:00pm at the Bruentrup Heritage farm, 2170 East County Road D. The permit will be used to provide alcohol service for the Society's Sweetheart Dinner and Fundraiser event; the proceeds garnered from event will go towards supporting the activity of the Maplewood Historical Society.

Upon application, Mr. Michlitsch requested that the Temporary On-Sale Intoxicating Liquor permit fee of \$204.00 be waived.

Budget Impact:

None

Recommendation

Staff recommends the approval to waive the \$204.00 fee associated with the Temporary On-Sale Intoxicating Liquor permit for the Maplewood Historical Society's event on February 15, 2014.

MEMORANDUM

TO: R. Charles Ahl, City Manager

FROM: Michael Thompson, City Engineer/Public Works Director

DATE: January 3, 2014

SUBJECT: Highway 36 / English Street Interchange Improvements, Project 09-08, Approval of Resolution Adopting Revised Assessment Roll

Introduction

Council will consider adopting the revised assessment roll which officially takes action on those properties in which an objection was filed as part of the December 19, 2013 assessment hearing process.

Background/Discussion

The assessment roll for the Highway 36 / English Street Interchange Improvements was submitted to the City Council for adoption at the December 19, 2013 meeting. The council then adopted the roll less those properties for which an objection was submitted. Now action is needed on the fourteen (14) properties where an objection was made. The objections are as follows:

Objections:

- a. Parcel 09-29-22-34-0002 – Roger and Naomi Inc., 2228 Maplewood Dr N: The property owner is objecting to the assessment because they feel that the property has received no benefit from the improvement.
- b. Parcel 09-29-22-43-0049 - Menard Inc., 2280 Maplewood Dr N: The property owner is objecting because they feel that this project is a community improvement and the entire community should be assessed.
- c. Parcel 09-29-22-41-0007 – BBD Investments, Inc., 0 Highway 36: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.”
- d. Parcel 09-29-22-41-0029 – BBD Investments, Inc., 1285 Cope Ave. E: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.”
- e. Parcel 09-29-22-42-0004 – Soukup Realty, 1167 Viking Dr E: The property owner is objecting to the assessment because the assessment is unjust and unfair.
- f. Parcel 09-29-22-41-0003 – Three D Sac Self Storage, 1195 Viking Dr E: The property owner is objecting because they feel that they are receiving no benefits or increase in property value.
- g. Parcel 09-29-22-41-0025 – Aa Metcalf Moving Storage Inc., 1255 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- h. Parcel 09-29-22-41-0026 – Maplewood Business Center, Inc., 1261 Viking Dr E: The

property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.

- i. Parcel 09-29-22-42-0001 – Second Harvest Heartland, 1140 Gervais Ave. E: The property owner respectfully requests a full abatement of the assessment as they do not feel that the project provided any increase to the fair market value of the property.
- j. Parcel 09-29-22-41-0019 – Cramer Maplewood, LLC, 2385 English Street North
The property owner is “appealing this proposed special assessment as arbitrary and very unfair, as it does not take into account the now very small usable portion of land left after the land taken.”
- k. Parcel 10-29-22-32-0006 – Camada Limited Partnership (Vomela); 2354 English Street North: The property owner is objecting to the assessment because there is no benefit to the property from the project.
- l. Parcel 09-29-22-14-0010 – Land of Lakes Properties, LLC, 1259 Gervais Ave E: The property owner is objecting to the assessment because not all properties benefitting from improvements are subject to the special assessment.
- m. Parcel 10-29-22-32-0017 – Summit Community Bank, 0 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- n. Parcel 10-29-22-32-0018 – Summit Community Bank, 0 Cope Ave E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.

Recommended Adjustments:

The staff reviewed the assessment objections and recommends denial of all requests for cancellation or revision.

The recommendations are based on the benefit appraisals which support the proposed assessments. In addition, the recommendations are consistent with the City’s Assessment Policy. If council chooses to adopt the staff recommendation and a property owner disagrees with the action, there is an opportunity to work with the City Attorney in addition to appealing to the City and District Court.

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

- a. Parcel 09-29-22-34-0002 – Roger and Naomi Inc., 2228 Maplewood Dr N: The property owner is objecting to the assessment because they feel that the property has received no benefit from the improvement. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- b. Parcel 09-29-22-43-0049 - Menard Inc., 2280 Maplewood Dr N: The property owner is objecting because they feel that this project is a community improvement and the entire community should be assessed. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- c. Parcel 09-29-22-41-0007 – BBD Investments, Inc., 0 Highway 36: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.” Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed

- per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- d. Parcel 09-29-22-41-0029 – BBD Investments, Inc., 1285 Cope Ave. E: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.” Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - e. Parcel 09-29-22-42-0004 – Soukup Realty, 1167 Viking Dr E: The property owner is objecting to the assessment because the assessment is unjust and unfair. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - f. Parcel 09-29-22-41-0003 – Three D Sac Self Storage, 1195 Viking Dr E: The property owner is objecting because they feel that they are receiving no benefits or increase in property value. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - g. Parcel 09-29-22-41-0025 – Aa Metcalf Moving Storage Inc., 1255 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - h. Parcel 09-29-22-41-0026 – Maplewood Business Center, Inc., 1261 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - i. Parcel 09-29-22-42-0001 – Second Harvest Heartland, 1140 Gervais Ave. E: The property owner respectfully requests a full abatement of the assessment as they do not feel that the project provided any increase to the fair market value of the property. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - j. Parcel 09-29-22-41-0019 – Cramer Maplewood, LLC, 2385 English Street North
The property owner is “appealing this proposed special assessment as arbitrary and very unfair, as it does not take into account the now very small usable portion of land left after the land taken.” Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - k. Parcel 10-29-22-32-0006 – Camada Limited Partnership (Vomela); 2354 English Street North: The property owner is objecting to the assessment because there is no benefit to

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

- i. Parcel 09-29-22-14-0010 – Land of Lakes Properties, LLC, 1259 Gervais Ave E: The property owner is objecting to the assessment because not all properties benefitting from improvements are subject to the special assessment. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- m. Parcel 10-29-22-32-0017 – Summit Community Bank, 0 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- n. Parcel 10-29-22-32-0018 – Summit Community Bank, 0 Cope Ave E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.

Budget Impact

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

Recommendation

Staff recommends that the City Council approve the attached Resolution for Adopting Revised Assessment Roll for the Highway 36/English Street Interchange Improvements, City Project 09-08. It is further recommended that the City Attorney work with the property owners to resolve any outstanding concerns.

Attachments

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

**RESOLUTION
ADOPTING REVISED ASSESSMENT ROLL**

WHEREAS, pursuant to a resolution adopted by the City Council on October 28, 2013 (and confirmed on December 9, 2013), calling for an Assessment Public Hearing, the assessment roll for the Highway 36/English Street Interchange Improvements, City Project 09-08 was presented in a Public Hearing format on December 19, 2013, pursuant to Minnesota Statutes, Chapter 429, and

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

- a. Parcel 09-29-22-34-0002 – Roger and Naomi Inc., 2228 Maplewood Dr N: The property owner is objecting to the assessment because they feel that the property has received no benefit from the improvement.
- b. Parcel 09-29-22-43-0049 - Menard Inc., 2280 Maplewood Dr N: The property owner is objecting because they feel that this project is a community improvement and the entire community should be assessed.
- c. Parcel 09-29-22-41-0007 – BBD Investments, Inc., 0 Highway 36: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.”
- d. Parcel 09-29-22-41-0029 – BBD Investments, Inc., 1285 Cope Ave. E: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.”
- e. Parcel 09-29-22-42-0004 – Soukup Realty, 1167 Viking Dr E: The property owner is objecting to the assessment because the assessment is unjust and unfair.
- f. Parcel 09-29-22-41-0003 – Three D Sac Self Storage, 1195 Viking Dr E: The property owner is objecting because they feel that they are receiving no benefits or increase in property value.
- g. Parcel 09-29-22-41-0025 – Aa Metcalf Moving Storage Inc., 1255 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- h. Parcel 09-29-22-41-0026 – Maplewood Business Center, Inc., 1261 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- i. Parcel 09-29-22-42-0001 – Second Harvest Heartland, 1140 Gervais Ave. E: The property owner respectfully requests a full abatement of the assessment as they do not feel that the project provided any increase to the fair market value of the property.
- j. Parcel 09-29-22-41-0019 – Cramer Maplewood, LLC, 2385 English Street North: The property owner is “appealing this proposed special assessment as arbitrary and very unfair, as it does not take into account the now very small usable portion of land left after the land taken.”
- k. Parcel 10-29-22-32-0006 – Camada Limited Partnership (Vomela); 2354 English Street North: The property owner is objecting to the assessment because there is no benefit to the property from the project.
- l. Parcel 09-29-22-14-0010 – Land of Lakes Properties, LLC, 1259 Gervais Ave E: The property owner is objecting to the assessment because not all properties benefitting from improvements are subject to the special assessment.

- m. Parcel 10-29-22-32-0017 – Summit Community Bank, 0 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.
- n. Parcel 10-29-22-32-0018 – Summit Community Bank, 0 Cope Ave E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements.

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

1. That the City Engineer and City Clerk are hereby instructed to make the following adjustments to the assessment roll for the Highway 36/English Street Interchange Improvements, City Project 09-08:
 - a. Parcel 09-29-22-34-0002 – Roger and Naomi Inc., 2228 Maplewood Dr N: The property owner is objecting to the assessment because they feel that the property has received no benefit from the improvement. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - b. Parcel 09-29-22-43-0049 - Menard Inc., 2280 Maplewood Dr N: The property owner is objecting because they feel that this project is a community improvement and the entire community should be assessed. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - c. Parcel 09-29-22-41-0007 – BBD Investments, Inc., 0 Highway 36: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.” Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - d. Parcel 09-29-22-41-0029 – BBD Investments, Inc., 1285 Cope Ave. E: The property owner “reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.” Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
 - e. Parcel 09-29-22-42-0004 – Soukup Realty, 1167 Viking Dr E: The property owner is objecting to the assessment because the assessment is unjust and unfair. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City’s assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.

