

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, June 23, 2014
City Hall, Council Chambers
Meeting No. 11-14

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

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 June 9, 2014 City Council Workshop Minutes
2. Approval of June 9, 2014 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Announcement of Governor Dayton's Appointment of Police Chief Schnell to the POST (Peace Officers Standards and Training) Board (No Report)

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 Resolution Appointing Annastacia Belladonna-Carrera to the Human Rights Commission
3. Approval of Resolution for a Temporary Lawful Gambling Permit for the White Bear Avenue Business Association, 2020 White Bear Avenue N
4. Approval to Waive Permit Fees for Ramsey County Fair, 2020 White Bear Avenue N
5. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, East Metro Public Safety Training Center Phase I Bid Package 5 Improvements Burn Building and Burn Tower, City Project 09-09
6. Approval of Supplemental Agreement for Professional Services, East Metro Public Safety Training Center, City Project 09-09
7. Approval of Installation of Stop Sign at Standridge Avenue and Bartelmy Lane
8. Approval of a Conditional Use Permit Review, East Metro Public Safety Training Center, Located at Century Avenue, South of Holloway Avenue
9. Approval of a Conditional Use Permit Review, Tubman Center East Planned Unit Development, 1725 Monastery Way
10. Approval of a Conditional Use Permit Review, Cottagewood Town House Development, South of Highwood Avenue, East of Dennis Street, West of I-494

11. Approval of a Conditional Use Permit Revision, First Evangelical Free Church, 2696 Hazelwood Street
12. Approval of Bench Donation from Tennis Sanitation
13. Approval of Resolution for Final Payment and Acceptance of Project, Police Department Expansion Project – Phase 2
14. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 4 with Jorgenson Construction, Police Department Expansion Project – Phase 3
15. Approve Memorandum of Understanding with St. John’s Hospital for Certain Healthcare Services

H. PUBLIC HEARINGS

1. Approval of Amendments to the City’s Health Codes – First Reading

I. UNFINISHED BUSINESS

1. Detachment hearing regarding Johnson/Berwald Petition (No Report)
 - a. Intent to Close Meeting (§13D.05)

J. NEW BUSINESS

None

K. AWARD OF BIDS

None

L. VISITOR PRESENTATIONS – All presentations have a limit of 3 minutes.

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

N. COUNCIL PRESENTATIONS

1. Review Interim City Manager Coleman’s Goals and Expectations
2. City Manager Search Timeline / Process

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
6:00 P.M. Monday, June 9, 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 6:03 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 Koppen moved to approve the agenda as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

- 1. Commission & Board Interviews**
 - a. Human Rights Commission**

Annastacia Belladonna-Carrera was interviewed for an opening on the Human Rights Commission.

- 2. Parks System Plan Update**

Parks Manager Taylor gave the staff report and answered questions of the council. Parks and Recreation Director Konewko gave additional information and answered questions of the council.

F. ADJOURNMENT

Mayor Slawik adjourned the meeting at 6:45 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 p.m., Monday, June 9, 2014
 Council Chambers, City Hall
 Meeting No. 10-14

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

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

M1 Dispatch Policy Committee
 M2 Update on Design Review Board & Parks
 M3 Event at Old Country Buffet
 M4 Update on Kohls
 M5 Open House at Library for Rush Line

Councilmember Juenemann moved to approve the agenda as amended.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

E. APPROVAL OF MINUTES

1. Approval of May 12, 2014 City Council Workshop Minutes

Councilmember Juenemann moved to approve the May 12, 2014 City Council Workshop Minutes as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

2. Approval of May 12, 2014 City Council Meeting Minutes

Councilmember Cardinal moved to approve the May 12, 2014 City Council Meeting Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

3. Approval of May 20, 2014 Special City Council Meeting Minutes

Councilmember Cardinal moved to approve the May 20, 2014 Special City Council Meeting Minutes as amended/submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Human Rights Commission Appointment

Mayor Slawik reported that the council approved the appointment of Annastacia Belladonna-Carrera to the Human Rights Commission.

G. CONSENT AGENDA

Councilmember requested further information for agenda items G7, G8 and G9. Councilmember Cardinal requested agenda item G12 be highlighted. Councilmember Juenemann requested agenda item G10 be highlighted.

Councilmember Juenemann moved to approve agenda items G1-G13.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Juenemann moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$462,256.89 Checks #92484 thru # 92533
dated 05/13/2014 thru 05/5/2014

\$278,355.61 Disbursements via debits to checking account
dated 05/05/2014 thru 05/09/2014.

\$1,607,505.05 Checks # 92534 thru #92568
dated 05/20/2014

\$387,042.86 Disbursements via debits to checking account
dated 05/12/14 thru 05/16/14

Seconded by Councilmember Koppen Ayes – All

The motion passed.

4. Approval of Temporary Lawful Gambling Permits for Ramsey Nursing Home Foundation, 2000 White Bear Avenue

Councilmember Juenemann moved to approve the Temporary Lawful Gambling Permits for Ramsey County Nursing Home Foundation, 2000 White Bear Avenue to be used for the Care Center's 2014 Bingo Nights on July 14, August 14, September 15 and October 14.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

5. Approval Authorizing Construction of Code Compliant Entrance at 1902 City Building (Parks and Recreation Entrance)

Councilmember Juenemann moved to approve the City Engineer to enter into a contract for services with Goodmanson Construction for the construction of a code compliant Parks and Recreation Department entrance at the 1902 Building in the amount of \$23,866.00.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

6. Approval of Purchase of Tandem Axle Plow Truck

Councilmember Juenemann moved to approve the purchase of the tandem axel plow truck and enter into contracts with the Nuss Truck & Equipment for a 2015 Mack GU813 chassis, MN State Contract # 77950; and Towmaster Truck Equipment for a 2015 Dump Body, Plow and Equipment, MN State Contract # 61353 in the amount of \$221,556.93.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

7. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, South Fire Station Improvements, City Project 12-14

Fire Chief Lukin gave the staff report.

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, for the South Fire Station Improvements, City Project 12-14.

Resolution 14-6-1070

Directing Modification of Existing Construction Contract
Project 12-14, Change Order No. 1

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 12-14, Fire Station 1 (South Fire Station) Improvements, and has let a construction contract pursuant to Minnesota Statutes, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 12-14, 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 \$47,554.00.

The revised contract amount is \$3,676,554.00.

Adopted by the Maplewood City Council on this 9th day of June 2014.

Seconded by Councilmember Ayes – All

The motion passed.

8. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 6, TH 36/English Street Interchange Improvements, City Project 09-08

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

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 6, TH 36/English Street Interchange Improvements, City Project 09-08.

Resolution 14-6-1071
Directing Modification of Existing Construction Contract
Project 09-08, Change Order No.6

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

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 09-08, Change Order No. 6 and,

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. 6 which is an increase of \$131,659.89.

The revised contract amount is \$19,133,047.71

Adopted by the Maplewood City Council on this 9th day of June 2014.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

9. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 2 with Jorgenson Construction, Police Department Expansion Project – Phase 3

IT Director Fowlds gave the staff report.

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 2, for the Police Department Expansion Project – Phase 3.

Resolution 14-6-1072

Directing Modification of Existing Construction Contract
Police Department Expansion Project – Phase 3, Change Order No. 2

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 3, 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 3, Change Order No. 2.

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

1. The Mayor is hereby authorized and directed to modify the existing contract by executing said Change Order No. 2 which is an increase of \$17,741.00.

The revised contract amount is \$2,242,031.00.

Adopted by the Maplewood City Council on this 9th day of June 2014.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

10. Approval of Contribution for Sponsorship of District 622 Educational Foundation's STAARS Banquet

Councilmember Koppen gave the report. Councilmember Juenemann gave additional

information.

Councilmember Juenemann moved to approve the \$475 contribution to the District 622 Education Foundation.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

11. Approval of Resolution Authorizing Purchase of Insurance Agent Services

Councilmember Juenemann moved to approve the Resolution to retain Arthur J. Gallagher and Company as insurance agent for the City of Maplewood at a cost of \$12,000.

Resolution 14-6-1073

BE IT RESOLVED THAT Arthur J. Gallagher and Company be re-appointed as the broker of record and insurance agent at a cost of \$12,000 for the insurance year starting July 1, 2014 and continuing through June 30, 2015.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

12. Approval of Resolution to Adopt State Performance Measures

Councilmember Juenemann moved to approve the Resolution to Adopt State Performance Measures.

Resolution 14-6-1074

Resolution Adopting State Performance Measures

WHEREAS, the Minnesota Legislature created a Council on Local Results and Innovation; and

WHEREAS, participation in the program may assist the City of Maplewood in improving service delivery and enhancing communication with residents;

BE IT RESOLVED THAT

the City does hereby adopt and will implement the minimum 10 performance measures developed by the Council on Local Results and Innovation;

the City has implemented a local performance measurement system;

the City will survey its residents by the end of the calendar year on the services included in the performance benchmarks;

the City will report the results of the 10 adopted measure to its residents before the end of the calendar year through publication, posting on the entity's website, or through a

public hearing at which the budget and levy will be discussed and public input allowed.

Seconded by Councilmember Kooppen Ayes – All

The motion passed.

13. Approval of Joint Powers Agreement Between the Saint Paul Police Department and the Maplewood Police Department for Reimbursement of Expenses Associated With the Gerald D. Vick Human Trafficking Task Force

Councilmember Juenemann moved to approve the Joint Powers Agreement Between the Saint Paul Police Department and the Maplewood Police Department for Reimbursement of Expenses Associated with the Gerald D. Vick Human Trafficking Task Force.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

H. PUBLIC HEARING

None

I. UNFINISHED BUSINESS

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

City Planner Martin gave the staff report and answered questions of the council. Interim City Manager Coleman answered additional questions of the council. Christopher Bohlman from Amerco Real Estate Company addressed the council to give additional information and answer questions. Planning Commissioner Tripler addressed the council and gave the report from the Planning Commission.

Councilmember Koppen moved to approve the Resolution Amending Section 44-512(4) to allow warehousing in BC (Business Commercial) districts by Conditional Use Permit.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

J. NEW BUSINESS

1. Letter of Intent to Purchase Fire Station No. 1 (East County Line)
a. Intent to Close Meeting (§13D.05 subd.3c)

Jeff Meyer and Jeff Turnbolt, co-founders of LCS Lawn Services addressed the council and reported on their business and their desire to purchase the Fire Station.

Councilmember Juenemann moved to close the meeting for the purpose of discussing the letter of intent to purchase Fire Station No. 1 (East County Line) as permitted by State Statute 13D.05 subd.3c.

Seconded by Councilmember Koppen Ayes – All

Councilmember Juenemann withdrew the motion.

Councilmember Cardinal moved to move this item to the end of the agenda after Council Presentations.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

2. Preliminary Approval for Issuance of Bonds

Terri Heaton from Springsted addressed the council to gave the report and answered questions.

Councilmember Juenemann moved to approve the Resolutions Providing Preliminary Approval for the Sale of \$7,905,000 General Obligation Bonds, Series 2014A and General Obligation Tax Abatement Refunding Bonds, Series 2014B.

Resolution 14-6-1075

Resolution Providing for the Competitive Negotiated Sale of \$7,905,000 General Obligation Bonds, Series 2014A

A. WHEREAS, the City Council of the City of Maplewood, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue \$7,905,000,000 General Obligation Bonds, Series 2014A (the "Bonds") to (i) various street improvement projects; (ii) the construction of a new fire station located in the City, including the related infrastructure; (iii) the purchase of capital equipment; and

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

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

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

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

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

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

Resolution 14-6-1076

Resolution Providing for the Competitive Negotiated Sale of \$1,290,000 General Obligation Tax Abatement Refunding Bonds, Series 2014B

C. WHEREAS, the City Council of the City of Maplewood, Minnesota (the "City"), has heretofore determined that it is necessary and expedient to issue \$1,290,000 General Obligation Tax Abatement Refunding Bonds, Series 2014B (the "Bonds") to refund in full the August 1, 2016 through August 1, 2020 maturities of the City's General Obligation Tax Abatement Bonds, Series 2004C, dated August 1, 2004; and

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

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

1. Authorization. The City Council hereby authorizes Springsted to solicit proposals for the competitive negotiated sale of the Bonds.
2. Meeting; Proposal Opening. This City Council shall meet at the time and place specified in the Terms of Proposal attached hereto as Exhibit A for the purpose of considering sealed proposals for, and awarding the sale of, the Bonds. The proposals shall be received at the offices of Springsted and shall be opened at the time specified in such Terms of Proposal.
3. Terms of Proposal. The terms and conditions of the Bonds and the negotiation thereof are fully set forth in the "Terms of Proposal" attached hereto as Exhibit A and hereby approved and made a part hereof.
4. Official Statement. In connection with the sale, the City Clerk, Mayor and other officers or employees of the City are hereby authorized to cooperate with Springsted and participate in the preparation of an official statement for the Bonds, and to execute and deliver it on behalf of the City upon its completion.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

3. Approval of Home Occupation License for Just Rita's, a Hair Salon Located at 2139 Edgerton Street

City Planner Martin gave the staff report. Planning Commissioner Tripler addressed the council to give the report from the Planning Commission. Applicant Rita Johnson addressed the council to give additional information and answer questions of the council.

Councilmember Koppen moved to approve a Home Occupation License for Just Rita's, a hair salon to be operated from 2139 Edgerton Street by Rita Johnson. Approval is subject to the following conditions:

1. The applicant shall always comply with the requirements of the Home Occupation License requirements of the city ordinances.
2. The applicant shall obtain building permits for work she may do on her house for this home occupation, for example, building, plumbing, electrical or mechanical work.
3. The city council may review this approval, as needed, if there are any complaints received due to neighborhood impact.
4. The applicant may install one home-occupation sign up to two-square feet in area (code requirement).

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

4. Approval of Design Plans and a Parking Reduction Authorization for the Mudslinger's Coffee Kiosk at Bachmann's, 2600 White Bear Avenue

City Planner Martin gave the staff report and answered questions of the council. Applicant Van Harvius addressed the council to give additional information and answer questions. Public Works Director/City Engineer Thompson answered additional questions of the council.

Councilmember Juenemann moved to approve the plans date-stamped May 19, 2014 for the proposed Mudslingers' drive-up coffee kiosk in the Bachman's northerly parking lot located at 2600 White Bear Avenue. This approval allows a parking reduction of 10 parking spaces since the site has an abundance of parking available and they have not experienced any parking shortages. Approval is subject to the following conditions:

1. Approval of design plans is good for two years. If the applicant has not begun construction within two years, this design review shall be repeated. Staff may approve minor changes to these plans.
2. The applicant shall comply with all conditions of the building official, assistant fire chief, health officer and engineering department.
3. The applicant shall choose a single material for the wainscot on the building and submit that choice to staff for approval.
4. The final color selection shall be submitted to staff for approval. The applicant shall consider colors that complement those of the Bachman's building.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

5. Approval of a Conditional Use Permit for Used-Car Sales at the Maplewood Office Park, 1705 Cope Avenue

City Planner Martin gave the staff report and answered questions of the council. Planning Commissioner Tripler addressed the council to give the Planning Commission report. Applicant Dennis Newcomb addressed the council to give additional information and answer questions of the council.

Councilmember Koppen moved to approve to approve the conditional use permit resolution to allow a used-car sales business located at 1705 Cope Avenue. Approval is based on the findings required by ordinance and subject to the following conditions:

1. All construction shall follow the site plan date-stamped April 14, 2014 approved by the city. Staff may approve minor changes.
2. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year after review and good-cause is shown.
3. The city council shall review this permit in one year.
4. The property owner shall prepare the site in the following manner to accommodate the added attention and traffic to the area (completed no later than 180 days from approval unless otherwise noted):
 - Remove brush/debris pile along the west side of the property.
 - Remove all unapproved signs immediately.
 - Install a trash enclosure with a closeable (100 percent opaque) gate.
 - Restore existing “Maplewood Office Park” signage to visually presentable condition.
5. New signs, if not in compliance with the comprehensive sign plan, shall be submitted to the community design review board as an amendment to the current sign plan. This approval must be obtained prior to the installation of any signs that do not comply with the current sign criteria.
6. No use of attention-getting advertising devices including, but not limited to: banners, flags, stingers, streamers or similar (unless they are allowed by the city’s sign ordinance).
7. A maximum of ten cars for sale at any one time.
8. All vehicles and the site shall always be kept in neat, clean and orderly condition.

