

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, February 10, 2014  
City Hall, Council Chambers  
Meeting No. 03-14

**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 January 27, 2014 City Council Workshop Minutes
2. Approval of January 27, 2014 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 Transfers from Tax Increment Funds for 2013
3. Approval of 2013 Transfers and Budget Adjustments
4. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 4 with Derau Construction, Police Department Expansion Project - Phase 1
5. Approval of the 2013 Planning Commission Annual Report
6. Approval of a Revision to the Planning Commission Rules of Procedure
7. Approval of the 2013 Community Design Review Board Annual Report
8. Approval of Waterfest Sponsorship
9. Approval of Cramer Special Assessment Settlement Agreement, TH 36/English Street Interchange Improvements, City Project 09-08
10. Approval of Revision to Section 8 Rules of Procedures for City Council and City Council Meetings
11. Approval of Contract with Pyrotechnic Display for July 4, 2014 Fireworks
12. Approval for Police Department to Accept Donation from Schmelz Countryside
13. Approval of Resolution for Final Payment and Acceptance of Project, Police Department Expansion Project – Phase 1

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Approval of Penalty for Tobacco Compliance Failure – A1 Liquor, 19 Century Avenue
2. Approval of Resolution for a Lawful Gambling Premise Permit for the Loyal Order of Moose, Inc at the Maplewood Moose Lodge No. 963, 1946 N English St
3. TH36/English Street Improvements, City Project 09-08, Property Acquisition Settlement Discussions for 2228 Maplewood Drive
  - a. Declaration of Intent to Consider Closed Session per §13D.05 subd.3

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATIONS**

**M. ADMINISTRATIVE PRESENTATIONS**

1. Council Calendar Update

**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**  
**MANAGER WORKSHOP**  
5:00 P.M. Monday, January 27, 2014  
Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:03 p.m. by Mayor Slawik.

**B. ROLL CALL**

Nora Slawik, Mayor	Present
Marylee Abrams, Councilmember	Present
Robert Cardinal, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Marvin Koppen, Councilmember	Present

**C. APPROVAL OF AGENDA**

Councilmember Cardinal moved to approve the agenda as submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

1. **Presentation on Council Security**
  - a. **Declaration of Intent to Consider Closed Session per § 13D.05**

Councilmember Juenemann moved to close the meeting.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

City Attorney Kantrud summarized the closed session and reported that the meeting was closed per MN State Statute 13D.05 to discuss security issues.

2. **Presentation from Ramsey County on Economic Prosperity**

Heather Worthington, Deputy Ramsey County Manager addressed the council and gave the report on the Economic Prosperity of Ramsey County and answered questions of the council.

**3. Presentation from Saint Paul Area Chamber of Commerce on Maplewood Strategic Business Assessment**

Jonathan Weinhagen from the Saint Paul Area Chamber of Commerce addressed the council and gave the report on the Strategic Business Assessment of Maplewood and answered questions of the council.

**F. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 6:25 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
 7:00 p.m., Monday, January 27, 2014  
 Council Chambers, City Hall  
 Meeting No. 02-14

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:03 p.m. by Mayor Slawik.

**B. PLEDGE OF ALLEGIANCE**

Troup 461 led the Pledge of Allegiance.

Colin and Al from Boy Scout Troop 461 from Presentation Church and School in Maplewood addressed the council to thank them for grants received from the Charitable Gambling Fund.

**C. ROLL CALL**

Nora Slawik, Mayor	Present
Marylee Abrams, Councilmember	Present
Robert Cardinal, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Marvin Koppen, Councilmember	Present

**D. APPROVAL OF AGENDA**

N1 Fire Hydrants  
 N2 Council Member's Committees

Councilmember Koppen moved to approve the agenda as amended.

Seconded by Councilmember Cardinal                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES****1. Approval of January 13, 2014 City Council Meeting Minutes**

Councilmember Koppen moved to approve the January 13, 2014 City Council Meeting Minutes as submitted.

Seconded by Councilmember Abrams                      Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS****1. Resolution of Appreciation for Kim Facile – Ramsey/Washington Suburban Cable Commission**



**Heritage Preservation Commission**

Brenda Rudberg, term expires 4/30/2017  
John Gaspar, term expires 4/30/2017

**Human Rights Commission**

Jon Brandt, term expires 5/1/2017  
Sarah Deeny, term expires 5/1/2017

**Park & Recreation Commission**

Craig Brannon, term expires 4/30/2017  
Terri Mallet, term expires 4/30/2017  
Nikki Villavicencio, term expires 4/30/2017

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**G. CONSENT AGENDA**

Councilmember Juenemann called for a brief question for agenda items G5 and G6.

Councilmember Juenemann moved to approve agenda item G1-G19.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Juenemann moved to approve the Approval of Claims.

**ACCOUNTS PAYABLE:**

\$ 173,863.87	Checks # 91611 thru # 91644 dated 12/31/13
\$ 360,823.17	Disbursements via debits to checking account dated 12/23/13 thru 12/27/13
\$ 627,175.07	Checks # 91647 thru # 91688 dated 01/07/14
\$ 190,958.59	Disbursements via debits to checking account dated 12/30/13 thru 01/03/14
\$ 501,353.14	Checks # 91689 thru # 91750 dated 01/07/14 thru 01/15/14
\$ 371,121.85	Disbursements via debits to checking account dated 01/06/14 thru 01/10/14







WHEREAS, the Gateway Corridor is the principal east/west transportation route through Ramsey and Washington Counties connecting St. Paul to the eastern metropolitan area; and

WHEREAS, the Gateway Corridor is an identified Regional Transitway; and

WHEREAS, the Gateway Corridor is experiencing robust employment and population growth; and

WHEREAS, the Gateway Corridor connects the eastern metropolitan area to the region's transit system via Union Depot and will provide economic development opportunities and is a critical link for employees commuting to their workplace; and

WHEREAS, the Commission has finalized an Alternatives Analysis (AA) that preliminarily examined mode, ridership, alignment, and costs for a future transitway generally following the I-94 corridor; and

WHEREAS, the next step in the development of this transitway will be the completion of a Draft Environmental Impact Statement (Draft EIS) which began in 2013; and

WHEREAS, a locally preferred alternative (LPA) will be officially adopted as part of the Draft EIS process; and

WHEREAS, Washington County and Ramsey County Regional Railroad Authorities have committed to fully fund the DEIS; and

WHEREAS, additional resources will be needed to advance the transitway through preliminary engineering and construction; and

WHEREAS, Washington County is requesting \$5,000,000 in state bond funds for preliminary engineering work following the selection of the locally preferred alternative for the Gateway Corridor; and

WHEREAS, the City of Maplewood recognizes that the \$5,000,000 is a down payment on the State's overall investment in the Gateway Corridor.

NOW THEREFORE, BE IT RESOLVED, that the City of Maplewood hereby supports Washington County's request for the State of Minnesota to provide \$5,000,000 in state bond funds to Washington County for preliminary engineering work post the locally preferred alternative decision and/or New Starts submittal application preparation for the Gateway Corridor, based on the recommendations from the AA study and Draft EIS.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

#### **10. Approval of Purchase of Cushman Turf Truckster**

Councilmember Juenemann moved to approve the purchase of the Cushman Turf Truckster from TurfWerks under the Municipal Bid Assist program (MN State Contract #62405). The total cost including delivery and training is \$19,790.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**11. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, East Metro Public Safety Training Center, Bid Package 5, City Project 09-09**

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, for the East Metro Public Safety Training Center, Bid Package 5, City Project 09-09.

Resolution 14-1-1031  
Directing Modification of Existing Construction Contract  
Project 09-09, BID Package 5, Change Order No. 1

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 09-09, East Metro Public Safety Training Center Phase I Bid Package 5 Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 09-09, Change Order No. 1.

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

1. The mayor and city engineer are hereby authorized and directed to modify the existing contract by executing said Change Order No. 1 which is an increase of \$7,580.50

The revised contract amount is \$1,525,580.50.

Adopted by the Maplewood City Council on this 27th day of January 2014.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**12. Approval of East Metro Public Safety Training Center Phase I Bid Package 1 Improvements, City Project 09-09**  
**a. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 2**  
**b. Approval of Resolution Approving Final Payment and Acceptance of Project**

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 2; and the Resolution Approving Final Payment and Acceptance of Project for the East Metro Public Safety Training Center Phase 1 Bid Package 1 Improvements, City Project 09-09.

Resolution 14-1-1032

January 27, 2014  
City Council Meeting Minutes



**14. Approval of Resolution Supporting the 2014 Safe Routes to School Infrastructure Grant Application, County Road B Trail and Safety Improvements, City Project 14-02**

Councilmember Juenemann moved to approve the Resolution Supporting the 2014 Safe Routes to School Infrastructure Grant Application, City Project 14-02.

Resolution 14-1-1034

CITY COUNCIL OF MAPLEWOOD, MN  
RESOLUTION SUPPORTING THE 2014 SAFE ROUTES TO SCHOOL  
INFRASTRUCTURE GRANT APPLICATION

WHEREAS, the Minnesota Department of Transportation (MnDOT) administers the Safe Routes to School (SRTS) grants program which provides federal funding for projects to improve safety conditions and promote K-8 students walking and biking to school, and

WHEREAS, the City of Maplewood has established the vision of providing an off-street multi-use trail along County Road B and has begun constructing portions of this trail in conjunction with Ramsey County, and

WHEREAS, the City wishes to continue the County Road B trail by constructing a segment between Birmingham Street and Van Dyke Street, and

WHEREAS, the project would also include the construction of approximately 250 feet of sidewalk along the east side of White Bear Avenue to connect with an existing sidewalk at Burke Avenue East, and

WHEREAS, this trail and sidewalk segment will enhance safety conditions for children walking and biking to Weaver Elementary School and John Glenn Middle School which are in this segment of County Road B, and

WHEREAS, City staff have coordinated with representatives of Weaver Elementary School, John Glenn Middle School, and Ramsey County regarding the trail project and associated SRTS Infrastructure grant application, and

WHEREAS, the proposed trail segment aligns well with the goals of the SRTS funding program, and

WHEREAS, Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right-of-way or property ownership acquired without prior approval from FHWA; and

WHEREAS, SRTS projects receive federal funding and MnDOT has determined that for projects implemented with SRTS funds, this requirement should be applied to the project proposer.

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







**1. Council Calendar Update**

City Manager Ahl gave the staff report.

**N. COUNCIL PRESENTATIONS**

**1. Fire Hydrants**

Councilmember Juenemann requested residents to shovel out the fire hydrant if they have one in their yard.

**2. Council Member's Committees**

Mayor Slawik requested that council members address some of the issues and discussions that are held at the commissions and boards that they each represent during Council Presentations to keep all members of the council informed.

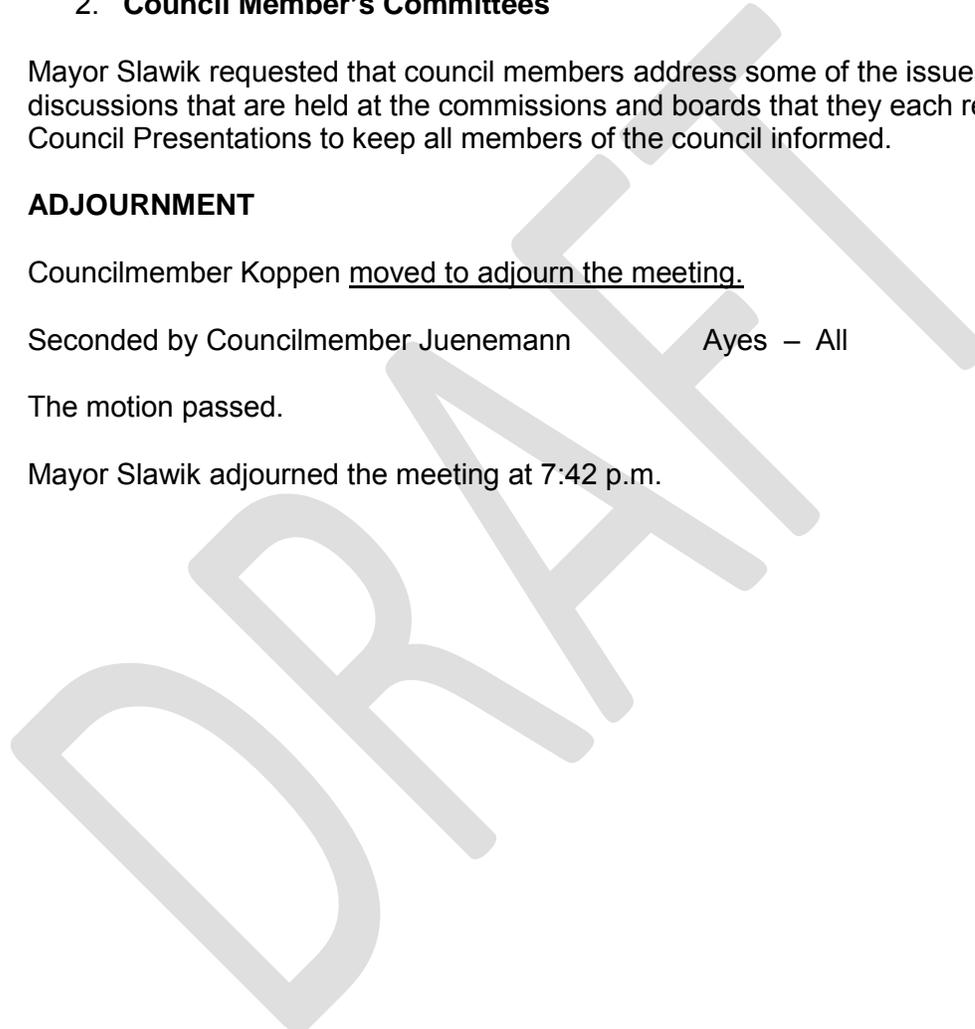
**O. ADJOURNMENT**

Councilmember Koppen moved to adjourn the meeting.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

Mayor Slawik adjourned the meeting at 7:42 p.m.



**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** February 10, 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:

\$ 332,635.71	Checks # 91818 thru # 91855 dated 01/27/14 thru 01/28/14
\$ 466,681.10	Disbursements via debits to checking account dated 01/21/14 thru 01/24/14
\$ 2,383,610.58	Checks # 91859 thru # 91904 dated 02/04/14
\$ 8,092,460.47	Disbursements via debits to checking account dated 01/27/14 thru 01/31/14
\$ 11,275,387.86	Total Accounts Payable

PAYROLL

\$ 567,765.39	Payroll Checks and Direct Deposits dated 01/31/14
\$ 390.00	Payroll Deduction check # 9989819 dated 01/31/14
\$ 568,155.39	Total Payroll
\$ 11,843,543.25	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**