- f. Parcel 09-29-22-41-0003 – Three D Sac Self Storage, 1195 Viking Dr E: The property owner is objecting because they feel that they are receiving no benefits or increase in property value. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- g. Parcel 09-29-22-41-0025 – Aa Metcalf Moving Storage Inc., 1255 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- h. Parcel 09-29-22-41-0026 – Maplewood Business Center, Inc., 1261 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- i. Parcel 09-29-22-42-0001 – Second Harvest Heartland, 1140 Gervais Ave. E: The property owner respectfully requests a full abatement of the assessment as they do not feel that the project provided any increase to the fair market value of the property. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- j. Parcel 09-29-22-41-0019 – Cramer Maplewood, LLC, 2385 English Street North
The property owner is "appealing this proposed special assessment as arbitrary and very unfair, as it does not take into account the now very small usable portion of land left after the land taken." Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- k. Parcel 10-29-22-32-0006 – Camada Limited Partnership (Vomela); 2354 English Street North: The property owner is objecting to the assessment because there is no benefit to the property from the project. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- l. Parcel 09-29-22-14-0010 – Land of Lakes Properties, LLC, 1259 Gervais Ave E: The property owner is objecting to the assessment because not all properties benefitting from improvements are subject to the special assessment. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
- m. Parcel 10-29-22-32-0017 – Summit Community Bank, 0 Viking Dr E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.

- n. Parcel 10-29-22-32-0018 – Summit Community Bank, 0 Cope Ave E: The property owner is objecting to the assessment because no special benefit has been derived from the alleged improvements. Staff recommendation is to **deny** the request for revision or cancellation of assessment as this property is being assessed per the City's assessment policy and the assessment does not exceed the benefit to the property as determined through the special benefit appraisal.
2. The assessment roll for the Highway 36/English Street Interchange Improvements, City Project 09-08, as amended, is hereby accepted, a copy of which is attached hereto and made a part hereof. Said assessment roll shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
3. 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 2015 and shall bear interest at the rate of 4.5 percent per annum beginning on January 1, 2015. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
4. 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, 2014, pay the whole of the assessment on such property to the city clerk, no interest shall be charged if the entire assessment is paid by November 15, 2014; and they may, at any time after November 15, 2014, 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.
5. The City Engineer and City Clerk shall forthwith after November 15, 2014, but no later than November 16, 2014, 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 13th day of January, 2014.

City of Maplewood
Highway 36/English Street Interchange Improvements
City Project 09-08

Corrected Final Assessment Roll

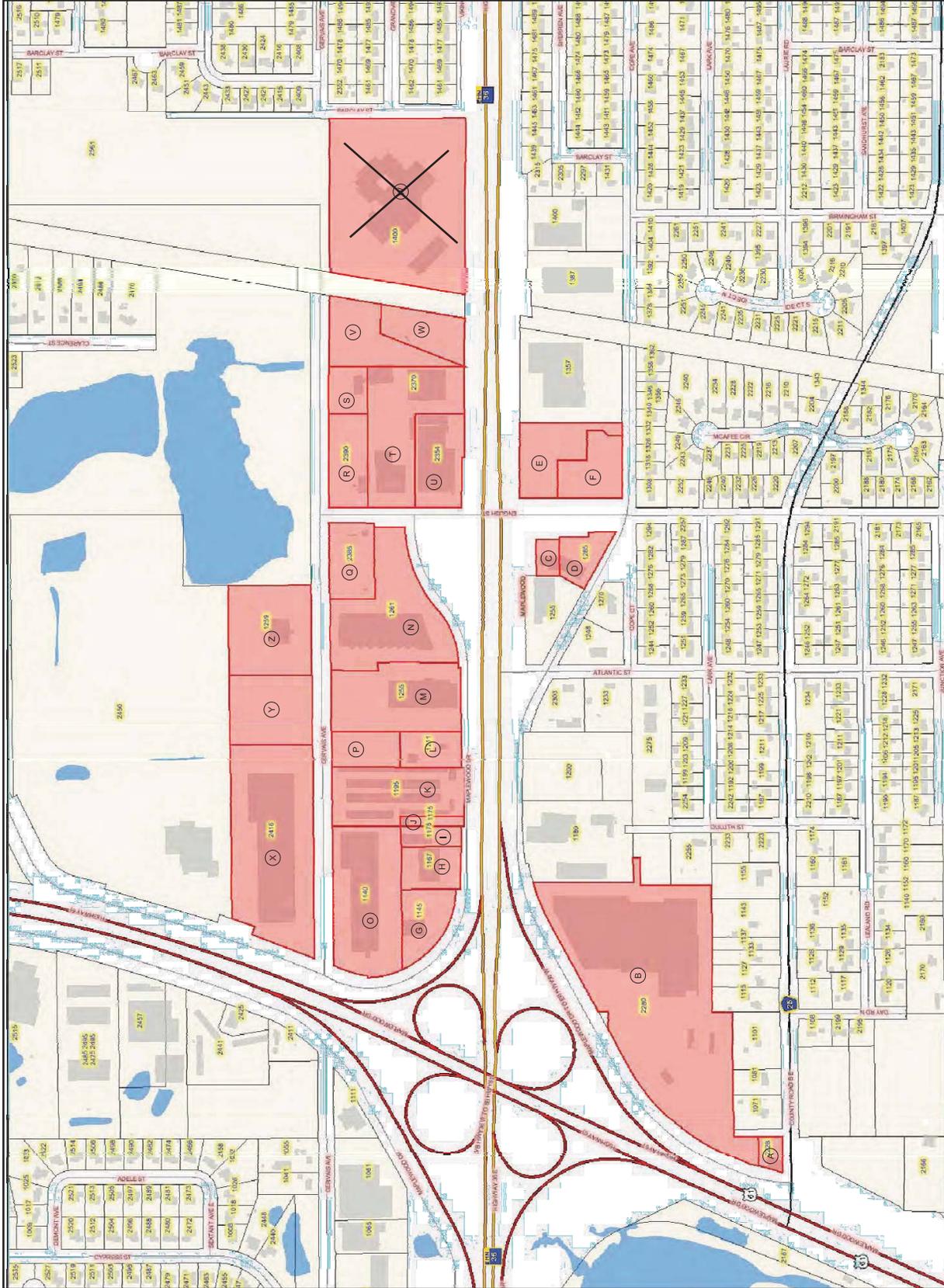
ID	ParcelID	Taxpayer	Street Number	Street	FULL RECON. FRONT FOOTAGE	PARTIAL RECON. FRONT FOOTAGE	STORM ASSESSMENT	FULL RECON. ASSESSMENT	PARTIAL RECON. ASSESSMENT	TOTAL ASSESSMENT
A	092922340002	Rogers And Naomi Inc	2228	Maplewood Dr N	210		\$ -	\$ 27,720.00	\$ -	\$ 11,800.00 *
B	092922430049	Menard Inc	2280	Maplewood Dr N	325		\$ -	\$ 42,900.00	\$ -	\$ 42,900.00
C	092922410007	Bbd Investments Inc	0	Highway 36 E	98		\$ -	\$ 12,936.00	\$ -	\$ 12,936.00
D	092922410029	Bbd Investments Inc	1285	Cope Ave E	224		\$ -	\$ 29,568.00	\$ -	\$ 29,568.00
E	102922320017	Summit Community Bank	0	Viking Dr E	153		\$ -	\$ 20,196.00	\$ -	\$ 20,196.00
F	102922320018	Summit Community Bank	0	Cope Ave E	262		\$ -	\$ 34,584.00	\$ -	\$ 34,584.00
G	092922420010	University Auto Prop Lllp	1145	Viking Dr E	217		\$ 4,730.60	\$ 28,644.00	\$ -	\$ 33,374.60 **
H	092922420004	Soukup Realty Ip	1167	Viking Dr E	180		\$ 3,924.00	\$ 23,760.00	\$ -	\$ 27,684.00
I	092922420005	Chad B Sauer	1175	Viking Dr E	90		\$ 1,962.00	\$ 11,880.00	\$ -	\$ 13,842.00
J	092922410004	Chad B Sauer	1175	Viking Dr E	40		\$ 872.00	\$ 5,280.00	\$ -	\$ 6,152.00
K	092922410003	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	092922410005	Scott K Smith	1211	Viking Dr E	150		\$ 3,270.00	\$ 19,800.00	\$ -	\$ 21,600.00 *
M	092922410025	Aa Metcalf Moving Storage Inc	1255	Viking Dr E	300	263	\$ -	\$ 39,600.00	\$ 26,037.00	\$ 65,637.00
N	092922410026	Maplewood Business Center Inc	1261	Viking Dr E	658	305	\$ -	\$ 86,856.00	\$ 30,195.00	\$ 112,900.00 *
O	092922420001	Second Harvest Heartland	1140	Gervais Ave E	303	595	\$ -	\$ 39,996.00	\$ 58,905.00	\$ 91,500.00 *
P	092922410002	Scott K Smith	0	Gervais Ave E		150	\$ -	\$ -	\$ 14,850.00	\$ 14,850.00
Q	092922410019	Cramer Maplewood Llc	2385	English St N	351		\$ -	\$ 46,332.00	\$ -	\$ 31,200.00 *
R	102922320004	Jay T Langer	2390	English St N	565		\$ -	\$ 74,580.00	\$ -	\$ 29,600.00 *
S	102922320003	Jay T Langer	0	Gervais Ave E	197		\$ -	\$ 26,004.00	\$ -	\$ 14,900.00 *
T	102922320020	Truck Utilities And Mfg Co	2370	English St N	200		\$ -	\$ 26,400.00	\$ -	\$ 26,400.00
U	102922320006	Camada Limited Partnership	2354	English St N	194		\$ -	\$ 25,608.00	\$ -	\$ 25,608.00
V	102922320022	Jay T Langer	0	Gervais Ave E	301		\$ -	\$ 39,732.00	\$ -	\$ 38,400.00 *
X	092922130014	Genuine Parts Company	2416	Maplewood Dr N		909	\$ -	\$ -	\$ 89,991.00	\$ 89,991.00
Y	092922140011	Goff Homes Inc	0	Gervais Ave E		297	\$ -	\$ -	\$ 29,403.00	\$ 29,403.00
Z	092922140010	Land Of Lakes Properties Llc	1259	Gervais Ave E		383	\$ -	\$ -	\$ 37,917.00	\$ 37,917.00
				Totals	5228	3152	\$19,336.60	\$690,096.00	\$312,048.00	\$ 919,990.60