9. The allowed hours of operation shall be as follows: Monday through Friday from 10 a.m. to seven p.m.; Saturdays from 10 a.m. to six p.m. and Sundays closed.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

- 6. Approval of the Following Requests for a Holiday Station Store, 1285 Cope Avenue East**
- a. **Approval of a Resolution for a Conditional Use Permit Revision to Allow a Motor Fuel Station to be Open 24 hours a Day and to Have a Reduced Proximity to a Residential District**
 - b. **Approval of a Resolution for Building and Parking Lot Setback Variances**
 - c. **Approval of Design Plans**

City Planner Martin gave the staff report and answered questions of the council. Planning Commissioner Trippler gave the Planning Commission report. Applicant Stephen Lins of Linn Companies addressed the council to give additional information and answer questions of the council. Public Works Director Thompson answered additional questions of the council.

The following people spoke:

1. Ann Cleland, Maplewood Resident
2. Roger Franz, Maplewood Resident
3. Bob Zick, North St. Paul Resident

Councilmember Cardinal moved to approve:

1. Adopt the resolution approving a conditional use permit revision for a major motor fuel station to be located at 1285 Cope Avenue. This CUP allows the Holiday Station Store to be open 24 hours a day and to be constructed closer than 350 feet to a residential district. Approval is based on the findings required by ordinance and subject to the following conditions (additions are underlined and deletions are crossed out):
 - a. Adherence to the site plan, ~~dated May 27, 1988~~ date-stamped April 25, 2014, unless a change is approved by the ~~City's Community Design Review Board~~ City Council. Staff may approve minor changes.
 - b. The right-turn lane proposed along English Street shall be subject to the City Engineer's and MnDOT's approval.
 - c. The applicant shall ~~restripe~~ repair any damage to the sidewalk and curbs along English Street and Cope Avenue, and ~~widen it if necessary, to provide a left turn lane for west-bound Highway 36~~, subject to the MnDOT's and the City Engineer's approval.

- d. The landscape plan shall be revised for ~~Community Design Review Board~~ staff's approval showing:
- 1) ~~On-site berming along Cope Avenue and English Street. These berms shall be four feet tall.~~
 - 2) ~~A thick screen of evergreen plantings shall be provided, maintained and replaced when necessary on top of the berms to block headlight glare, to meet the requirements of Section 36-27 of the City code.~~
 - 3) ~~Trees shall also be planted on top of the berms.~~
 - The addition of landscaping along the English Street and Highway 36 sides of the site. Also, the applicant shall move the three Colorado Blue Spruce that were proposed on the south side of Cope Avenue onto the site. The landscaping plan shall also meet or exceed tree-replacement requirements. The site shall have in-ground irrigation provided. The revised landscaping plan shall be further developed to provide landscaping screening on the south and southeast sides of the site.
- e. ~~Gas sales shall be limited to two dispensers on one island. There shall be no vehicle repair or maintenance.~~
- f. ~~The upper floor uses, facing Cope Avenue, shall not be open between the hours of 10:00 P.M. and 7:00 A.M. The fuel station, convenience store and car wash are allowed to be open 24 hours a day. Intercom use may be limited by the city if there are complaints about volume and late night use.~~
- g. ~~There shall be no temporary or permanent outside storage or sales, except fuel. Outdoor storage and sales are allowed along the south and west building elevations and under the gas canopy. Outdoor storage and sales are not allowed anywhere else on site.~~
- h. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
- i. The city council shall review this permit in one year.
2. Adopt the resolution approving the following setback variances for the proposed Holiday Station Store building and parking lot: a ten-foot building setback variance from the north property line (code requires 30 feet and 20 feet is proposed) and ten-foot parking lot setback variances for the parking lot from the north and east property lines (code requires 15 feet and five feet is proposed). These variance approvals are based on the following findings:
- a. The proposed use would be in harmony with the general purposes and intent of the zoning ordinance since the wide boulevards on the north and east would provide substantial building and parking lot setbacks on those sides.

- b. The proposed commercial use is consistent with the commercial classification of the Maplewood Comprehensive Plan.
 - c. The applicant is proposing to use the property in a reasonable manner that would otherwise not be permitted by the city's major motor fuel station setback requirements. The plight of the landowner is due to circumstances unique to the property not created by the landowner and the variance will not alter the essential character of the locality.
3. Approve the plans date-stamped April 25, 2014, for the Holiday Station Store to be located at 1285 Cope Avenue East. Approval is subject to the applicant doing the following:
- a. Repeat this review in two years if the city has not issued a building permit for this project.
 - b. Prior to issuance of a grading or building permit, the applicant must submit to staff for approval the following items:
 - A revised landscaping plan showing landscaping along the English Street and Highway 36 sides of the site. Also, the applicant shall move the three Colorado Blue Spruce that were proposed on the south side of Cope Avenue onto the site. The landscaping plan shall also meet or exceed tree-replacement requirements. The site shall have in-ground irrigation provided. The earth berms along the Cope Avenue frontage shall be at least three feet tall.
 - A revised site plan providing for all customer parking spaces to be 10 feet wide. There must be a total of 35 parking spaces. Parking spaces designated for employees may be nine feet wide and shall be signed as such. Handicap-accessible parking spaces shall comply with ADA, American's With Disabilities Act requirements.
 - A revised building elevation plan indicating that only the north and east sides of the building and the northerly, highway-frontage freestanding sign, shall have the blue LED accent light bands applied. All lighting fixtures on the under-side of the fuel island canopy shall be recessed so their lenses do not drop beneath the bottom of the canopy. The blue awnings proposed on the building shall also be applied to the windows on the north elevation.
 - A revised photometric plan which meets all city lighting requirements.
 - An irrevocable letter of credit or cash escrow for all required landscaping. The amount shall be 150 percent of the cost of the work. The city shall hold this escrow until it has been shown that the landscaping has survived one full growing season.
 - A plan to either paint roof-top mechanical equipment or to possibly screen it, as code requires, from nearby homes.

- c. Signage on the property is not part of the design review approval. The applicant shall apply for sign permits to be reviewed by staff.
- d. Comply with all requirements of the engineering report dated May 5, 2014.
- e. All work shall follow the approved plans and these conditions. Staff may approve minor changes.

Resolution 14-6-1077
Conditional Use Permit Revision Resolution

WHEREAS, Stephen Linn, representing Linn Companies, applied for a conditional use permit revision to build a new motor fuel station, convenience store and car wash building.

WHEREAS, this conditional use permit would allow the following:

- a. To be open 24 hours-a-day. Code requires motor fuel stations to be closed between 11 p.m. and 6 a.m. if the station is closer than 350 feet to a residential district.
- b. To have any structure in a M1 district that is closer than 350 feet to a residential district.
- c. To have any part of a major motor fuel station closer than 350 feet to a residential district.

WHEREAS, this permit applies to the property at 1285 Cope Avenue East. The property identification numbers for this property are:

09-29-22-41-0029 and 09-29-22-41-0007

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

1. The planning commission held a public hearing on May 20, 2014. City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing an opportunity to speak and present written statements. The planning commission considered the reports and recommendations from the city staff. The planning commission recommended that the city council approve this conditional use permit revision.
2. On June 9, 2014, the city council considered the recommendations of city staff and the planning commission and the testimony of persons present at the meeting.

NOW, THEREFORE, BE IT RESOLVED that the city council approved this permit because:

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.

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

Approval is subject to the following conditions (additions underlined, deletions crossed out):

1. Adherence to the site plan, date-stamped April 25, 2014, unless a change is approved by the City Council. Staff may approve minor changes.
2. The right-turn lane proposed along English Street shall be subject to the City Engineer's and MnDOT's approval.
3. The applicant shall repair any damage to the sidewalk and curbs along English Street and Cope Avenue, subject to the MnDOT's and the City Engineer's approval.
4. The landscape plan shall be revised for staff's approval showing:
 - The addition of landscaping along the English Street and Highway 36 sides of the site. Also, the applicant shall move the three Colorado Blue Spruce that were proposed on the south side of Cope Avenue onto the site. The landscaping plan shall also meet or exceed tree-replacement requirements. The site shall have in-ground irrigation provided. The revised landscaping plan shall be further developed to provide landscaping screening on the south and southeast sides of the site.
5. There shall be no vehicle repair or maintenance.

6. The fuel station, convenience store and car wash are allowed to be open 24 hours a day. Intercom use may be limited by the city if there are complaints about volume and late night use.
7. Outdoor storage and sales are allowed along the south and west building elevations and under the gas canopy. Outdoor storage and sales are not allowed anywhere else on site.
8. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
9. The city council shall review this permit in one year.

The Maplewood City Council approved this resolution on June 9, 2014.

Resolution 14-6-1078
Variance Resolution

WHEREAS, Stephen Linn, representing Linn Companies, applied for the following variances as part of his request to build a new Holiday Station Store:

- A 10-foot building setback variance for the proposed car wash to be placed 20 feet from the north lot line, and
- two 10-foot parking lot setback variances on the north and east sides of the site in order to have a five-foot setback from the Highway 36 and English Street rights-of-way.

WHEREAS, these variances apply to the property at 1285 Cope Avenue East. The property identification numbers for this property are:

09-29-22-41-0029 and 09-29-22-41-0007

WHEREAS, Section 44-20(6)(a) requires that buildings be setback 30 feet from street right-of-way, and Section 44-20(5)(a) requires that parking lots be set back 15 feet from street right-of-way.

WHEREAS, the applicant is proposing that their building have a 20 foot setback from the Highway 36 right-of way and the parking lot have a five-foot setback from the Highway 36 and English Street rights-of-way.

WHEREAS, this requires variances of 10 feet for the building and 10 feet for the parking lot on two sides.

WHEREAS, the history of this variance is as follows:

1. The planning commission held a public hearing on May 20, 2014. City staff published a notice in the Maplewood Review and sent notices to the surrounding property owners as required by law. The planning commission gave everyone at the hearing an opportunity to speak and present written statements. The council

also considered reports and recommendations from the city staff. The planning commission recommended that the city council approve these variances.

2. On June 9, 2014 the city council considered the recommendations of city staff and the planning commission and the testimony of persons present at the meeting.

NOW, THEREFORE, BE IT RESOLVED that the city council approved the above-described variances since:

1. The proposed use would be in harmony with the general purposes and intent of the zoning ordinance since the wide boulevards on the north and east would provide substantial building and parking lot setbacks on those sides.
2. The proposed commercial use is consistent with the commercial classification of the Maplewood Comprehensive Plan.
3. The applicant is proposing to use the property in a reasonable manner that would otherwise not be permitted by the city's major motor fuel station setback requirements. The plight of the landowner is due to circumstances unique to the property not created by the landowner and the variance will not alter the essential character of the locality.

The Maplewood City Council approved this resolution on June 9, 2014.

Seconded by Mayor Slawik

Ayes – Mayor Slawik, Council Member Abrams, Cardinal and Juenemann
Nays – Councilmember Koppen

The motion passed.

Interim City Manager gave additional information and answered questions of the council. City Planner Martin and Public Works Director/City Engineer Thompson gave additional information and answered questions of the council. City Attorney Kantrud answered additional questions of the council.

Councilmember Juenemann moved to bring back the review of the conditional use permit and all of the conditions of that permit to make sure they have been incorporated into the business at this location and that it's functioning as they promised.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

7. Gladstone Improvements Phase 2, City Project 14-01, Resolution Accepting Feasibility Study and Authorizing Preparation of Plans and Specifications

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

Councilmember Koppen moved to approve the Resolution to Accept the Feasibility Study and Authorizing Preparation of Plans and Specifications for the Gladstone Improvements Phase 2, City Project 14-01.

Resolution 14-6-1079
Accepting Feasibility Study and
Authorizing Preparation of Plans and Specifications

WHEREAS, pursuant to approval of the council on May 12, 2014, a feasibility report has been prepared by Kimley-Horn and Associates, Inc., with reference to the improvement of Gladstone Phase 2 Improvements, City Project 14-01, and this report was received by the council on or before June 9, 2014, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

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

1. The City Council accepts the Gladstone Phase 2 Improvements, City Project 14-01 in accordance with the feasibility study for which the improvement has an estimated total cost of \$3,425,000.
2. Such improvement is hereby ordered as proposed.
3. Kimley-Horn and Associates, Inc., is the designated engineer for this improvement and is hereby directed to prepare final plans and specifications for the making of said improvement. The city manager and city engineer are hereby authorized to sign the final design services contract proposal with Kimley-Horn and Associates, Inc.
4. The finance director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$3,425,000 shall be established. The proposed financing plan is as follows:

<u>Funding Source</u>	<u>Amount</u>
Metropolitan Council Grant (LCDA)	\$ 900,000
Sanitary Sewer Fund	\$ 60,800
Environmental Utility Fund	\$ 285,000
Park Development Fund	\$ 130,000
Street Light Utility Fund	\$ 561,000
Other City Funds	\$1,488,200
Total	\$3,425,000

Approved this 9th day of June 2014.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

8. Approval of Resolution In Support of Integrative Youth Development Programming

Police Chief Schnell gave the staff report and answered questions of the council.

Councilmember Cardinal moved to approve the resolution in support of Integrative Youth Development Programming – Maplewood’s “Rule of 5.”

Resolution 14-6-1080 In Support of Integrative Youth Development Programming Maplewood’s “Rule of 5”

WHEREAS, Ramsey County officials have studied current and near term future conditions showing a high number of areas of concentrated financial poverty will not only create challenges for the people living within them, but will create an even bigger divide impacting economic growth and community connectivity, and

WHEREAS, the City of Maplewood is the largest, first ring suburban Ramsey County community with a number of areas of concentrated financial poverty; and

WHEREAS, it has been determined that without focused attention on neighborhood resiliency and increasing the web of opportunity within neighborhoods, national research and case studies suggest that concentrated areas of financial poverty are likely to remain, intensify, and even spread; and

WHEREAS, data shows that “as early as elementary school, students living in concentrated poverty underperformed on standardized tests when compared with students in their larger metro region,” and

WHEREAS, Ramsey County has 32% of the Region’s federally subsidized housing units; twice that of neighboring Hennepin County and twenty times that of the rest of the Region, and this heavy concentration of subsidized units, enhancements to the web of opportunity, has the effect of increasing financial poverty within neighborhoods, and

WHEREAS, as the most diverse community in the Region, our area will be the bellwether for the future if ongoing disparities issues in race, wealth, health, education or employment are not addressed through a multi-pronged approach, which recognizes that people are our future and youth our hope, and

WHEREAS, there is strong body of youth development research has shown that meeting youth's developmental needs requires positive relationships with caring adults that convey high expectations and provide opportunities for ongoing participation and contribution; and

WHEREAS, data indicators clearly demonstrate that youth with five (5) or more caring and connected adults – a rich developmental ecology - yield significant gains in measures, such as school performance, educational attainment, income acquisition, optimism, self concept, and relationships with family and peers; and

WHEREAS, research shows that effective schools, families, congregations, and

communities can contribute to the positive development of all youth and that all sectors of the community have a critical role to play in the enhancement of the developmental ecology of children and adolescent health status; and

WHEREAS, research further shows that the richer this youth developmental ecology, the less likely one is to use drugs and alcohol, to be sexually active, to be depressed or have suicidal thoughts, to fail in school, and to exhibit antisocial or violent behavior; and

WHEREAS, after analysis of the data, it has been determined that the difference between troubled teens and those leading healthy, productive, positive lives was strongly affected by the presence of a rich "developmental ecology;" and the research also shows that the richer the youth developmental ecology, the more likely they are to succeed in school and to exhibit positive civil and civic behaviors; and

WHEREAS, the City of Maplewood is working collaboratively with Independent School District 622 to support efforts to obtain funding to support implementation of Integrative Youth Development – what we call the "Rule of 5" to aid youth, community programs, youth serving agencies, and community members in the development of practices and programs that enrich the developmental ecology of children and youth.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Maplewood supports and endorses the prevention-based "Rule of 5" framework, and supports the inclusion of this information in presentations, workshops and training opportunities to better enrich the developmental ecology of children and teens, and encourages each neighborhood, congregation, business, school site, and youth program to create a community-wide dialogue and pursue activities that enrich the developmental ecology of the children and teens of Maplewood, Minnesota.

Adopted by the Maplewood City Council, this 9th day of June, 2014.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

K. AWARD OF BIDS

None

L. VISITOR PRESENTATION

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

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

Interim City Manager Coleman gave the update providing the council with upcoming meetings and events.

Public Works Director/City Engineer Thompson reported on the MOVE Minnesota Meeting he attended today on behalf of Mayor Slawik.