01/23/2014

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
91818	01/22/2014	02464	US BANK	FUNDS FOR ATMS	10,000.00
91819	01/28/2014	00120	AQUA LOGIC INC	MCC POOL CHEMICALS	1,024.93
	01/28/2014	00120	AQUA LOGIC INC	MCC POOL CHEMICALS	249.31
91820	01/28/2014	00519	FLEXIBLE PIPE TOOL CO.	REPAIR BOOM ASSEMBLY	6,627.65
91821	01/28/2014	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - DEC	165.40
	01/28/2014	00585	GOPHER STATE ONE-CALL	ANNUAL FEE 2014	100.00
91822	01/28/2014	04206	H A KANTRUD	ATTORNEY SRVS FEES/RENT - FEB	15,766.67
91823	01/28/2014	04944	HILLCREST VENTURES LLC	ADD'L SUBWAY ORDERS DECEMBER	557.89
91824	01/28/2014	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 11-14 PROF SRVS THRU 12/30	366.42
91825	01/28/2014	05311	WILLIE MCCRAY	REFEREE SERVICES - JAN	520.00
91826	01/28/2014	00985	METROPOLITAN COUNCIL	WASTEWATER - FEBRUARY	230,271.57
91827	01/28/2014	01085	MN LIFE INSURANCE	MONTHLY PREMIUM - JANUARY	3,180.20
91828	01/28/2014	01337	RAMSEY COUNTY-PROP REC & REV	RECORDING FEES	138.00
	01/28/2014	01337	RAMSEY COUNTY-PROP REC & REV	PROJ 12-14 RECORDING CHARGE	66.00
91829	01/28/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0371999	508.73
	01/28/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0380041	109.02
	01/28/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0373496	74.35
	01/28/2014	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0349366	70.06
91830	01/28/2014	01798	YOCUM OIL CO.	CONTRACT DIESEL FUEL - JANUARY	9,881.10
91831	01/28/2014	03313	DAMARCO SOLUTIONS LLC	MSDS MGMT SRVS & HOTLINE ACCESS	3,000.00
91832	01/28/2014	00412	DONALD SALVERDA & ASSOCIATES	REGISTRATION FEE	600.00
91833	01/28/2014	00003	ESCROW REFUND	ESCROW GORDON 2401 HIGHWOOD	3,288.03
91834	01/28/2014	00003	ESCROW REFUND	ESCROW REL SWANSON 1683 ABEL ST N	2,750.27
91835	01/28/2014	00003	ESCROW REFUND	ESCROW WOODS 2627 BROOKVIEW	2,734.04
91836	01/28/2014	00003	ESCROW REFUND	ESCROW WAYNE HOMES 610 MCKNIGHT	2,182.05
91837	01/28/2014	00003	ESCROW REFUND	ESCROW WISDOM BLDG 2263 TILSEN	1,647.07
91838	01/28/2014	00003	ESCROW REFUND	ESCROW REL R ANDERSON 2730 CARVER	1,114.49
91839	01/28/2014	00003	ESCROW REFUND	ESCROW MAGELLAN OPEN CUT LINWOOD	1,085.64
91840	01/28/2014	03725	FINANCE AND COMMERCE, INC.	PROJ 09-09 AD FOR BID PUB CHG	108.45
91841	01/28/2014	05313	GRAPHIC DESIGN, INC.	PD BUSINESS CARD ORDER	194.35
91842	01/28/2014	01897	KRAUS-ANDERSON CONSTRUCTION CO	ESCROW RELEASE 1961 CO RD C	1,085.84
91843	01/28/2014	00827	L M C I T	BUILDERS RISK INS 2014	1,398.00
91844	01/28/2014	00857	LEAGUE OF MINNESOTA CITIES	PATROL ONLINE TRAINING SUB	2,295.00
91845	01/28/2014	00910	M S S A	MEMBERSHIP FEE	50.00
91846	01/28/2014	04029	MEER CONSTRUCTION, INC.	ESCROW REL - ENG ESCROW	9,569.95
91847	01/28/2014	00986	METROPOLITAN COUNCIL	MONTHLY SAC - DECEMBER	14,463.90
91848	01/28/2014	05200	MN VOLLEYBALL HEADQUARTERS	INSTRUCTION FOR V-BALL CLINIC	320.00
91849	01/28/2014	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - DECEMBER	3,058.83
91850	01/28/2014	04964	POINTS TO HEALTH LLC	ACUPUNCTURE SESSIONS - DEC	30.00
91851	01/28/2014	00396	MN DEPT OF PUBLIC SAFETY	HAZARDOUS MATERIALS STORAGE FEE	25.00
91852	01/28/2014	00006	SILVER FIT	REFUND T GALLIVAN HP BENEFIT	100.00
91853	01/28/2014	00006	SILVER FIT	REFUND G ROGNESSE MEMBERSHIP	87.72
91854	01/28/2014	05320	SUN BADGE CO	POLICE OFFICER BADGES	1,011.62
91855	01/28/2014	03317	WOODLUND HOMES	ESCROW RELEASE 1693 JESSIE ST	758.16

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332,635.71

**38 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>
1/21/2014	MN State Treasurer	Drivers License/Deputy Registrar	14,526.94
1/21/2014	MN Dept of Revenue	Fuel Tax	1,161.38
1/21/2014	MN Dept of Revenue	Sales Tax	9,451.00
1/21/2014	U.S. Treasurer	Federal Payroll Tax	130,703.66
1/21/2014	P.E.R.A.	P.E.R.A.	97,398.04
1/21/2014	ING - State Plan	Deferred Compensation	46,217.72
1/21/2014	MidAmerica - ING	HRA Flex plan	23,777.48
1/22/2014	MN State Treasurer	Drivers License/Deputy Registrar	27,848.24
1/22/2014	Pitney Bowes	Postage	2,985.00
1/22/2014	MN State Treasurer	State Payroll Tax	26,909.75
1/23/2014	MN State Treasurer	Drivers License/Deputy Registrar	42,308.17
1/24/2014	MN State Treasurer	Drivers License/Deputy Registrar	41,625.20
1/24/2014	Optum Health	DCRP & Flex plan payments	1,768.52
			466,681.10

**Check Register  
City of Maplewood**

02/03/2014

<u>Check</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>	
91859	02/04/2014	03727	ADVANCED WATERJET TECH INC	REMOVAL OF REFLECTIVE SHEETING	653.24
91860	02/04/2014	02149	HEIDI CAREY	MARKETING & ADVERTISING - JAN	4,000.00
91861	02/04/2014	01949	GARY L FISCHLER & ASSOC PA	CANDIDATE SCREENING-FIREFIGHTERS	1,500.00
91862	02/04/2014	04193	MIDAMERICA AUCTIONS, INC.	FORFEITED VEHICLE STORAGE - NOV	3,200.00
	02/04/2014	04193	MIDAMERICA AUCTIONS, INC.	FORFEITED VEHICLE STORAGE - DEC	2,350.00
91863	02/04/2014	04316	CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - DEC	633.60
91864	02/04/2014	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - JAN	414.96
91865	02/04/2014	01409	S E H	ENGINEERING CONSULTING FEES	20,455.49
91866	02/04/2014	02274	SPRINT	SPRINT SRVS 12/15/13 - 01/14/14	5,438.89
91867	02/04/2014	01615	THERMO-DYNE, INC.	REPAIR WORK MCC POOL AREA	12,962.77
91868	02/04/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	17,648.13
	02/04/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	14,954.62
	02/04/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,186.88
91869	02/04/2014	05324	CHRISTIE BERNARDY	RETAINER FEE/ADD'L WORK - JAN	1,375.00
91870	02/04/2014	00036	CHARITABLE GAMBLING	CHARITABLE GAMB - MN SO/MONARCHS	1,400.00
91871	02/04/2014	04155	CIVICPLUS	ANNUAL FEE FOR WEBSITE SERVICE	10,885.14
91872	02/04/2014	03881	CORNERSTONE CONCRETE	ESCROW RELEASE 2214 WOODLYNN	1,053.04
91873	02/04/2014	03658	CHARLES DEAVER	REIMB FOR MILEAGE 5/18 - 12/31	81.81
91874	02/04/2014	05325	DEUCES WILD, LLC	MCC SHOW MAY 17 DOWN PMT	2,000.00
91875	02/04/2014	00453	EHLERS & ASSOCIATES, INC.	REGISTRATION FEE SEMINAR FEB 6-7	270.00
91876	02/04/2014	04993	ELITE-CUSTOM TRANSPORTERS &	PAINT LIGHT TOWER	500.00
91877	02/04/2014	05309	FEDERAL LICENSING INC.	MCC WALKIE TALKIE FCC REQUIREMENT	119.00
91878	02/04/2014	03597	MARY JO HOFMEISTER	REIMB FOR MILEAGE 12/10 - 1/21	13.84
91879	02/04/2014	05014	ICABOD PRODUCTIONS LLC	DEPOSIT FOR JULY 4TH EVENT	800.00
91880	02/04/2014	05328	IDENTISYS INC.	NEW ID CARD MAKER & PROGRAM	5,201.70
	02/04/2014	05328	IDENTISYS INC.	NEW ID CARD MAKER & PROGRAM	-345.97
91881	02/04/2014	04098	NICHOLAS KREKELER	REIMB FOR IPHONE CASE 1/14	18.98
91882	02/04/2014	05329	M B F T E	LICENSE RENEWAL	150.00
91883	02/04/2014	00910	M S S A	MEMBERSHIP RENEWAL	50.00
91884	02/04/2014	00922	MAILE ENTERPRISES INC	HYDRANT FLAGS FOR UTILITY DEPT	1,503.65
91885	02/04/2014	03818	MEDICA	REFUND FOR TRANS MEDIC PATIENT	1,781.16
91886	02/04/2014	00134	METRO CITIES	ANNUAL DUES 2014	10,648.00
91887	02/04/2014	00983	METRO SALES INC	LEASE PMT 1/15 - 2/15	453.00
91888	02/04/2014	01060	MN STATE FIRE CHIEFS ASSOC	CHIEFS MEMBERSHIP DUES	293.00
91889	02/04/2014	01115	MUNICIPAL LEGISLATIVE COMM	ANNUAL DUES	9,766.25
91890	02/04/2014	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - JAN	1,000.00
91891	02/04/2014	00001	ONE TIME VENDOR	REFUND R IRABOR SWIM	18.00
91892	02/04/2014	03201	JOHN OPHEIM	REIMB FOR DAMAGES	1,264.82
91893	02/04/2014	01418	SAM'S CLUB DIRECT	CONCESSIONS	273.06
	02/04/2014	01418	SAM'S CLUB DIRECT	SENIOR SUPPLIES AND CONCESSIONS	199.28
	02/04/2014	01418	SAM'S CLUB DIRECT	REFRESHMENTS - SWEARING IN	145.45
	02/04/2014	01418	SAM'S CLUB DIRECT	CAKE FOR DEPARTING MAYOR/COUNCIL	52.52
91894	02/04/2014	03879	SANSIO	EMS FEES - FEB	738.67
91895	02/04/2014	00006	SILVER FIT	REFUND MANOS MEMBERSHIP	564.28
91896	02/04/2014	00006	SILVER FIT	REFUND G HAFT MEMBERSHIP	247.73
91897	02/04/2014	00006	SILVER FIT	REFUND JONES MEMBERSHIP	134.99
91898	02/04/2014	00006	SILVER FIT	REFUND DUFNER MEMBERSHIP	103.35
91899	02/04/2014	02086	ST PAUL AREA CHAMBER OF COMM	ANNUAL DUES FOR SPACC	450.00
91900	02/04/2014	01566	RON SVENDSEN	REIMB FOR FF-LICENSE (STATE)	75.00
91901	02/04/2014	01691	U S POLICE CANINE ASSN INC	K-9 DUES	150.00
91902	02/04/2014	02879	WASHINGTON COUNTY	NOTARY COMMISSION RECORDING	20.00
91903	02/04/2014	05327	ZAYO GROUP LLC	FIBER OPTIC LOCATE SRVS	1,390.80
91904	02/04/2014	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#14	2,242,366.45
					2,383,610.58

**46 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>
1/27/2014	MN State Treasurer	Drivers License/Deputy Registrar	56,209.69
1/27/2014	MN Dept of Natural Resources	DNR electronic licenses	1,606.00
1/28/2014	MN State Treasurer	Drivers License/Deputy Registrar	21,557.71
1/29/2014	MN State Treasurer	Drivers License/Deputy Registrar	15,050.89
1/30/2014	MN State Treasurer	Drivers License/Deputy Registrar	21,247.28
1/30/2014	US Bank	Bank fees	100.26
1/31/2014	MN State Treasurer	Drivers License/Deputy Registrar	21,924.89
1/31/2014	MN Dept of Natural Resources	DNR electronic licenses	796.00
1/31/2014	US Bank VISA One Card*	Purchasing card items	47,351.89
1/31/2014	US Bank	Debt Service payments	7,871,191.18
1/31/2014	Optum Health	DCRP & Flex plan payments	765.68
1/31/2014	ICMA (Vantagepointe)	Deferred Compensation	4,146.00
1/31/2014	ING - State Plan	Deferred Compensation	30,513.00
			<u><u>8,092,460.47</u></u>

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
01/21/2014	01/23/2014	VERIZON WRLS N7845-01	\$40.16	MARK ALDRIDGE
01/19/2014	01/21/2014	WIRELESS ZONE WZ647	\$42.74	LONN BAKKE
01/14/2014	01/16/2014	PAPER PLUS-ROS00108803	\$217.39	REGAN BEGGS
01/14/2014	01/16/2014	PAPER PLUS-ROS00108803	\$383.79	REGAN BEGGS
01/14/2014	01/16/2014	PAPER PLUS-ROS00108803	\$374.40	REGAN BEGGS
01/14/2014	01/16/2014	PAPER PLUS-ROS00108803	\$592.60	REGAN BEGGS
01/14/2014	01/16/2014	PAPER PLUS-ROS00108803	\$20.70	REGAN BEGGS
01/16/2014	01/20/2014	WIRELESS ZONE #662	\$64.25	STANLEY BELDE
01/21/2014	01/23/2014	KEEPRS INC 2	\$67.79	MARKESE BENJAMIN
01/22/2014	01/23/2014	BEST BUY MHT 00000109	\$42.84	MARKESE BENJAMIN
01/15/2014	01/16/2014	TARGET 00023135	\$21.44	CHAD BERGO
01/21/2014	01/22/2014	APL*APPLE ITUNES STORE	\$63.63	CHAD BERGO
01/21/2014	01/22/2014	APL*APPLE ITUNES STORE	\$127.91	CHAD BERGO
01/21/2014	01/22/2014	APL*APPLE ITUNES STORE	\$127.91	CHAD BERGO
01/23/2014	01/24/2014	BEST BUY MHT 00000109	\$161.74	CHAD BERGO
12/11/2013	01/15/2014	WP-SCOACH ETICKET	(\$164.65)	BRIAN BIERDEMAN
12/11/2013	01/15/2014	WP-SCOACH ETICKET	(\$148.28)	BRIAN BIERDEMAN
12/11/2013	01/15/2014	WP-SCOACH ETICKET	(\$50.08)	BRIAN BIERDEMAN
01/13/2014	01/15/2014	STILLWATER VETERINARY	\$30.00	BRIAN BIERDEMAN
01/16/2014	01/17/2014	PAYPAL *BIZOE2010	\$57.98	BRIAN BIERDEMAN
01/17/2014	01/20/2014	STONE MOUNTAIN PET LODG	\$173.81	BRIAN BIERDEMAN
01/09/2014	01/13/2014	EDUCATIONAL INNOVATIONS	\$69.85	OAKLEY BIESANZ
01/22/2014	01/23/2014	BEST BUY MHT 00000158	\$53.55	RON BOURQUIN
01/14/2014	01/15/2014	INT'L CODE COUNCIL	\$140.00	JASON BRASH
01/21/2014	01/22/2014	AMERICAN CONCRETE INST.	\$60.50	JASON BRASH
01/13/2014	01/15/2014	FLAGHOUSE INC	\$86.99	NEIL BRENNEMAN
01/10/2014	01/13/2014	THE GAVEL STORE	\$57.30	SARAH BURLINGAME
01/11/2014	01/13/2014	OFFICE DEPOT #1090	\$4.81	SARAH BURLINGAME
01/13/2014	01/15/2014	OFFICE DEPOT #1090	\$70.36	SARAH BURLINGAME
01/15/2014	01/17/2014	OFFICE DEPOT #1090	\$58.91	SARAH BURLINGAME
01/15/2014	01/17/2014	OFFICE DEPOT #1090	\$19.26	SARAH BURLINGAME
01/17/2014	01/20/2014	FIRST SHRED	\$176.00	SARAH BURLINGAME
01/20/2014	01/22/2014	KEEPRS INC 2	\$9.14	DANIEL BUSACK
01/14/2014	01/15/2014	OREILLY AUTO 00032565	\$38.52	JOHN CAPISTRANT
01/23/2014	01/24/2014	BEST BUY MHT 00000109	\$42.84	JOHN CARNES
01/15/2014	01/15/2014	INT'L CODE COUNCIL INC	\$80.00	NICHOLAS CARVER
01/16/2014	01/17/2014	INT'L CODE COUNCIL	\$140.00	NICHOLAS CARVER
01/10/2014	01/13/2014	HENRIKSEN ACE HARDWARE	\$25.97	SCOTT CHRISTENSON
01/14/2014	01/15/2014	VIKING ELECTRIC-CREDIT DE	\$95.87	SCOTT CHRISTENSON
01/17/2014	01/21/2014	TWIN CITY FILTER SERVICE	\$281.76	SCOTT CHRISTENSON
01/21/2014	01/22/2014	VIKING ELECTRIC-CREDIT DE	\$9.04	SCOTT CHRISTENSON
01/22/2014	01/23/2014	STATE SUPPLY	\$197.61	SCOTT CHRISTENSON
01/23/2014	01/24/2014	STATE SUPPLY	(\$12.30)	SCOTT CHRISTENSON
01/16/2014	01/20/2014	WIRELESS TOYBOX - MAPL	\$42.84	KERRY CROTTY
01/17/2014	01/20/2014	KOHL'S #0052	\$44.99	KERRY CROTTY
01/20/2014	01/21/2014	TWIN CITIES TRANS & REC	\$1,303.38	KERRY CROTTY
01/10/2014	01/13/2014	G&K SERVICES 182	\$164.91	CHARLES DEAVER
01/14/2014	01/15/2014	FRATTALLONES WOODBURY AC	\$55.68	CHARLES DEAVER
01/17/2014	01/20/2014	NORTHERN TOOL EQUIP-MN	\$7.49	CHARLES DEAVER
01/18/2014	01/20/2014	NORTHERN TOOL EQUIP-MN	\$2.14	CHARLES DEAVER
01/21/2014	01/23/2014	NORTHERN TOOL EQUIP-MN	\$1.07	CHARLES DEAVER
01/09/2014	01/13/2014	KEEPRS INC 2	\$118.16	JOSEPH DEMULLING
01/14/2014	01/16/2014	VERIZON WRLS N7845-01	\$53.55	RICHARD DOBLAR
01/10/2014	01/13/2014	MED FIT SYSTEMS INC	\$105.00	TOM DOUGLASS
01/17/2014	01/20/2014	CONTINENTAL RESEARCH COR	\$1,684.34	TOM DOUGLASS
01/21/2014	01/22/2014	HENRIKSEN ACE HARDWARE	\$3.98	TOM DOUGLASS