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

** ADJUSTED FRONTAGE BASED ON IRREGULAR SHAPED LOT

PROPOSED COMMERCIAL ASSESSMENT RATES:

FULL STREET RECONSTRUCTION = \$132.00 per front foot
 PARTIAL STREET RECONSTRUCTION = \$99.00 per front foot
 STORM DRAINAGE = \$21.80 per front foot



K:\TMC_C\IM\City\Maplewood\ENGLISH_TH36\CADD\EXHIBITS\FEASIBILITY\ENGLISH_TH36-ASSESSMENT-10.dwg March 20, 2012 - 11:57am

Attorneys At Law

332 Minnesota Street
Suite W2750
St. Paul, MN 55101
Telephone: 651-767-3740
Facsimile: 651-228-9161
www.martinsquires.com

November 20, 2013

John Paul Martin
Direct Dial # 651-767-3743
jpmartin@martinsquires.com

CERTIFIED MAIL-
RETURN RECEIPT REQUESTED

Karen Guilfoile
City Clerk of Maplewood
1902 County Road B East
Maplewood, MN 55109

Re: Statement of Assessment – City Project #09-08 T.H.36 and English Street
Interchange Improvements

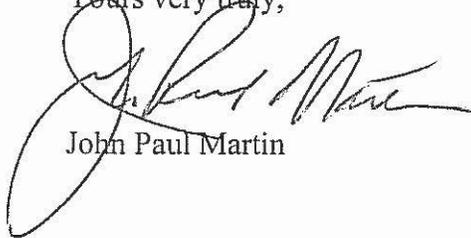
Dear Ms. Guilfoile:

Enclosed and served upon you by U.S. Mail, on behalf of our client, Roger & Naomi, Inc., is a
Notice of Objection to Assessment.

As requested, please direct all future communications regarding this objection to the
undersigned.

Thank you.

Yours very truly,



John Paul Martin

JPM:cp
Enclosure

cc: Roger and Naomi, Inc. w/enclosure by E-mail only
Alan Kantrud w/enclosure by E-mail only

November 19, 2013

Karen Guilfoile
City Clerk of Maplewood
1902 County Road B East
Maplewood, MN 55109

Re: Statement of Assessment – City Project #09-08 T.H.36 and English Street
Interchange Improvements

NOTICE OF OBJECTION TO ASSESSMENT

Pursuant to Minn. Stat. Chapter 429, formal Notice Of Objection To Assessment is hereby made with regard to the proposed total assessment of \$11,800.00 referred to in the attached Statement of Assessment for our property located 2228 Maplewood Drive North, Maplewood, MN 55109; PIN#092922340002.

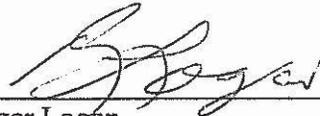
Objection to the assessment is as follows:

1. The property has received no benefit from the improvements.
2. The amount of the assessment greatly exceeds whatever minimal benefit is conferred from the improvement.
3. The benefit of the improvements do not confer any special benefit but constitute a general benefit to the city as a whole and payment therefore is proper only from general obligation sources.
4. The proposed assessment is unequal, lacks uniformity and is unreasonable, arbitrary and capricious.
5. There is little or no increase in market value to the subject property from the improvements and as such the imposition of assessments constitutes a wrongful and unlawful taking of property contrary to the United States Constitution and that of the State of Minnesota.

Please direct all future communications regarding this objection to our counsel, John Paul Martin, MARTIN & SQUIRES, P.A., 332 Minnesota Street, Suite W2750, St. Paul, MN 55101.

Thank you for your consideration.

ROGER & NAOMI, INC.

By: 
 Roger Logan
 Its: President

Enclosure: Statement of Assessment
cc: John Paul Martin by E-mail only: jpmartin@martinsquires.com

City of Maplewood
Department of Public Works / Office of the City Engineer
1902 County Road B East, Maplewood, Minnesota 55109
Phone: 651-249-2400 Fax: 651-249-2409

STATEMENT OF ASSESSMENT

CITY PROJECT # 09-08: T.H.36 and English Street Interchange Improvements
Assessment Public Hearing Date - November 25, 2013 at 7:00 p.m.

Note... This is the only statement of assessment that you will receive.

It is important that you read and fully understand your rights and obligations concerning this assessment as stated on the attached NOTICE OF ASSESSMENT.

The final assessment for Parcel Identification Number (PIN) 092922340002 is as follows:
(Please refer to the PIN if calling or corresponding concerning this assessment statement.)

TOTAL ASSESSMENT for this parcel is \$11,800.00

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

ASSESSMENT HEARING DATE: November 25, 2013

PAYMENT AT THIS TIME IS OPTIONAL.

If you wish to make a payment, please detach the bottom portion and return it to the Office of the City Engineer with your payment. You may choose to make a full or partial (25% minimum) payment. No interest will be applied to payments received on or before December 25, 2013. The city will accept no more than two (2) payments up until the December 25th certification deadline date.

No payments will be accepted by the city after December 25, 2013, at which time all unpaid balances will be certified to Ramsey County for collection with property taxes.
(Payment options and financing requirements are established by MN State Statute 429)

.....
Detach here and remit with payment.

CITY PROJECT # 09-08: T.H.36 and English Street Interchange Improvements

Property Owner of Record:
Rogers And Naomi Inc
2514 Adele St
Maplewood MN 55109-1971

Property Tax Legal Description

PROPERTY ADDRESS : 2228 Maplewood Dr N **PIN: 092922340002**
SECTION 9 TOWN 29 RANGE 22 S 100 Ft Of Part Of Se 1/4 Of Sw 1/4 Ely Of Sth 61/1 And N Of Co Rd
B In Sec 9 Tn 29 Rn 22

TOTAL ASSESSMENT AS LEVIED: \$11,800.00

Payment amount to be applied * (-) _____

REMAINING BALANCE DUE

*Optional: Partial payment has been authorized by City Ordinance (Payment must be 25% or greater)

Return to: Office of the City Engineer, 1902 County Road B East, Maplewood, MN 55109
Please make check payable to: City of Maplewood
(Please note your PIN and "Project 09-08" on your check memo line)

Payment rec'd by _____ Date rec'd _____ Rec't # _____

5509DB-6000-0602-0200

ASSESSMENT HEARING OBJECTION FORM

Aug 26 / 61 IMPROVEMENTS

CITY PROJECT 07-08

Address of assessed parcel 2280 maplewood Drive

Property identification number: _____
(12 digit number)

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

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

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

Reason for the request:

Basis of objection is objection, Assessment only
affects of business and not community. This is a
community improvement. Community should be
assessed. This is not properly defined

Robert EDDIE Robert Edd 11-25
Print Name Signature Date

2280 Maplewood Dr Maplewood 55109 651-415-5708
Address of Property Owner Zip Telephone

NOV 22 13

CITY OF MAPLEWOOD
by hand delivery
@ 3:23 p.m.
Debs.

November 22, 2013

John C. Holper
Direct Dial: (612) 604-6542
Direct Fax: (612) 604-6842
jholper@winthrop.com

VIA HAND DELIVERY

City of Maplewood
ATTN: City Clerk
1902 County Road B East
Maplewood, MN 55109

NOTICE OF OBJECTION TO ROAD IMPROVEMENT SPECIAL ASSESSMENT

City Project#: 09-08: T.H.36 and English Street Interchange Improvements
Property Owner: BBD Investments, Inc.
Properties: PIN # 092922410029 and PIN# 092922410007

Dear Sir/Madam:

We are legal counsel to BBD Investments, Inc. ("BBD"). BBD is the owner of the two parcels of real property identified above.

Pursuant to Minn. Stat. § 429.061, subd. 1, we are hereby filing this written objection on behalf of BBD to the proposed special assessment against each of the above-referenced properties. For your information, a copy of the Statements of Assessments received by BBD are attached hereto as Exhibits A and B. Please also be advised that BBD hereby reserves all available objections and all of its legal and other rights and remedies including, but not limited to, all rights of appeal.

Please feel free to contact the undersigned should you have any questions.

Very truly yours,

WINTHROP & WEINSTINE, P.A.


John C. Holper

JCH/mtb

Enclosures

cc: Linda Steinbaugh (via e-mail w/attachments)
8531084v1

City of Maplewood
Department of Public Works / Office of the City Engineer
1902 County Road B East, Maplewood, Minnesota 55109
Phone: 651-249-2400 Fax: 651-249-2409

STATEMENT OF ASSESSMENT

CITY PROJECT # 09-08: T.H.36 and English Street Interchange Improvements
Assessment Public Hearing Date – November 25, 2013 at 7:00 p.m.

Note... This is the only statement of assessment that you will receive.

It is important that you read and fully understand your rights and obligations concerning this assessment as stated on the attached NOTICE OF ASSESSMENT.

The final assessment for **Parcel Identification Number (PIN) 092922410029** is as follows:
(Please refer to the PIN if calling or corresponding concerning this assessment statement.)

TOTAL ASSESSMENT for this parcel is \$112,900.00

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

ASSESSMENT HEARING DATE: November 25, 2013

PAYMENT AT THIS TIME IS OPTIONAL.

If you wish to make a payment, please detach the bottom portion and return it to the Office of the City Engineer with your payment. You may choose to make a full or partial (25% minimum) payment. No interest will be applied to payments received on or before December 25, 2013. The city will accept no more than two (2) payments up until the December 25th certification deadline date.

No payments will be accepted by the city after December 25, 2013, at which time all unpaid balances will be certified to Ramsey County for collection with property taxes.
(Payment options and financing requirements are established by MN State Statute 429)

.....
Detach here and remit with payment.