N. COUNCIL PRESENTATIONS

1. Dispatch Policy Committee

Councilmember Juenemann reported on the Dispatch Policy Committee meeting she attended last week.

2. Update on Design Review Board

Councilmember Abrams reported on the Design Review Board Meeting she attended.

3. Event at Old Country Buffet

Councilmember Abrams reported that she attended a business breakfast meeting with 50 business owners at Old Country Buffet in Maplewood. She further noted that Anthony Wedo, Chairman/CEO of Old Country Buffet was in attendance and was a speaker at the event.

4. Update on Kohls

Mayor Slawik reported on the Kohl's grand opening and ribbon cutting she attended at Maplewood Mall.

5. Open House at Library for Rush Line

Mayor Slawik reported on the Rush Line Task Force open house she attended at the Maplewood Library.

The following item was moved from J1 to the end of the agenda because staff requested the council to close the meeting to discuss land negotiations for the Fire Station located at 1177 Century Avenue N. in Maplewood.

J1 Letter of Intent to Purchase Fire Station No. 1 (East County Line)

a. Intent to Close Meeting (§13D.05 subd.3c)

Councilmember Abrams moved to approve to recess the meeting to go into closed session to discuss the letter of intent to purchase Fire Station No. 1 (East County Line) located at 1077 Century Avenue N., Maplewood.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

Mayor Slawik called the meeting back to order.

City Attorney Kantrud gave a summary of the closed session.

O. ADJOURNMENT+

Mayor Slawik adjourned the meeting at 10:50 p.m.

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MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: Gayle Bauman, Finance Director
DATE: June 16, 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:

\$ 427,679.61	Checks # 92656 thru # 92702 dated 06/10/14 thru 06/15/14
\$ 469,475.61	Disbursements via debits to checking account dated 06/02/14 thru 06/06/14
\$ 389,404.14	Checks #92703 thru # 92740 dated 06/17/14
\$ 479,906.06	Disbursements via debits to checking account dated 06/09/14 thru 06/13/14
\$ 1,766,465.42	Total Accounts Payable

PAYROLL

\$ 531,066.88	Payroll Checks and Direct Deposits dated 06/06/14
\$ 640.00	Payroll Deduction check # 9990038 thru # 9990039 dated 06/06/14
\$ 531,706.88	Total Payroll
\$ 2,298,172.30	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

06/05/2014

Check	Date	Vendor	Description	Amount	
92656	06/10/2014	00064	MARK ALDRIDGE	REIMB FOR MEALS 5/21 - 5/22	23.50
92657	06/10/2014	00120	AQUA LOGIC INC	MCC POOL CHEMICALS	1,024.93
	06/10/2014	00120	AQUA LOGIC INC	MCC POOL CHEMICALS	276.37
	06/10/2014	00120	AQUA LOGIC INC	MCC POOL CHEMICALS	35.80
92658	06/10/2014	05114	BOLTON & MENK, INC.	SSTS PERMITS - 1065 CENTURY AVE S	956.00
92659	06/10/2014	04572	ETTEL & FRANZ ROOFING CO.	ROOF LEAK REPAIRS CITY HALL	1,958.00
	06/10/2014	04572	ETTEL & FRANZ ROOFING CO.	CAULKING WALLS IN LOADING DOCK	465.00
92660	06/10/2014	04944	HILLCREST VENTURES LLC	SUBWAY ORDERS - APRIL	1,106.58
92661	06/10/2014	02196	JORGENSON CONST INC	POLICE DEPT EXPANSION PHASE 3	350,170.00
92662	06/10/2014	05004	GLEN MCCARTY	REIMB FOR MEALS 3/4 - 5/22	51.11
92663	06/10/2014	01085	MN LIFE INSURANCE	MONTHLY PREMIUM - JUNE	3,065.25
92664	06/10/2014	01409	S E H	MCC ASSET MGMT ASSESSMENT	8,575.00
	06/10/2014	01409	S E H	PROJ 11-19 2011 FLOOD RESPONSE	930.12
	06/10/2014	01409	S E H	PROJ 14-04 ENGINEERING STANDARDS	390.87
	06/10/2014	01409	S E H	PROJ 09-08 TH36/ENGLISH CONST	213.72
92665	06/10/2014	01546	SUBURBAN SPORTSWEAR	SHIRTS FOR BBALL CLINIC	350.00
92666	06/10/2014	01190	XCEL ENERGY	ELECTRIC UTILITY	14,907.47
	06/10/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	450.16
	06/10/2014	01190	XCEL ENERGY	ELECTRIC UTILITY	57.06
	06/10/2014	01190	XCEL ENERGY	ELECTRIC UTILITY	48.99
92667	06/10/2014	01803	ZARNOTH BRUSH WORKS, INC.	BROOMS FOR STREET SWEEPERS	3,200.80
92668	06/10/2014	05334	AUTO PLUS	SUPPLIES PLUS CORE CHG	108.51
	06/10/2014	05334	AUTO PLUS	CORE CHG	-55.00
92669	06/10/2014	01634	AUTONATION FORD	FORD - WBL	18.45
92670	06/10/2014	00163	BAUER BUILT	4 REPLACEMENT TIRES LOADER #701	9,396.00
92671	06/10/2014	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING BOY SCOUT #461	518.97
92672	06/10/2014	04369	CREATIVE HOME CONSTRUCTION	ESCROW RELEASE 354 TOENJES PL E	3,520.21
92673	06/10/2014	05207	EQUIFAX INFORMATION SERVICES	APPLICANT BACKGROUND CHECKS	60.00
92674	06/10/2014	00479	EULL'S MANUFACTURING CO., INC.	MANHOLE RINGS AND MORTAR	1,383.95
92675	06/10/2014	00547	GL BERG ENTERTAINMENT	DEPOSIT RING OF KERRY SHOW MCC	450.00
	06/10/2014	00547	GL BERG ENTERTAINMENT	DEPOSIT TOUCH OF SPAIN SHOW MCC	200.00
92676	06/10/2014	05358	HAFELE AMERICA CO	SAFE - O - MAT MASTER KEY	61.15
92677	06/10/2014	00668	STEVEN HIEBERT	REIMB FOR MEALS 5/21 - 5/22	21.73
	06/10/2014	00668	STEVEN HIEBERT	REIMB FOR MEAL 5/27	8.88
92678	06/10/2014	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#23	4,344.07
92679	06/10/2014	00857	LEAGUE OF MINNESOTA CITIES	2014 ANNUAL CONFERENCE	125.00
92680	06/10/2014	00896	M C M A	MEMBERSHIP FEE	146.52
92681	06/10/2014	03818	MEDICA	REFUND FOR TRANS MEDIC PT	161.46
92682	06/10/2014	00001	ONE TIME VENDOR	REFUND A WALKOSZ TRANS MEDIC	649.81
92683	06/10/2014	00001	ONE TIME VENDOR	REIMB A CARLSON SOD/SOIL GERVAIS	308.89
92684	06/10/2014	00001	ONE TIME VENDOR	REIMB V ENQUIST SEWER 2239 BURR ST	179.00
92685	06/10/2014	00001	ONE TIME VENDOR	REIMB J HAZZARD TURF 833 STERLING	75.00
92686	06/10/2014	00001	ONE TIME VENDOR	REFUND M ANDERSON TRANS MEDIC	46.77
92687	06/10/2014	00001	ONE TIME VENDOR	REIMB M SCHNEIDER PLOW DAMAGE	21.55
92688	06/10/2014	00001	ONE TIME VENDOR	REFUND S JACOBS CHG MEMBERSHIP	20.90
92689	06/10/2014	00001	ONE TIME VENDOR	REFUND L BARTHOL HP BENEFIT	20.00
92690	06/10/2014	00001	ONE TIME VENDOR	REFUND J FITZPATRICK BC BENEFIT	20.00
92691	06/10/2014	00001	ONE TIME VENDOR	REFUND J BENTLEY HP BENEFIT	20.00
92692	06/10/2014	01931	RAMSEY COUNTY FAIR	CHARITABLE GAMBLING	2,360.00
92693	06/10/2014	01359	REGAL AUTO WASH BILLING	VEHICLE WASHES - MARCH	69.93
92694	06/10/2014	03446	RICK JOHNSON DEER & BEAVER INC	DEER PICK UP - MAY	230.00
92695	06/10/2014	01387	DR. JAMES ROSSINI	ADMIN FEE FOR STRESS TEST - JUNE	100.00
92696	06/10/2014	01418	SAM'S CLUB DIRECT	PD MEETING ROOM CHAIRS & TABLES	513.88

92696	06/10/2014	01418	SAM'S CLUB DIRECT	MEMBERSHIP FEES	225.00
	06/10/2014	01418	SAM'S CLUB DIRECT	CONCESSIONS	208.36
	06/10/2014	01418	SAM'S CLUB DIRECT	SUPPLIES FOR PARKS CLEAN-UP LUNCH	162.60
	06/10/2014	01418	SAM'S CLUB DIRECT	ADMIN FEE	50.00
	06/10/2014	01418	SAM'S CLUB DIRECT	PROGRAM SUPPLIES & MDSE FOR RESALE	36.92
92697	06/10/2014	00198	ST PAUL REGIONAL WATER SRVS	WATER UTILITY	1,750.36
92698	06/10/2014	01836	ST PAUL, CITY OF	KIDS-FEST POSTCARDS	36.30
92699	06/10/2014	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - MAY	3,725.00
92700	06/10/2014	02464	US BANK	PAYING AGENT FEES	450.00
92701	06/10/2014	05013	YALE MECHANICAL LLC	REPAIR FS #1 INFRARED HEATER	972.71
92702	06/15/2014	03738	CHARLES E. BETHEL	ATTORNEY SRVS FEES/RENT - JULY	6,700.00

427,679.61

47 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>
6/2/2014	MN State Treasurer	Drivers License/Deputy Registrar	131,086.17
6/2/2014	MN Dept of Natural Resources	DNR electronic licenses	3,348.00
6/2/2014	US Bank Merchant Services	Credit Card Billing fee	72.94
6/3/2014	MN State Treasurer	Drivers License/Deputy Registrar	40,381.95
6/4/2014	MN State Treasurer	Drivers License/Deputy Registrar	50,688.29
6/5/2014	MN State Treasurer	Drivers License/Deputy Registrar	42,660.81
6/6/2014	MN State Treasurer	Drivers License/Deputy Registrar	81,481.38
6/6/2014	MN Dept of Natural Resources	DNR electronic licenses	1,586.50
6/6/2014	ICMA (Vantagepointe)	Deferred Compensation	4,189.00
6/6/2014	ING - State Plan	Deferred Compensation	30,324.00
			385,819.04

*Detailed listing of VISA purchases is attached.

Check Register
City of Maplewood

06/12/2014

Check	Date	Vendor	Description	Amount	
92703	06/17/2014	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES - MAY	97.24
92704	06/17/2014	02396	SHANN FINWALL	REIMB FOR MILEAGE 4/2 - 5/29	62.16
92705	06/17/2014	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - MAY 19999123035	2,232.65
92706	06/17/2014	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - JUNE	14,046.94
	06/17/2014	05353	MANSFIELD OIL CO	CONTRACT DIESEL - JUNE	10,341.56
92707	06/17/2014	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - MAY	31,877.31
	06/17/2014	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - MAY	458.64
	06/17/2014	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - MAY	414.96
92708	06/17/2014	01337	RAMSEY COUNTY-PROP REC & REV	FLOWERS & PLANTS @ MCC	1,186.31
	06/17/2014	01337	RAMSEY COUNTY-PROP REC & REV	MULCH FOR PARKS DEPT	105.00
92709	06/17/2014	04899	LORI RESENDIZ	REIMB FOR MILEAGE & TABLES	87.09
92710	06/17/2014	04845	TENNIS SANITATION LLC	RECYCLING FEE - MAY	38,832.50
92711	06/17/2014	04192	TRANS-MEDIC	EMS BILLING - MAY	4,179.68
92712	06/17/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	6,711.36
	06/17/2014	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,173.83
92713	06/17/2014	02880	ZAHL PETROLEUM MAINTENANCE CO	NEW CARD READER FOR FUEL ISLAND	675.02
92714	06/17/2014	05026	ADVANTAGE SPORTS LLC	TENNIS INSTRUCTION	192.50
92715	06/17/2014	05324	CHRISTIE BERNARDY	RETAINER FEE/ADD'L WORK - MAY	1,750.00
92716	06/17/2014	05234	BOLER EXPRESS CAR WASH	CAR WASHES - MAY	55.75
92717	06/17/2014	00230	BRYAN ROCK PRODUCTS, INC.	ROCK & GRAVEL MATERIAL	480.01
92718	06/17/2014	03486	BUBERL BLACK DIRT INC	BLACK DIRT FOR SOD RESTORATION	276.00
92719	06/17/2014	04911	DECKCI DECOR	CHAIR COVER RENTAL MCC JUNE 7	291.45
92720	06/17/2014	05275	FIRST STATE TIRE RECYCLING	TIRE COLLECTION SPRING CLEANUP	370.50
92721	06/17/2014	02263	HILLCREST ANIMAL HOSPITAL PA	BOARDING & DESTRUCTION FEES-MAY	1,331.25
92722	06/17/2014	03039	KATHLEEN JUENEMANN	REIMB - FOOD - RAMCO DISPATCH	9.52
92723	06/17/2014	04900	LASTING IMPRESSIONS BY AMY LLC	CEILING DRAPING FOR MCC JUNE 7	700.00
92724	06/17/2014	00857	LEAGUE OF MINNESOTA CITIES	SAFETY & LOSS CONTROL WORKSHOP	260.00
92725	06/17/2014	05359	JOSHUA G. M. LEONARD	PRESENTATION APRIL 5 NC	75.00
92726	06/17/2014	00953	MCCARTHY WELL COMPANY	WELL INSPECTION @ HAZELWOOD PK	235.00
92727	06/17/2014	02948	MN HUMANITIES CENTER	STAFF RETREAT LUNCH	150.00
92728	06/17/2014	04779	MOMENTUM ENTERPRISES, INC.	MATTRESS COLLECT SPRING CLEANUP	1,862.00
92729	06/17/2014	00001	ONE TIME VENDOR	REIMB B GRAF 2120 BURR ST DRIVEWAY	1,400.00
92730	06/17/2014	00001	ONE TIME VENDOR	REFUND S HOCHBERG MEMBERSHIP	117.84
92731	06/17/2014	00001	ONE TIME VENDOR	REFUND B VANG-AMINI TUMBLING	45.00
92732	06/17/2014	00001	ONE TIME VENDOR	REFUND BARRETT PREF ONE BENEFIT	40.00
92733	06/17/2014	02270	PALDA & SONS INC	PROJ 12-09 ARKWRIGHT-SUNRISE PMT#1	252,002.54
92734	06/17/2014	01359	REGAL AUTO WASH BILLING	VEHICLE WASHES - MAY	72.71
92735	06/17/2014	01397	RYAN PLUMBING & HEATING CO.	KENNARD IRRIGATION - RP2 TEST	390.00
92736	06/17/2014	04578	S & S TREE SPECIALISTS	TREE INSPECTIONS FOR 2014	220.00
92737	06/17/2014	01522	STATE OF MINNESOTA	TRAINING (CORCORAN)	175.00
92738	06/17/2014	01649	TRI-STATE BOBCAT, INC.	60" SNOW BLOWER	3,068.30
92739	06/17/2014	00529	UNION SECURITY INSURANCE CO	LTD PLAN 4043120-2 - JUNE	3,241.84
	06/17/2014	00529	UNION SECURITY INSURANCE CO	STD PLAN 4043120-1 - JUNE	2,558.74
92740	06/17/2014	01805	ZIEGLER INC.	REPAIR OF LOADER	5,550.94
				<u>389,404.14</u>	

38 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement Date	Payee	Description	Amount
6/9/2014	US Bank VISA One Card*	Purchasing card items	50,681.05
6/9/2014	MN State Treasurer	Drivers License/Deputy Registrar	26,079.88
6/9/2014	U.S. Treasurer	Federal Payroll Tax	100,665.50
6/9/2014	P.E.R.A.	P.E.R.A.	97,101.32
6/10/2014	MN State Treasurer	Drivers License/Deputy Registrar	22,119.20
6/10/2014	MidAmerica - ING	HRA Flex plan	13,640.74
6/10/2014	Labor Unions	Union Dues	2,114.90
6/10/2014	MN State Treasurer	State Payroll Tax	21,149.19
6/11/2014	MN State Treasurer	Drivers License/Deputy Registrar	64,052.59
6/12/2014	MN State Treasurer	Drivers License/Deputy Registrar	61,835.18
6/13/2014	MN State Treasurer	Drivers License/Deputy Registrar	17,036.66
6/13/2014	MN Dept of Natural Resources	DNR electronic licenses	2,029.00
6/13/2014	Optum Health	DCRP & Flex plan payments	1,400.85
			479,906.06