01/22/2014	01/23/2014	THERMO DYNE INC	\$166.00	TOM DOUGLASS
01/22/2014	01/24/2014	GENERAL PARTS, LLC	\$223.09	TOM DOUGLASS
01/22/2014	01/24/2014	COMMERCIAL POOL & SPA SUP	\$138.72	TOM DOUGLASS
12/07/2013	01/15/2014	WP-SCOACH ETICKET	(\$64.98)	MICHAEL DUGAS
12/08/2013	01/15/2014	WP-SCOACH ETICKET	(\$125.37)	MICHAEL DUGAS
01/10/2014	01/13/2014	5.11 TACTICAL	\$29.91	VIRGINIA ERICKSON
01/09/2014	01/13/2014	THE HOME DEPOT 2801	\$1,177.98	LARRY FARR
01/10/2014	01/13/2014	G&K SERVICES 182	\$394.96	LARRY FARR
01/10/2014	01/13/2014	G&K SERVICES 182	\$727.48	LARRY FARR
01/10/2014	01/13/2014	THE HOME DEPOT 2801	\$472.12	LARRY FARR
01/10/2014	01/13/2014	CINTAS 470	\$91.30	LARRY FARR
01/13/2014	01/15/2014	THE HOME DEPOT 2801	\$223.99	LARRY FARR
01/13/2014	01/15/2014	ADAM'S PEST CONTROL INC	\$159.49	LARRY FARR
01/13/2014	01/15/2014	ADAM'S PEST CONTROL INC	\$91.06	LARRY FARR
01/15/2014	01/16/2014	CINTAS 470	\$334.12	LARRY FARR
01/16/2014	01/17/2014	MOBILE RADIO ENGINEERIN	\$149.63	LARRY FARR
01/16/2014	01/17/2014	CINTAS 470	\$123.59	LARRY FARR
01/16/2014	01/17/2014	CINTAS 470	\$26.78	LARRY FARR
01/16/2014	01/17/2014	CINTAS 470	\$67.10	LARRY FARR
01/16/2014	01/20/2014	THE HOME DEPOT 2801	\$57.58	LARRY FARR
01/20/2014	01/22/2014	OFFICE MAX	\$17.12	LARRY FARR
01/23/2014	01/24/2014	CINTAS 470	\$91.30	LARRY FARR
01/16/2014	01/20/2014	DEPARTMENT OF LABOR AND I	\$110.00	DAVID FISHER
01/17/2014	01/20/2014	INT'L CODE COUNCIL	\$532.00	DAVID FISHER
01/14/2014	01/16/2014	KEEPRS INC 2	\$400.00	MARCUS FORSYTHE
01/15/2014	01/17/2014	KEEPRS INC 2	\$9.68	MARCUS FORSYTHE
01/17/2014	01/20/2014	HP DIRECT-PUBLICSECTOR	\$4,424.22	MYCHAL FOWLDS
01/21/2014	01/21/2014	COMCAST CABLE COMM	\$54.00	MYCHAL FOWLDS
01/23/2014	01/24/2014	SUCCESS STORE	\$29.95	MYCHAL FOWLDS
01/10/2014	01/13/2014	THE HOME DEPOT 2801	\$37.46	NICK FRANZEN
01/10/2014	01/13/2014	SHI CORP	\$2,963.08	NICK FRANZEN
01/17/2014	01/20/2014	BESTBUY.COM 00009944	\$32.13	NICK FRANZEN
01/23/2014	01/24/2014	HP DIRECT-PUBLICSECTOR	\$159.62	NICK FRANZEN
01/21/2014	01/23/2014	UNIFORMS UNLIMITED INC.	\$40.99	DEREK FRITZE
01/14/2014	01/15/2014	MICHAELS STORES 2744	\$14.44	VIRGINIA GAYNOR
01/15/2014	01/16/2014	PARTY CITY 1032	\$8.97	VIRGINIA GAYNOR
01/16/2014	01/20/2014	KOWALSKI'S MARKET -	\$45.99	VIRGINIA GAYNOR
01/17/2014	01/20/2014	JOANN ETC #1970	\$9.99	CLARENCE GERVAIS
01/22/2014	01/23/2014	BEST BUY MHT 00000109	\$80.32	CLARENCE GERVAIS
01/22/2014	01/23/2014	PARTY CITY #768	\$10.69	JEAN GLASS
01/13/2014	01/14/2014	TANDY LEATHER 158	\$88.54	JAN GREW HAYMAN
01/23/2014	01/24/2014	FEDEXOFFICE 00006262	\$4.95	JAN GREW HAYMAN
01/09/2014	01/13/2014	THE HOME DEPOT 2801	\$68.64	MARK HAAG
01/10/2014	01/13/2014	NORTHERN GREEN EXPO	\$15.00	MARK HAAG
01/16/2014	01/17/2014	OLSEN CHAIN AND CABLE	\$170.90	MARK HAAG
01/16/2014	01/17/2014	VIKING INDUSTRIAL CENTER	\$179.49	MARK HAAG
01/20/2014	01/22/2014	MILLS FLEET FARM #2,700	\$25.15	MILES HAMRE
01/14/2014	01/16/2014	MILLS FLEET FARM #3,100	\$9.99	TIMOTHY HAWKINSON JR.
01/10/2014	01/13/2014	NORTHERN GREEN EXPO	\$5.00	TAMARA HAYS
01/09/2014	01/13/2014	UNIFORMS UNLIMITED INC.	\$10.50	PHENG HER
01/11/2014	01/13/2014	AMAZON MKTPLACE PMTS	\$59.00	PHENG HER
01/20/2014	01/21/2014	SHOCK CITY VERIZON #3	\$42.84	PHENG HER
01/21/2014	01/22/2014	LA POLICE GEAR INC	\$356.08	PHENG HER
01/17/2014	01/20/2014	MIDWEST CELLULAR MAP	\$53.51	STEVEN HIEBERT
01/17/2014	01/20/2014	UNIFORMS UNLIMITED INC.	\$138.15	STEVEN HIEBERT
01/20/2014	01/22/2014	TUFFS PRODUCTS BRAND.	\$25.00	STEVEN HIEBERT
01/10/2014	01/13/2014	MPLS METERS MULTI	\$2.00	GARY HINNENKAMP

01/10/2014	01/13/2014	NORTHERN GREEN EXPO	\$15.00	GARY HINNENKAMP
01/17/2014	01/17/2014	AMAZON MKTPLACE PMTS	\$35.53	RON HORWATH
01/17/2014	01/20/2014	SWIMOUTLET.COM	\$72.90	RON HORWATH
01/18/2014	01/20/2014	CUB FOODS #1599	\$16.63	RON HORWATH
01/19/2014	01/20/2014	ARC*SERVICES/TRAINING	\$95.00	RON HORWATH
01/19/2014	01/20/2014	ARC*SERVICES/TRAINING	\$95.00	RON HORWATH
01/19/2014	01/20/2014	ARC*SERVICES/TRAINING	\$70.00	RON HORWATH
01/23/2014	01/24/2014	KNOWLAN'S MARKET #2	\$47.51	ANN HUTCHINSON
01/15/2014	01/17/2014	THE HOME DEPOT 2801	\$35.58	DAVID JAHN
01/17/2014	01/20/2014	LOCKSMITHKEYCODES	\$70.98	KEVIN JOHNSON
01/17/2014	01/20/2014	WIRELESS ZONE #662	\$53.56	TOM KALKA
01/16/2014	01/20/2014	OFFICE DEPOT #1079	\$15.72	LOIS KNUTSON
01/16/2014	01/20/2014	OFFICE DEPOT #1090	\$59.65	LOIS KNUTSON
01/23/2014	01/24/2014	MHP*ENGINEERING NEWS R	\$87.00	LOIS KNUTSON
01/20/2014	01/20/2014	COMCAST CABLE COMM	\$106.80	DUWAYNE KONEWKO
01/18/2014	01/20/2014	GROUPON INC	(\$19.26)	TOMMY KONG
01/18/2014	01/20/2014	GROUPON INC	\$19.26	TOMMY KONG
01/15/2014	01/16/2014	UNIFORMS UNLIMITED INC.	\$19.50	NICHOLAS KREKELER
01/13/2014	01/13/2014	COMCAST CABLE COMM	\$44.65	DAVID KVAM
01/13/2014	01/14/2014	BEST BUY MHT 00000109	\$85.68	DAVID KVAM
01/13/2014	01/14/2014	ACT*REGONLINE	\$200.00	DAVID KVAM
01/17/2014	01/20/2014	UNIFORMS UNLIMITED INC.	\$164.50	DAVID KVAM
01/21/2014	01/22/2014	UNIFORMS UNLIMITED INC.	\$139.99	DAVID KVAM
01/19/2014	01/20/2014	AMAZON.COM	\$44.48	SCOTT LANGNER
01/21/2014	01/23/2014	KEEPRS INC 2	\$131.29	JOHNNIE LU
01/22/2014	01/23/2014	STREICHER'S MO	\$53.55	JOHNNIE LU
01/23/2014	01/24/2014	LA POLICE GEAR INC	\$250.91	JOHNNIE LU
01/10/2014	01/13/2014	FIRESTOREONLINE	\$68.08	STEVE LUKIN
01/13/2014	01/15/2014	ASPEN MILLS INC.	\$48.95	STEVE LUKIN
01/22/2014	01/23/2014	BEST BUY 00027011	\$21.41	STEVE LUKIN
01/23/2014	01/24/2014	BESTBUY.COM 00009944	\$42.84	STEVE LUKIN
01/23/2014	01/24/2014	EMERGENCY APPARATUS MAINT	\$1,948.91	STEVE LUKIN
01/23/2014	01/24/2014	EMERGENCY APPARATUS MAINT	\$2,098.33	STEVE LUKIN
01/23/2014	01/24/2014	EMERGENCY APPARATUS MAINT	\$1,288.23	STEVE LUKIN
01/24/2014	01/24/2014	AIRGASS NORTH	\$246.06	STEVE LUKIN
01/24/2014	01/24/2014	AIRGASS NORTH	\$126.79	STEVE LUKIN
01/16/2014	01/20/2014	WIRELESS TOYBOX - MAPL	\$42.84	KATHERINE LYNCH
01/17/2014	01/20/2014	UNIFORMS UNLIMITED INC.	\$309.89	KATHERINE LYNCH
01/22/2014	01/24/2014	UNIFORMS UNLIMITED INC.	\$44.99	KATHERINE LYNCH
01/15/2014	01/17/2014	REI 42 ROSEVILLE	(\$12.80)	JASON MARINO
01/16/2014	01/16/2014	AMAZON.COM	\$26.50	JASON MARINO
01/16/2014	01/17/2014	UNIFORMS UNLIMITED INC.	\$44.99	JERROLD MARTIN
01/18/2014	01/20/2014	AMAZON.COM	\$39.99	JERROLD MARTIN
01/21/2014	01/23/2014	KEEPRS INC 2	\$231.53	JERROLD MARTIN
01/21/2014	01/23/2014	UNIFORMS UNLIMITED INC.	\$166.73	JERROLD MARTIN
01/22/2014	01/24/2014	ST PAUL PUBLIC WORKS PARK	\$2.05	MIKE MARTIN
01/21/2014	01/23/2014	WIRELESS ZONE #662	(\$40.16)	GLEN MCCARTY
01/21/2014	01/23/2014	VERIZON WRLS N7845-01	\$40.16	GLEN MCCARTY
01/21/2014	01/23/2014	WIRELESS ZONE #662	\$40.16	GLEN MCCARTY
01/11/2014	01/13/2014	SUBWAY 00052159	\$10.93	SASHA MEYER
01/15/2014	01/16/2014	GOODWILL	\$7.90	SASHA MEYER
01/16/2014	01/20/2014	FTD*WOODLANE FLOWERS	\$222.77	SASHA MEYER
01/17/2014	01/20/2014	BROADWAY RENTAL	\$890.44	SASHA MEYER
01/14/2014	01/15/2014	BEST BUY 00023911	\$85.67	MICHAEL MONDOR
01/14/2014	01/16/2014	OFFICE MAX	\$166.08	MICHAEL MONDOR
01/16/2014	01/17/2014	RAINBOW FOODS 00088617	\$33.76	MICHAEL MONDOR
01/20/2014	01/22/2014	BOUND TREE MEDICAL LLC	\$63.84	MICHAEL MONDOR