CITY PROJECT # 09-08: T.H.36 and English Street Interchange Improvements

Property Owner of Record:
Bbd Investments Inc
1221 Nicollet Ave Ste 300
Minneapolis MN 55403-2443

Property Tax Legal Description

PROPERTY ADDRESS : 1285 Cope Ave E **PIN: 092922410029**
CLIFTON ADDITION, RAMSEY CO., MINN. Subj To St Ex Part Of Lots 19 Thru 25 Desc As Beg On N Line Of Blk 13 Dist 379.62 Ft E Of Nw Cor Of Lot 16 Thence S 29 Deg 14 Min W 117.56 Ft To St As Opened In Doc 2021912 Thence Nw To N Line Of Sd Blk 13 Thence E To Beg; Vac Alley Accruing & Part Lying

TOTAL ASSESSMENT AS LEVIED: \$112,900.00

Payment amount to be applied * (-) _____

REMAINING BALANCE DUE

*Optional: Partial payment has been authorized by City Ordinance (Payment must be 25% or greater)

Return to: Office of the City Engineer, 1902 County Road B East, Maplewood, MN 55109
Please make check payable to: City of Maplewood
(Please note your PIN and "Project 09-08" on your check memo line)

Payment rec'd by _____ Date rec'd _____ Rec't # _____

550908-6000-0602-0200



ASSESSMENT HEARING OBJECTION FORM

CITY PROJECT #09-08 IMPROVEMENTS
+ H36 & ENGLISH
CITY PROJECT ___-___

Address of assessed parcel 1167 EAST HIGHWAY 36

Property identification number: 09-29-22-42-0004
(12 digit number)

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

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

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

Reason for the request:

SEE ATTACHED LETTER

WILLIAM JOUKUP
Print Name

[Signature]
Signature

11/25/13
Date

1167 EAST HWY 36 MARLBOROUGH MA 01501 (508) 657-7666
Address of Property Owner Zip Telephone

City Council of Maplewood Minnesota
1830 County Road B East
Maplewood, MN

November 25, 2013

Hand delivered to the presiding officer at the November 25, 2013 hearing

Formal Notice: Commercial Pool & Spa Supplies (Commercial Pools) is objecting to the \$27,684.00 "Statement of Assessment"

Commercial Pool & Spa Supplies, Inc., believes this assessment is unjust and unfair for the following reasons:

-The assessment is not uniform:

Commercial Pool Assessment	\$27,000 for ~190 feet	\$142/ft
University Auto Sales Assessment	\$43,000 for ~535 feet	\$80/ft

At that comparison, Commercial should owe \$15,271 instead of \$27,684

-This is a "through" street that benefits the north east section of Highways 36 and 61. The City, local businesses and residents that share this street should contribute to the improvements.

"The property does not need to abut the improvement directly in order to have the determination that a benefit is received."

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/at_manual/08_04.pdf

-The City did not provide the fair market value of properties and the increased value equal or greater than the \$27,684 assessment.

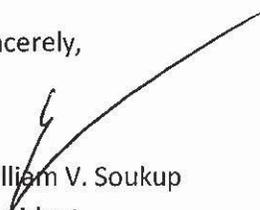
-The related assessment charges have not been properly defined.

-Commercial Pools did not benefit from most of the charges.

-Most of the work performed was a premature improvement.

-This assessment is too heavy of a burden for Commercial Pools to pay.

Sincerely,



William V. Soukup
President
Commercial Pool & Spa Supplies, Inc.
1167 East Highway 36
Maplewood, MN 55109
651-766-6666

ASSESSMENT HEARING OBJECTION FORM

English Street Interchange IMPROVEMENTS

CITY PROJECT 09-08

Address of assessed parcel 1195 Viking Dr. E

Property identification number: 09-29-22-41-0005
(12 digit number)

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

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

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

Reason for the request:

- No Benefits - Not uniform - No increase in property value.
- Taken away drive-by visibility -

Three D. SAC Self-storage Lp.

Christopher Bohlman
Print Name

Christopher S. Bohlman 11-25-13
Signature Date

1250 E Missouri Ave Phoenix AZ 85014 (602) 657-7903
Address of Property Owner Zip Telephone

RECEIVED

NOV 25 13

CITY OF MAPLEWOOD

by hand delivery CITY OF MAPLEWOOD
ds

STATE OF MINNESOTA
COUNTY OF RAMSEY

SECOND JUDICIAL DISTRICT

In Re: Proposed Levy of Special
Assessments Against 1255 Viking Dr. E.
Maplewood, MN

**NOTICE OF OBJECTION TO
PROPOSED ASSESSMENT**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL OF
THE CITY OF MAPLEWOOD AND THE MAPLEWOOD CITY CLERK.**

Notice is hereby given that the undersigned, as fee owner of the real property located at 1255 Viking Dr. E., Maplewood, Minnesota, 55109, a.k.a. 1255 Highway 36 E., Maplewood, Minnesota, 55109, Parcel Identification No. 092922410025, objects to the proposed special assessment of the subject Property for alleged improvements to the T.H. 36 and English Street Interchange, City Project # 09-08, upon the following grounds:

1. The subject parcel has not derived any special benefit from the alleged improvements. To the contrary, the property has been substantially damaged and diminished in market value as a result of the so-called improvements.
2. The City has failed to obtain any before and after market value appraisal to sustain any assessment against the subject property.
3. The proposed criteria and method used to determine the assessments upon the subject property are not proper for the imposition of a special assessment, are not in accord with the constitutional, statutory or municipal assessment policy requirements, and are, therefore, arbitrary and capricious, and thus, deprive the undersigned of property without due process of law, contrary to the requirements of the United States Constitution.

4. The proposed assessment includes costs and contingency factors not authorized under Chapter 429 and is therefore, void.
5. The proposed assessment is contrary to and violates Minnesota Statutes, Chapter 429.
6. The proposed assessment is arbitrary, capricious, confiscatory and unreasonable.
7. The proposed assessment does not result in any benefit, special or otherwise, to the subject property.
8. The subject property is not specifically benefited by the improvements.
9. The subject property has not and will not increase in market value as a result of the improvements.
10. The levying of said assessment constitutes an unconstitutional taking of the undersigned's property.
11. The public hearing in said assessment was not proper notice in conformity with Minnesota Statutes 429.061 and 429.081.
12. The subject parcel has been unfairly and unequally assessed in comparison to other similarly situated properties in violation of state and federal law.
13. The City has failed to assess every assessable lot, piece or parcel of land as required Minnesota Statutes § 429.061.

Dated: November 25, 2013



Corinne Metcalf
AA Metcalf Moving Storage, Inc.
1255 Viking Dr. E.
Maplewood, MN 55109

RECEIVED

11, Attachment 4

NOV 25 13

STATE OF MINNESOTA
COUNTY OF RAMSEY

CITY OF MAPLEWOOD
by hand delivery

CITY OF MAPLEWOOD
SECOND JUDICIAL DISTRICT

In Re: Proposed Levy of Special
Assessments Against 1261 Viking Dr. E.
Maplewood, MN

**NOTICE OF OBJECTION TO
PROPOSED ASSESSMENT**

**TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL OF
THE CITY OF MAPLEWOOD AND THE MAPLEWOOD CITY CLERK.**

Notice is hereby given that the undersigned, as fee owner of the real property located at 1261 Viking Dr. E., Maplewood, Minnesota, 55109, a.k.a. 1261 Highway 36 E., Maplewood, Minnesota, 55109, Parcel Identification No. 092922410026, objects to the proposed special assessment of the subject Property for alleged improvements to the T.H. 36 and English Street Interchange, City Project # 09-08, upon the following grounds:

1. The subject parcel has not derived any special benefit from the alleged improvements. To the contrary, the property has been substantially damaged and diminished in market value as a result of the so-called improvements.
2. The City has failed to obtain any before and after market value appraisal to sustain any assessment against the subject property.
3. The proposed criteria and method used to determine the assessments upon the subject property are not proper for the imposition of a special assessment, are not in accord with the constitutional, statutory or municipal assessment policy requirements, and are, therefore, arbitrary and capricious, and thus, deprive the undersigned of property without due process of law, contrary to the requirements of the United States Constitution.

4. The proposed assessment includes costs and contingency factors not authorized under Chapter 429 and is therefore, void.

5. The proposed assessment is contrary to and violates Minnesota Statutes, Chapter 429.

6. The proposed assessment is arbitrary, capricious, confiscatory and unreasonable.

7. The proposed assessment does not result in any benefit, special or otherwise, to the subject property.

8. The subject property is not specifically benefited by the improvements.

9. The subject property has not and will not increase in market value as a result of the improvements.

10. The levying of said assessment constitutes an unconstitutional taking of the undersigned's property.

11. The public hearing in said assessment was not proper notice in conformity with Minnesota Statutes 429.061 and 429.081.

12. The subject parcel has been unfairly and unequally assessed in comparison to other similarly situated properties in violation of state and federal law.

13. The City has failed to assess every assessable lot, piece or parcel of land as required Minnesota Statues § 429.061.

Dated: November 25, 2013.



Allen Metcalf
Maplewood Business Center, Inc.
1261 Viking Dr. E.
Maplewood, MN 55109



To: Karen Guilfoile, City Clerk, City of Maplewood, MN

Cc: Michael Thompson, Public Works Director, City of Maplewood, MN

From: Robert Zeaske, CEO
Second Harvest Heartland

Re: Statement of Assessment for City Project #09-08: T.H. 36 and English Street Interchange Improvements
Property Address: 1140 Gervais Avenue East (PIN #092922420001)

This correspondence is an appeal against the assessment made to our property which can be identified as follows:

- The address of Second Harvest Heartland, MN is: 1140 Gervais Avenue E, Maplewood, MN 55109.
- The legal description of the property provided on the special assessment is: CLIFTON ADDITION, RAMSEY CO, MINN. SUBJ. TO Hwy and Rds., Blk 22
- The property identification number (PIN) is: 09292242001

Second Harvest Heartland (and its predecessor) has owned this building for over fifteen years. Second Harvest Heartland is a MN nonprofit corporation which is tax-exempt under IRC 501(c)(3) and our property is exempt from real property taxes in Minnesota. We have been assessed an amount of \$91,500 which represents 10% of the total assessments made to the business that directly affront the project. This assessment is a significant financial burden. Second Harvest Heartland (SHH), an organization that sources and distributes mostly donated food to hunger relief organizations across a fifty-seven counties in MN and Western Wisconsin. Our financial support primarily comes through charitable donations and we spend nearly 95% of all our expenditures support feeding our hungry neighbors in need. We directly provide over 101,000 meals to eight food relief organizations in the City of Maplewood, MN and SHH directly distributes over 453,000 meals via the CSFP federal commodity program at our Maplewood location during FY 2013. In total, we distributed nearly 710,000 pounds of food to our hungry neighbors in need. We had no ability to budget for this assessment as we did not know the amount or the timing of the assessment.