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
05/19/2014	05/20/2014	SAMSClub 6309 GAS	\$94.00	LONN BAKKE
05/15/2014	05/19/2014	MPLS CONV CTR RAMP	\$9.00	GAYLE BAUMAN
05/15/2014	05/20/2014	PITNEY BOWES*	(\$153.99)	GAYLE BAUMAN
05/18/2014	05/20/2014	PLZA MPLSPARKING	\$9.00	GAYLE BAUMAN
05/19/2014	05/21/2014	PLZA MPLSPARKING	\$12.00	GAYLE BAUMAN
05/20/2014	05/22/2014	MPLS CONV CTR RAMP	\$6.00	GAYLE BAUMAN
05/21/2014	05/23/2014	MPLS CONV CTR RAMP	\$9.00	GAYLE BAUMAN
05/19/2014	05/20/2014	PAKOR, INC.	\$443.10	REGAN BEGGS
05/24/2014	05/26/2014	PITNEY BOWES PI	\$887.00	REGAN BEGGS
05/24/2014	05/26/2014	PITNEY BOWES PI	\$34.79	REGAN BEGGS
05/27/2014	05/29/2014	PAPER PLUS	\$321.30	REGAN BEGGS
05/27/2014	05/29/2014	PAPER PLUS	\$317.91	REGAN BEGGS
05/27/2014	05/29/2014	PAPER PLUS	\$158.11	REGAN BEGGS
05/27/2014	05/29/2014	PAPER PLUS	\$649.53	REGAN BEGGS
05/27/2014	05/29/2014	PAPER PLUS	\$39.71	REGAN BEGGS
05/15/2014	05/19/2014	THE HOME DEPOT 2801	(\$25.47)	CHAD BERGO
05/15/2014	05/19/2014	THE HOME DEPOT 2801	\$28.40	CHAD BERGO
05/21/2014	05/23/2014	THE HOME DEPOT 2801	(\$12.72)	CHAD BERGO
05/28/2014	05/28/2014	AMAZON MKTPLACE PMTS	\$39.95	CHAD BERGO
05/27/2014	05/28/2014	PAWFECTIION	\$11.16	OAKLEY BIESANZ
05/16/2014	05/19/2014	TARGET 00011858	\$4.29	NEIL BRENEMAN
05/16/2014	05/19/2014	TPC*GOPHER	\$394.63	NEIL BRENEMAN
05/19/2014	05/20/2014	FRATTALLONES WOODBURY AC	\$10.66	NEIL BRENEMAN
05/20/2014	05/21/2014	STAY ONLINE	\$40.58	NEIL BRENEMAN
05/20/2014	05/21/2014	MN RECREATION AND PARK A	\$792.00	NEIL BRENEMAN
05/22/2014	05/23/2014	HENRIKSEN ACE HARDWARE	\$16.84	NEIL BRENEMAN
05/28/2014	05/30/2014	LYRIC ARTS	\$123.20	NEIL BRENEMAN
05/15/2014	05/19/2014	THE HOME DEPOT 2801	\$42.33	TROY BRINK
05/16/2014	05/19/2014	VL OAKDALE CONTRAC	\$6.15	TROY BRINK
05/16/2014	05/19/2014	MENARDS 3059	\$81.48	TROY BRINK
05/23/2014	05/26/2014	MENARDS 3059	\$27.16	TROY BRINK
05/28/2014	05/29/2014	IN *CONSTRUCTION ACCESSOR	\$443.38	TROY BRINK
05/28/2014	05/29/2014	NEWMAN SIGNS	\$11.41	TROY BRINK
05/19/2014	05/21/2014	RED WING SHOE #727	\$157.24	NATHAN BURLINGAME
04/23/2014	05/22/2014	03.WWW.ELREYJESUS.ORG	(\$1.00)	SARAH BURLINGAME
05/15/2014	05/19/2014	GREEN MILL	\$16.26	DAN BUSACK
05/16/2014	05/19/2014	BEST WESTERN HOTELS - ST.	\$466.35	DAN BUSACK
05/22/2014	05/26/2014	HOLIDAY STNSTORE 0301	\$11.47	DAN BUSACK
05/16/2014	05/19/2014	UNIFORMS UNLIMITED INC.	\$183.58	DANIEL BUSACK
05/22/2014	05/26/2014	EVEREST EMERGENCY VEHICLE	\$81.79	JOHN CAPISTRANT
05/27/2014	05/27/2014	APL*APPLE ITUNES STORE	\$8.54	JOHN CARNES
05/28/2014	05/29/2014	UNIFORMS UNLIMITED INC.	\$94.49	JOHN CARNES
05/16/2014	05/19/2014	VIKING ELECTRIC-CREDIT DE	\$40.45	SCOTT CHRISTENSON
05/19/2014	05/20/2014	STATE SUPPLY	\$339.78	SCOTT CHRISTENSON
05/19/2014	05/20/2014	STATE SUPPLY	\$339.78	SCOTT CHRISTENSON
05/21/2014	05/23/2014	CVS PHARMACY #1751 Q03	\$7.05	SCOTT CHRISTENSON
05/23/2014	05/26/2014	HENRIKSEN ACE HARDWARE	(\$13.98)	SCOTT CHRISTENSON
05/23/2014	05/26/2014	HENRIKSEN ACE HARDWARE	\$20.97	SCOTT CHRISTENSON
05/23/2014	05/26/2014	BEARING DIST*	\$180.11	SCOTT CHRISTENSON
05/23/2014	05/26/2014	BEARING DIST*	\$69.56	SCOTT CHRISTENSON
05/28/2014	05/29/2014	BEARING DIST*	(\$12.77)	SCOTT CHRISTENSON
05/28/2014	05/29/2014	BEARING DIST*	\$12.77	SCOTT CHRISTENSON
05/16/2014	05/20/2014	GRAND VIEW LODGE & TENNIS	\$373.29	MELINDA COLEMAN
05/21/2014	05/23/2014	KEEPSRS INC 2	\$254.88	KERRY CROTTY
05/17/2014	05/19/2014	FRATTALLONES WOODBURY AC	\$9.63	CHARLES DEEVER
05/15/2014	05/20/2014	HEJNY RENTAL INC	(\$17.38)	THOMAS DEBILZAN
05/21/2014	05/23/2014	KEEPSRS INC 2	\$254.88	RICHARD DOBLAR

05/16/2014	05/19/2014	HAFELE AMERICA CO	\$61.15	TOM DOUGLASS
05/16/2014	05/19/2014	THE HOME DEPOT 2801	\$6.34	TOM DOUGLASS
05/21/2014	05/22/2014	THERMO DYNE INC	\$1,048.00	TOM DOUGLASS
05/22/2014	05/26/2014	THE HOME DEPOT 2801	\$61.89	TOM DOUGLASS
05/23/2014	05/26/2014	HIRSHFIELDS/MAPLEWOOD	\$26.94	TOM DOUGLASS
05/23/2014	05/26/2014	THE HOME DEPOT 2801	\$41.68	TOM DOUGLASS
05/27/2014	05/29/2014	THE HOME DEPOT 2801	\$32.07	TOM DOUGLASS
05/28/2014	05/30/2014	HAFELE AMERICA CO	\$440.23	TOM DOUGLASS
05/29/2014	05/30/2014	HENRIKSEN ACE HARDWARE	\$2.57	TOM DOUGLASS
05/20/2014	05/21/2014	OXYGEN SERVICE COMPANY,	\$165.42	DOUG EDGE
05/21/2014	05/22/2014	HENRIKSEN ACE HARDWARE	\$7.49	DOUG EDGE
05/21/2014	05/22/2014	STREICHER'S MO	\$112.12	VIRGINIA ERICKSON
05/15/2014	05/19/2014	PREMIUM WATERS INC	\$51.10	LARRY FARR
05/16/2014	05/19/2014	THE HOME DEPOT 2810	(\$36.38)	LARRY FARR
05/17/2014	05/19/2014	THE TRANE COMPANY	\$2,699.50	LARRY FARR
05/19/2014	05/20/2014	TARGET 00006197	\$261.13	LARRY FARR
05/20/2014	05/22/2014	RED WING SHOE #727	\$123.24	LARRY FARR
05/22/2014	05/23/2014	CINTAS 470	\$25.00	LARRY FARR
05/22/2014	05/23/2014	MENARDS 3022	\$79.39	LARRY FARR
05/23/2014	05/26/2014	MARSDEN BLDG MAINTENANCE	\$1,837.00	LARRY FARR
05/27/2014	05/28/2014	METROPOLITAN MECHANICAL	\$3,334.00	LARRY FARR
05/22/2014	05/23/2014	IN *RECYCLING ASSOCIATION	\$744.00	SHANN FINWALL
05/29/2014	05/30/2014	TARGET 00011858	\$40.01	SHANN FINWALL
05/16/2014	05/19/2014	AT SCENE LLC	\$1,500.00	MYCHAL FOWLDS
05/16/2014	05/19/2014	AT SCENE LLC	\$822.00	MYCHAL FOWLDS
05/22/2014	05/22/2014	COMCAST CABLE COMM	\$54.00	MYCHAL FOWLDS
05/27/2014	05/28/2014	ICON ENTERPRISES INC	\$150.00	MYCHAL FOWLDS
05/28/2014	05/29/2014	LINE 1 PARTNERS INC	\$576.90	MYCHAL FOWLDS
05/28/2014	05/29/2014	LINE 1 PARTNERS INC	\$814.50	MYCHAL FOWLDS
05/17/2014	05/19/2014	IDU*INSIGHT PUBLIC SEC	\$110.28	NICK FRANZEN
05/19/2014	05/20/2014	SYX*TIGERDIRECT.COM	\$227.27	NICK FRANZEN
05/22/2014	05/23/2014	IDU*INSIGHT PUBLIC SEC	\$114.52	NICK FRANZEN
05/22/2014	05/26/2014	APPLE STORE #R022	\$107.07	NICK FRANZEN
05/22/2014	05/23/2014	UNIFORMS UNLIMITED INC.	\$224.47	ANTHONY GABRIEL
05/21/2014	05/23/2014	MENARDS 3022	\$17.10	CAROLE GERNES
05/28/2014	05/29/2014	LAKESHORE LEARNING #41	\$2.49	CAROLE GERNES
05/27/2014	05/29/2014	THE HOME DEPOT 2810	\$102.58	JAN GREW HAYMAN
05/19/2014	05/20/2014	MOGREN LANDSCAPING	\$36.00	MARK HAAG
05/19/2014	05/20/2014	MOGREN LANDSCAPING	\$590.40	MARK HAAG
05/19/2014	05/20/2014	MILLS FLEET FARM #2,700	\$71.55	MARK HAAG
05/21/2014	05/22/2014	HIRSHFIELDS/MAPLEWOOD	\$36.95	MARK HAAG
05/21/2014	05/22/2014	HENRIKSEN ACE HARDWARE	\$10.47	MARK HAAG
05/21/2014	05/23/2014	MILLS FLEET FARM #2,700	\$65.91	MARK HAAG
05/21/2014	05/23/2014	MENARDS 3059	\$14.48	MARK HAAG
05/29/2014	05/30/2014	PAYPAL *TACTICALDYN	\$54.50	TIMOTHY HAWKINSON JR.
05/19/2014	05/20/2014	HENRIKSEN ACE HARDWARE	\$46.39	TAMARA HAYS
05/27/2014	05/28/2014	HENRIKSEN ACE HARDWARE	\$37.98	TAMARA HAYS
05/28/2014	05/30/2014	KEEPRS INC 4	\$166.99	STEVEN HIEBERT
05/20/2014	05/22/2014	NORTHERN TOOL EQUIP-MN	\$583.79	GARY HINNENKAMP
05/28/2014	05/29/2014	CUB FOODS #1599	\$21.36	TIMOTHY HOFMEISTER
05/15/2014	05/19/2014	PP*ESABA	\$200.00	RON HORWATH
05/17/2014	05/20/2014	THE HOME DEPOT 2801	\$8.51	RON HORWATH
05/21/2014	05/21/2014	COMCAST CABLE COMM	\$83.89	RON HORWATH
05/24/2014	05/26/2014	COMCAST CABLE COMM	\$326.32	RON HORWATH
05/29/2014	05/30/2014	ARC*SERVICES/TRAINING	\$19.00	RON HORWATH
05/19/2014	05/20/2014	SQ *POLLINATION PRE	\$75.01	ANN HUTCHINSON
05/29/2014	05/30/2014	DALCO ENTERPRISES, INC	\$563.35	DAVID JAHN
05/22/2014	05/23/2014	FIRST SHRED	\$59.40	LOIS KNUTSON

05/29/2014	05/29/2014	PANERA BREAD #601305	\$36.89	LOIS KNUTSON
05/27/2014	05/29/2014	OFFICE MAX	\$321.36	NICHOLAS KREKELER
05/28/2014	05/30/2014	JOANN ETC #1970	\$6.38	NICHOLAS KREKELER
05/21/2014	05/23/2014	GRAFIX SHOPPE	\$50.00	DAVID KVAM
05/22/2014	05/23/2014	UNIFORMS UNLIMITED INC.	\$1,128.48	DAVID KVAM
05/28/2014	05/29/2014	UNIFORMS UNLIMITED INC.	\$1,087.00	DAVID KVAM
05/29/2014	05/30/2014	UNIFORMS UNLIMITED INC.	(\$1,151.99)	DAVID KVAM
05/29/2014	05/30/2014	UNIFORMS UNLIMITED INC.	(\$1,128.48)	DAVID KVAM
05/29/2014	05/30/2014	UNIFORMS UNLIMITED INC.	\$982.00	DAVID KVAM
05/29/2014	05/30/2014	UNIFORMS UNLIMITED INC.	\$1,046.00	DAVID KVAM
05/22/2014	05/23/2014	MENARDS 3059	\$10.65	RANDY LINDBLOM
05/19/2014	05/20/2014	CENTURY COLLEGE-BO	\$2,175.00	STEVE LUKIN
05/19/2014	05/20/2014	EMERGENCY AUTOMOTIVE	\$227.25	STEVE LUKIN
05/19/2014	05/21/2014	ASPEN MILLS INC.	\$431.00	STEVE LUKIN
05/21/2014	05/22/2014	REPUBLIC SERVICES TRASH	\$21.92	STEVE LUKIN
05/23/2014	05/26/2014	LAMETTRY'S COLLISION	(\$97.96)	STEVE LUKIN
05/23/2014	05/26/2014	LAMETTRY'S COLLISION	\$1,821.04	STEVE LUKIN
05/28/2014	05/30/2014	ASPEN MILLS INC.	\$20.00	STEVE LUKIN
05/30/2014	05/30/2014	GALLS INTERN*	\$179.99	GLEN MCCARTY
05/20/2014	05/21/2014	WYOMING THRIFT STORE	\$51.00	ALESIA METRY
05/26/2014	05/28/2014	THE SALVATION ARMY 11	\$62.49	ALESIA METRY
05/17/2014	05/19/2014	CUB FOODS #1599	\$16.77	SASHA MEYER
05/17/2014	05/19/2014	MICHAELS STORES 2744	\$37.48	SASHA MEYER
05/20/2014	05/21/2014	QNS*QUEENSBORO SHIRT	\$925.00	SASHA MEYER
05/27/2014	05/28/2014	USPS 26834500133401316	\$6.40	SASHA MEYER
05/29/2014	05/30/2014	QNS*QUEENSBORO SHIRT	(\$27.90)	SASHA MEYER
05/16/2014	05/19/2014	ANCOM TECHNICAL CENTER IN	\$415.00	MICHAEL MONDOR
05/20/2014	05/22/2014	BOUND TREE MEDICAL LLC	\$47.88	MICHAEL MONDOR
05/28/2014	05/30/2014	BOUND TREE MEDICAL LLC	\$31.96	MICHAEL MONDOR
05/28/2014	05/30/2014	BOUND TREE MEDICAL LLC	\$651.68	MICHAEL MONDOR
05/15/2014	05/19/2014	SUBWAY 00052159	\$20.94	MICHAEL NYE
05/20/2014	05/20/2014	AMAZON.COM	\$31.30	MICHAEL NYE
05/20/2014	05/21/2014	UNIFORMS UNLIMITED INC.	\$65.49	MICHAEL NYE
05/22/2014	05/23/2014	UNIFORMS UNLIMITED INC.	\$196.39	MICHAEL NYE
05/28/2014	05/30/2014	KEEPRS INC 2	\$200.00	MICHAEL NYE
05/19/2014	05/21/2014	OFFICE DEPOT #1090	\$58.13	MARY KAY PALANK
05/21/2014	05/23/2014	OFFICE DEPOT #1090	\$150.39	MARY KAY PALANK
05/17/2014	05/20/2014	FREEDOM 65 11010600	\$100.01	ROBERT PETERSON
05/27/2014	05/29/2014	THE HOME DEPOT 2801	\$10.97	ROBERT PETERSON
05/14/2014	05/19/2014	AUTO PLUS LITTLE CANADA	\$35.90	STEVEN PRIEM
05/14/2014	05/20/2014	KATH FUEL OFFICE	(\$25.00)	STEVEN PRIEM
05/14/2014	05/20/2014	AN FORD WHITE BEAR LAK	\$49.44	STEVEN PRIEM
05/14/2014	05/20/2014	AN FORD WHITE BEAR LAK	\$172.95	STEVEN PRIEM
05/21/2014	05/22/2014	AUTO PLUS LITTLE CANADA	\$34.97	STEVEN PRIEM
05/21/2014	05/22/2014	AUTO PLUS LITTLE CANADA	\$3.38	STEVEN PRIEM
05/21/2014	05/22/2014	AN FORD WHITE BEAR LAK	\$266.28	STEVEN PRIEM
05/21/2014	05/23/2014	TRI-STATE BOBCAT	\$393.74	STEVEN PRIEM
05/22/2014	05/23/2014	FACTORY MTR PTS #1	\$325.26	STEVEN PRIEM
05/22/2014	05/23/2014	FACTORY MTR PTS #1	\$104.96	STEVEN PRIEM
05/22/2014	05/23/2014	AN FORD WHITE BEAR LAK	\$78.08	STEVEN PRIEM
05/23/2014	05/26/2014	GOODYEAR AUTO SRV CT 6920	\$76.46	STEVEN PRIEM
05/27/2014	05/28/2014	FACTORY MTR PTS #1	\$268.05	STEVEN PRIEM
05/27/2014	05/28/2014	BAUER BUILT TIRE 18	\$868.43	STEVEN PRIEM
05/27/2014	05/28/2014	BAUER BUILT TIRE 18	\$59.90	STEVEN PRIEM
05/27/2014	05/28/2014	POLAR CHEVROLET MAZDA	\$71.40	STEVEN PRIEM
05/28/2014	05/29/2014	AUTO PLUS LITTLE CANADA	\$102.04	STEVEN PRIEM
05/28/2014	05/29/2014	TRUCK UTILITIES INC ST PA	\$116.21	STEVEN PRIEM
05/28/2014	05/30/2014	WHEELCO BRAKE &SUPPLY	\$418.24	STEVEN PRIEM