01/22/2014	01/24/2014	BOUND TREE MEDICAL LLC	\$7.00	MICHAEL MONDOR
01/22/2014	01/24/2014	BOUND TREE MEDICAL LLC	\$12.42	MICHAEL MONDOR
01/22/2014	01/24/2014	BOUND TREE MEDICAL LLC	\$529.29	MICHAEL MONDOR
01/10/2014	01/13/2014	DULUTH TRADING STORE	\$179.95	JOHN NAUGHTON
01/10/2014	01/13/2014	NORTHERN GREEN EXPO	\$5.00	JOHN NAUGHTON
01/24/2014	01/24/2014	AMAZON MKTPLACE PMTS	\$23.98	MICHAEL NYE
01/13/2014	01/15/2014	OFFICE DEPOT #1079	\$19.25	MARY KAY PALANK
01/13/2014	01/15/2014	OFFICE DEPOT #1090	\$46.75	MARY KAY PALANK
01/16/2014	01/20/2014	OFFICE DEPOT #1090	\$81.29	MARY KAY PALANK
01/21/2014	01/22/2014	AUTOZONE3948	\$14.97	ROBERT PETERSON
01/10/2014	01/13/2014	AUTO PLUS LITTLE CANADA	\$853.12	STEVEN PRIEM
01/10/2014	01/13/2014	NORTHERN GREEN EXPO	\$15.00	STEVEN PRIEM
01/13/2014	01/14/2014	AUTO PLUS LITTLE CANADA	\$224.33	STEVEN PRIEM
01/13/2014	01/15/2014	WHEELCO BRAKE &SUPPLY	\$259.94	STEVEN PRIEM
01/13/2014	01/15/2014	UNLIMITED SUPPLIES INC	\$175.54	STEVEN PRIEM
01/14/2014	01/15/2014	AUTO PLUS LITTLE CANADA	(\$199.90)	STEVEN PRIEM
01/14/2014	01/15/2014	AUTO PLUS LITTLE CANADA	(\$403.92)	STEVEN PRIEM
01/15/2014	01/16/2014	AUTO PLUS LITTLE CANADA	\$54.12	STEVEN PRIEM
01/15/2014	01/16/2014	SHARROW LIFTING PRODUCTS	\$85.20	STEVEN PRIEM
01/16/2014	01/17/2014	POMP'S TIRE #021	\$425.14	STEVEN PRIEM
01/16/2014	01/20/2014	WHEELCO BRAKE &SUPPLY	\$107.42	STEVEN PRIEM
01/17/2014	01/20/2014	AUTO PLUS LITTLE CANADA	\$123.78	STEVEN PRIEM
01/17/2014	01/20/2014	AUTO PLUS LITTLE CANADA	\$48.90	STEVEN PRIEM
01/20/2014	01/21/2014	BAUER BUILT TIRE 18	\$243.06	STEVEN PRIEM
01/20/2014	01/21/2014	BAUER BUILT TIRE 18	\$570.38	STEVEN PRIEM
01/20/2014	01/21/2014	LITTLE FALLS MACHINE INC	\$1,919.52	STEVEN PRIEM
01/20/2014	01/22/2014	UNLIMITED SUPPLIES INC	\$150.65	STEVEN PRIEM
01/21/2014	01/22/2014	AN FORD WHITE BEAR LAK	\$53.86	STEVEN PRIEM
01/22/2014	01/23/2014	AUTO PLUS LITTLE CANADA	\$17.66	STEVEN PRIEM
01/22/2014	01/23/2014	AUTO PLUS LITTLE CANADA	\$37.60	STEVEN PRIEM
01/22/2014	01/23/2014	ZIEGLER INC COLUMBUS	\$13.70	STEVEN PRIEM
01/23/2014	01/24/2014	DELEGARD TOOL COMPANY	\$61.70	STEVEN PRIEM
01/23/2014	01/24/2014	DELEGARD TOOL COMPANY	\$9.15	STEVEN PRIEM
01/16/2014	01/17/2014	AMERAPRODUCTS INC	\$42.86	KELLY PRINS
01/16/2014	01/17/2014	MENARDS 3059	\$75.92	KELLY PRINS
01/23/2014	01/24/2014	ADVANCE STORE PRODUCTS	\$101.50	KELLY PRINS
01/14/2014	01/15/2014	NOVACARE REHB/HEALT	\$500.00	TERRIE RAMEAUX
01/14/2014	01/16/2014	MINNESOTA OCCUPATIONAL HE	\$1,402.00	TERRIE RAMEAUX
01/17/2014	01/20/2014	THE HOME DEPOT 2801	\$201.03	MICHAEL REILLY
01/23/2014	01/24/2014	HILLYARD INC MINNEAPOLIS	\$1,485.99	MICHAEL REILLY
01/14/2014	01/15/2014	CTC*CONSTANTCONTACT.COM	\$55.00	AUDRA ROBBINS
01/10/2014	01/13/2014	NORTHERN GREEN EXPO	\$50.00	ROBERT RUNNING
01/17/2014	01/20/2014	ABLE HOSE RUBBER LLC	\$67.00	ROBERT RUNNING
01/22/2014	01/23/2014	LILLIE SUBURBAN NEWSPAPE	\$103.00	DEB SCHMIDT
01/16/2014	01/17/2014	CORPORATE MARK INC.	\$720.00	PAUL SCHNELL
01/22/2014	01/23/2014	PAYPAL *MINNESOTACH	\$325.00	PAUL SCHNELL
01/09/2014	01/13/2014	ON SITE SANITATION INC	\$17.86	SCOTT SCHULTZ
01/09/2014	01/13/2014	ON SITE SANITATION INC	\$55.58	SCOTT SCHULTZ
01/10/2014	01/13/2014	G&K SERVICES 182	\$1,566.46	SCOTT SCHULTZ
01/17/2014	01/20/2014	TARGET 00011858	\$59.64	CAITLIN SHERRILL
01/17/2014	01/20/2014	A-1 LAUNDRY	\$33.47	CAITLIN SHERRILL
01/10/2014	01/13/2014	USPS 26834500133401316	\$11.25	MICHAEL SHORTREED
01/10/2014	01/13/2014	AMAZON.COM	\$43.63	MICHAEL SHORTREED
01/13/2014	01/15/2014	KEEPRS INC 2	\$200.00	MICHAEL SHORTREED
01/14/2014	01/16/2014	OFFICE MAX	\$138.18	MICHAEL SHORTREED
01/15/2014	01/17/2014	WIRELESS TOYBOX - MAPL	\$42.84	MICHAEL SHORTREED
01/18/2014	01/20/2014	DATA BUSINESS SYSTEMS	\$77.33	ANDREA SINDT

01/12/2014	01/14/2014	BLADE HQ	\$77.54	JOSEPH STEINER
01/11/2014	01/13/2014	INT'L CODE COUNCIL	\$280.00	DAVID SWAN
01/20/2014	01/22/2014	AR 500 ARMOR	\$304.00	WILLIAM SYPNIEWSKI
01/22/2014	01/24/2014	KEEPRS INC 2	\$265.46	WILLIAM SYPNIEWSKI
01/10/2014	01/13/2014	UNIFORMS UNLIMITED INC.	\$93.47	BRIAN TAUZELL
01/13/2014	01/15/2014	KEEPRS INC 2	\$363.12	BRIAN TAUZELL
01/20/2014	01/21/2014	AMAZON MKTPLACE PMTS	\$14.95	BRIAN TAUZELL
01/18/2014	01/20/2014	GANDER MOUNTAIN	(\$114.99)	JAY WENZEL
01/10/2014	01/13/2014	OFFICE DEPOT #1078	\$2.08	TAMMY YOUNG
01/10/2014	01/13/2014	OFFICE DEPOT #1090	\$25.01	TAMMY YOUNG
01/15/2014	01/17/2014	OFFICE DEPOT #1090	\$28.43	TAMMY YOUNG
01/14/2014	01/15/2014	RELIABLE	\$23.00	SUSAN ZWIEG
01/14/2014	01/15/2014	RELIABLE	\$61.28	SUSAN ZWIEG
01/20/2014	01/22/2014	DALCO ENTERPRISES, INC	\$222.16	SUSAN ZWIEG
01/22/2014	01/24/2014	DALCO ENTERPRISES, INC	(\$29.25)	SUSAN ZWIEG
01/22/2014	01/24/2014	DALCO ENTERPRISES, INC	(\$29.25)	SUSAN ZWIEG
01/22/2014	01/24/2014	DALCO ENTERPRISES, INC	(\$129.42)	SUSAN ZWIEG
01/22/2014	01/24/2014	DALCO ENTERPRISES, INC	\$100.82	SUSAN ZWIEG

\$47,351.89

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>
	01/31/14	ABRAMS, MARYLEE	448.23
	01/31/14	CARDINAL, ROBERT	448.23
	01/31/14	JUENEMANN, KATHLEEN	448.23
	01/31/14	KOPPEN, MARVIN	448.23
	01/31/14	SLAWIK, NORA	509.26
	01/31/14	STRAUTMANIS, MARIS	50.00
	01/31/14	VALLE, EDWARD	150.00
	01/31/14	AHL, R. CHARLES	7,519.58
	01/31/14	BURLINGAME, SARAH	2,244.52
	01/31/14	COLEMAN, MELINDA	4,813.95
	01/31/14	KANTRUD, HUGH	184.62
	01/31/14	CHRISTENSON, SCOTT	2,020.19
	01/31/14	FARR, LARRY	3,990.36
	01/31/14	JAHN, DAVID	2,113.58
	01/31/14	METRY, THOMAS	48.00
	01/31/14	RAMEAUX, THERESE	4,405.31
	01/31/14	BAUMAN, GAYLE	5,583.21
	01/31/14	ANDERSON, CAROLE	2,333.03
	01/31/14	DEBILZAN, JUDY	1,412.96
	01/31/14	JACKSON, MARY	2,219.30
	01/31/14	KELSEY, CONNIE	3,219.90
	01/31/14	RUEB, JOSEPH	2,920.05
	01/31/14	SINDT, ANDREA	2,284.20
	01/31/14	ARNOLD, AJLA	1,781.23
	01/31/14	BEGGS, REGAN	1,698.48
	01/31/14	GUILFOILE, KAREN	6,263.37
	01/31/14	SCHMIDT, DEBORAH	3,158.62
	01/31/14	SPANGLER, EDNA	1,190.51
	01/31/14	LARSON, MICHELLE	1,947.40
	01/31/14	MECHELKE, SHERRIE	708.31
	01/31/14	MOY, PAMELA	1,587.35
	01/31/14	OSTER, ANDREA	1,991.12
	01/31/14	RICHTER, CHARLENE	1,147.58
	01/31/14	SCHOENECKER, LEIGH	1,811.53
	01/31/14	VITT, SANDRA	1,063.35
	01/31/14	WEAVER, KRISTINE	2,459.39
	01/31/14	CORCORAN, THERESA	1,992.19
	01/31/14	KVAM, DAVID	5,747.36
	01/31/14	PALANK, MARY	1,988.80
	01/31/14	POWELL, PHILIP	3,058.49
	01/31/14	SCHNELL, PAUL	5,228.15
	01/31/14	SVENDSEN, JOANNE	2,194.22
	01/31/14	THOMFORDE, FAITH	1,640.19

01/31/14	ABEL, CLINT	3,066.44
01/31/14	ALDRIDGE, MARK	3,122.54
01/31/14	BAKKE, LONN	3,538.09
01/31/14	BARTZ, PAUL	3,500.22
01/31/14	BELDE, STANLEY	3,804.14
01/31/14	BENJAMIN, MARKESE	3,106.61
01/31/14	BIERDEMAN, BRIAN	3,835.49
01/31/14	BUSACK, DANIEL	4,595.62
01/31/14	CARNES, JOHN	2,283.00
01/31/14	CROTTY, KERRY	3,757.60
01/31/14	DEMULLING, JOSEPH	4,085.53
01/31/14	DOBLAR, RICHARD	4,818.15
01/31/14	DUGAS, MICHAEL	3,878.80
01/31/14	ERICKSON, VIRGINIA	3,318.01
01/31/14	FORSYTHE, MARCUS	3,197.90
01/31/14	FRITZE, DEREK	3,097.57
01/31/14	GABRIEL, ANTHONY	3,725.20
01/31/14	HAWKINSON JR, TIMOTHY	3,748.45
01/31/14	HER, PHENG	2,943.89
01/31/14	HIEBERT, STEVEN	3,151.34
01/31/14	HOEMKE, MICHAEL	2,003.97
01/31/14	JOHNSON, KEVIN	4,273.90
01/31/14	KALKA, THOMAS	982.09
01/31/14	KONG, TOMMY	3,066.44
01/31/14	KREKELER, NICHOLAS	937.60
01/31/14	KROLL, BRETT	3,382.37
01/31/14	LANGNER, SCOTT	3,228.28
01/31/14	LANGNER, TODD	3,172.48
01/31/14	LU, JOHNNIE	3,066.44
01/31/14	LYNCH, KATHERINE	2,841.05
01/31/14	MARINO, JASON	3,636.84
01/31/14	MARTIN, JERROLD	3,385.61
01/31/14	MCCARTY, GLEN	3,228.28
01/31/14	METRY, ALESIA	3,289.54
01/31/14	MICHELETTI, BRIAN	2,058.92
01/31/14	MULVIHILL, MARIA	2,003.97
01/31/14	NYE, MICHAEL	3,483.98
01/31/14	OLDING, PARKER	2,003.97
01/31/14	OLSON, JULIE	3,066.44
01/31/14	PARKER, JAMES	2,841.05
01/31/14	REZNY, BRADLEY	3,396.16
01/31/14	RHUDE, MATTHEW	1,195.56
01/31/14	SCHOEN, ZACHARY	2,003.97
01/31/14	SHORTREED, MICHAEL	5,479.16
01/31/14	SLATER, BENJAMIN	2,003.97
01/31/14	STEINER, JOSEPH	3,337.43
01/31/14	SYPNIEWSKI, WILLIAM	3,189.71
01/31/14	TAUZELL, BRIAN	3,124.69
01/31/14	THEISEN, PAUL	4,018.76
01/31/14	THIENES, PAUL	3,986.46
01/31/14	WENZEL, JAY	3,481.14
01/31/14	XIONG, KAO	3,066.44

01/31/14	ANDERSON, BRIAN	340.47
01/31/14	BAHL, DAVID	625.19
01/31/14	BASSETT, BRENT	340.48
01/31/14	BAUMAN, ANDREW	3,035.23
01/31/14	BOURQUIN, RON	958.21
01/31/14	CAPISTRANT, JOHN	779.67
01/31/14	COREY, ROBERT	441.37
01/31/14	CRAWFORD - JR, RAYMOND	3,076.50
01/31/14	DABRUZZI, THOMAS	3,745.65
01/31/14	DAWSON, RICHARD	5,081.12
01/31/14	EATON, PAUL	378.31
01/31/14	EVERSON, PAUL	5,660.34
01/31/14	FASULO, WALTER	396.16
01/31/14	HAGEN, MICHAEL	712.47
01/31/14	HALE, JOSEPH	397.17
01/31/14	HALWEG, JODI	4,758.92
01/31/14	HAWTHORNE, ROCHELLE	2,682.83
01/31/14	IMM, TRACY	368.84
01/31/14	JANSEN, CHAD	151.32
01/31/14	JONES, JONATHAN	201.77
01/31/14	KANE, ROBERT	779.63
01/31/14	KARRAS, JAMIE	435.04
01/31/14	KELLOGG, JOHNATHAN	753.61
01/31/14	KERSKA, JOSEPH	813.35
01/31/14	KONDER, RONALD	195.46
01/31/14	KUBAT, ERIC	3,019.64
01/31/14	LINDER, TIMOTHY	3,361.50
01/31/14	LOCHEN, MICHAEL	924.57
01/31/14	MILLER, NICHOLAS	189.17
01/31/14	MONDOR, MICHAEL	3,570.80
01/31/14	MONSON, PETER	214.37
01/31/14	MORGAN, JEFFERY	454.22
01/31/14	NEILY, STEVEN	277.42
01/31/14	NIELSEN, KENNETH	934.08
01/31/14	NOVAK, JEROME	4,994.44
01/31/14	NOWICKI, PAUL	917.40
01/31/14	OLSON, JAMES	2,920.86
01/31/14	OPHEIM, JOHN	437.63
01/31/14	PACHECO, ALPHONSE	390.91
01/31/14	PETERSON, MARK	845.82
01/31/14	PETERSON, ROBERT	3,319.89
01/31/14	RAINEY, JAMES	907.93
01/31/14	RANK, PAUL	668.35
01/31/14	RICE, CHRISTOPHER	2,125.93
01/31/14	RODRIGUEZ, ROBERTO	274.28
01/31/14	SEDLACEK, JEFFREY	3,140.56
01/31/14	STREFF, MICHAEL	5,120.46
01/31/14	SVENDSEN, RONALD	3,692.33
01/31/14	WHITE, JOEL	354.96
01/31/14	GERVAIS-JR, CLARENCE	7,422.58
01/31/14	LUKIN, STEVEN	10,058.86
01/31/14	ZWIEG, SUSAN	1,780.45

01/31/14	CORTESI, LUANNE	1,434.00
01/31/14	KNUTSON, LOIS	2,266.59
01/31/14	BRINK, TROY	3,099.21
01/31/14	BUCKLEY, BRENT	2,926.00
01/31/14	DEBILZAN, THOMAS	2,798.48
01/31/14	EDGE, DOUGLAS	3,031.72
01/31/14	JONES, DONALD	2,960.24
01/31/14	MEISSNER, BRENT	2,563.58
01/31/14	NAGEL, BRYAN	4,418.96
01/31/14	OSWALD, ERICK	3,101.74
01/31/14	RUIZ, RICARDO	1,858.23
01/31/14	RUNNING, ROBERT	2,593.36
01/31/14	TEVLIN, TODD	2,368.77
01/31/14	BURLINGAME, NATHAN	2,751.87
01/31/14	DUCHARME, JOHN	2,859.20
01/31/14	ENGSTROM, ANDREW	2,979.47
01/31/14	JAROSCH, JONATHAN	3,288.55
01/31/14	KREGER, JASON	2,644.03
01/31/14	LINDBLOM, RANDAL	2,861.51
01/31/14	LOVE, STEVEN	3,907.26
01/31/14	THOMPSON, MICHAEL	4,621.91
01/31/14	ZIEMAN, SCOTT	208.00
01/31/14	JANASZAK, MEGHAN	1,720.19
01/31/14	KONEWKO, DUWAYNE	5,473.10
01/31/14	HAMRE, MILES	2,158.00
01/31/14	HAYS, TAMARA	1,750.36
01/31/14	HINNENKAMP, GARY	3,117.68
01/31/14	NAUGHTON, JOHN	2,472.86
01/31/14	NORDQUIST, RICHARD	2,792.93
01/31/14	PURVES, JUSTIN	1,736.12
01/31/14	BIESANZ, OAKLEY	2,258.65
01/31/14	DEAVER, CHARLES	599.51
01/31/14	GERNES, CAROLE	38.25
01/31/14	HAYMAN, JANET	1,130.27
01/31/14	HUTCHINSON, ANN	2,762.97
01/31/14	WACHAL, KAREN	950.04
01/31/14	GAYNOR, VIRGINIA	3,383.30
01/31/14	KROLL, LISA	2,004.70
01/31/14	YOUNG, TAMELA	2,144.99
01/31/14	EKSTRAND, THOMAS	3,984.62
01/31/14	FINWALL, SHANN	3,371.39
01/31/14	MARTIN, MICHAEL	2,939.39
01/31/14	BRASH, JASON	2,696.99
01/31/14	CARVER, NICHOLAS	3,383.30
01/31/14	FISHER, DAVID	3,962.32
01/31/14	SWAN, DAVID	2,884.99
01/31/14	WELLENS, MOLLY	1,854.46
01/31/14	ABRAHAMSON, AMANDA	132.50
01/31/14	ACEITUNO, FELIPE	88.50
01/31/14	BJORK, BRANDON	272.25
01/31/14	BRENEMAN, NEIL	2,483.78
01/31/14	CHUHEL, KAYLA	82.50