We respectfully request full abatement of the assessment as we do not feel that the project provided any increase to the fair market value of our property.

Even if our property value did increase from the project, it did not increase by the full amount of the proposed \$91,500 assessment. As part of the project, we received new pavement but the benefits of new pavement do not correlate with \$91,500 in increased property value to SHH.

If this assessment is not fully abated, we request that the burden be spread out among more property owners as we do not feel the burden of this assessment should be placed solely on the businesses contiguous to the project. The improvements are used by many in the community and if our property value increased from the improvements then surely many other properties that do not directly touch the improvements experienced a similar increase and should share in the cost. Further, if our property value did increase from the improvements other than the new pavement, it did not increase by the full amount of the proposed \$91,500 assessment.

We are filing this appeal in advance of the public hearing scheduled for Monday, November 25th at 7 pm. Respectfully, we request that this assessment be abated.

Larry R. and Kathleen M. Cramer
1928 Warbler Lane
St. Paul, MN 55119

November 15, 2013

City of Maplewood
Attn: City Clerk
1902 County Road B East
Maplewood, MN 55109

Re: Objection to pending assessment of \$29,568.00 for parcel
#092922410019, 2385 English St. N

Dear City Clerk and Council Members:

We own the subject property at 2385 English St. N. The proposed assessment couldn't possibly be correct. The property value of subject parcel has been devastated because the State and City of Maplewood CONDEMNED and took over 1/3 of our property last December. This action resulted in rendering most of the remaining part useless, except for the portion where we have a cell tower.

We are appealing this proposed special assessment as arbitrary and very unfair, as it does not take into account the now very small usable portion of land left after the land taken.

The portion of the remainder that is left of the land between the cell tower and the road right of way is a "small odd sized portion" left (City appraiser's own wording) that the City's own appraiser determined of little value by. Please refer to the condemnation documents and the City's own appraisal. If you do not have access to these documents, I can readily provide.

We no longer have the access to our property that we used to have from English Street before the condemnation. Only about a 30-foot road frontage on Gervais is of any value to provide access to the cell tower.

We do not agree that a special assessment of any kind is warranted for our parcel, as our property value has been decimated. Yet, the proposed special assessment is \$29,568 for “enhanced property value” as a result of the English Street improvements.

We ask that this special property improvement assessment be deleted on our property, as there certainly was no property value enhancement. Quite the contrary, our property value was severely reduced by this “English Street improvement” project. So, there is no logical basis for a special assessment based on this huge reduction to our property value.

Thank you for your thoughtful and considerate evaluation of our appeal, as a result of this project’s impact on our land.

Sincerely,



Larry R. Cramer

**City of Maplewood
Department of Public Works / Office of the City Engineer
1902 County Road B East, Maplewood, Minnesota 55109
Phone: 651-249-2400 Fax: 651-249-2409**

STATEMENT OF ASSESSMENT

**CITY PROJECT # 09-08: T.H.36 and English Street Interchange Improvements
Assessment Public Hearing Date – November 25, 2013 at 7:00 p.m.**

Note... This is the only statement of assessment that you will receive.

It is important that you read and fully understand your rights and obligations concerning this assessment as stated on the attached NOTICE OF ASSESSMENT.

The final assessment for **Parcel Identification Number (PIN) 092922410019** is as follows:
(Please refer to the PIN if calling or corresponding concerning this assessment statement.)

TOTAL ASSESSMENT for this parcel is \$29,568.00

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

ASSESSMENT HEARING DATE: November 25, 2013

PAYMENT AT THIS TIME IS OPTIONAL.

If you wish to make a payment, please detach the bottom portion and return it to the Office of the City Engineer with your payment. You may choose to make a full or partial (25% minimum) payment. No interest will be applied to payments received on or before December 25, 2013. The city will accept no more than two (2) payments up until the December 25th certification deadline date.

No payments will be accepted by the city after December 25, 2013, at which time all unpaid balances will be certified to Ramsey County for collection with property taxes.
(Payment options and financing requirements are established by MN State Statute 429)

NOTICE OF ASSESSMENT HEARING

11, Attachment 4

NOTICE IS HEREBY GIVEN that the City Council of Maplewood, Minnesota, will meet in the council chambers of the Maplewood Municipal Building, 1830 County Road B East, Maplewood, Minnesota at 7:00 p.m. on Monday, **November 25, 2013** to hear all persons concerning the adoption of the assessment roll for **Public Improvement 09-08, T.H. 36 and English Street Interchange Improvements** and to adopt the assessment roll as presented or amended. This hearing is scheduled pursuant to Minnesota Statutes Chapter 429. The assessment roll as herein described is on file in the office of the city clerk. Questions regarding the assessment roll may be addressed to the office of the city engineer. The total amount to be assessed is \$ 919,990.60.

The general nature of the proposed improvement includes an English Street bridge over Highway 36, entrance/exit ramps, a new Bruce Vento Regional Trail bridge over Highway 36, and improvements to the local street system including the reconstruction of the Highway 61/County Road B intersection and local roads. **The properties to be assessed for improvements are:**

PIN #	Address	PIN #	Address	PIN #	Address
092922130014	2416 Maplewood Dr N	092922410019	2385 English St N	102922320003	0 Gervais Ave E
092922140010	1259 Gervais Ave E	092922410025	1255 Viking Dr E	102922320004	2390 English St N
092922140011	0 Gervais Ave E	092922410026	1261 Viking Dr E	102922320006	2354 English St N
092922340002	2228 Maplewood Dr N	092922410029	1285 Cope Ave E	102922320017	0 Viking Dr E
092922410002	0 Gervais Ave E	092922420001	1140 Gervais Ave E	102922320018	0 Cope Ave E
092922410003	1195 Viking Dr E	092922420004	1167 Viking Dr E	102922320020	2370 English St N
092922410004	1175 Viking Dr E	092922420005	1175 Viking Dr E	102922320022	0 Gervais Ave E
092922410005	1211 Viking Dr E	092922420010	1145 Viking Dr E		
092922410007	0 Highway 36 E	092922430049	2280 Maplewood Dr N		

Persons who wish to be heard or to object with reference to this matter may present their cases at this hearing, either orally or in writing. **No appeal may be taken as to the amount of any assessment adopted unless a written objection signed by the property owner is filed with the city clerk prior to the assessment hearing or presented to the presiding officer at the hearing.**

An owner may appeal an assessment to district court pursuant to M.A. Section 429.081 by serving notice of the appeal upon the mayor or city clerk of the City of Maplewood within thirty (30) days after the adoption of the assessment and by filing such notice with the district court within ten (10) days after service upon the mayor and city clerk.

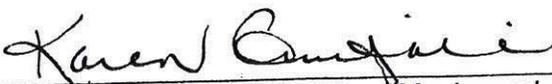
Under provisions of Minnesota Statutes Section 435.193 to 435.195 the city may, at its discretion, defer the payment of assessments for homestead property owned by a person not less than 65 years of age or homestead properties for persons retired by virtue of a certified permanent and total disability for whom it would be a hardship to make the payments. The council may also defer any homestead underdeveloped or undeveloped properties for which it would be a financial hardship to pay the assessment. The procedures for applying for such deferment are available from the office of the city engineer.

The following information shall also apply:

1. The property owner shall have the right to prepay the entire assessment. Your assessment may be paid without interest from November 26, 2013 through December 25, 2013 to the **City of Maplewood** at the Department of Public Works, 1902 County Road B East, Maplewood, Minnesota.
2. Partial prepayment of the assessment has been authorized by ordinance. Partial payment, if made, should be a minimum of 25% of the levied assessment amount.
3. The rate of interest to be accrued, if the assessment is not prepaid within the required time period, is proposed to be 4.5 % commencing on the date of adoption by the city council and running for 8 calendar years for commercial properties.
4. The amount to be specially assessed against your property is shown on the attached public improvement *Statement of Assessment*.

This is an important hearing because this is your last opportunity to be heard on the matter of this assessment, which affects your property. If you have any questions regarding this assessment, please call the Engineering Department at 651-249-2400.

Sign language interpreters are available. You must request this service at least 96 hours in advance. Call 651-249-2001 to make arrangements.


Karen Guilfoile, City Clerk, City of Maplewood, Minnesota

Publish: Maplewood Review November 6 and 13, of 2013

NOV 14 13

CITY OF MAPLEWOOD

**CAMADA LIMITED PARTNERSHIP
274 Fillmore Avenue East
St. Paul, MN 55107**

November 11, 2013

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Karen Guilfoile
City Clerk
City of Maplewood
1830 County Road B East
Maplewood, MN 55109

Re: Notice of Objection by Camada Limited Partnership to Special Assessment on PIN
102922320006 in the Amount of \$29,600.00

Dear Ms. Guilfoile:

I am writing to inform you that Camada Limited Partnership objects to the City's proposed special assessment of the above-referenced property for costs associated with the Highway 36 and English Street project. The bases for our objection are the following: there is no benefit to the property from the project and the assessment is therefore a taking that violates the state and federal constitutions; the assessment is not uniform and therefore disproportionately burdens the subject property; the assessment exceeds any increase in the market value of the property resulting from the project; and that the assessment is for general, not special benefits, if any.

Sincerely,



Tom Auth



11, Attachment 4
HEDBACK, ARENDT & CARLSON PLLC

ATTORNEYS AT LAW

SARAH MARTIN ARENDT
STEVEN P. CARLSON
JOHN A. HEDBACK
PEGGY J. HEDBACK

RECEIVED

NOV 22 13

CITY OF MAPLEWOOD

November 22, 2013

Writer's Direct Dial: (612) 436-3282

Email: scarlson@hac-mnlaw.com

Maplewood City Council
c/o Karen Guilfoile, City Clerk
City of Maplewood
1902 County Road B East
Maplewood, MN 55109

LETTER OF OBJECTION
(Hand Delivered)

Re: Statement of Assessment
Land of Lakes Properties, LLC
Imprint Enterprises of Minnesota, LLC
1259 Gervais Ave. E.

Dear Maplewood City Council:

I have been retained by Land of Lakes Properties, LLC and Imprint Enterprises of Minnesota, LLC in regard the Statement of Assessment my clients have received relative to the above referenced property.