05/28/2014	05/30/2014	WHEELCO BRAKE &SUPPLY	\$269.28	STEVEN PRIEM
05/29/2014	05/30/2014	CONTINENTAL RESEARCH COR	\$78.09	STEVEN PRIEM
05/29/2014	05/30/2014	AN FORD WHITE BEAR LAK	\$336.54	STEVEN PRIEM
05/19/2014	05/21/2014	THE HOME DEPOT 2801	\$52.36	KELLY PRINS
05/20/2014	05/21/2014	HENRIKSEN ACE HARDWARE	(\$16.06)	KELLY PRINS
05/20/2014	05/21/2014	HENRIKSEN ACE HARDWARE	\$16.06	KELLY PRINS
05/20/2014	05/21/2014	HENRIKSEN ACE HARDWARE	\$14.99	KELLY PRINS
05/21/2014	05/23/2014	PARK SUPPLY OF AMERICA IN	\$151.88	KELLY PRINS
05/21/2014	05/23/2014	THE HOME DEPOT 2801	\$112.81	KELLY PRINS
05/22/2014	05/23/2014	VIKING ELECTRIC-CREDIT DE	\$232.99	KELLY PRINS
05/29/2014	05/30/2014	VIKING ELECTRIC-CREDIT DE	\$77.26	KELLY PRINS
05/29/2014	05/30/2014	DALCO ENTERPRISES, INC	\$905.63	MICHAEL REILLY
05/29/2014	05/30/2014	HILLYARD INC MINNEAPOLIS	\$1,379.49	MICHAEL REILLY
05/19/2014	05/21/2014	SCW FITNESS EDUCATION	\$40.45	LORI RESENDIZ
05/20/2014	05/20/2014	PPL*TEAM BEACHBODY	\$249.00	LORI RESENDIZ
05/20/2014	05/20/2014	PPL*TEAM BEACHBODY	\$249.00	LORI RESENDIZ
05/20/2014	05/21/2014	FITNESS WHOLESALE	\$322.41	LORI RESENDIZ
05/21/2014	05/23/2014	MENARDS 3059	\$75.38	LORI RESENDIZ
05/22/2014	05/22/2014	PPL*TEAM BEACHBODY	(\$249.00)	LORI RESENDIZ
05/22/2014	05/22/2014	PPL*TEAM BEACHBODY	(\$249.00)	LORI RESENDIZ
05/23/2014	05/26/2014	MENARDS 3059	\$51.40	LORI RESENDIZ
05/24/2014	05/26/2014	MENARDS 3059	(\$51.40)	LORI RESENDIZ
05/28/2014	05/30/2014	WW GRAINGER	\$80.05	LORI RESENDIZ
05/29/2014	05/30/2014	FITNESS WHOLESALE	\$50.07	LORI RESENDIZ
05/16/2014	05/19/2014	5.11 TACTICAL	\$72.94	BRADLEY REZNY
05/21/2014	05/23/2014	FUN EXPRESS	\$155.42	AUDRA ROBBINS
05/21/2014	05/23/2014	THE HOME DEPOT 2801	\$27.93	ROBERT RUNNING
05/28/2014	05/30/2014	INTERNATIONAL INSTITUTE O	\$85.00	DEB SCHMIDT
05/27/2014	05/29/2014	IACP	\$350.00	PAUL SCHNELL
05/27/2014	05/29/2014	DELTA AIR 0067455026129	\$386.00	PAUL SCHNELL
05/15/2014	05/19/2014	TESSMAN COMPANY SAINT PAU	\$2,002.20	SCOTT SCHULTZ
05/16/2014	05/19/2014	TRUGREEN # 5635	\$1,050.00	SCOTT SCHULTZ
05/27/2014	05/29/2014	USA MOBILITY WIRELE	\$16.10	SCOTT SCHULTZ
05/19/2014	05/21/2014	A-1 LAUNDRY	\$31.50	CAITLIN SHERRILL
05/27/2014	05/28/2014	TARGET 00011858	\$27.31	CAITLIN SHERRILL
05/27/2014	05/28/2014	MICHAELS STORES 2744	\$32.18	CAITLIN SHERRILL
05/29/2014	05/30/2014	TARGET 00011858	\$2.99	CAITLIN SHERRILL
05/19/2014	05/21/2014	OFFICE DEPOT #1090	\$71.81	ANDREA SINDT
05/22/2014	05/23/2014	DRAIN KING	\$380.00	ANDREA SINDT
05/23/2014	05/26/2014	DRAIN KING	\$380.00	ANDREA SINDT
05/18/2014	05/20/2014	SPRINT STORE #226	\$26.77	RONALD SVENDSEN
05/21/2014	05/22/2014	PANERA BREAD #601305	\$119.85	JAMES TAYLOR
05/20/2014	05/22/2014	OFFICE MAX	\$77.10	PAUL THIENES
05/27/2014	05/29/2014	THE HOME DEPOT 2801	\$19.23	PAUL THIENES
05/20/2014	05/22/2014	OFFICE DEPOT #1090	\$61.02	KAREN WACHAL
05/20/2014	05/22/2014	OFFICE DEPOT #1090	\$18.32	KAREN WACHAL
05/16/2014	05/19/2014	SPORTS AUTHORI00007112	\$49.98	JAY WENZEL
05/16/2014	05/19/2014	DALCO ENTERPRISES, INC	\$416.44	SUSAN ZWIEG
05/20/2014	05/22/2014	GREEN STUFF OUTDOOR SE	\$96.14	SUSAN ZWIEG
05/21/2014	05/22/2014	DALCO ENTERPRISES, INC	(\$23.00)	SUSAN ZWIEG
05/27/2014	05/28/2014	DALCO ENTERPRISES, INC	\$120.59	SUSAN ZWIEG

\$50,681.05

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>
	06/06/14	ABRAMS, MARYLEE	448.23
	06/06/14	CARDINAL, ROBERT	448.23
	06/06/14	JUENEMANN, KATHLEEN	448.23
	06/06/14	KOPPEN, MARVIN	448.23
	06/06/14	SLAWIK, NORA	509.26
	06/06/14	AHL, R. CHARLES	5,959.42
	06/06/14	COLEMAN, MELINDA	5,213.95
	06/06/14	KNUTSON, LOIS	2,397.06
	06/06/14	KANTRUD, HUGH	184.62
	06/06/14	CHRISTENSON, SCOTT	2,020.19
	06/06/14	FARR, LARRY	3,353.56
	06/06/14	JAHN, DAVID	1,990.13
	06/06/14	BURLINGAME, SARAH	476.82
	06/06/14	RAMEAUX, THERESE	3,192.51
	06/06/14	BAUMAN, GAYLE	5,052.91
	06/06/14	ANDERSON, CAROLE	1,274.17
	06/06/14	DEBILZAN, JUDY	1,427.00
	06/06/14	JACKSON, MARY	2,219.30
	06/06/14	KELSEY, CONNIE	2,705.98
	06/06/14	RUEB, JOSEPH	2,999.40
	06/06/14	BEGGS, REGAN	1,640.20
	06/06/14	GUILFOILE, KAREN	4,742.41
	06/06/14	SCHMIDT, DEBORAH	3,158.62
	06/06/14	SPANGLER, EDNA	1,094.07
	06/06/14	LARSON, MICHELLE	1,984.20
	06/06/14	MECHELKE, SHERRIE	1,074.08
	06/06/14	MOY, PAMELA	1,587.35
	06/06/14	OSTER, ANDREA	1,991.12
	06/06/14	RICHTER, CHARLENE	994.63
	06/06/14	SCHOENECKER, LEIGH	1,803.39
	06/06/14	VITT, SANDRA	948.87
	06/06/14	WEAVER, KRISTINE	2,459.40
	06/06/14	CORCORAN, THERESA	1,984.19
	06/06/14	KVAM, DAVID	4,390.72
	06/06/14	PALANK, MARY	1,988.80
	06/06/14	SCHNELL, PAUL	4,840.36
	06/06/14	SHORTREED, MICHAEL	4,266.70
	06/06/14	SVENDSEN, JOANNE	2,194.22
	06/06/14	THOMFORDE, FAITH	1,705.21
	06/06/14	ABEL, CLINT	3,066.44
	06/06/14	ALDRIDGE, MARK	3,410.54

06/06/14	BAKKE, LONN	3,289.96
06/06/14	BARTZ, PAUL	1,698.26
06/06/14	BELDE, STANLEY	3,122.54
06/06/14	BENJAMIN, MARKESE	3,350.69
06/06/14	BIERDEMAN, BRIAN	3,659.00
06/06/14	BUSACK, DANIEL	3,808.65
06/06/14	CARNES, JOHN	2,585.56
06/06/14	CROTTY, KERRY	3,757.60
06/06/14	DEMULLING, JOSEPH	3,726.39
06/06/14	DOBLAR, RICHARD	4,177.09
06/06/14	DUGAS, MICHAEL	5,601.40
06/06/14	ERICKSON, VIRGINIA	3,318.01
06/06/14	FORSYTHE, MARCUS	2,841.05
06/06/14	FRITZE, DEREK	3,398.25
06/06/14	GABRIEL, ANTHONY	3,909.85
06/06/14	HAWKINSON JR, TIMOTHY	3,233.17
06/06/14	HER, PHENG	3,079.49
06/06/14	HIEBERT, STEVEN	3,813.74
06/06/14	HOEMKE, MICHAEL	2,205.68
06/06/14	HOFMEISTER, TIMOTHY	496.00
06/06/14	JASKOWIAK, AMANDA	480.00
06/06/14	JOHNSON, KEVIN	4,658.68
06/06/14	KALKA, THOMAS	982.09
06/06/14	KONG, TOMMY	3,410.64
06/06/14	KREKELER, NICHOLAS	962.90
06/06/14	KROLL, BRETT	3,354.09
06/06/14	LANGNER, SCOTT	3,228.28
06/06/14	LANGNER, TODD	3,172.48
06/06/14	LU, JOHNNIE	3,066.44
06/06/14	LYNCH, KATHERINE	3,396.66
06/06/14	MARINO, JASON	3,293.02
06/06/14	MARTIN, JERROLD	3,719.13
06/06/14	MCCARTY, GLEN	3,764.50
06/06/14	METRY, ALESIA	3,353.22
06/06/14	MICHELETTI, BRIAN	2,727.54
06/06/14	MULVIHILL, MARIA	2,003.97
06/06/14	NYE, MICHAEL	3,843.12
06/06/14	OLDING, PARKER	2,382.48
06/06/14	OLSON, JULIE	2,483.82
06/06/14	PARKER, JAMES	2,841.05
06/06/14	REZNY, BRADLEY	6,381.95
06/06/14	RHUDE, MATTHEW	3,046.79
06/06/14	SCHOEN, ZACHARY	2,373.69
06/06/14	SLATER, BENJAMIN	2,220.82
06/06/14	STEINER, JOSEPH	3,171.25
06/06/14	SYPNIEWSKI, WILLIAM	3,171.25
06/06/14	TAUZELL, BRIAN	3,138.43
06/06/14	THEISEN, PAUL	3,172.48
06/06/14	THIENES, PAUL	4,417.11
06/06/14	WENZEL, JAY	3,123.37
06/06/14	XIONG, KAO	3,066.44
06/06/14	ANDERSON, BRIAN	340.47

06/06/14	BAHL, DAVID	365.06
06/06/14	BASSETT, BRENT	365.69
06/06/14	BAUMAN, ANDREW	3,035.23
06/06/14	BEITLER, NATHAN	649.44
06/06/14	BOURQUIN, RON	554.76
06/06/14	CAPISTRANT, JOHN	813.08
06/06/14	CONCHA, DANIEL	516.43
06/06/14	COREY, ROBERT	667.77
06/06/14	CRAWFORD - JR, RAYMOND	2,689.35
06/06/14	CRUMMY, CHARLES	176.54
06/06/14	DABRUZZI, THOMAS	3,034.35
06/06/14	DAWSON, RICHARD	3,326.36
06/06/14	EVERSON, PAUL	3,586.65
06/06/14	FASULO, WALTER	519.12
06/06/14	HAGEN, MICHAEL	655.73
06/06/14	HALE, JOSEPH	209.62
06/06/14	HALWEG, JODI	3,967.37
06/06/14	HAWTHORNE, ROCHELLE	2,829.39
06/06/14	HUTCHINSON, JAMES	659.27
06/06/14	IMM, TRACY	586.25
06/06/14	JANSEN, CHAD	176.54
06/06/14	KANE, ROBERT	1,073.83
06/06/14	KARRAS, JAMIE	226.98
06/06/14	KERSKA, JOSEPH	819.65
06/06/14	KONDER, RONALD	668.34
06/06/14	KUBAT, ERIC	3,019.64
06/06/14	LINDER, TIMOTHY	3,581.82
06/06/14	LOCHEN, MICHAEL	521.11
06/06/14	MILLER, LADD	827.09
06/06/14	MILLER, NICHOLAS	706.17
06/06/14	MILLER, RACHEL	214.37
06/06/14	MONDOR, MICHAEL	3,731.87
06/06/14	NEILY, STEVEN	37.83
06/06/14	NIELSEN, KENNETH	661.95
06/06/14	NOVAK, JEROME	3,419.26
06/06/14	NOWICKI, PAUL	756.62
06/06/14	OLSON, JAMES	3,549.28
06/06/14	O'NEILL, KEVIN	491.80
06/06/14	OPHEIM, JOHN	279.49
06/06/14	PACHECO, ALPHONSE	730.80
06/06/14	PARROW, JOSHUA	453.97
06/06/14	PETERSON, MARK	250.07
06/06/14	PETERSON, ROBERT	3,319.89
06/06/14	POWERS, KENNETH	327.87
06/06/14	RAINEY, JAMES	982.03
06/06/14	RANK, PAUL	945.77
06/06/14	RICE, CHRISTOPHER	1,112.56
06/06/14	SEDLACEK, JEFFREY	3,140.56
06/06/14	STREFF, MICHAEL	3,624.66
06/06/14	SVENDSEN, RONALD	3,930.59
06/06/14	TRACY, DANIEL	63.05
06/06/14	GERVAIS-JR, CLARENCE	4,157.26