01/31/14	FISHER, CHANCE	37.50
01/31/14	FISHER, QUINN	36.00
01/31/14	FORTIER, JESSICA	72.00
01/31/14	GORACKI, GERALD	285.00
01/31/14	JOHNSON, ALEXANDER	39.75
01/31/14	KUSTERMAN, KEVIN	120.00
01/31/14	LARSON, TRISTA	28.00
01/31/14	MCKANE, COLLIN	256.00
01/31/14	ROBBINS, AUDRA	3,307.30
01/31/14	ROBBINS, CAMDEN	508.25
01/31/14	SCHALLER, SCOTT	33.00
01/31/14	SHERWOOD, CHRISTIAN	511.50
01/31/14	TAYLOR, JAMES	3,149.54
01/31/14	VUKICH, CANDACE	446.25
01/31/14	ZILLEY, MATTHEW	45.00
01/31/14	ADAMS, DAVID	2,091.00
01/31/14	HAAG, MARK	3,300.51
01/31/14	ORE, JORDAN	1,888.83
01/31/14	SCHULTZ, SCOTT	3,487.37
01/31/14	WILBER, JEFFREY	1,724.91
01/31/14	AKEY, SHELLEY	123.50
01/31/14	EVANS, CHRISTINE	1,513.74
01/31/14	GLASS, JEAN	2,216.16
01/31/14	HAUBLE, AMANDA	157.25
01/31/14	HOFMEISTER, MARY	1,143.60
01/31/14	HOFMEISTER, TIMOTHY	459.56
01/31/14	KELLEY, CAITLIN	900.51
01/31/14	KULHANEK-DIONNE, ANN	547.00
01/31/14	MEYER, SASHA	1,871.96
01/31/14	PELOQUIN, PENNYE	636.07
01/31/14	ST SAUVER, CRAIG	131.76
01/31/14	STAHLMANN, ELLEN	89.25
01/31/14	VUE, LOR PAO	209.31
01/31/14	AICHELE, MEGAN	163.50
01/31/14	ANDERSON, AARON	34.88
01/31/14	ANDERSON, ALYSSA	41.62
01/31/14	ANDERSON, JOSHUA	546.06
01/31/14	BAETZOLD, CLAIRE	55.13
01/31/14	BAUDE, JANE	18.25
01/31/14	BAUDE, SARAH	83.26
01/31/14	BERGLUND, ERIK	65.26
01/31/14	BESTER, MICHAEL	109.25
01/31/14	BUCKLEY, BRITTANY	455.75
01/31/14	BUTLER, ANGELA	130.50
01/31/14	CLARK, PAMELA	14.66
01/31/14	CRANDALL, KRISTA	343.84
01/31/14	DEMPSEY, BETH	164.12
01/31/14	DRECHSEL, HEIDI	13.74
01/31/14	DUNN, RYAN	1,155.21
01/31/14	ERICKSON-CLARK, CAROL	37.12
01/31/14	ERICSON, RACHEL	65.11
01/31/14	FARRELL, DANIEL	68.88

01/31/14	FONTAINE, KIM	689.65
01/31/14	GRAY, MEGAN	261.70
01/31/14	GRUENHAGEN, LINDA	561.10
01/31/14	HAGSTROM, EMILY	159.00
01/31/14	HANSEN, HANNAH	410.00
01/31/14	HASSAN, KIANA	103.60
01/31/14	HEINRICH, SHEILA	391.26
01/31/14	HODGE, AMY	29.00
01/31/14	HOLMBERG, LADONNA	359.46
01/31/14	HORWATH, RONALD	3,000.03
01/31/14	JOHNSON, BARBARA	586.20
01/31/14	KEMP, MAYA	19.50
01/31/14	KOHLER, ROCHELLE	46.26
01/31/14	KOZDROJ, GABRIELLA	100.00
01/31/14	LAMEYER, BRENT	65.26
01/31/14	LAMSON, ELIANA	40.50
01/31/14	MCCOMAS, LEAH	75.00
01/31/14	MEDD, KELLY	31.20
01/31/14	MUSKAT, JULIE	172.50
01/31/14	NADEAU, TAYLOR	44.18
01/31/14	NITZ, CARA	193.00
01/31/14	NORTHOUSE, KATHERINE	49.40
01/31/14	OHS, CYNTHIA	92.00
01/31/14	PIEPER, THEODORE	126.00
01/31/14	PROESCH, ANDY	342.70
01/31/14	RANEY, COURTNEY	1,083.50
01/31/14	RAU, COLE	36.26
01/31/14	RESENDIZ, LORI	617.18
01/31/14	RICHTER, DANIEL	113.40
01/31/14	ROLLERSON, TERRANCE	60.00
01/31/14	SCHERER, KATHLENE	75.00
01/31/14	SCHREIER, ABIGAIL	213.50
01/31/14	SCHREIER, ROSEMARIE	347.50
01/31/14	SCHREIER, ZACHARY	60.00
01/31/14	SCHREINER, MARK	51.10
01/31/14	SMITH, ANN	20.55
01/31/14	SMITH, CASEY	114.73
01/31/14	SMITH, JEROME	154.00
01/31/14	SMITLEY, SHARON	336.72
01/31/14	SYME, LAUREN	33.08
01/31/14	TREPANIER, TODD	264.50
01/31/14	TUPY, HEIDE	45.80
01/31/14	TUPY, MARCUS	95.00
01/31/14	WARNER, CAROLYN	79.20
01/31/14	WHITE, DANICA	39.42
01/31/14	YUNKER, JOSEPH	92.00
01/31/14	LANGER, CHELSEA	70.13
01/31/14	LANGER, KAYLYN	123.25
01/31/14	RANGEL, SAMANTHA	120.00
01/31/14	WISTL, MOLLY	426.64
01/31/14	BORCHERT, JONATHAN	119.00
01/31/14	CRAWFORD, SHAWN	480.00

	01/31/14	CUSICK, JESSICA	238.00
	01/31/14	DOUGLASS, TOM	2,714.11
	01/31/14	KRECH, ELAINE	315.00
	01/31/14	LOONEY, RAYJEANIA	248.00
	01/31/14	MAIDMENT, COLIN	327.25
	01/31/14	MALONEY, SHAUNA	373.25
	01/31/14	MCCLENNON, MATTHEW	184.00
	01/31/14	NESVACIL, BRENNAN	192.00
	01/31/14	PRINS, KELLY	2,002.29
	01/31/14	REILLY, MICHAEL	2,535.95
	01/31/14	STEFFEN, MICHAEL	102.00
	01/31/14	THOMPSON, BENJAMIN	493.00
	01/31/14	SWANSON, CHRIS	1,593.79
	01/31/14	PRIEM, STEVEN	2,536.29
	01/31/14	WOEHRLE, MATTHEW	2,315.32
	01/31/14	XIONG, BOON	1,554.30
	01/31/14	BERGO, CHAD	2,824.09
	01/31/14	FOWLDS, MYCHAL	3,989.58
	01/31/14	FRANZEN, NICHOLAS	3,419.41
9989796	01/31/14	ABRAHAMSON, TYLER	39.75
9989797	01/31/14	AYD, GWEN	77.50
9989798	01/31/14	BONKO, JACK	38.75
9989799	01/31/14	BONKO, NICHOLAS	165.10
9989800	01/31/14	BRADY, MADYSON	64.00
9989801	01/31/14	GREENER, DOUGLAS	51.75
9989802	01/31/14	HANGGE, NOAH	72.00
9989803	01/31/14	KONG, KATELYNE	352.00
9989804	01/31/14	MEISSNER, MICHAEL	102.00
9989805	01/31/14	MERRITT, JACOB	136.00
9989806	01/31/14	MERRITT, MICHAEL	170.00
9989807	01/31/14	MODER, AUTUMN	48.00
9989808	01/31/14	O'BRIEN, PATRICIA	46.50
9989809	01/31/14	ROCKETTE, KIYESHA	48.00
9989810	01/31/14	RYAN, NICOLE	128.00
9989811	01/31/14	TARR-JR, GUS	125.00
9989812	01/31/14	THIELMAN, RICHARD	96.00
9989813	01/31/14	WISTL, MARK	204.00
9989814	01/31/14	SMITH, CORTNEY	259.25
9989815	01/31/14	AMUNDSON, DANIKA	126.00
9989816	01/31/14	EKSTRAND, DANIEL	69.83
9989817	01/31/14	MILLER, MELISSA	69.00
9989818	01/31/14	WALES, ABIGAIL	279.90
			567,765.39

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** February 4, 2014  
**SUBJECT:** Approval of Transfers from Tax Increment Funds for 2013

**Introduction**

It is proposed that the Council authorize the appropriate 2013 budget adjustments and 2013 transfers totaling \$439,210 from the Tax Increment Funds to the Debt Service Funds.

**Background**

Annually transfers are made from Tax Increment Funds to finance debt service costs on tax increment bonds. A breakdown by fund and comparison with the original budget is listed on the attachment. The result of the recommended transfers will be to decrease the fund balance of six Tax Increment Funds to an amount close to the amount that was anticipated in the 2014 Budget. For 2013, there was some miscommunication with the County and they inadvertently decertified TIF #1-1 and #1-2 early. There was no revenue collected in 2013 for these two districts. This will be corrected with our 2014 collections and next year the City will make transfers for the 2013 and 2014 revenue.

**Budget Impact**

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

**Recommendation**

It is recommended that the Council authorize the appropriate 2013 budget adjustments and 2013 transfers totaling \$439,210 from the Tax Increment Funds to the Debt Service Funds.

**Attachment**

1. Transfers from Tax Increment Funds to Debt Service Funds

P:\COUNCIL FILES\AGENDAS\2013\021-TIF TRANSFERS.DOC

**TRANSFERS FROM TAX INCREMENT FUNDS TO DEBT SERVICE FUNDS**

		2013 BUDGET	2013 ACTUAL	BUDGET CHANGES
<b>OPERATING TRANSFERS IN TO DEBT SERVICE FUNDS:</b>				
Fund #336	1999B Tax Increment Bonds	363,990	383,860	19,870
Fund #363	2010B Refunding Bonds	345,070	55,350	(289,720)
<hr/>				
	Total transfers	709,060	439,210	(269,850)

		2013 BUDGET	2013 ACTUAL	BUDGET CHANGES
<b>OPERATING TRANSFERS OUT FROM TIF FUNDS:</b>				
Fund #413	Housing District 1-1	127,870	0	(127,870)
Fund #414	Housing District 1-2	167,870	1,340	(166,530)
Fund #415	Housing District 1-3	49,330	54,010	4,680
Fund #416	Housing District 1-4	43,390	45,540	2,150
Fund #417	Housing District 1-5	33,600	35,280	1,680
Fund #418	Housing District 1-6	287,000	303,040	16,040
<hr/>				
	Total transfers	709,060	439,210	(269,850)

## MEMORANDUM

**TO:** Chuck Ahl, City Manager

**FROM:** Gayle Bauman, Finance Director

**DATE:** February 4, 2014

**SUBJECT:** Approval of 2013 Transfers and Budget Adjustments

### Introduction

It has been past practice to permit the carry over from one year to the next of unspent monies for specific purposes. This involves reductions in the 2013 Budget and corresponding increases in the 2014 Budget. The Finance Director has determined that the following request is eligible for carry over.

Fund	Amount	Account No.	For
CIP Fund	\$11,390	405-000-4720	Park projects

General Fund Transfers and Budget Adjustments: At the October 28, 2013 council workshop, a report was presented discussing the General Fund and the possibility of dollars being available to fund the south police substation and to be transferred to the Community Center Operations and Ambulance Service Funds to help alleviate deficit fund balances. Current data shows we will have the funds available and staff is recommending the following transfers:

Amount	Fund	Purpose	Year
\$100,000	Fire Station – south end (440)	Police substation	2013
Up to \$140,000	Community Center (602)	Assist with deficit	2013
Up to \$140,000	Ambulance Service (606)	Assist with deficit	2013

In no event would one of these transfers be completed to bring the General Fund fund balance below 40% of operating revenues.

There were some unforeseen temporary wage costs in the Elections budget for 2013. A significant change was made in the statutes governing absentee voting after preparation of the 2013 Budget which required that the Absentee Ballot Board convene two to three times a week with two additional teams working. This resulted in higher wage costs than what were budgeted. Also, part time wages in the Deputy Registrar program came in over budget. A federal ruling effective during 2013 stated that employees functioning as passport agents could not perform vehicle registration duties which resulted in additional hours needed from staff still able to perform those duties. The budget adjustments recommended within the General Fund are as follows:

For 2013:	101-304-000-4025	Temp wages	\$4,050
	101-303-000-4020	Part time wages	\$7,500

**Budget Impact**

None. The budget adjustments have been factored into our year end projections and transferring money between funds has no financial impact on the city.

**Recommendation**

It is recommended that the City Council approve the carry over requests listed above and authorize the Finance Director to reduce the 2014 budget as needed for any carry over amount that is not used for its specified purpose during the year. It is also recommended that the Council authorize the Finance Director to make the entries necessary to account for the transfers and budget adjustments noted above.

## MEMORANDUM

**TO:** Charles Ahl, City Manager

**FROM:** Mychal Fowlds, IT Director

**DATE:** February 4, 2014

**SUBJECT:** Approval of Resolution Directing Modification of Existing Construction Contract, Change Order with Derau Construction, Police Department Expansion Project – Phase 1

### **Introduction**

The City Council will consider approving the attached resolution directing the modification of the existing construction contract for the Police Department Expansion Project – Phase 1.

### **Background**

On December 10, 2012, the Council awarded Derau Construction a construction contract for the build out of offices and modification of existing areas in 1902 County Road B East in the amount of \$213,300. There have been 3 change orders to the contract to date in the amount of \$38,465. The bulk of which was due to moving Parks & Recreation to 1902.

The current changer order consists of electrical work that was performed by the Phase 1A contractor. These modifications result in a decrease to the overall construction contract.

#### *Deduct cost for electrical work (Subtraction)*

The original contract assumed the installation of 8 circuit breakers. This work was done by the contractor in Phase 1A and therefore a credit has been issued by the Phase 1 contractor.

The change order costs are summarized below:

<u>Change Order #4</u>	<u>Amount</u>
1 Deduct cost for electrical work	\$ (250.00)
Total Change Order No. 3	\$ (250.00)

### **Budget Impact**

Approval of Change Order No. 4 will decrease the project construction contract amount by \$250.00 from \$251,765 to \$251,515. No adjustments to the approved budget are needed at this time.

### **Recommendation**

Staff recommends that the council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, for the Police Department Expansion Project – Phase 1.

**Attachments**

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

**RESOLUTION  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
POLICE DEPARTMENT EXPANSION PROJECT - PHASE 1, CHANGE ORDER NO. 4**

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

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Police Department Expansion Project – Phase 1, Change Order No. 4.

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

1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 4 which is a decrease of \$250.00.

The revised contract amount is \$251,515.00.

Adopted by the Maplewood City Council on this 10th day of February 2014.

**CHANGE ORDER  
CITY OF MAPLEWOOD**

**PROJECT NAME:** Police Department Expansion Project - Phase 1  
**CONTRACTOR:** Derau Construction  
**CHANGE ORDER NO.:** Four (4)  
**DATE:** February 10, 2014

---

The following changes shall be made in the contract documents:

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

Item No.	Item Description	Amount
1	Deduct cost for electrical work	(\$250.00)
<b>TOTAL SCHEDULE CO #4</b>		<b>(\$250.00)</b>
<b>TOTAL NET CHANGE ORDER NO. 4</b>		<b>(\$250.00)</b>

**CONTRACT STATUS:**

<b>Original Contract:</b>	<b>\$213,300.00</b>
<b>Net Change of Prior Changes:</b>	<b>\$38,465.00</b>
<b>Change this Change Order:</b>	<b>(\$250.00)</b>
<b>Revised Contract:</b>	<b>\$251,515.00</b>

**Recommended By: SEH, Inc.**

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

**Agreed to By: Derau Construction**

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

**Approved By: City of Maplewood**

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

## MEMORANDUM

**TO:** Chuck Ahl, City Manager

**FROM:** Tushar Desai, Planning Commission Chairperson

**DATE:** February 3, 2014

**SUBJECT:** Approval of the 2013 Planning Commission Annual Report

### **INTRODUCTION**

The city code requires that the planning commission prepare an annual report each January for submittal to the city council. The following is a report of the actions and activities of the planning commission in 2013.