This letter is to serve as my clients' written objections to the proposed assessment pursuant to the Statement of Assessment and Minn. Stat. §429.061, Subd. 1 and to preserve their right to appeal to the District Court pursuant to Minn. Stat. §429.081.

My clients have had the opportunity to review the March 2012 Feasibility Study related to the improvements at Highway 36 and English Street. They have also reviewed the Special Benefits Appraisal prepared by Paul J. Gleason of BRKW Appraisals, Inc. and the Special Assessment Policy adopted by the Maplewood City Council on February 8, 2010. Based on the information available to my clients, it is apparent that the present Statement of Assessment fails to "provide for and ensure constant, uniform, fair and equitable treatment" of all benefitted property owners.¹ It is also apparent, based on the preliminary assessment roll as set for in Appendix C and Exhibit 10 of the Feasibility Study, that not "all properties benefitting from improvements are subject to the special assessment."²

Exhibit 10 of the Feasibility Study is a map which highlights or identifies twenty-six (26) parcels

¹ See Special Assessment Policy. 1.0 Policy Goals, 3).

² See Special Assessment Policy. 8.0 Assessment Considerations, 3).

Maplewood City Council
November 22, 2013
Page Two

And which corresponds to the 26 parcels on the Preliminary Assessment Roll (Appendix C). Even a cursory review of Exhibit 10 discloses that only commercial properties have been identified as benefitted properties. While geographically within the same distance of the improvements as numerous commercial properties, there are multiple residential properties which are not included on the Preliminary Assessment Roll. Even more troubling is the fact that there appears to be no less than eleven commercial properties south of Highway 36 which are inexplicably excluded from the Preliminary Assessment Roll.

The Special Benefits Appraisal states that “[t]he purpose of this appraisal is to develop an opinion of the special value benefits, if any, that will accrue to 17 *subject properties* resulting from the proposed Highway 36/English Street Interchange Improvements project in the City of Maplewood, Minnesota.” (Emphasis supplied.) In other portions of the appraisal there are additional references to the “17 subject properties”. However, nowhere in the appraisal is there any information relative to how these specific “17 subject properties” were identified as having received some kind of benefit from the improvements or why the other, similarly situated properties, both commercial and residential, do not receive benefits from the improvements. Without more, the map contained in Exhibit 10 visually appears to reflect a completely random and arbitrary selection of benefitted parcels. Accordingly, the Preliminary Assessment Roll reflects the same randomly and arbitrarily identified parcels.

It is also significant to note that my clients’ parcel is identified in both the Feasibility Study and the Special Benefits Appraisal as parcel Z. What is troubling is that the tables contained on page two of Mr. Gleason’s cover letter and on page one in the body of his special benefits appraisal are completely void of any reference to parcels X, Y or Z. As such, my clients are without any information as to how or why they appear on the Preliminary Assessment Roll when there is no reference to their parcel in the Special Benefits Appraisal and therefore no information upon which it can be reasonably concluded that they have in fact received a special benefit.

A municipality cannot levy a special assessment that exceeds the special benefit which the property derives from the improvement giving rise to the assessment. *Neighborhood Preservation Ass’n. of Detroit Lakes v. City of Detroit Lakes*, 354 N.W.2d 74 (Minn. App. 1984).

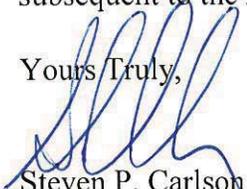
Any special assessment which does not meet the requirements that the land received a special benefit from the improvement being constructed, that the assessment be uniform on the same class of property and that the assessment not exceed the special benefit is an unconstitutional taking without compensation. *Southview Country Club v. City of Inver Grove Heights, Dakota County*, 263 N.W.2d 385 (Minn. 1978).

It is for these reasons my clients hereby submit their written objections to the Statement of Assessment to be considered by the Maplewood City Council at the Assessment Hearing

Maplewood City Council
November 22, 2013
Page Three

scheduled for November 25, 2013. My clients likewise reserve as a basis for any additional objections such further or additional information that may come to their attention during or subsequent to the Assessment Hearing.

Yours Truly,



Steven P. Carlson
SPC:msf

C: Land of Lakes Properties, LLC
Imprint Enterprises of Minnesota, LLC

RECEIVED

DEC 13 2013

STATE OF MINNESOTA

CITY OF MAPLEWOOD

COUNTY OF RAMSEY

CITY OF MAPLEWOOD

SECOND JUDICIAL DISTRICT

Received by hand delivery 11:27 AM.

In Re: Proposed Levy of Special Assessments Against Summit Community Bank Property Located at Cope Avenue East Maplewood, MN

NOTICE OF OBJECTION TO PROPOSED ASSESSMENT

Karen Augie

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD AND THE MAPLEWOOD CITY CLERK.

Notice is hereby given that the undersigned, as fee owner of the real property located at Cope Avenue East, Maplewood, Minnesota, 55109, and identified as Parcel Identification Nos. 102922320018 and 102922320017, objects to the proposed special assessment of the subject Property for alleged improvements to the T.H. 36 and English Street Interchange, City Project # 09-08, upon the following grounds:

1. The subject parcel has not derived any special benefit from the alleged improvements. To the contrary, the property has been substantially damaged and diminished in market value as a result of the so-called improvements.
2. The City has failed to obtain any before and after market value appraisal to sustain any assessment against the subject property.
3. The proposed criteria and method used to determine the assessments upon the subject property are not proper for the imposition of a special assessment, are not in accord with the constitutional, statutory or municipal assessment policy requirements, and are, therefore, arbitrary and capricious, and thus, deprive the undersigned of property without due process of law, contrary to the requirements of the United States Constitution.

4. The proposed assessment includes costs and contingency factors not authorized under Chapter 429 and is therefore, void.
5. The proposed assessment is contrary to and violates Minnesota Statutes, Chapter 429.
6. The proposed assessment is arbitrary, capricious, confiscatory and unreasonable.
7. The proposed assessment does not result in any benefit, special or otherwise, to the subject property.
8. The subject property is not specifically benefited by the improvements.
9. The subject property has not and will not increase in market value as a result of the improvements.
10. The levying of said assessment constitutes an unconstitutional taking of the undersigned's property.
11. The public hearing in said assessment was not proper notice in conformity with Minnesota Statutes 429.061 and 429.081.
12. The subject parcel has been unfairly and unequally assessed in comparison to other similarly situated properties in violation of state and federal law.
13. The City has failed to assess every assessable lot, piece or parcel of land as required Minnesota Statutes § 429.061.

Dated: December 12, 2013.


Kevin Whelan
Summit Community Bank
1275 E County Road D
Suite 106
Maplewood, MN 55109

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MEMORANDUM

TO: Charles Ahl, City Manager

FROM: Karen Guilfoile, City Clerk

DATE: January 8, 2014

SUBJECT: Approval of 2014 Rules of Procedure for City Council and Council Meetings Manual

Introduction

The *City Council Rules of Procedure for City Council and Council Meetings* is reviewed annually by the city council for any changes and or requested updates. A draft of the manual is attached for review. Suggested edits are underlined for additions and struck through for deletions.

Background

Aside from a couple of minor edits the following changes and or additions were noted:

1. *Page 1 – Meetings – If a regularly scheduled city council meeting falls on a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding Thursday, not a holiday, unless authorized by the City Council.*
2. *Page 1 – Meetings –The City Manager has the authority to cancel the Council Manager Workshop, held on the first Monday of the month at 5:00 p.m. if he/she deems there are no pertinent or timely items necessary for consideration.*
3. *Page 1 – Agenda for Council Manager Workshop – The City Manager has the authority to cancel the Council Manager Workshop, held at 5:00 p.m. prior to the regularly scheduled Council meeting, if he/she deems there are no pertinent or timely items necessary for consideration.*
4. *Page 4 – Minutes – Minutes for city council meetings and Boards and Commissions will be summary minutes with the exception of the Planning Commission which shall be either action or summary minutes.*
5. *Page 9 – Procedural Rules – When a Council member is going to be absent when an Agenda item that they are interested in is scheduled, they may ask for the item to be tabled until they return, but the request must be approved by a majority of the City Council.*
6. *Page 10 – Other Matters – During municipal General Elections candidates may have an equal opportunity to submit a bio and statement of why they are running for office, along with their picture.*
7. *Page 10 – Other Matters – Language has been added and deleted regarding the Maplewood Monthly “Council Corner” article schedule and related matters.*

Budget Impact

None

Recommendation

Direct staff to make the appropriate changes to the *City Council Rules of Procedure for City Council and Council Meetings* as decided by the council.

Attachments

1. Rules Of Procedure for City Council Meetings - Draft

City of Maplewood



Rules of Procedure for City Council and Council Meetings

CITY OF MAPLEWOOD
RULES OF PROCEDURE
FOR CITY COUNCIL MEETINGS
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Section 1 MEETINGS

A. Regular

City Council Meeting:

The City Council shall hold regular meetings on the second and fourth Mondays of each month at 7:00 p.m., provided that when the day fixed for any regular meeting falls on a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding ~~Thursday~~Tuesday, not a holiday, unless authorized by the City Council.

Council Manager Workshop

A regularly scheduled Council Manager Workshop is held the first Monday of the month at 5:00 p.m. The City Manager has the authority to cancel the meeting if he/she deems there are no pertinent or timely items necessary for consideration.

B. Special

The Mayor or any two members of the Council by writing filed with the City Clerk may call a special meeting. A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

The city will post written notice of a special meeting on the principal bulletin board, located at the entrance of city hall. The notice will state the date, time, place and purpose of the meeting.

The city manager or his or her designee will notify each member of the city council of the special meeting by e-mail and telephone at least one day before the scheduled meeting.

In calculating the number of days for providing notice, the first day that the notice is given will not be counted and the last day of the notice will be counted. If the last day is a Saturday, Sunday or a legal holiday, that day is omitted from the calculation and the following day is considered the last day, unless it happens to be a Saturday, Sunday or a legal holiday.

Except for trivial matters, business transacted at a special meeting shall be limited to that mentioned in the call. Emergency meetings may be called at any time providing all members of the Council sign waivers of notice to such meeting and said waivers shall be filed with the City Clerk.