06/06/14	LUKIN, STEVEN	4,815.66
06/06/14	ZWIEG, SUSAN	1,780.44
06/06/14	CORTESI, LUANNE	1,799.16
06/06/14	SINDT, ANDREA	2,480.20
06/06/14	BRINK, TROY	2,504.47
06/06/14	BUCKLEY, BRENT	2,794.22
06/06/14	DEBILZAN, THOMAS	2,240.99
06/06/14	EDGE, DOUGLAS	2,620.40
06/06/14	JONES, DONALD	2,243.29
06/06/14	MEISSNER, BRENT	2,155.39
06/06/14	NAGEL, BRYAN	3,702.80
06/06/14	OSWALD, ERICK	2,392.40
06/06/14	RUIZ, RICARDO	1,765.79
06/06/14	RUNNING, ROBERT	2,459.39
06/06/14	TEVLIN, TODD	2,240.99
06/06/14	BUI, EVAN	945.00
06/06/14	BURLINGAME, NATHAN	2,299.20
06/06/14	DUCHARME, JOHN	2,859.20
06/06/14	ENGSTROM, ANDREW	3,236.72
06/06/14	JAROSCH, JONATHAN	3,134.61
06/06/14	LINDBLOM, RANDAL	2,940.25
06/06/14	LOVE, STEVEN	3,852.46
06/06/14	THOMPSON, MICHAEL	4,821.90
06/06/14	ZIEMAN, SCOTT	968.00
06/06/14	JANASZAK, MEGHAN	1,720.19
06/06/14	KONEWKO, DUWAYNE	4,803.18
06/06/14	HAMRE, MILES	1,730.40
06/06/14	HAYS, TAMARA	1,765.79
06/06/14	HINNENKAMP, GARY	2,464.00
06/06/14	NAUGHTON, JOHN	2,363.93
06/06/14	NORDQUIST, RICHARD	788.52
06/06/14	PURVES, JUSTIN	1,609.79
06/06/14	RANWEILER, GABRIEL	313.50
06/06/14	BIESANZ, OAKLEY	1,749.77
06/06/14	DEAVER, CHARLES	861.53
06/06/14	GERNES, CAROLE	680.00
06/06/14	HAYMAN, JANET	1,373.65
06/06/14	HUTCHINSON, ANN	2,762.97
06/06/14	SOUTTER, CHRISTINE	799.00
06/06/14	WACHAL, KAREN	453.39
06/06/14	GAYNOR, VIRGINIA	3,383.30
06/06/14	KROLL, LISA	1,984.19
06/06/14	YOUNG, TAMELA	2,144.99
06/06/14	EKSTRAND, THOMAS	3,984.62
06/06/14	FINWALL, SHANN	3,371.39
06/06/14	MARTIN, MICHAEL	2,939.39
06/06/14	BRASH, JASON	2,696.99
06/06/14	CARVER, NICHOLAS	3,628.62
06/06/14	SWAN, DAVID	2,885.01
06/06/14	SWANSON, CHRIS	1,827.40
06/06/14	WEIDNER, JAMES	1,224.00
06/06/14	WELLENS, MOLLY	1,836.60

06/06/14	BJORK, BRANDON	247.50
06/06/14	BRENEMAN, NEIL	2,483.78
06/06/14	GORACKI, GERALD	85.50
06/06/14	KONG, KATELYNE	96.00
06/06/14	LARSON, KATELYN	90.00
06/06/14	LARSON, TRISTA	54.00
06/06/14	ROBBINS, AUDRA	3,473.33
06/06/14	ROBBINS, CAMDEN	136.50
06/06/14	RUSS, KAYLA	32.00
06/06/14	TAYLOR, JAMES	3,149.54
06/06/14	VUKICH, CANDACE	70.00
06/06/14	ADAMS, DAVID	2,040.00
06/06/14	HAAG, MARK	2,459.39
06/06/14	ORE, JORDAN	2,250.03
06/06/14	SCHULTZ, SCOTT	3,487.37
06/06/14	WILBER, JEFFREY	1,793.47
06/06/14	AKEY, SHELLEY	67.50
06/06/14	EVANS, CHRISTINE	1,484.18
06/06/14	GLASS, JEAN	2,216.16
06/06/14	HOFMEISTER, MARY	1,138.84
06/06/14	KELLEY, CAITLIN	917.53
06/06/14	KULHANEK-DIONNE, ANN	543.25
06/06/14	MEYER, SASHA	1,726.07
06/06/14	PELOQUIN, PENNYE	619.91
06/06/14	SKRYPEK, JOSHUA	446.50
06/06/14	SMITH, CORTNEY	252.38
06/06/14	ST SAUVER, CRAIG	306.39
06/06/14	STAHLMANN, ELLEN	123.25
06/06/14	VUE, LOR PAO	206.84
06/06/14	AICHELE, MEGAN	288.39
06/06/14	AMUNDSON, DANIKA	45.00
06/06/14	ANDERSON, AARON	17.44
06/06/14	ANDERSON, JOSHUA	566.71
06/06/14	BAETZOLD, CLAIRE	36.75
06/06/14	BAETZOLD, SETH	119.69
06/06/14	BAUDE, JANE	36.50
06/06/14	BAUDE, SARAH	101.76
06/06/14	BERGLUND, ERIK	25.38
06/06/14	BESTER, MICHAEL	149.50
06/06/14	BUCKLEY, BRITTANY	430.00
06/06/14	BUTLER, ANGELA	112.50
06/06/14	CLARK, PAMELA	34.21
06/06/14	CRANDALL, ALYSSA	34.88
06/06/14	CRANDALL, KRISTA	240.57
06/06/14	DEMPSEY, BETH	164.12
06/06/14	DRECHSEL, HEIDI	13.74
06/06/14	DUNN, RYAN	542.89
06/06/14	EKSTRAND, DANIEL	118.67
06/06/14	ERICKSON-CLARK, CAROL	37.12
06/06/14	FARRELL, DANIEL	68.88
06/06/14	FONTAINE, KIM	620.42
06/06/14	FRAMPTON, SAMANTHA	169.00

06/06/14	GADOW, VERONIKA	55.13
06/06/14	GRAY, MEGAN	138.30
06/06/14	GRUENHAGEN, LINDA	241.30
06/06/14	HAGSTROM, EMILY	22.80
06/06/14	HANSEN, HANNAH	392.51
06/06/14	HASSAN, KIANA	70.40
06/06/14	HEINRICH, SHEILA	385.26
06/06/14	HOLMBERG, LADONNA	192.39
06/06/14	HORWATH, RONALD	3,000.03
06/06/14	JOHNSON, BARBARA	334.90
06/06/14	KEEFE, ANDEE	43.89
06/06/14	KEMP, MAYA	33.15
06/06/14	KOHLER, ROCHELLE	64.76
06/06/14	KOZDROJ, GABRIELLA	125.00
06/06/14	LAMEYER, BRENT	65.26
06/06/14	LAMSON, ELIANA	27.00
06/06/14	MASON, AMY	40.69
06/06/14	MCCOMAS, LEAH	262.50
06/06/14	MCCORMACK, MELISSA	104.74
06/06/14	MUSKAT, JULIE	137.50
06/06/14	NITZ, CARA	325.50
06/06/14	NORTHOUSE, KATHERINE	316.60
06/06/14	OHS, CYNTHIA	138.00
06/06/14	RANEY, COURTNEY	723.25
06/06/14	RAU, COLE	47.13
06/06/14	REHLING-ANDERSON, LORIE	171.50
06/06/14	RESENDIZ, LORI	2,474.70
06/06/14	RICHTER, DANIEL	94.50
06/06/14	ROLLERSON, TERRANCE	60.00
06/06/14	SCHERER, KATHLENE	25.00
06/06/14	SCHREIER, ABIGAIL	248.26
06/06/14	SCHREIER, ROSEMARIE	301.25
06/06/14	SCHREIER, ZACHARY	116.25
06/06/14	SCHREINER, MARK	40.15
06/06/14	SKUNES, KELLY	17.00
06/06/14	SMITH, ANN	159.26
06/06/14	SMITH, CASEY	162.35
06/06/14	SMITH, JEROME	229.00
06/06/14	SMITLEY, SHARON	194.26
06/06/14	SYME, ABBEY	75.00
06/06/14	SYME, LAUREN	72.48
06/06/14	TREPANIER, TODD	207.00
06/06/14	TUPY, HEIDE	45.80
06/06/14	TUPY, MARCUS	71.25
06/06/14	WALES, ABIGAIL	158.29
06/06/14	WARNER, CAROLYN	138.60
06/06/14	WHITE, DANICA	44.10
06/06/14	YUNKER, JOSEPH	46.00
06/06/14	BOSLEY, CAROL	69.75
06/06/14	LANGER, CHELSEA	274.26
06/06/14	LANGER, KAYLYN	59.50
06/06/14	MOSLOSKI, JESSICA	189.13

	06/06/14	RANGEL, SAMANTHA	106.00
	06/06/14	WISTL, MOLLY	253.25
	06/06/14	BOWMAN, CHRIS	244.00
	06/06/14	CRAWFORD, SHAWN	420.00
	06/06/14	CUSICK, JESSICA	127.50
	06/06/14	DOUGLASS, TOM	1,995.68
	06/06/14	INDA, ANTHONY	64.00
	06/06/14	KRECH, ELAINE	682.77
	06/06/14	LEYVA LUNDBERG, DANTE	107.20
	06/06/14	LOONEY, RAYJEANIA	108.00
	06/06/14	MAIDMENT, COLIN	669.00
	06/06/14	MALONEY, SHAUNA	289.00
	06/06/14	NESVACIL, BRENNAN	112.00
	06/06/14	PRINS, KELLY	1,835.39
	06/06/14	REILLY, MICHAEL	2,020.19
	06/06/14	STEFFEN, MICHAEL	76.50
	06/06/14	THOMPSON, BENJAMIN	212.50
	06/06/14	COUNTRYMAN, BRENDA	1,188.00
	06/06/14	JACOBSON, AMANDA	400.00
	06/06/14	PRIEM, STEVEN	2,520.89
	06/06/14	WOEHRLE, MATTHEW	2,313.20
	06/06/14	XIONG, BOON	1,544.99
	06/06/14	BERGO, CHAD	2,824.09
	06/06/14	FOWLDS, MYCHAL	4,189.58
	06/06/14	FRANZEN, NICHOLAS	2,988.47
	06/06/14	KREGER, JASON	2,353.80
9990034	06/06/14	DIAZ, SARITA	59.50
9990035	06/06/14	HANNIGAN, RACHEL	49.00
9990036	06/06/14	EKSTRAND, RYAN	48.44
9990037	06/06/14	MILLER, MELISSA	135.50
			531,066.88

MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: Lois Knutson, Senior Administrative Assistant
DATE: June 18, 2014
SUBJECT: Approval of Resolution Appointing Annastacia Belladonna-Carrera to the Human Rights Commission

Introduction

There is one opening on the Human Rights Commission. This opening is due to terms expiring and resignations. The City has advertised and accepted applications from interested individuals. During the Workshop on June 9, 2014 the City Council interviewed the candidate for the commission and filled out ballots, which staff has tallied.

Recommendation

Staff recommends the City Council approve the attached resolution to appoint a candidate to the commission indicated.

Human Rights Commission

Annastacia Belladonna-Carrera, term expires May 1, 2015

Attachment

1. Resolution for Appointment

RESOLUTION

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

Hereby appoints the following individual, who has interviewed with the Maplewood City Council, to serve on the following commission:

Human Rights Commission

Annastacia Belladonna-Carrera, term expires May 1, 2015

MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: Karen Guilfoile, Director Citizen Services
DATE: June 16, 2014
SUBJECT: Approval of Resolution for a Temporary Lawful Gambling Permit for the White Bear Avenue Business Association, 2020 White Bear Avenue N

Introduction

An application for a Temporary Lawful Gambling permit has been submitted by Leslie Nelson, on behalf of the White Bear Avenue Business Association, for the association's participation in the Ramsey County Fair, held July 9th through July 13th, 2014. The Ramsey County Fair is an annual event and funds raised will be used to support community events and other non-profit organizations in the area.

In order for the State of Minnesota to authorize the association's off-site gambling for this event, approval of the attached Resolution from the City is required.

Recommendation

It is recommended that the council approve the Resolution for a temporary gambling permit for the White Bear Avenue Business Association for the Ramsey County Fair, 2020 White Bear Avenue N.

Attachments

1. Resolution

RESOLUTION

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the temporary gambling permit is approved for White Bear Avenue Business Association to be used at the Ramsey County Fair, 2020 White Bear Avenue, Maplewood, MN from July 9 through July 13, 2014.

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: Melinda Coleman, Interim City Manager
FROM: Karen Guilfoile, Citizen Services Director
DATE: June 18, 2014
SUBJECT: Approval to Waive Permit Fees for Ramsey County Fair, 2020 White Bear Avenue N

Introduction

On June 15, 2014 Joe Fox, on behalf of the Ramsey County Fair Board, submitted the following temporary permit applications to be used during the Ramsey County Fair from July 9 through 13, 2014: Noise Control Waiver Request, Display of Fireworks, and Temporary Amusement Rides. The fees totaling for these permits is \$646.00.

In previous years the fees have been waived for permits obtained by the Ramsey County Fair Board, and Mr. Fox is requesting the same for this year.

Recommendation

Staff recommends the approval to waive the \$646.00 fees associated with the permits applied for by the Ramsey County Fair Board, for the Ramsey County Fair held at 2020 White Bear Ave N.

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Michael Thompson, Director of Public Works/City Engineer
Steve Lukin, Fire Chief

DATE: June 9, 2014

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, East Metro Public Safety Training Center Phase I Bid Package 5 Improvements Burn Building and Burn Tower, City Project 09-09

Introduction

The City Council will consider approving the attached resolution directing the modification of the existing construction contract for the East Metro Public Safety Training Center, Phase 1 Bid Package 5 Improvements, City Project 09-09.

Background

On July 8, 2013, the Council awarded Weber Construction Company a construction contract for construction of the Burn Building and the tower portion of the Training Tower Building at the East Metro site in the amount of \$1,518,000.00. There have been two change orders to the contract to date. Change Order 1, in the amount of \$7,580.50 was approved on January 27, 2014 and Change Order 2, in the amount of \$6,280.61, was approved on April 14, 2014.

The East Metro Bid Package 5 Improvements project has been under construction since fall 2013 and is scheduled to be completed by the end of June 2014. Coordination with the burn equipment supplier and review of the buildings during the construction process has resulted in the need to make minor changes in the facility to better meet both short term and long term operational needs.

Discussion

The modifications include modifying door hardware to stainless steel, adding a circuit breaker to the electrical panel, increasing the interior block wall thickness in selected areas to accommodate a drain pipe, and adding a gas trap/vent to the drain pipe system.

The change order costs are summarized below:

Change Order #1	Unit	Amount
Item PR#002-2 Import sand backfill	LS	3,650.90
Item PR#006-3 Add footing at stair base	LS	1,961.74
Item PR#008 Add 10" CMU walls in tower	LS	8,446.32
Item PCO#005 Hole cutting in precast wall for duct	LS	881.02
Item PCO#006 Revise breakthrough frames	LS	5,075.96
Item PCO#009 Hood for exhaust fan 5	LS	1,975.59

Item PR#009	High temp flexible duct	LS	749.56
Item PCO#10	Revise wiring at overhead coil door	LS	860.36
Net Project Cost Increase			\$23,601.45

Budget Impact

Approval of Change Order No. 3 will increase the project construction contract amount by \$23,601.45 from \$1,531,861.11 to \$1,555,462.56.

To provide a more holistic view of the budget:

The original budget adopted in May 2012 for this Phase I project was \$4.335 million. Since that time additional revenues from transfers, additional SPRWS funding, MnDOT signal contributions total \$238,900. Thus it is anticipate an updated budget plan will be brought back to council to reflect these additional revenues and also additional expenses. The revised financing plan will also be adjusted to reflect the recent additional bonding bill allocation of \$1.65 million of which a portion is for the Phase 2 commercial wing of the burn tower and additional burn liner and props.