On January 21, 2014, the planning commission reviewed this report and moved to forward it to the city council for their acceptance.

### **2013 REVIEWS**

In 2013, the planning commission considered the following:

	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Changes to the comprehensive plan	3	2	1	2	1
Changes to the zoning map	1	2	2	19	4
Preliminary plats/lot divisions	1	0	1	2	1
Code amendments	1	8	8	11	7
Conditional use permits and revisions	9	7	7	7	12
Vacations	0	2	3	2	0
Variances/code waivers	4	4	3	4	0
<u>Miscellaneous</u>	<u>23</u>	<u>15</u>	<u>18</u>	<u>34</u>	<u>24</u>
Total	42	40	43	81	49

**COMPREHENSIVE PLAN CHANGES**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Gladstone Neighborhood</b> Plan amendment from P (park) to LDR (low density residential) The comprehensive plan had shown a privately owned parcel as planned for park purposes in error.	Approved	Approved
<b>Tyrus Land Company Single Dwelling Proposal</b> Plan amendment from R/LDR (rural/low density residential) to LDR (low density residential) Request was to increase density to typical, non-rural single dwelling levels.	Denied	Denied
<b>Maplewood Fire Station on McKnight Road</b> Plan amendment from I (industrial) to G (government) This change was needed for the new fire station on McKnight Road south of Minnehaha Avenue.	Approved	Approved

**ZONING MAP CHANGES**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Tyrus Land Company Single Dwelling Proposal</b> Zoning change proposed from R1R (rural single dwelling) to R1 (single dwelling) Request was to increase density to typical, non-rural single dwelling levels.	Denied	Denied

**PRELIMINARY PLATS/LOT DIVISIONS**

<b>Havencrest Preliminary Plat</b> Proposal to create nine single dwelling home sites on the large parcel at 2292 County Road D.	Approved	Approved
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**CODE AMENDMENTS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
Ordinance amendment to allow warehousing in BC (business commercial) districts by conditional use permit.	Approved	Denied

**CONDITIONAL USE PERMITS (CUP) AND REVISIONS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Harriet Tubman Center East</b> (1725 Monastery Way) This CUP revision was to allow the Tubman Center to expand their facility into the upper floors of the former St. Paul's Priory building.	Approved	Approved

**First Evangelical Free Church** Approved Approved  
 (2696 Hazelwood Street)  
 This CUP revision was to allow the building expansion for a gymnasium addition.

**Harmony Learning Center** Approved Approved  
 (1961 County Road C East)  
 This CUP revision was to allow the learning center to construct a greenhouse.

**Maplewood Auto Mall** Approved Approved  
 (2529 White Bear Avenue)  
 This CUP revision was to allow a new used car sales business.

**Our City/Our Neighborhood Church** Approved Approved  
 (1812 North St. Paul Road)  
 This CUP was to allow a church to operate from this former medical office building.

**Bruentrup Farm** Approved Approved  
 (2170 County Road D East)  
 This CUP revision was to allow the Maplewood Historical Society to expand their parking lot with a turf-parking surface.

**Hill Murray High School** Approved Approved  
 (2625 Larpenteur Avenue)  
 This CUP revision was to allow the school to add tennis courts to the property.

**Agropur** Approved Approved  
 (2080 Rice Street)  
 This CUP revision was to allow a building addition on the back of the plant.

**Maplewood Fire Station** Approved Approved  
 (McKnight Road south of Minnehaha Avenue)  
 This CUP was to allow the proposed Maplewood Fire Station to be constructed adjacent to the 3M campus.

**VACATIONS**

None.

**VARIANCES AND WAIVERS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Private Residence Request for three variances for a back-yard swimming pool.</b> (660 Eldridge Avenue East)		
1. Shoreland setback variance	Approved	Approved
2. Wetland buffer setback variance	Approved	Approved

3. Pool Fence Waiver to allow a pool cover                      Approved                      Approved

**Maplewood Fire Station**                      Approved                      Approved  
(McKnight Road south of Minnehaha Avenue)

This variance approval was for a wetland buffer setback on the proposed Maplewood Fire Station site adjacent to the 3M campus.

### **MISCELLANEOUS**

The planning commission had other reviews, discussions and actions that were not part of any other specific proposal. These reviews were:

- Annual Review of PC Rules of Procedure
- 2012 Annual Report
- Election of Officers
- Update of the planning commissions schedule for attending city council meetings
- Resolution of Appreciation for Joe Boeser
- Resolution of Appreciation for Stephen Wensman
- Resolution of Appreciation for Larry Durand
- Resolution of Appreciation for Lorraine Fischer
- 2014-2018 Capital Improvement Plan
- Staff presentation—Fish Creek Fundraiser
- Staff presentation—Parks and Recreation Committee, PC volunteers requested
- Washington County Planning Department Presentation—Gateway Corridor
- 3M Company Environmental Assessment Worksheet (EAW) Discussion
- 3M EAW public hearing
- 3M Tax Increment Financing (TIF) review
- Presentation by Steve Love—Arkwright/Sunrise Area Street Improvements
- Staff distributes Commissioner Handbook to new members and gives Oath of Office
- Discussion: would PC support a commercial to residential rezoning for Van Dyke Street Properties
- Discussion: going paper-free with PC packets
- Discussion: cancelling August 6 PC meeting due to National Night Out
- Discussion: policy adoption for the selling of excess city-owned land—PC approved
- Approval of the sale of city-owned land on Van Dyke Street
- Staff presentation, informing PC members of upcoming commissioner-appreciation event

### **2013 ATTENDANCE, MEMBERSHIP REVIEW AND CURRENT ROSTER**

In 2013, planning commission membership went through several changes. We saw the resignations of Joe Boeser, Larry Durand and Stephen Wensman, but welcomed as newly appointed members Bill Kempe, John Donofrio and Allan Ige. The planning commission also welcomes the two newest members, appointed by the city council in November 2013, Donn Lindstrom and Yaya Diatta. Commissioners Lindstrom and Diatta will begin serving in 2014.

Most notably, though, the planning commission wishes to recognize Lorraine Fischer. Commissioner Fischer resigned at the end of 2013 after serving on the planning commission for 43 years since her appointment by the city council in 1970. Lorraine served as the planning commission chair since the

1990's through the election of officers in June of 2013. The planning commission will miss Lorraine's expertise and good judgment on land use, zoning and land development matters.

The current planning commission membership and meeting attendance for 2013 is:

<b><u>Name</u></b>	<b><u>Appointed</u></b>	<b><u>Terms Expire (12/31)</u></b>	<b><u>2013 Attendance-13 Meetings</u></b>
Paul Arbuckle	05-14-12	2014	12 of 13
John Donofrio	02-11-13	2014	9 of 11 (started mid-year)
Donn Lindstrom	11-14-13	2014	Started January 2014
Dale Trippler	06-08-98	2015	10 of 13
Al Bierbaum	02-08-10	2015	11 of 13
Allan Ige	04-29-13	2015	9 of 9 (started mid-year)
Tushar Desai	07-22-02	2016	8 of 13
Bill Kempe	02-11-13	2016	11 of 11 (started mid-year)
Yaya Diatta	11-14-13	2016	Started January 2014

### **2013 REVIEW AND ANTICIPATED 2014 DEVELOPMENT ACTIVITIES**

Last year was normal in terms of the types of reviews the planning commission considered. Many of the CUP reviews were the result of proposed expansions of existing uses.

There was one preliminary plat application to review in 2013. This was the Havencrest Plat, a nine-lot subdivision proposal within an existing single-family neighborhood. In-fill development such as Havencrest will likely become the norm for the city since Maplewood is approximately 95 percent developed and there are not many remaining single-family sites available for subdivision.

However, the city will see the further redevelopment of the Gladstone Neighborhood as time goes on. One major development proposal we anticipate is the redevelopment of the Maplewood Bowl property. The Maplewood Bowl is presently for sale and the potential buyer, Sherman and Associates has plans to develop this site with town homes, senior housing and commercial uses.

### **SUMMARY**

The planning commission looks forward to serving the City of Maplewood in 2014 and providing the city council with advice and guidance on all land use matters.

### **BUDGET IMPACT**

None.

### **RECOMMENDATION**

Approve the planning commission's 2013 annual report.

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**MEMORANDUM**

**TO:** Chuck Ahl, City Manager

**FROM:** Tom Ekstrand, Senior Planner  
Melinda Coleman, Assistant City Manager

**DATE:** February 3, 2014

**SUBJECT:** Approval of a Revision to the Planning Commission Rules of Procedure

**Introduction**

The planning commission's Rules of Procedure requires that they review these Rules at the beginning of each year.

**Discussion**

On January 21, 2014, the planning commission recommended a revision to the Rules of Procedure to add the following language under Duties of Chairperson (the addition is underlined and the deletion crossed out):

"No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission and approval of ~~to~~ the full Commission."

**Budget Impact**

None.

**Recommendation**

Approve the mentioned revision to the Planning Commission Rules of Procedure to require that "No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission and approval of the full Commission."

**Attachment**

1. Planning Commission Rules of Procedure

P:\Planning Commission\PC Rules\2014 annual review of PC Rules CC Report 02 14 te

## **PLANNING COMMISSION RULES OF PROCEDURE**

Originally adopted by the Planning Commission on February 21, 1983  
Last Changed by the City Council on February 13, 2012  
Last Changed by the City Council on February 10, 2014

We, the members of the Planning Commission of the City of Maplewood, Minnesota, created pursuant to Chapter 2, as amended, of the Maplewood Code of Ordinances, do hereby accept the following Rules of Procedure, subject to the provisions of said ordinances, which are hereby made a part of these rules:

### **A. MEETINGS**

1. All meetings shall be held in City Hall unless otherwise directed by the chairperson, in which case at least 24 hours notice will be given to all members.
2. Regular meetings shall be held at 7 p.m. on the first and third Tuesdays of each month. If a regular meeting falls on a legal holiday, such meeting shall be rescheduled as a special meeting, if needed.
3. Special meetings shall be held upon call by the chairperson, or in his or her absence, by the vice chairperson or by any other member with the concurrence of five other members of the Commission. At least 72 hours notice shall be given to all members for special meetings.

### **B. QUORUM**

1. A simple majority of the current membership of the Commission shall constitute a quorum.
2. Any member having a conflict of interest shall declare the same before discussion of the item in which he or she has a conflict. Any member who abstains from voting on a question because of possible conflict of interest shall not be considered a member of the Commission for determining a quorum for the consideration of that issue.
3. Approval of any motion shall require the affirmative vote of a majority of the members present.

### **C. DUTIES OF CHAIRPERSON**

In addition to the duties prescribed in Section 2-249 of the Code of Ordinances, the chairperson shall appoint such standing committees and temporary committees as are required, and such committees will be charged with the duties, examinations, investigations, and inquiries about the subjects assigned by the chairperson. No standing or temporary committee shall have the power to commit the Commission to the endorsement of any plan or program without its submission and approval of the full Commission.

**D. ELECTION OF OFFICERS**

1. A chairperson and vice chairperson shall be elected at the first planning commission meeting in June, and will serve until their successors have been elected.
2. In the absence of the chairperson, the vice chairperson shall perform all duties required of the chairperson. When both the chairperson and the vice chairperson are absent, the attending members shall elect a chairperson pro tem.
3. If the chairperson resigns from or is otherwise no longer on the planning commission, the vice chairperson shall become the acting chairperson. The planning commission shall elect a new chairperson at the next possible planning commission meeting. If the vice chairperson resigns or is otherwise no longer on the planning commission, the planning commission shall elect a new vice chairperson at the next possible planning commission meeting.

**E. REPRESENTATION AT COUNCIL MEETINGS**

A representative from the Commission shall appear at each Council meeting, where a planning item is on the agenda, to present the Commission's recommendation and to answer questions from the City Council regarding the decision. The Commission shall adopt a rotating schedule of its members at the first meeting of each year to attend these meetings.

**F. COMMUNITY DEVELOPMENT DEPARTMENT**

In addition to carrying out the duties prescribed in Section 2-254 of the Code of Ordinances, the Community Development staff shall:

1. Prepare the agenda and minutes for each meeting of the Commission.
2. Act as technical advisor to the Commission.
3. Present written alternatives and make recommendations on matters referred to the Commission.
4. Maintain a record of all agenda items from application to final action by the City Council.

**G. AGENDA**

1. Copies of the agenda, together with pertinent planning office reports and copies of the minutes of the previous meeting shall be distributed so that the members of the Commission shall have a copy at least three days prior to the meeting concerned.

2. The agenda shall consist of the following order of business:

- a. Call to Order
- b. Roll Call
- c. Approval of Agenda
- d. Approval of Minutes
- e. Public Hearings
- f. New Business
- g. Unfinished Business
- h. Visitor Presentations
- i. Commission Presentations
- j. Staff Presentations
- k. Adjournment

3. Only items that are on the agenda or added to the agenda prior to its adoption shall be considered by the Commission.

**H.** Except as herein provided, Rosenberg's Rules of Order shall be accepted as the authority on parliamentary practice.

**I.** Amendments to the comprehensive plan shall require that the Planning Commission follow the same procedure for hearings and notices as required by State law for zoning ordinances.

**J. APPOINTMENTS**

The City Council shall make all appointments to the Planning Commission by following the current city appointment policy.

**K. AMENDMENT**

1. Any of these rules may be temporarily suspended by the vote of two-thirds majority of the members present.

2. These Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership and submitted to the City Council for approval.

**L.** These Rules of Procedure shall be reviewed by the Planning Commission at the first meeting of each year.

## MEMORANDUM

**TO:** Charles Ahl, City Manager

**FROM:** Matt Ledvina, Community Design Review Board Chair

**DATE:** January 28, 2014

**SUBJECT:** Approval of the 2013 Community Design Review Board Annual Report

### Introduction

Annually the community design review board (CDRB) reports the board's actions and activities for the city council for the previous year. In 2013, the CDRB reviewed the following 21 items during its 7 meetings:

<u>Type of Proposal</u>	<u># Reviewed</u>
<i>New Development Proposals</i>	4
1. Design Review, Twin Home Crockett and Crockett Builders, 2010 Clarence Street (June 25, 2013)	
2. Design Review, Harmony Learning Center Greenhouse, 1961 County Road C East (June 25, 2013)	
3. Design Review, 3M Lab and Office Building, McKnight Road (August 27, 2013)	
4. Design Review and Parking Waiver, Maplewood Fire Station No. 1, McKnight Road (September 24, 2013)	
<i>Expansions/Remodels/Revisions</i>	12
1. Design Review and Parking Waiver, Concordia Arms, 2030 Lydia Avenue East (May 28, 2013)	
2. Design Review, First Evangelical Free Church, 2696 Hazelwood Street (May 28, 2013)	
3. Design Review, Maplewood Auto Mall, 2525 White Bear Avenue (June 25, 2013)	
4. Design Review and Parking Waiver, Maplewood Town Center, 1845 County Road D East (June 25, 2013)	
5. Design Review, Maplewood City Hall, 1830 County Road B East (July 23, 2013)	
6. Design Review, Bruentrup Farm Turf Paring, 2170 County Road D East (July 23, 2013)	
7. Design Review, Kohls Maplewood Mall, 3001 White Bear Avenue (August 27, 2013)	

*Expansions/Remodels/Revisions, continued*

8. Design Reivew, Hill-Murray School Tennis Court, 2625 Larpenteur Avenue (August 27, 2013)
9. Design Review Revisions, CarMax, Highway 61 and Beam Avenue (September 24, 2013)
10. Design Review, Agropur, 2080 Rice Street (November 26, 2013)
11. Parking Waiver, Maplebrook Pet Care Center, 2811 White Bear Avenue (November 26, 2013)
12. Comprehensive Sign Plan Amendment, Health East Spine Clinic, Birch Run Station (June 26, 2012)

*Special Projects and Presentations*

5

1. Arkwright-Sunrise Area Street Improvements, Project Update and Preliminary Design Concept (February 26, 2013)
2. Election of Officers (February 26, 2013)
3. 2012 Annual Report
4. CDRB Orientation
5. Draft Capital Improvement Plan (May 28, 2013)

**Total****21**Comparative Information

<u>Year</u>	<u>Number of Items Reviewed</u>
2003	25
2004	25
2005	27
2006	33
2007	27
2008	15
2009	18
2010	20
2011	25
2012	28
2013	21

## Membership

The CDRB consists of five members appointed by the city council. Membership terms are for two years, with extensions for additional terms approved by the city council. The current membership is as follows:

<i>Board Member</i>	<i>Membership Began</i>	<i>Term Expires</i>	<i>Attendance</i>
Ananth Shankar	8/8/94	4/30/16	7 of 7
Matt Ledvina	3/10/97	4/30/17	6 of 7
Jason Lamers	5/26/09	4/30/15	4 of 7
Bill Kempe	2/11/13	4/30/15	6 of 7
Leo Burger	2/11/13	4/30/16	6 of 7

Matt Ledvina was the only member due for reappointment in 2014. The city council reappointed Mr. Ledvina on January 27, 2014. Mr. Kempe and Mr. Burger were appointed to the CDRB in February of 2013 to replace outgoing members Jawaid Ahmed and Matt Wise.