Emergency Meetings – An “emergency meeting” is a special meeting to deal with a matter that requires immediate consideration of the city council. Posted or

published notice of an emergency meeting is not required. However, the city must make a good faith effort to notify each news medium that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the city council. The notice must include the subject of the meetings.

C. Place

All meetings shall be held in the Council Chambers of the Maplewood City *hall* unless there is a posted and/or published notice designating another location.

D. Presiding Officers

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the Council members shall elect one of their members as temporary chairperson.

E. Quorum

Three members of the Council shall constitute a quorum at any meeting of the Council, but a smaller number may convene from time to time.

F. Order of Business

At the hour appointed for meeting, the members shall be called to order by the Mayor or in his/her absence by the Acting Mayor. Upon the appearance of the quorum, the Council shall proceed to business which shall be conducted in the established order:

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of Agenda
- E. Approval of Minutes
- F. Appointments and Presentations
- G. Consent Agenda
- H. Public Hearings
- I. Unfinished Business
- J. New Business
- K. Award of Bids
- L. Visitor Presentations
- M. Administrative Presentations
- N. Council Presentations
- O. Adjournment

G. Curfew

No additional agenda item will be discussed after 11:00 p.m. Meetings adjourned under this policy will be continued on the next Thursday at 5:00 p.m. *The council by simple majority may change the time and date.* The continued meeting will begin at the point on the agenda where the adjournment occurred. No new items will be added to the continued meeting agenda. A majority of the Council may extend the meeting beyond the 11:00 p.m. curfew.

H. First Regular Meeting of the Year

At the first regular Council meeting in January of each year, the Council shall (1) designate the official newspaper, (2) choose an Acting Mayor on a rotating basis from the membership of the Council who shall perform the duties of the Mayor during the disability or absence of the Mayor, and (3) make other annual appointments as required.

Section 2 AGENDA FOR REGULAR MEETING

- A. All matters to be submitted to the Council shall be filed no later than 12:00 noon on the Monday prior to the Monday Council meeting at which consideration is desired, and shall be delivered to the City Manager, or in his/her absence, the City Clerk. In unusual circumstances and when the matter does not require investigation, an item may be accepted after the deadline upon the approval of the City Manager.
- B. Except for trivial matters, no item or business shall be considered for action by the Council, which does not appear on the agenda for the meeting, except an item of urgent business, which requires immediate action and is so determined by a majority of the Council. The Council will hear all reasonable citizen petitions, requests and statements; however, such items which do not specifically appear on the agenda shall be deferred to a future meeting for more careful consideration and study if Council action, other than filing, is required or requested.

The Mayor and each Council member shall be provided with a copy of the agenda, minutes of the previous meeting, any other reports and information pertinent to the agenda at least forty-eight (48) hours prior to each regular Council meeting **unless authorized by the City Manager.**

No matter may be submitted for Council action by any administrative official, department head, or employee unless it has first been presented to the City Manager for inclusion on the agenda.

AGENDA FOR COUNCIL MANAGER WORKSHOP

All matters to be submitted for the Council Manager Workshop shall be filed no later than 12:00 noon on the Monday prior to the Workshop and shall be delivered to the City Manager, or in his/her absence, the City Clerk. Workshops are held at 5:00 p.m. prior to regularly scheduled Council meetings. The Council Manager Workshop is designed to look in-depth into upcoming issues, interviewing commission and board members, and meeting and discussing issues with other civic leaders. Council Manager Workshops may be scheduled as needed and will be posted and noticed accordingly.

The City Manager has the authority to cancel the meeting if he/she deems there are no pertinent or timely items necessary for consideration.

Section 3 LIMITATION ON COUNCIL ACTION

The Council shall only take action at regularly scheduled meetings, or special meetings, called pursuant to Section 1, unless all Council members are present at the time the action is taken. Regular meetings do not include meetings with public bodies in joint or cooperative sessions. All Council actions shall conform to the requirements of the open meeting law.

Section 4 MINUTES

- A. The City Clerk or Acting City Clerk shall keep a record of all regular Council meetings.
- B. Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if each member has previously been provided a copy.
- C. The Council may, by motion carried by a majority vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.
- D. Minutes for city council meetings will be summary minutes. Minutes for Boards and Commissions will be ~~either action or~~ summary minutes with the exception of the Planning Commission which shall be either action or summary minutes.

Section 5 DUTIES OF THE PRESIDING OFFICER

The Presiding Officer shall preserve strict order and decorum at all meetings of the Council. He/She shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order; subject however, to an appeal to the Council in which event a majority vote of the Council shall govern and conclusively determine such questions of order. He/She shall vote on all questions and on a roll call vote rotate the order in which votes are cast.

Section 6 RULES OF DEBATE

- A. The Mayor, or other Presiding Officer, may move, second and debate from the chair, subject only to such limitations of debate as are by the rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council member by reason of his/her acting as the Presiding Officer.
- B. Every member desiring to speak shall address the chair, and upon recognition by the Presiding Officer shall confine himself/herself to the question under debate avoiding all personalities and indecorous language.
- C. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order or to vote on a motion to close a debate, or as herein otherwise provided. If a member, while speaking, is ruled out of order, the member shall cease speaking until the question of order is determined and if in order, he/she shall be permitted to proceed.
- D. A motion to reconsider any action taken by the Council must be made at the meeting at which such action was taken or at the next regular meeting of the Council and must be made by a member of the Council who voted with the prevailing side. Provided such motion to reconsider is passed, then the parties entitled to notice on the original action shall be notified, and the reconsideration of the action shall be taken at the next regular meeting following passage of the motion to reconsider.
- E. A Council member may request, through the Presiding Officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Council, or the reason for the member's dissent from or support of any action of the Council, entered in the minutes.

Section 7 ADDRESSING THE COUNCIL

Any person desiring to address the Council shall first secure the permission of the Presiding Officer.

Each person addressing the Council shall provide his/her name address and city of residence to the city clerk prior to approaching the podium. Once recognized by the Presiding Officer shall state their name in an audible tone for the record, and unless further time is granted by the Presiding Officer, shall limit his/her address to five (5) minutes. All remarks should be addressed to the Council as a body and not to any member. No person shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. Individuals addressing the council may address the council one time per agenda item. No question shall be asked a Council member or any member of the Administrative Staff except through the Presiding Officer.

Section 8 GENERAL RULES OF ORDER

Rosenberg's Rules of Order and Rosenberg's Parliamentary Law shall be accepted as an authority on parliamentary practice on matters not specifically covered, and in case of a conflict these rules shall govern.

The parliamentarian of the meetings is the City Attorney. The City Attorney shall be available to assist the Mayor and the council with matters of order.

Section 9 DECORUM AND ITS ENFORCEMENT

The Council members, while the Council is in session, must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb any member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.

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.

Section 10 ORDINANCES, RESOLUTIONS, MOTIONS AND REPORTS

- A. Ordinances, resolutions, and other matters or subjects requiring action by the Council shall be introduced and sponsored by a member of the Council, except that the City Manager or Attorney may present ordinances, resolutions and other matters or subjects to the Council.
- B. Every ordinance and resolution shall be presented in writing at a Council meeting; provided however, that the reading of an ordinance or resolution may be requested by a super majority vote. Upon the vote on ordinances, resolutions and motions, the ayes and nays shall be recorded. The vote shall be by roll call of all members of the Council as provided under DUTIES OF THE PRESIDING OFFICER in the resolution. A majority vote of all members of the Council shall be required for the passage of all ordinances, motions and resolutions except as otherwise provided by law (e.g., amendments to the Comprehensive Plan).
- C. Every ordinance, other than emergency ordinances, shall have two public readings, and at least fourteen (14) days shall elapse between the first reading or waiver thereof and the second reading or waiver thereof.
- D. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined and declared, passed by a roll call vote of a super majority of the Council, as recorded by ayes and nays. No prosecution shall be based upon the provisions of any emergency ordinance until the same has been filed with the City Clerk and posted in a conspicuous place in the City, and twenty-four (24) hours after such filing and posting shall have elapsed or until the ordinance has been published, unless the person, persons, firms or corporations charged with violations thereof shall have had notice of the passage thereof prior to the act or omission complained of.
- E. In the case of lengthy ordinances, or ordinances which include charts or maps, if the city council determines that publication of the title and a summary of an ordinance would clearly inform the public of the intent and effect of the ordinance, the council may by a super majority vote of its members direct that only the title of the ordinance and a summary be published, conforming to State Statute, with notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk.

Section 11 CONDUCT OF CITY EMPLOYEES AT CITY COUNCIL MEETINGS

- A. The City Manager may take part in the discussions of the City Council and may recommend to the Council such measures as he/she may deem necessary for the welfare of the people and efficient administration of the affairs of the City. The City Manager shall have all the rights, powers and duties prescribed by Minnesota

Statutes in regard thereof; however, it is recognized that the City Council is the policy-making body for the City and the City Manager shall confine his/her discussion at Council meetings to statements of fact, recommendations based on his knowledge and experience and explanations of the reasons for the same, and any matters pertaining to administration.

- B. No City employee, other than the City Manager or Attorney, shall enter into discussions of the City Council except to answer questions directed to such employee, or to present factual information or to raise a point of order.
- C. The above regulations of City employees shall not be construed to limit the appearance before the City Council of any City employee, when such appearance is made as a taxpayer or member of the public, for or against some particular issue under discussion by the Council when such employee has an interest in the outcome thereof.

Section 12 WAIVER

By majority vote of all Council members, these rules may be waived.

Section 13 ADJOURNMENT

A motion to adjourn shall always be in order and decided without debate.

Section 14 COUNCIL ADMINISTRATIVE POLICIES

A. Administrative

Staff reports or memorandums regarding any property, including City-owned property, should include the street address and a location map.

All appointees to commissions, boards, etc., are to appear before the Council and are ratified by council vote.

All material received at City Hall that will require City Council action shall be date stamped on the original.

B. Internal Rules of Council

Appearances

When an applicant has requested a public hearing and does not attend the meeting, the item may be tabled until the applicant can appear.

Procedural Rules

When a Council member is absent from a meeting where a super majority vote is required, the item may be tabled until a full Council is present.

When a Council member is going to be absent when an Agenda item that they are interested in is scheduled, they may ask for the item to be tabled until they return, but the request must be approved by a majority vote of the City Council.