In projecting total expenditures and revenues for both Phase 1 and 2 the project is anticipated to be within budget. Prior to awarding construction work for Phase 2 of the project, an updated detailed budget plan will be brought to council for consideration.

Recommendation

Staff recommends that the council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 3, for the East Metro Public Safety Training Center Phase 1 Bid Package 5 Improvements, City Project 09-09.

Attachments

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

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT
PROJECT 09-09, BID PACKAGE 5, CHANGE ORDER NO. 3**

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. 3.

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

1. The mayor and city clerk are hereby authorized and directed to modify the existing contract by executing said Change Order No. 3 which is an increase of \$23,601.45

The revised contract amount is \$1,555,462.56.

Adopted by the Maplewood City Council on this 23th day of June 2014.

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): East Metro Public Safety Training Center 34th St. & Century Ave. N. Maplewood, MN	CHANGE ORDER NUMBER: 003 DATE: 5/28/14	OWNER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
TO CONTRACTOR (Name and address): Weber, Inc. 110 Franklin Center 2497 7th Avenue East North St. Paul, MN 55109	ARCHITECT'S PROJECT NUMBER: Maple 117956 CONTRACT DATE: August 26, 2013 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

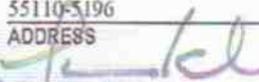
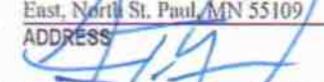
- 1) Correction to Change Order #1 language regarding PR #002 - Item should read "Provide additional sand backfill as described in PR#002 item #1. Items #2 and #3 not provided at this time." The cost figures in Change Order #1 are correct.
- 2) PR#002 item #2 - Additional excavation work, import sand - ADD \$3,650.90.
- 3) PR#006-3 item 1 - Add footing at base of stair - ADD \$1,961.74.
- 4) PR#008 - Add 10"CMU in barn building and install remaining 6" CMU in tower - ADD 8,446.32
- 5) PCO#005 - Provide hole cutting in precast wall - ADD \$881.02.
- 6) PCO#006 - Revised breakthrough frames - ADD \$5,075.96.
- 7) PCO #009 - Greenheck hood for EF#5 - ADD \$1,975.59.
- 8) PR #009 - High temp flexible duct - ADD \$749.56.
- 9) PCO#10 - Wiring at OH coiling door - ADD \$860.36.

The original Contract Sum was	\$ 1,518,000.00
The net change by previously authorized Change Orders	\$ 13,861.11
The Contract Sum prior to this Change Order was	\$ 1,531,861.11
The Contract Sum will be increased by this Change Order in the amount of	\$ 23,601.45
The new Contract Sum including this Change Order will be	\$ 1,555,462.56

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is Unchanged

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>S.E.H. Inc.</u> ARCHITECT (Firm name)	<u>Weber, Inc.</u> CONTRACTOR (Firm name)	<u>City of Maplewood</u> OWNER (Firm name)
<u>3535 Vadnais Center Drive, St. Paul MN 55110-5196</u> ADDRESS	<u>110 Franklin Center, 2497 7th Avenue East, North St. Paul, MN 55109</u> ADDRESS	<u>City Hall, 1830 County Road B East, Maplewood MN 55109</u> ADDRESS
 BY (Signature)	 BY (Signature)	 BY (Signature)
<u>Laurence Koch, AIA</u> (Typed name)	<u>Steve Weber</u> (Typed name)	 (Typed name)
<u>5.22.14</u> DATE	<u>6-6-14</u> DATE	 DATE

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Michael Thompson, Director of Public Works/City Engineer
Steve Lukin, Fire Chief

DATE: June 17, 2014

SUBJECT: Approval of Supplemental Agreement for Professional Services, East Metro Public Safety Training Center, City Project 09-09

Introduction

The City Council will consider approving the attached supplemental agreement for professional services as part of the East Metro Public Safety Training Center, Phase 1 Bid Packages 3 & 5 Improvements, City Project 09-09.

Background

The East Metro Public Safety Training Center project was funded in part from the 2011 Special Session Bonding Bill. The City retained the services of SEH to begin preliminary engineering in September 2011 under Supplemental Agreement No. 100. Supplemental Agreement 100A followed for preparation of the Feasibility Study and construction documents for Bid Package 1. Supplemental Agreement 100B was authorized for work on Bid Package 2 and Supplemental Agreement 100C was authorized for work on Bid Packages 3, 4 and 5.

Discussion

The scope of work under Supplemental Agreement No. 100D represents the final engineering needed to complete the initial Phase 1 project including Bid Packages 3 and 5. The additional work is needed, in part, due to the bidding climate at the time Bid Package 5 was originally bid. The bids were significantly higher than were anticipated in the Feasibility Report. This required revisions to the bidding documents and separating out a portion of the tower structure to be rebid as an alternate.

The second factor is the project schedule. The original feasibility study schedule anticipated that the project would be completed by September 2013. Due, in part, to the rebidding of Bid Package 5, the project construction schedule was delayed to a fall 2013 start and subsequently pushed the start of Bid Package 3 to a spring 2014 start. The total amount for the supplemental letter of agreement is \$120,000. SEH has agreed to finalize the commercial wing portion of the project (Phase 2) without additional charges after conversation between the fire chief, city engineer, and project team. It should be noted a small portion of this agreement is for continued work on the MnDOT portion of the site under Bid Package 2.

The City is currently weighing its options in recouping damages (actual delay costs) from Weber Construction including but not limited to a portion of this additional professional services contract, Weber Construction delays to Kidde work, and cost impacts to the joint powers for

rescheduling planned training activities at the site. Weber was put on notice previously and has continued to not meet project deadlines.

Budget Impact

A portion of these additional costs is a direct result of Weber Construction delays in which the City will seek to recoup.

To provide a more holistic view of the budget:

The original budget adopted in May 2012 for this Phase I project was \$4.335 million. Since that time additional revenues from transfers, additional SPRWS funding, MnDOT signal contributions total \$238,900. Thus it is anticipate an updated budget plan will be brought back to council to reflect these additional revenues and also additional expenses. The revised financing plan will also be adjusted to reflect the recent additional bonding bill allocation of \$1.65 million of which a portion is for the Phase 2 commercial wing of the burn tower and additional burn liner and props.

In projecting total expenditures and revenues for both Phase 1 and 2 the project is anticipated to be within budget. Prior to awarding construction work for Phase 2 of the project, an updated detailed budget plan will be brought to council for consideration.

Recommendation

Staff recommends that the City Council approve the attached supplemental letter of agreement for professional services as part of the East Metro Public Safety Training Center Phase 1 Bid Package 3 & 5 Improvements, City Project 09-09 and authorize the City Manager and City Engineer to sign the attached supplemental letter of agreement.

Attachments

1. Supplemental Letter Agreement No. 100D



Building a Better World
for All of Us®

June 5, 2014

RE: Maplewood, Minnesota
East Metro Public Safety Training Center
Phase 1 - Bid Packages 3/5
Supplemental Letter Agreement No. 100D
SEH File No. MAPLE 117956
City No. 09-09

Mr. Michael Thompson, PE
Public Works Director / City Engineer
City of Maplewood
1830 East County Road B
Maplewood, Minnesota 55109

Dear Mr. Thompson:

Supplemental Letter Agreement No. 100D is an extension of and in accordance with the Standard Agreement for Professional Engineering Services between the City of Maplewood (City) and Short Elliott Hendrickson Inc. (SEH®). This supplemental agreement pertains to additional work completed and in progress for preparation of a second set of bidding documents for Bid Package 5 (Burn Structures) and additional construction services for Bid Package 3 (Site Improvements) and Bid Package 5 due to the extended project schedule.

Two major factors have resulted in the need for this amended scope of work. First, the bidding climate at the time Bid Package 5 was originally bid resulted in significantly higher construction costs than were anticipated in the Feasibility Report. This required revisions to the bidding documents and separating out a portion of the tower structure to be bid as a bid alternate. The second factor is the project schedule. Our original scope of work for Bid Packages 3 and 5 is described in Supplemental Agreement No. 100C and anticipated that the project would be completed by September 2013. Due, in part, to the rebidding of Bid Package 5, the project construction schedule was delayed to a fall 2013 start and subsequently pushed the start of Bid Package 3 to a spring 2014 start.

Scope of Work

Our amended scope of work is described in attached Exhibit A.

Compensation

Compensation shall be on an hourly basis, based on the actual hours worked for SEH personnel assigned to the project, plus reimbursable expenses. The fees summarized below are for additional

Mr. Michael Thompson
June 5, 2014
Page 2

services to under Bid Packages 2, 3 and 5 as described in Exhibit A. The total amended fee for Phase 1 will not be exceeded.

Task 4.6 Construction Administration – Bid Package 2	\$2,000
Task 5.6 Construction Documents	
SEH – Architectural – Rebid of Bid Package 5	\$7,865
Construction Cost Estimate Subcontract	\$3,335
Task 5.7 Construction Administration (Bid Packages 3 and 5)	\$70,000
Task 5.8 Meetings (October 2013 - June 2014)	\$11,900
Task 5.9 Project Management (October 2013 - June 2014)	\$9,900
<u>Subtotal</u>	<u>\$105,000</u>
<u>Braun Subcontract (Testing/Inspections)</u>	<u>\$15,000</u>
Total Amendment	\$120,000

This supplemental Letter Agreement shall be the basis of work by SEH on the project described in this letter. If you are in agreement with the terms, please execute this Supplemental Letter Agreement with proper signatures and return one original to our offices.

We look forward to continuing our work with the City of Maplewood.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

CITY OF MAPLEWOOD, MINNESOTA



By: _____

Title: _____

Accepted this _____ day of _____, 2014

By: _____

Title: _____

Accepted this _____ day of _____, 2014

FOR

Mark L. Lobermeier, PE
Principal | Client Service Manager

c: Ron Leaf, PE - SEH
Larry Koch - SEH

EXHIBIT A

EAST METRO PUBLIC SAFETY TRAINING CENTER - PHASE I
PROFESSIONAL SERVICES FOR BID PACKAGES 3 AND 5City No. 09-09
SEH No. 117956

June 5, 2014

The task and subtask descriptions provided herein summarize our scope of work needed to complete the work in Phase 1 of this project. Phase 1 work includes the following anticipated tasks, with Task 5 being the focus of this scope of work. Amendments to our scope of work under Task 4 is also described.

Task 1	(Completed) Preliminary Planning / Design
Task 2	(Completed) Feasibility Study
Task 3	(Completed) Bid Package 1 (Public Utilities)
Task 4	(Closeout Pending) Bid Package 2 (Grading/Soil/Environmental)
Task 5	Bid Package 3 (Site/Marshlands) and 5 (Training Center Burn Buildings)

TASK 4 - BID PACKAGE 2 DESIGN AND CONSTRUCTION (AMENDED)

4.6 SOIL CORRECTION AND GRADING

Project closeout grading work by Frattalone and coordination of work on the MnDOT site will require an estimated 16 hours of additional on-site staff time for Jeff Thene. This work will include developing a revised grading plan for the site and observing the work by Frattalone during completing.

TASK 5 - BID PACKAGE 3, 4 AND 5 DESIGN AND CONSTRUCTION

5.6 BID PACKAGE 5 CONSTRUCTION DOCUMENTS

Bid Package 5 required a second bidding process due to the bidding conditions at the time of the original bidding. This resulted from a higher than budgeted low bid of the burn building and full tower structure and required us to repackage the plans and bidding documents to include the commercial wing of the tower structure as a bid alternate. This also required redesign of the electrical and lighting systems that was originally fed from the commercial wing of the tower. Our additional costs included two coordination meetings with the Steering Committee, plan production and bidding process administration.

During both the original plan production phase and the rebid process for Bid Package 5, SEH retained the services of Professional Project Management Inc. to prepare an opinion of construction costs for the burn buildings and simulation buildings. The cost of these services was \$3,335.00.

5.7 CONSTRUCTION ADMINISTRATION

Due to the delays in the construction schedule, primarily on Bid Package 5, this has required an additional 3 plus months of construction observation, construction administration with the Bid

Package 5 contractors (Weber, Kidde, WHP Training Towers) and additional weekly construction meetings. Our original estimated cost for the construction services phase of the project was \$64,000 and assumed construction would be completed in September 2013. Our total construction administration through July 2014 will be an estimated \$134,000. This total includes costs through May of approximately \$107,000, plus an estimated \$20,000 in June 2014 and \$7,000 in July 2014. The additional cost for this task is \$70,000.

Special testing and inspection services for footings and building construction were not included in our original contract. We subcontracted the services of Braun Engineering to complete the inspections and testing required by the City's building department and to evaluate conformance to plans and specifications. Braun's work is estimated at \$10,000 for Bid Package 5 and is estimated to include an additional cost of \$5,000 for Bid Package 3 construction testing. The total Braun subcontract work is estimated as \$15,000.

5.8 MEETINGS / COORDINATION

Our original scope assumed the Steering Committee would meet monthly through September 2013 and be attended by the SEH Project Manager and Lead Architect. We have attended seven additional meetings through May 2014, with the December meeting being cancelled.

In late 2013, the Maplewood City Manager scheduled a monthly major projects meeting that was not included in our original scope of work. We have attended six of these meetings starting in August 2013 and running through April 2014. The estimated cost of these meetings is \$800 per meeting.

5.9 PROJECT MANAGEMENT

Our original scope assumed the project would be completed by September 2013. This amended scope includes eight (8) additional months of project management time through June 2014.

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

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

DATE: June 16, 2014

SUBJECT: Approval of Installation of Stop Sign at Standridge Avenue and Bartelmy Lane

Introduction

The City Council will consider the installation of a stop sign at the intersection of Standridge Avenue and Bartelmy Lane. Council action on the request is recommended.

Background

The placement of stop signs in the City is regulated by and consistent with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD). This manual is adopted by the city ordinance to regulate all street signage, markings, and signals. City staff has evaluated the intersection with respect to the criteria set forth by the MN MUTCD for the application of a stop sign.

The Public Works Department was contacted with concerns about traffic control at the intersection of Standridge Avenue and Bartelmy Lane. City staff performed a site investigation, gathered traffic volume data, reviewed the collected traffic data, and met with local residents.

The vehicular traffic volume entering the intersection from the major street approaches (total of both approaches for Bartelmy Lane) does not meet the MN MUTCD criteria of averaging at least 300 vehicles per hour for any 8 hours of an average day. The traffic data collected showed that the maximum total vehicles for the major street approaches in an hour totaled 46 vehicles.

The field review of the intersection revealed sight restrictions, at the northwest corner of the intersection, which might impact the speed at which drivers can safely access the intersection. The MN MUTCD provides for the use of engineering judgment in the case of restricted sight distance and the potential use of stop signs. Due to the observed sight restrictions city staff recommends that a stop sign be installed on Standridge Avenue at the southwest corner of the intersection of Standridge Avenue and Bartelmy Lane (see attached map).

Recommendation

It is recommended that the City Council approve the recommendation to install a stop sign at the southwest corner of the intersection of Standridge Avenue and Bartelmy Lane.

Attachments

1. Proposed Stop Sign Location Map

MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: Michael Martin, AICP, Planner
DATE: June 17, 2014
SUBJECT: Approval of a Conditional Use Permit Review, East Metro Public Safety Training Center, Located at Century Avenue, South of Holloway Avenue

Introduction

The conditional use permit (CUP) for a planned unit development (PUD) for the East Metro Public Safety Training Center located at Century Avenue, south of Holloway Avenue is due for review.

Background

On June 25, 2012, the council approved the following for this site:

1. A comprehensive land use plan amendment from unguided right-of-way to G (government facility).
2. A conditional use permit for a planned unit development.
3. Design review for the building, site and landscape plans
4. A wetland map amendment to remove incidental wetlands.

On June 24, 2013, the city council reviewed this permit and approved for one year.

Discussion

The construction of the Phase 1 buildings is nearly complete. The buildings and training facilities are expected to be operational later this summer. Staff recommends reviewing this project again in one year to check on progress.

Budget Impact

None.

Recommendation

Review the conditional use permit for the East Metro Public Safety Training Center located at Century Avenue, south of Holloway Avenue again in one year to check on the project's progress.

Attachments

1. Location map and aerial photo
2. Burn buildings renderings
3. June 25, 2012 city council minutes

P:\SEC13-29\East Metro Regional Fire Training\East Metro Regional Public Safety CUP Review_062314



East Metro Public Safety Training Center

Location Map and Aerial Photo



Wetlands 3 through 6 from the City's Wetland Map Based on the Opinion by the Watershed District that the Wetlands are Non-Historical and as such Incidental.