## Discussion

### *2013 Actions/Activities*

In 2013, the CDRB reviewed 21 items, a slight increase from the previous year. In 2013, the CDRB actually reviewed more new development and expansion projects than in 2012 but saw a decrease in the number of special projects and presentations, which tend to be staff generated. In 2014, the CDRB expects to review a similar number of projects. It also expects that many of the projects will be redevelopment in nature or a current development needing a revision of some kind. The reviews seen in 2013 reinforced the idea that the city and CDRB need to adapt to different market pressures as development comes back.

The CDRB reviewed mainly commercial projects – most notably the new 3M Research building on the corner of McKnight Road and Conway Avenue. The CDRB reviewed many parking waiver requests as businesses and shopping centers revise their parking policies to ensure their vitality into the future. The CDRB also worked on several key institutional projects in the city – including the new Fire Station No. 1 building and the City Hall expansion. The CDRB has consistently demonstrated keen interest and skill in their reviews of these development projects to ensure they are of the quality of design and materials that complement the surrounding areas and improves a site's aesthetics.

The reason for the rise in redevelopment and remodel is that the city has seen the amount of vacant land available for new developments diminish. In addition, several other projects that occurred in 2013 were smaller in nature allowing city staff to process many of the city's remodels and additions as 15-day reviews, as allowed by code, rather than the more formal review by the CDRB. Approximately 11 projects were processed as 15-day reviews. Because of the developed nature of the city, many of the new commercial and residential developments reviewed by the CDRB are either redevelopment of existing buildings or in-fill development. The discussion of possibly combining the CDRB with the planning commission spilled into 2013. The city council decided to keep the groups separate and revisit the issue as needed. The CDRB had expressed its preference to the city council in staying a separate group. The CDRB will continue to be a vital

advisory board to the city council in the future, particularly with more redevelopment and in-fill development projects on the horizon.

### *2014 Activities*

In addition to its design review duties, the CDRB lists these potential activities for 2014:

1. Continue having in-service training sessions for the CDRB. Specifically, the CDRB would like to explore developing an approved materials list to help guide development better from an architecture point of view. Perhaps different areas of the city would have different approved list to match existing and desired exteriors.
2. Continue developing policy guidelines for vegetation use along public rights-of-way.
3. Focus on educating the CDRB on sustainable building practices.
4. Explore renewing the annual city bus tour, which has traditionally been led by the planning commission.
5. Update the CDRB on the work the city's Parks Task Force has been undertaking.
6. Provide the CDRB with a status report on implementing the city's Living Streets program.

### Conclusion

In 2014, the CDRB will continue its dedication to the quality design of buildings and developments, ensuring a high quality of life for the citizens of Maplewood.

### **Budget Impact**

None.

### **Recommendation**

Approve the CDRB's 2013 annual report.

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Shann Finwall, AICP, Environmental Planner  
**DATE:** February 5, 2014  
**SUBJECT:** Approval of Waterfest Sponsorship

**Introduction**

[Waterfest](#) is a celebration of our clean lakes and offers outdoor fun and opportunities for hands-on learning about the water quality, wildlife, and special ecological features of our watershed. This year Waterfest is scheduled for Saturday, May 31 from 11 a.m. to 4 p.m. at Lake Phalen in St. Paul. The [Ramsey-Washington Metro Watershed District](#) (RWMWD) has hosted the event since 2000. The theme for this year's event is *Water is Life*. The City of Maplewood sponsors the event each year, and hosts educational booths and displays that highlight Maplewood's sustainability initiatives.

RWMWD is requesting Maplewood's sponsorship again this year, maintaining our gold level donation of \$850 (refer to RWMWD letter attached). This sponsorship helps support the community celebration, and assists the City in achieving its educational requirements for our Municipal Separate Storm Sewer Systems (MS4) permit.

**Budget Impact**

The \$850 Waterfest sponsorship will come from the Environmental Utility Fee (EUF) fund and will assist the City in achieving its educational requirements for our Municipal Separate Storm Sewer Systems (MS4) permit.

**Recommendation**

Approve an \$850 sponsorship to Ramsey-Washington Metro Watershed District. This sponsorship will help support the Waterfest event scheduled for May 31.

**Attachments**

1. Ramsey-Washington Metro Watershed District January 13, 2014, Correspondence

**Ramsey-Washington Metro**



2665 Noel Drive  
Little Canada, MN 55117  
(651) 792-7950  
fax: (651) 792-7951  
email: [office@rwmwd.org](mailto:office@rwmwd.org)  
website: [www.rwmwd.org](http://www.rwmwd.org)

January 13, 2014

Mayor Slawik and City Council  
City of Maplewood  
1830 East County Road B  
Maplewood, MN 55109

Dear Mayor Slawik and City Council,

Thank you for your past support of WaterFest, a very special celebration of our clean water.

WaterFest 2014 is set for Saturday, May 31 from 11:00 a.m. - 4:00 p.m. at Lake Phalen Park. This year's theme is Water is Life. We are planning many new exhibits and anticipate attendance of over 5,000.

Your past sponsorship has made a powerful public statement about your commitment to clean water. We invite you to maintain that commitment as an \$850 Gold Level Sponsor of WaterFest 2014.

As a Gold Level Sponsor, your logo will be prominently displayed on the WaterFest banner and poster and on the WaterFest Web page with a live link to your website. Maplewood's name also will be included in press releases and in the WaterFest program. Please show your support for clean water. Every dollar goes towards making WaterFest a free, fun community celebration.

I will call you soon to discuss your sponsorship. We look forward to Maplewood's continued involvement in WaterFest.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Meister".

Debbie Meister  
WaterFest Coordinator

Cc: Shann Finwall, Environmental Planner



**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Michael Thompson, City Engineer/Director of Public Works  
**DATE:** February 3, 2014  
**SUBJECT:** Approval of Cramer Special Assessment Settlement Agreement, TH 36/English Street Interchange Improvements, City Project 09-08

**Introduction**

The council will consider approving a settlement agreement for the special assessment levied against Larry Cramer's property located at 2385 English Street.

**Discussion**

The settlement agreement is attached which stipulates terms.

**Budget Impact**

A reduction in \$15,600 in special assessment revenue is realized with this settlement however the overall budget is not proposed to be adjusted at this time.

**Recommendation**

It is recommended that the council approve the attached Settlement Agreement with Cramer Maplewood LLC related to the special assessment against 2385 English Street as part of City Project 09-08. It is further recommended to authorize the mayor, city manager, and city attorney to sign the Settlement Agreement signifying council approval.

**Attachment**

1. Settlement Agreement

**CITY OF MAPLEWOOD SPECIAL ASSESSMENT APPEAL  
SETTLEMENT AGREEMENT**

This Settlement Agreement is made this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between the City of Maplewood (“City”) and Cramer Maplewood, LLC.

**WHEREAS**, on or about January 13, 2014, at the meeting of the Maplewood City Council, Cramer Maplewood, LLC objected in writing to the proposed special assessment to be levied against its property located at 2385 English Street, Maplewood, MN 55109.

**WHEREAS**, Cramer Maplewood, LLC was to be specially assessed by the City in the amount of \$31,200 for certain public infrastructure improvements.

**WHEREAS**, Cramer Maplewood, LLC objected to the proposed special assessment to be levied against its property because the special benefit conferred upon its property by the above-referenced infrastructure improvements were less than the proposed special assessment amount.

**WHEREAS**, the City disagrees with Cramer Maplewood, LLC’s opinion concerning the special benefit conferred upon its property by the improvements, and that its property has received special benefits from the improvements that fully support the amount of the special assessments.

**WHEREAS**, the parties hereto, in order to avoid the continuing expenses and other disruptions caused by continuing litigation, wish to compromise and settle the issues in dispute.

**NOW, THEREFORE, IT IS HEREBY AGREED** by and between the City and Cramer Maplewood, LLC:

1. The special assessment amount to be levied against Cramer Maplewood, LLC’s property shall be reduced to \$15,600.

2. Upon formal approval of this Settlement Agreement before or at the City Council's next meeting on February 10, 2014, Cramer Maplewood, LLC's special assessment appeal shall be dismissed and acceptance of the reduced special assessment amount shall constitute full accord and satisfaction of any and all claims occasioned by the special assessments levied against Cramer Maplewood, LLC's property.

3. The undersigned representative of the City signs this instrument in the good faith belief that the City Council will approve this settlement, but all parties hereto understand that the only authority that can bind the City to the settlement described herein is the Council by action at a duly called meeting of its members.

4. Cramer Maplewood, LLC understands that only the City Council can bind the City by formally approving the terms of this Settlement Agreement. However, this agreement is based upon sufficient information from the City Council that this reduction will be formally approved before or at the City Council meeting scheduled for February 10, 2014.

5. By entering into the settlement described in this instrument the City does not admit or agree that its original assessment of the properties exceeded the special benefit conferred on Cramer Maplewood's property by the improvements, but if the settlement is approved by the City Council it does so solely to settle disputed claims.

**Attorney for the City of  
Maplewood**

Dated: \_\_\_\_\_

\_\_\_\_\_  
H. Alan Kantrud, #281086  
Maplewood City Attorney  
1830 County Road B, East  
Maplewood, MN 55109  
651/249-2052

Dated: \_\_\_\_\_

\_\_\_\_\_  
R. Charles Ahl (City of Maplewood)

Its: City Manager

Dated: \_\_\_\_\_

\_\_\_\_\_  
Nora Slawick (City of Maplewood)

Its: Mayor

**SCHNITKER LAW OFFICE, P.A.**

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

\_\_\_\_\_  
Kirk A. Schnitker, #235611  
Jon W. Morpew, #287301  
1330 – 81<sup>st</sup> Avenue NE  
Spring Lake Park, MN 55432  
763/252-0114  
Attorneys for Cramer Maplewood, LLC

Dated: \_\_\_\_\_

\_\_\_\_\_  
Cramer Maplewood, LLC

Its: \_\_\_\_\_

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager

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

**DATE:** February 3, 2014

**SUBJECT:** Approval of Revision to Section 8 Rules of Procedures for City Council and City Council Meetings

**Introduction**

*City Council Rules of Procedure for City Council and Council Meetings* is reviewed annually by the city council for changes and or requested updates which was done in January.

**Background**

Section 8 of the *City Council Rules of Procedure for City Council and Council Meetings* is General Rules of Order and gives direction as to the parliamentary practices for meetings.

Previous to 2010, the City Council followed parliamentary practices as outlined in Robert's Rules of Order. In 2010, former City Manager Antonen requested that the city council adopt Rosenberg's Rules of Order as the authority on parliamentary practice as that was what he had used in his previous employment and was familiar with it.

At the request of Mayor Slawik, Section 8 is before the council for consideration to move back to Robert's Rules of Order as redlined below.

Section 8

GENERAL RULES OF ORDER

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

**Recommendation**

At the consensus of the council direct staff to make changes to Section 8 of the *City Council Rules of Procedure for City Council and Council Meetings*.

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager  
**FROM:** Karen Guilfoile, Director Citizen Services  
**DATE:** January 3, 2014  
**SUBJECT:** Approval of Contract with Pyrotechnic Display for July 4, 2014 Fireworks

**Introduction**

To celebrate the 50th year anniversary of the city, in June of 2007, the city had its first Taste of Maplewood event. The event has changed over the years and in 2012, at the request of citizens, the council directed staff to reinstitute the annual July 4<sup>th</sup> celebration including a fireworks display. On October 28, 2013 the city council passed a Resolution of Support for the 2014 July 4<sup>th</sup> Light it Up event and plans are in progress for another successful celebration.

**Background**

Pyrotechnic Display (formerly Melrose Pyrotechnics) has worked with the city for numerous years and has done a wonderful job with their fireworks display. Attached you will find the 2014 contract for our July 4<sup>th</sup> event in the amount of \$15,000.

**Budget Impact**

Funds for July 4<sup>th</sup> event are included in the 2014 budget.

**Recommendation**

Staff recommends council approval of the contract and authorizes the City Clerk to sign and manage the same.

**Attachments**

1. Pyrotechnic Display, Inc. Display Contract

PYROTECHNIC DISPLAY, INC.  
Display Contract

Invoice number \_\_\_\_\_

This contract entered into this 26th Day of August AD 2013 by and between PYROTECHNIC DISPLAY, INC. of Clear Lake, MN and City of Maplewood (Customer) of City Maplewood State Minnesota.

WITNESSETH: PYROTECHNIC DISPLAY, INC. for and in consideration of the terms hereinafter mentioned, agrees to furnish to the CUSTOMER one (1) Fireworks Display(s) as per agreement made and accepted and made a part hereof, including the services of our Operator to take charge of and fire display under the supervision and direction of the Customer, said display to be given on the evening of July 4, 2014. Customer Initial ( ), weather permitting, it being understood that should inclement weather prevent the giving of this display on the date mentioned herein the parties shall agree to a mutually convenient alternate date, within twelve (12) months of the original display date. Customer shall remit to the first party an additional 18% of the total contract price for additional expenses in presenting the display on an alternate date. The determination to cancel the show because of inclement or unsafe weather conditions shall rest within the sole discretion of PYROTECHNIC DISPLAY, INC. In the event the customer does not choose to reschedule another date or cannot agree to a mutually convenient date, PYROTECHNIC DISPLAY, INC. shall be entitled to 25% of the contract price for costs, damages and expenses. If the fireworks exhibition is canceled by CUSTOMER prior to the display, CUSTOMER shall be responsible for and shall pay to PYROTECHNIC DISPLAY, INC. 15% of the contract price. Alternate date shall be July 5<sup>th</sup> at no additional charge.

PYROTECHNIC DISPLAY, INC. agrees to furnish all necessary fireworks display materials and personnel for a fireworks display in accordance with the program approved by the parties. Quantities and varieties of products in the program are approximate. After final design, exact specifications will be supplied upon request. PYROTECHNIC DISPLAY, INC. enters this agreement contingent upon its ability to secure delivery of product for the display.

It is further agreed and understood that the CUSTOMER is to pay PYROTECHNIC DISPLAY, INC. the sum of \$ 15,000.00 (Fifteen thousand and 00/100 dollars) includes all taxes. A service fee of 1 1/2 % per month shall be added, if account is not paid within 30 days of the show date.

PYROTECHNIC DISPLAY, INC. will obtain Public Liability and Property Damage and Workers Compensation Insurance.

Customer will provide the following items:

- (a) Sufficient area for the display, including a minimum spectator set back of 420 feet at all points from the discharge area.
- (b) Protection of the display area by roping-off or similar facility.
- (c) Adequate police protection to prevent spectators from entering display area.
- (d) Search of the fallout area at first light following a nighttime display.

It is further agreed and mutually understood that nothing in this contract shall be constructed or interpreted to mean a partnership, both parties being hereto responsible for their separate and individual debts and obligations and neither party shall be responsible for any agreements not stipulated in this contract. Customer agrees to pay any and all collection costs, including reasonable attorneys fees and court costs incurred by PYROTECHNIC DISPLAY, INC. in the collection or attempted collections of any amount due under this agreement and invoice.

The parties hereto do mutually and severally guarantee terms, conditions, and payments of this contract, these articles to be binding upon the parties, themselves, their heirs, executors, administrators, successors and assigns.

PYROTECHNIC DISPLAY, INC.

By Dale M. Nowak *DM*

Date Signed: August 26, 2013

Name Dale M. Nowak

9405 River Road SE  
Clear Lake, MN 55319  
(800) 507-9074 Ext. 1

CUSTOMER

By \_\_\_\_\_  
Its duly authorized agent, who represents he/she has full authority to bind the customer.