Items introduced during Council Presentations at a Council meeting can be handled in several ways, depending on the direction of the City Council:

- a. By a majority vote of the City Council, the item shall be placed on an agenda of a designated future meeting; or
- b. Directed by a consensus of the City Council, staff will research the item and submit a report to the City Manager for distribution to the City Council as soon as possible; or
- c. The City Manager may handle the item administratively without any further action by the Council.

C. Land Use Matters

When a substantive change is made to a previously approved development site plan, the change shall be submitted to Council.

D. Other Matters

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

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

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

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

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

| 2014

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

The Maplewood Monthly schedule will be rotated so that the Mayor writes the first January article and councilmembers rotate by seniority. In the event that a councilmember files for an office on the ballot they will be omitted from the rotation until the election is held and they are no longer on the ballot or have been elected to the office. A councilmember may have the option to assign his/her scheduled newsletter article month to any other councilmember or to the Mayor if they so chose. The January ~~and December~~ issues shall also include a recap articles submitted by the City Manager.

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

MEMORANDUM

TO: Charles Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: January 8, 2014
SUBJECT: Approval of 2014 Policy and Procedures for a Public Hearing

Introduction

The *Rules of Procedures for Public Hearings* is reviewed annually by the city council for any changes and or requested updates. A draft is attached for review.

Budget Impact

None

Recommendation

Staff is requesting council consider and recommend any changes as a normal part of annual business.

Attachments

1. 2014 Rules of Procedures for Public Hearings

Maplewood City Council

Mayor

Nora Slawik

Councilmembers

Marylee Abrams

Robert Cardinal

Kathleen Juenemann

Marv Koppen



Together We Can

Maplewood City Staff

Chuck Ahl—City Manager

Melinda Coleman—Assistant City Manager/Community

Development Director

Gayle Bauman—Finance Director

Mychal Fowlds—IT Director

Karen Guilfoile—City Clerk/Citizen Services

Director/Director of Communications

DuWayne Konewko—Park and Recreation Director

Paul Schnell—Police Chief

Steve Lukin—Fire Chief

Michael Thompson—Public Works Director,

City Engineer

Maplewood City Hall, 1830 County Road B East

Maplewood, MN 55109

Phone: 651.249.2000 - Fax: 651.249.2009

**2014 Public Hearing
Policies and
Procedures**

Sign language interpreters for hearing impaired persons are available for public hearings upon request. The request for this service must be made at least 96 hours in advance. Please call the City Clerk's Office at (651) 249.2000 to make arrangements. Assisted Listening Devices are also available. Please check with the City Clerk for availability.

*Welcome to the Maplewood City Council Meeting ~
Thank you for your active citizenship!*

Maplewood City Council Policy and Procedures for a Public Hearing

1. The Presiding Officer (Mayor or Acting Mayor) will announce the proposal to be reviewed and ask for the staff report.

The Presiding Officer shall maintain strict order and etiquette at all meetings of the Council.

2. Staff will present their report on the proposal.

3. Council members will then ask city staff questions about the proposal.

4. The Presiding Officer will then open up the public hearing for anyone present who wishes to comment on the proposal.

This is the time for the public to make comments or ask questions about the proposal.

Addressing the Council

Any person desiring to address the Council shall first secure permission from the Presiding Officer.

When addressing the Council, each person shall slowly state his/her full name and city of residence in an audible tone into the microphone for the permanent record, and sign in.

Comments should be limited to five (5) minutes unless further time is granted by the Presiding Officer. All comments should be directed to the Council as a body and not to any individual Council Member or City Staff Member unless permission is granted by the Presiding Officer. No person shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. Individuals addressing the council may address the council one time per agenda item.

5. After everyone in the audience wishing to speak has given his/her comments, the Presiding Officer shall close the public hearing.

6. The Council will then discuss the proposal. No further public comments are allowed.

7. The Council will then make a recommendation(s) and/or a decision.

RULES OF CIVILITY FOR OUR COMMUNITY

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Show respect for each other, actively listen to one another, keep emotions in check and use respectful language.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: January 8, 2014
SUBJECT: Consideration of 2014 City Council Appointments

<u>Appointment</u>	<u>2013 Appointments</u>	<u>2014 Appointments</u>
Acting Mayor	Marv Koppen	Robert Cardinal
800 MHz Representative	Kathleen Juenemann	
Auditor Contact	Rebecca Cave Will Rossbach (Alternate)	
Business & Economic Development Advisory Commission	Marv Koppen Mike Martin (Staff Liaison)	Mike Martin (Staff Liaison)
Community Design Review Board (2 nd & 4 th Tuesday 7:00 p.m.)	Marv Koppen Mike Martin (Staff Liaison)	Mike Martin (Staff Liaison)
Data Compliance Officers: Responsible Authority City Personnel Officer City Law Enforcement Officer	Karen Guilfoile Terrie Rameaux David Thomalla	Karen Guilfoile Terrie Rameaux Paul Schnell
Environment & Natural Resources Commission (1 st Wednesday of the Month)	Kathleen Juenemann Shann Finwall (Staff Liaison)	Shann Finwall (Staff Liaison)
Fire Relief Association Relief By-Laws require Mayor to be member of the Board	Will Rossbach Gayle Bauman (Staff Liaison)	Gayle Bauman (Staff Liaison)
Gateway Corridor Group	Will Rossbach Chuck Ahl (Alternate)	
Heritage Preservation Commission (3 rd Thursday at 7:00 p.m.)	Marv Koppen Ginny Gaynor (Staff Liaison)	Ginny Gaynor (Staff Liaison)
Housing & Economic Development Commission (2 nd Wednesday at 7:00 p.m.)	Michael Martin (Staff Liaison)	Michael Martin (Staff Liaison)
Human Rights Commission (2 nd Tuesday at 7:00 p.m.)	Kathleen Juenemann Karen Guilfoile (Staff Liaison)	Karen Guilfoile (Staff Liaison)

<u>Appointment</u>	<u>2013 Appointments</u>	<u>2014 Appointments</u>
Joint Ice Arena Board	Marv Koppen Will Rossbach (Alternate)	
Maplewood Green Team (Monthly as Needed)	Kathleen Juenemann Shann Finwall (Staff Liaison)	Shann Finwall (Staff Liaison)
Municipal Legislative Commission (Monthly, Wed. 11:30 a.m.–1:00 p.m.)	Chuck Ahl Will Rossbach (Alternate)	
Official Newspaper	Maplewood Review Pioneer Press (Alternate)	Maplewood Review Pioneer Press (Alternate)
Parks & Recreation Commission (3 rd Wednesday at 7:00 p.m.)	Will Rossbach DuWayne Konewko Jim Taylor/Audra Robbins	DuWayne Konewko Jim Taylor/Audra Robbins (Staff Representatives)
Park System Plan Task Force		
Planning Commission (1 st & 3 rd Tuesdays at 7:00 p.m.)	Bob Cardinal Tom Ekstrand (Staff Liaison)	Tom Ekstrand (Staff Liaison)
Police Civil Service Commission (Meets as Needed)	Kathleen Juenemann Terrie Rameaux (Staff Liaison)	Terrie Rameaux (Staff Liaison)
Ramsey County League of Local Governments	Rebecca Cave Marv Koppen (Alternate)	
Ramsey/Washington Suburban Cable Commission	Kim Facile Bob Cardinal (Alternate) Marv Koppen (Alternate)	
Regional Mayors	Will Rossbach	
Rush Line Corridor	Will Rossbach Chuck Ahl (Staff Liaison)	Chuck Ahl (Staff Liaison)
Suburban Area Chamber of Commerce	Chuck Ahl Karen Guilfoile (Alternate)	Karen Guilfoile (Alternate)
Suburban Rate Authority (First month of quarter)	Chuck Ahl	
St. Paul Water Utility	Will Rossbach	
Transportation Advisory Board	Will Rossbach	

MEMORANDUM

TO: City Council

FROM: Charles Ahl, City Manager

DATE: January 8, 2014

SUBJECT: Council Calendar Update

Introduction/Background

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official 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. Fishcreek Celebration 4:30-6:40pm – January 16
2. LMC Events:
 - i. Jan 31- Feb 1: Experienced Officials Leadership Conference
 - ii. Jan 31- Feb 1: Newly Elected Officials Leadership Conference

Upcoming Agenda Items & Work Session Schedule

1. Council Security/Safety – January 27
2. Ramsey County Areas of Growth Strategy Presentation – January 27
3. EDA Meeting – Election of Officers – January 27
4. No Work Session – February 3
5. Sherman and Associates Review of Maplewood Bowl Project – Feb 10
6. MCC Strategy – February 10
7. Community Paramedic Program – February 10
8. Retreat Preparation: Staff's Future Vision Presentation – February 24
9. Council – Management Retreat – March 4th, 5th, or 6th [to be set on Jan 13th]
10. Ramsey – Washington Metro Watershed District Presentation – March 10
11. Commissioner Interviews – March 10/24 [TBD]
12. Parks Survey Results – March 10/24 [TBD]
13. Roles of City Council in Emergency Management – March 10/24 [TBD]

Budget Impact

None.

Recommendation

No action required.

Attachments

None.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: January 8, 2014
SUBJECT: Set Council Management Team Retreat Date

Introduction

At your direction, staff has taken measures to plan the annual council staff retreat. As you can imagine, coordinating 16 individuals for a meeting is difficult at best. Current calendars of city staff are free March 4th through the 6th.

Aside from the city council and department heads, City Attorney Kantrud and Human Resources Attorney Chuck Bethel will be attending the retreat.

It is proposed that the retreat be held at Maplewood Fire Station #2 (Gladstone) located at 1955 Clarence Street at hours to be determined by the city council.

Upon approval of the aforementioned, staff will proceed with the planning process which will include setting an agenda for the meeting based on requests submitted by the city council.

MEMORANDUM

TO: Chuck Ahl, City Manager
FROM: Karen Guilfoile, City Clerk
DATE: January 8, 2014
SUBJECT: Cancellation of the February 3, 2014 Council Workshop

Introduction

Currently, staff does not have any time sensitive matters that would call for the need of a Council Manager Workshop on Monday, February 3, 2014.

Recommendation

Staff recommends the cancellation of the Council Manager Workshop on February 3, 2014.