Date Signed \_\_\_\_\_

Name \_\_\_\_\_

(PLEASE TYPE OR PRINT)

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**MEMORANDUM**

**TO:** Charles Ahl, City Manager  
**FROM:** Paul Schnell, Chief of Police  
**DATE:** February 5, 2014  
**SUBJECT:** Approval for Police Department to Accept Donation From Schmelz  
Countryside Volkswagen

**Introduction**

Schmelz Countryside Volkswagen has submitted a \$2,500 donation to the Maplewood Police Department, and City Council approval is required to accept this donation. We are also requesting authorization for the establishment of a donation fund to be used for public safety prevention and intervention initiatives.

**Background**

Schmelz Countryside Volkswagen has long been a supporter of the Maplewood Police Department and its various prevention efforts.

They have donated \$2,500 to the department, and Countryside President John Schmelz has requested that the donation be put toward youth and senior citizen public safety prevention programming.

The Maplewood Police Department is grateful for the incredibly generous support of departmental programs and activities that seek to reduce youth offending and efforts to minimize the exploitation of senior citizens.

**Budget Impact**

The donation by Schmelz Countryside Volkswagen provides the City and its Police Department with the opportunity to establish a regular donation fund that can aid in current and future crime prevention and/or community-building initiatives that are prevention and intervention focused.

**Recommendation**

Approval of a resolution accepting a \$2,500 donation from Schmelz Countryside Volkswagen and authorization for the establishment of a donation fund to be used for public safety prevention and intervention initiatives.

**Attachments**

1. Letter from Schmelz Countryside President John Schmelz
2. Donation Acceptance Resolution



REGISTERED

JAN 2 2014

MAPLEWOOD  
POLICE



January 16, 2014

1180 East Hwy. 36 at 61  
St. Paul, Minnesota 55109  
Tel: (651) 484-8441  
Fax: (651) 484-8446  
[www.saabvw.com](http://www.saabvw.com)

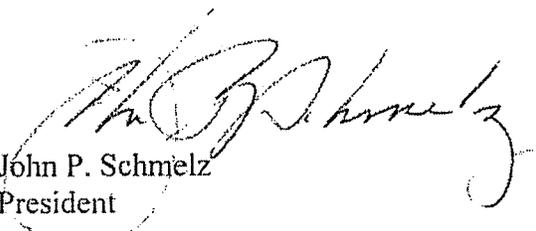
Mr. David Kvam  
Chief of Police  
City of Maplewood  
1830 County Road B  
Maplewood, MN 55109

Dear Chief Kvam:

As we begin another year, I would like to take this opportunity to thank you and your staff for a job well done.

Enclosed please find a donation of \$2,500. I trust that you will put this to good use as you are aware of the needs of our community. I would like to see \$1,500 put towards a youth program and \$1,000 towards a senior citizen program.

Best wishes for a good 2014 from Schmelz Countryside Volkswagen.



John P. Schmelz  
President

JPS/jjf  
Encl.

**RESOLUTION  
EXPRESSING ACCEPTANCE OF AND APPRECIATION OF  
A DONATION TO THE MAPLEWOOD POLICE DEPARTMENT**

WHEREAS, Schmelz Countryside Volkswagen has presented to the Maplewood Police Department a donation in the amount of \$2,500; and

WHEREAS, this donation is intended for the purpose of youth and senior citizen prevention programming; and

WHEREAS, the Maplewood City Council is appreciative of the donation and commends John Schmelz and Schmelz Countryside Volkswagen for their civic efforts,

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

1. The donation is accepted and acknowledged with gratitude; and
2. The donation will be appropriated for the Police Department as designated; and
3. The appropriate budget adjustments be made.

## MEMORANDUM

**TO:** Charles Ahl, City Manager

**FROM:** Mychal Fowlds, IT Director

**DATE:** February 4, 2014

**SUBJECT:** Approval of Resolution for Final Payment and Acceptance of Project, Police Department Expansion Project – Phase 1

### Introduction

The contractor, Derau Construction, has completed the project improvements for the Police Department Expansion Project – Phase 1. The council will consider approving the attached resolution approving final payment to the contractor and for acceptance of project.

### Background

On December 10, 2012, the council awarded Derau Construction a construction contract for the build out of offices and modification of existing areas at 1902 County Road B East in the amount of \$213,300. The following change orders were approved by the city council:

Change Order #1:	\$28,561.00	Approved	3/11/2013
Change Order #2:	\$10,701.00	Approved	4/29/2013
Change Order #3:	-\$797.00	Approved	8/12/2013
<u>Change Order #4:</u>	<u>-\$250.00</u>	<u>Approved</u>	<u>2/10/2014</u>
Total Change Order:	\$38,215.00		

The revised construction contract total as approved is \$251,515. Derau Construction provided the Consent of Surety to Final Payment, Contractor's Withholding Affidavits (IC 134s), and Affidavits of Release of Liens.

### Budget Impact

The current approved budget for the project is \$251,515. The current expenses incurred to date fall within the allocated budget.

### Recommendation

It is recommended that the city council approve the attached resolution approving the final payment and acceptance of project, Police Department Expansion Project – Phase 1.

### Attachments

1. Resolution Approving Final Payment and Acceptance of Project
2. Final Payment Application

RESOLUTION  
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT  
POLICE DEPARTMENT EXPANSION PROJECT – PHASE 1

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

WHEREAS, the IT Director for the City of Maplewood has determined that the Police Department Expansion Project – Phase 1, is complete and recommends acceptance of the project.

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

1. Police Department Expansion Project – Phase 1 is complete and the final construction cost is \$251,515. Final payment to Derau Construction, and the release of any retainage or escrow is hereby authorized.

Approved this 10<sup>th</sup> day of February 2014.

TO: (OWNER)  
 City of Maplewood  
 1902 county Road B East  
 Maplewood, MN

PROJECT:  
 Maplewood Police Expansion  
 1902 county Road B East  
 Maplewood MN

Application No: 8R  
 Period To: 10/30/2013

FROM (CONTRACTOR):  
 Derau Construction  
 1061 East Cliff Road  
 Burnsville, MN

ARCHITECT: SEH Architects

Architect's  
 Project No: 12-111

Contract Date:

Distributed To  
 Owner  
 Architect  
 Contractor

The undersigned Contractor certifies that to best of the Contractor's knowledge, information & belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: **Derau Construction**

By: *[Signature]* Date: 02/05/14  
 State Of: Minnesota County of: Dakota  
 Subscribed and sworn to before me this 5th day of Feb, 2014



CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703 is attached

1. ORIGINAL CONTRACT SUM	213,300.00
2. Net change by Change Orders	38,215.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	251,515.00
4. TOTAL COMPLETED & STORED TO DATE	251,515.00
5. RETAINAGE	
a. 5% of Completed Work	12,636.45
b. of Stored Material	\$
Total Retainage (Line 5a + 5b or Total in Column I of G703)	12,636.45
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	238,878.55
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	241,008.35
8. CURRENT PAYMENT DUE	12,386.45
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6).	\$ 0.00

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, base on on-site observations and the data comprising this application, the Architect certifies to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED .....\$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: **SEH, Inc.**

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

This Certificate is not negotiable: The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by owner	38,465.00	
Total approved this month	(250.00)	
<b>TOTALS</b>	<b>38,215.00</b>	<b>0.00</b>
<b>NET CHANGES by Change Order</b>		<b>38,215.00</b>

**Continuation Sheet**

**AIA Document G703**

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT containing Contractor's signed Certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 8  
 APPLICATION DATE: 10/30/2013  
 PERIOD TO: 10/30/2013  
 PROJECT NUMBER: 12-111

A	B	C	D		E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULE VALUE	FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D or E)	TOTAL COMPLETED AND STORED TO DATE	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE	
01-010	Supervision/Project Manager	7,750.00	7,750.00	0.00		7,750.00	100%	0.00	387.50	
01-041	Mobilization	3,500.00	3,500.00	0.00		3,500.00	100%	0.00	175.00	
00-610	Payment/Performance Bond	4,440.00	4,440.00	0.00		4,440.00	100%	0.00	222.00	
01-003	Insurance	2,250.00	2,250.00	0.00		2,250.00	100%	0.00	112.50	
01-540	Cleaning	1,600.00	1,600.00	0.00		1,600.00	100%	0.00	80.00	
02-070	Selective Demolition	9,850.00	9,850.00	0.00		9,850.00	100%	0.00	492.50	
05-500	Metal Fabrication (material)	2,000.00	2,000.00	0.00		2,000.00	100%	0.00	100.00	
05-500	Metal Fabrication (labor)	1,500.00	1,500.00	0.00		1,500.00	100%	0.00	75.00	
06-100	Rough Carpentry	2,400.00	2,400.00	0.00		2,400.00	100%	0.00	120.00	
06-400	Casework	7,900.00	7,900.00	0.00		7,900.00	100%	0.00	395.00	
08-100	Hollow Metal Drs/Frm/Hrdw	13,500.00	13,500.00	0.00		13,500.00	100%	0.00	675.00	
08-400	Aluminum Storefront	2,490.00	2,490.00	0.00		2,490.00	100%	0.00	124.50	
09-250	Drywall Assemblies	18,950.00	18,950.00	0.00		18,950.00	100%	0.00	947.50	
09-300	Ceramic Tile	2,900.00	2,900.00	0.00		2,900.00	100%	0.00	145.00	
09-500	Acoustical Ceiling	5,600.00	5,600.00	0.00		5,600.00	100%	0.00	280.00	
09-680	Flooring	18,000.00	18,000.00	0.00		18,000.00	100%	0.00	900.00	
09-900	Painting	5,800.00	5,800.00	0.00		5,800.00	100%	0.00	290.00	
10-800	Toilet Accessories	560.00	560.00	0.00		560.00	100%	0.00	28.00	
12-490	Window Blinds	2,800.00	2,800.00	0.00		2,800.00	100%	0.00	140.00	
15-300	Fire Sprinkler System	4,800.00	4,800.00	0.00		4,800.00	100%	0.00	240.00	
15-400	Plumbing	12,500.00	12,500.00	0.00		12,500.00	100%	0.00	625.00	
15-500	Hydronic Piping	16,710.00	16,710.00	0.00		16,710.00	100%	0.00	835.50	
15-700	HVAC Sheetmetal	38,000.00	38,000.00	0.00		38,000.00	100%	0.00	1,900.00	
16-000	Electrical	27,500.00	27,500.00	0.00		27,500.00	100%	0.00	1,375.00	
CO#1	Change Order #1	28,561.00	28,561.00	0.00		28,561.00	100%	0.00	1,428.05	
CO#2	Change Order #2	10,868.00	10,868.00	0.00		10,868.00	100%	0.00	543.40	
CO#3	Change Order #3	-964.00	-964.00	0.00		-964.00	100%	0.00	0.00	
Co #4	Change Order #4	-250.00	0.00	-250.00		-250.00	100%	0.00	0.00	
<b>TOTALS</b>		<b>251,515.00</b>	<b>251,765.00</b>	<b>-250.00</b>	<b>0.00</b>	<b>251,515.00</b>	<b>100%</b>	<b>0.00</b>	<b>12,636.45</b>	

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## AGENDA REPORT

**TO:** Chuck Ahl, City Manager  
**FROM:** Karen Guilfoile, Director Citizen Services  
**DATE:** February 5, 2014  
**SUBJECT:** Approval of Penalty for Tobacco Compliance Failure – A1 Liquor, 19 Century Avenue

### **Introduction**

The City of Maplewood conducts compliance checks on all tobacco license holders at least twice a year. In July of 2013, the attached business failed the compliance check by selling tobacco to an underage buyer and was issued a criminal complaint for that offense which has been prosecuted.

### **Background**

When the city council began performing tobacco compliance checks in 2000, they opted not to have a strict guideline for penalties because some compliance failures are more egregious and warrant stricter penalties.

While the city does not have specified fines for cigarette and tobacco compliance failures, past practice has been to adhere to the following guidelines for imposing penalties for tobacco: first offense \$250, second offense \$500 and the third offense \$750. For a third violation at the same location within 24 months after the initial violation, the licensee's authority to sell tobacco at that location must be suspended for not less than seven days per Minn. Stat. § 461.12, subd. 2.

Attached is a statistical history of tobacco compliance failures for A1 Liquor. Following past practice in imposing fines, I have listed what staff is proposing for the fine for the current failure.

A1 Liquor has been notified of the proposed civil penalty against them and was requested to attend the February 10, 2014 council meeting.

### **Budget Impact**

None

### **Recommendation**

Approve the tobacco compliance failure penalty for A1 Liquor as noted on the attachment.

### **Attachments**

1. Compliance Failure List

BUSINESS NAME - ADDRESS		COMPLIANCE	COMPLIANCE			
COMPLIANCE	COMPLIANCE	DATE	STATUS	COURT DATE	STAFF RECOMMENDATION	COUNCIL ACTION
FAILURE	FAILURE					
<u>A1 LIQUOR - 19 CENTURY AVE SO</u>						
TOBACCO		07/23/2013	PENDING - COUNCIL ACTION	08/26/2013	PROPOSED \$750 FINE	
TOBACCO		12/21/2010	COMPLETED	02/07/2011	PROPOSED \$500 FINE	04/25/2011 - APPROVED \$500 FINE
TOBACCO		07/13/2010	COMPLETED	09/13/2010	PROPOSED \$250 FINE	01/24/2011 - APPROVED \$250 FINE

**MEMORANDUM**

**TO:** Charles Ahl, City Manager  
**FROM:** Karen Guilfoile, Director Citizen Services  
**DATE:** February 4, 2014  
**SUBJECT:** Approval of Resolution for a Lawful Gambling Premise Permit for the Loyal Order of Moose, Inc at the Maplewood Moose Lodge No. 963, 1946 N English St

**Introduction**

Bill Olson, on behalf of the Loyal Order of Moose, Inc has submitted an application and is requesting approval of a premise permit to conduct lawful gambling at the Maplewood Moose Lodge No. 963 located at 1946 N English St in Maplewood.

**Background**

The Loyal Order of Moose, Inc is a non-profit organization that unites its members in bonds of fraternity and charity, through social and recreation activities. It has been in existence since 1888 and has been registered with the State of Minnesota since 1964.

For the purposes of this permit application, a background investigation has been conducted on the organization's designated gambling manager: Anthony Corliss; nothing was identified in this investigation that would prohibit the issuance of this permit.

**Budget Impact**

None

**Recommendation**

It is recommended that Council approve the Resolution for a Lawful Gambling Premise permit for the Loyal Order of Moose, Inc at the Maplewood Moose Lodge No. 963, 1946 N English St.

**Attachments**

1. Resolution for a Lawful Gambling Premise Permit

**RESOLUTION  
LAWFUL GAMBLING PREMISE PERMIT**

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the premise permit for lawful gambling is approved for the Loyal Order of Moose, Inc to operate at Maplewood Moose Lodge No. 963, 1946 N English St, Maplewood, MN.

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

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

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

**MEMORANDUM**

**TO:** Chuck Ahl, City Manager

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

**DATE:** February 3, 2014

**SUBJECT:** TH36/English Street Improvements, City Project 09-08, Property Acquisition Settlement Discussions for 2228 Maplewood Drive  
a. Declaration of Intent to Consider Closed Session per §13D.05 subd.3

**Introduction**

The council will consider closing the meeting for settlement related discussion for the property located at 2228 Maplewood Drive (Roger Logan Property).

**Discussion**

The City Attorney will provide handouts during the closed session. The intent is to get feedback from the council so a settlement agreement can be prepared and brought back for approval at the February 24, 2014 council meeting.

**Budget Impact**

No impact at this time.

**Recommendation**

It is recommended that the council provide direction to the staff for the 2228 Maplewood Drive property acquisition.

**Attachment**

None



**MEMORANDUM**

**TO:** City Council  
**FROM:** Charles Ahl, City Manager  
**DATE:** February 5, 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 Agenda Items & Work Session Schedule**

1. Sherman and Associates Review of Maplewood Bowl Project – Feb 24
2. Community Paramedic Program – February 24
3. Future Vision Presentation – February 24
4. Connections through a web and 5 points of light – February 24
5. Council – Management Retreat – March 5<sup>th</sup>, 8:30am – 4:30pm
6. Ramsey – Washington Metro Watershed District Presentation – March 10/24
7. Commissioner Interviews – March 10/24 [TBD]
8. Parks Survey Results – March 10/24 [TBD]
9. Roles of City Council in Emergency Management – March 10/24 [ TBD]

**Budget Impact**

None.

**Recommendation**

No action required.

**Attachments**

None.