RESOLUTION 12-6-758
CONDITIONAL USE PERMIT/PLANNED UNIT DEVELOPMENT

WHEREAS, Fire Chief Steve Lukin of City of Maplewood has applied for a conditional use permit for a planned unit development to build a public safety training center.

WHEREAS, Section 44-6 of the city ordinance provides that a PUD can be a development characterized by a unified site design with two or more principal uses or structures.

WHEREAS, the site will also include MnDOT's continued operations and the marshlands rehabilitation project.

WHEREAS, Section 44-1093(b) of the city ordinance provides that the city council may consider flexibility from strict code compliance in the internal and external design requirements of the project dependent upon the following findings:

1. The proposed development and the surrounding neighborhood can be better served by relaxing the code requirements that regulate the physical development or layout of the project because of its unique nature.
2. The PUD would be consistent with the spirit, intent and purposes of this chapter.
3. The planned unit development would produce a development of equal or superior quality to that which would result from strict adherence to this chapter.
4. The deviations would not constitute a significant threat to the property values, safety, health or general welfare of the owners or occupants of nearby land or to the environment.
5. The deviations are required for the reasonable and practical physical development of the project.

WHEREAS, the applicant is requesting that the city allow a building to be constructed with architectural siding.

WHEREAS, this permit applies to the property located west of Highway 120 and Highway 5. The legal description is:

All that part of the following described tract:

The Southeast Quarter of the Southeast Quarter (SE 1/4 SE 1/4) of Section 13, Township 29 North, Range 22 West;

which lies northeasterly of a line run parallel with and distant 100 feet southwesterly of the following described line:

Beginning at a point on the east line of said Section 13, distant 1324.13 feet North of the southeast corner thereof; thence run westerly at an angle of 90 degrees with said east section line for 186.63 feet; thence deflect to right on a 10 degree 00 minute curve (delta angle 29 degrees 20 minutes) for 293.33 feet; thence on tangent to said curve for 100 feet and there terminating.

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

1. On June 5, 2012, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve the conditional use permit request.
2. On June 25, 2012 the city council discussed conditional use permit. They considered reports and recommendations from the planning commission and city staff.

NOW, THEREFORE, BE IT RESOLVED that the city council _____ the above-described conditional use permit and architectural metal siding building, because:

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.
10. The proposed development and the surrounding neighborhood can be better served by relaxing the code requirements that regulate the physical development or layout of the project because of its unique nature.
11. The PUD would be consistent with the spirit, intent and purposes of this chapter.
12. The PUD would produce a development of equal or superior quality to that which would result from strict adherence to this chapter.
13. The deviations would not constitute a significant threat to the property values, safety, health or general welfare of the owners or occupants of nearby land or to the environment.
14. The deviations are required for the reasonable and practical physical development of the project.

Approval is subject to the following conditions:

1. All construction shall follow the site plan date-stamped May 14, 2012. Staff may approve minor changes.
2. The city council shall review this permit in one year.
3. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
4. Comply with the requirements of the city's engineering department.
5. The applicant shall work with the building official and fire marshal to ensure compliance with applicable codes.
6. This approval does not include landscaping plans or building elevations for the classroom training building which shall be submitted for community design review board approval.
7. Hours of operation shall be limited to 9 a.m. to 10 p.m. and the site must be in compliance with the city's noise ordinance at all times.
8. City council must approve a joint powers agreement with partnering jurisdictions that will limit the use of the burn buildings when weather conditions may cause smoke and other irritants to affect nearby residential neighborhoods.

The Maplewood City Council approved this resolution on June 25, 2012.

RESOLUTION 12-6-759
Changes to the Maplewood Wetland Map

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

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

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

WHEREAS, in 2005 and 2011 the City of Maplewood had wetlands delineated on a 20.5-acre vacant lot located west of the intersection of Century Avenue and Highway 5 (refer to wetland delineation map attached).

WHEREAS, the wetland delineation found that Wetlands 3 through 6 were developed incidentally as a result of the activities associated with the grading and fill material completed by the Minnesota Department of Transportation (MnDOT) in the 1970s.

WHEREAS, in November 2011 the Local Governmental Unit (MnDOT) and Technical Evaluation Panel (Ramsey Washington Metro Watershed District) reviewed the delineation report and agreed with the assessment that Wetlands 3 through 6 are non-historical wetlands and thus

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Michael Martin, AICP, Planner

DATE: June 17, 2014

SUBJECT: Approval of a Conditional Use Permit Review, Tubman Center East Planning Unit Development, 1725 Monastery Way

Introduction

The conditional use permit (CUP) for the St. Paul's Monastery planned unit development (PUD) at 2675 Larpenteur Avenue East is due for its annual review. The PUD allowed the development of the monastery property with the following uses:

- A 40-unit senior-housing apartment building to be operated by CommonBond Communities.
- A 50-unit town house development also to be built and operated by CommonBond.
- A conversion of the monastery to a family-violence shelter by the Tubman Family Alliance.
- A new monastery on the north end of the property.

Background

May 14, 2007: The city council approved this PUD and the preliminary plat for Century Trails Commons, the town house complex. Refer to the attached city council minutes.

February 12, 2008: The community design review board (CDRB) approved the design plans for the new monastery.

April 14, 2008: The city council approved the final plat for Century Trails Commons.

April 22, 2008: The CDRB approved the design plans for the Century Trails Commons town homes.

July 27, 2009: The city council approved the design plans and a revision to the PUD allowing unit sizes that are less than the required 580-square-foot minimum as stated in the zoning ordinance for the CommonBond Communities senior housing apartment building.

July 12, 2010: The city council approved revised landscape plans.

On July 26, 2010, the city council reviewed the CUP and agreed to review it again in one year.

On July 25, 2011, the city council reviewed the CUP and agreed to review it again in one year.

On July 23, 2012, the city council reviewed the CUP and agreed to review it again in one year.

On May 13, 2013, the city council approved a CUP revision to allow the Tubman Family Alliance to utilize the two upper floors in order to expand the shelter housing and services.

Code Requirement

Section 44-1100(a) of the zoning code states that CUPs shall be reviewed by the city council within one year of approval. At the one-year review, the council may specify an indefinite term for a subsequent review or a specific term not to exceed five years.

Discussion

The monastery, 50-unit Trails Edge Town Homes and 40-unit Century Trails Senior Housing Apartments are complete. The Tubman Family Alliance received council approval last year to expand its shelter and services into the upper two floors of its buildings. Building permits have been pulled and work is underway.

Staff is not aware of any neighborhood complaints or concerns. The city council should review this permit in one year to check on the progress of the remaining elements of this PUD.

Budget Impact

None.

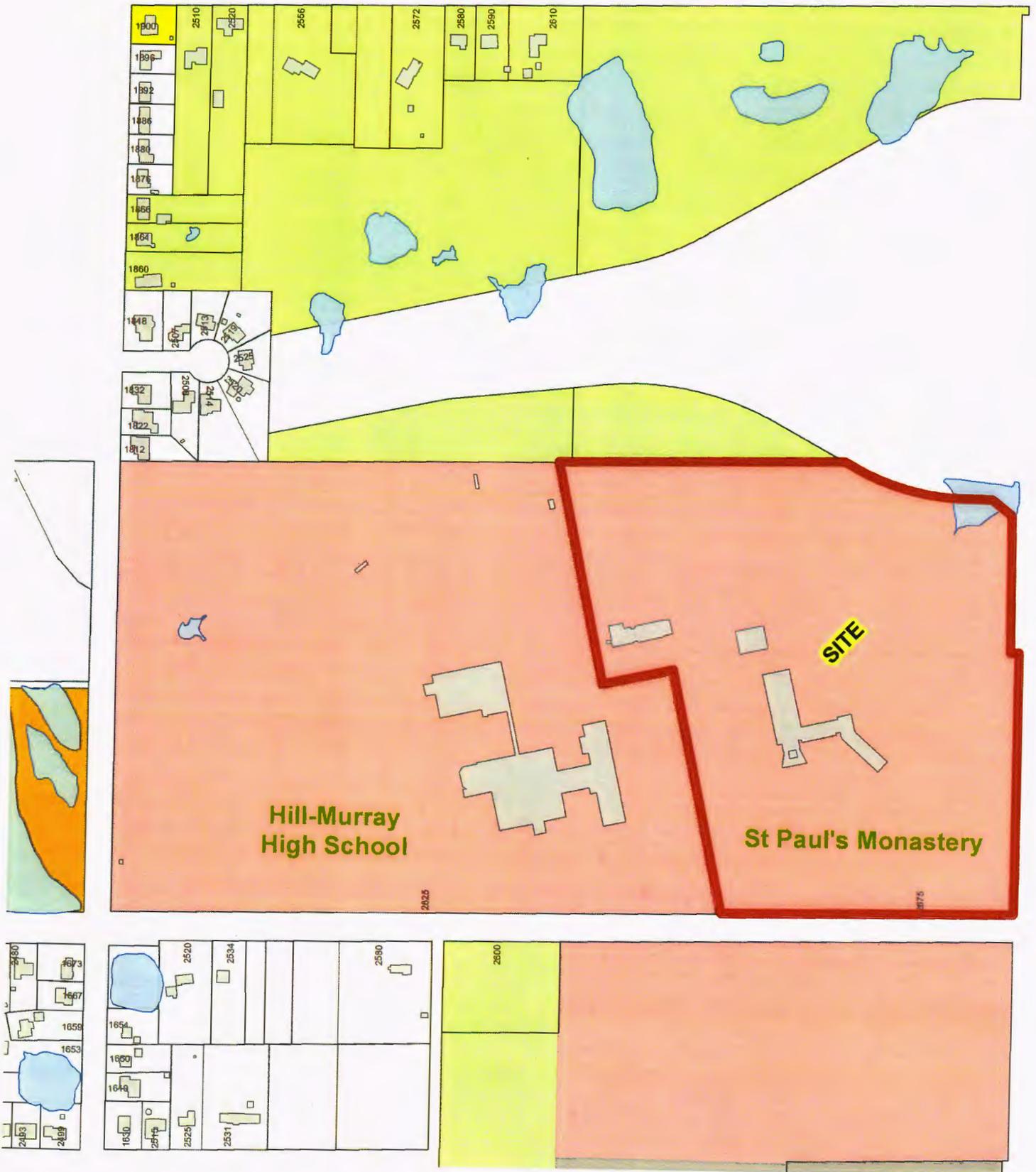
Recommendation

Review the conditional use permit for the St. Paul's Monastery PUD in one year.

Attachments

1. Location Map
2. May 14, 2007 City Council Minutes
3. July 27, 2009 City Council Minutes
4. May 13, 2013 City Council Minutes
5. Site Plan

p:\sec13-29\Priory\priority pud annual rev_062314



Location / Zoning Map
2675 Larpenteur Ave E
St Paul's Monastery

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, May 14, 2007
Council Chambers, City Hall
Meeting No. 07-09

2. St. Paul's Monastery Redevelopment (Century and Larpenteur Avenues) Public Comment on this matter was taken at a Special City Council Meeting on May 7, 2007. Public Comment is now closed. Discussion is limited to City Council questions for City Staff.
 - a. Application for Conditional Use Permit for Planned Unit Development
 - b. Preliminary Plat for Century Trails Commons

Senior Planner Ekstrand presented the report and responded to questions from the council.

Ellen Higgins, in charge of development for Common Bond Communities, addressed the council regarding the proposed affordable housing.

Mayor Longrie thanked Ms. Higgins for her suggestion that a transportation task force be created to work toward increasing public transportation to this site. Mayor Longrie stated her support for increasing transportation on the site and creating a task force to look at these issues.

Councilmember Hjelle moved to adopt the following resolution approving a conditional use permit for a planned unit development for the Sisters of St. Benedict of St. Paul's Monastery.

CONDITIONAL USE PERMIT RESOLUTION 07-05-071

WHEREAS, the Sisters of St. Benedict of St. Paul's Monastery applied for a conditional use permit for a planned unit development to develop their 31.04-acre site with a 50-unit town house development; a 40-unit seniors housing apartment building; to convert the existing monastery building as a multi-use family-violence shelter with 37 housing units, offices and support facilities and to build a future monastery building on the north end of their property.

WHEREAS, Section 44-1092(3) of the city ordinances requires a conditional use permit for institutions of any educational, philanthropic and charitable nature.

WHEREAS, this permit applies to the property located at 2675 Larpenteur Avenue. The legal description is:

That part of the South ½ of the Southeast Quarter of Section 13, Township 29, Range 22, Ramsey County, Minnesota lying east and north of a line described as beginning at a point on the south line of said Southeast Quarter of Section 13 985 feet west of the southeast corner of said Southeast Quarter of Section 13; thence 78 degrees 40 minutes to the right proceeding in a north-northwesterly direction for 620 feet to a point of curve; thence to the left on a curve having a radius of 100 feet a distance of 157.08 feet to a point of tangent; thence 90 degrees to the right, at right angles to the tangent to said curve at said point of

tangent, a distance of 450 feet; thence 90 degrees to the left a distance of 200 feet; thence 90 degrees to the right a distance of 225 feet, more or less, to the north line of said South ½ of the Southeast Quarter of Section 13.

Except that part of the Southeast Quarter of said Southeast Quarter of Section 13 which lies northeasterly of a line parallel with and distant 100 feet southwesterly of a line described as beginning at a point on the east line of said Section 13, distant 1324.13 feet north of the southeast corner thereof; thence run westerly at an angle of 90 degrees with said east section line for 186.63 feet; thence deflect to the right on a 10 degree curve, delta angle 29 degrees 20 minutes, for 293.33 feet; thence on tangent to said curve for 100 feet and there terminating;

together with all that part of the above described tract, adjoining and southerly of the above described strip, which lies easterly of a line run parallel with and distant 60 feet westerly of the following described line: Beginning at the point of intersection of the above described line with the east line of said Section 13; thence run southerly along the east line of said Section 13 for 540 feet and there terminating;

also together with a triangular piece adjoining and southerly of the first above described strip and westerly of the last described strip, which lies northeasterly of the following described line: From a point on the last described line, distant 150 feet southerly of its point of beginning, run westerly at right angles to said line for 60 feet to the point of beginning of the line to be described; thence run northwesterly to a point on the southerly boundary of the first above described strip, distant 100 feet westerly of its intersection with a line run parallel with and distant 33 westerly of the east line of said Section 13.

Which lies easterly, northerly and easterly of a line described as commencing at said southeast corner of the Southeast Quarter of Section 13; thence westerly, along said south line of the Southeast Quarter of Section 13, a distance of 832.02 feet to the point of beginning of the line to be described; thence deflecting to the right 78 degrees 40 minutes 00 seconds a distance of 750.06 feet; thence deflecting to the left 90 degrees 00 minutes 00 seconds a distance of 204.00 feet; thence deflecting to the right 90 degrees 00 minutes 00 seconds a distance of 638.98 feet to said north line of the south half of the Southeast Quarter of Section 13 and said line there terminating.

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

1. On March 20, 2007, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On May 7, 2007, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. This planned unit development shall follow the concept plans date-stamped January 11, 2007. These plans are considered concept plans because the applicant must submit design plans to the city for approval for the proposed apartments, town houses, future monastery; shelter and any other future use. Staff may approve minor changes.
2. This planned unit development does not give any approvals for Lot 1, Block 1 since this site has not been proposed for any future development and its future use is unknown. The development of this site would require a revision of this planned unit development and must comply with all city development requirements.
3. The proposed construction must be substantially started within one year of council approval or the permit shall become null and void.
4. The city council shall review this permit in one year.
5. The property owner shall be required to dedicate right of way for a roadway to be studied by the City Engineer during the next three to five year period. The final location of the roadway shall be studied by the City Engineer and reported with a recommendation to the city council. The final need for the roadway has not been determined but will likely be necessary if additional development occurs on this property in excess of that currently being proposed or at higher density levels than approved; and also if property sold includes a major expansion of uses that generate significant additional traffic to be generated at Hill-Murray.
6. The applicant must obtain all necessary and required permits from the Minnesota Department of Transportation, Ramsey County and the Ramsey-Washington Metro Watershed District.
7. The applicant must provide a right-turn lane on Century Avenue into the site, subject to MnDOT's approval.
8. The applicant shall comply with all requirements of the engineering reports by Erin Laberee and Michael Thompson dated February 22, 2007 and by R. Charles Ahl dated April 19, 2007.
9. The applicant shall install sidewalks wherever possible along Larpenteur Avenue.
10. Staff may approve minor changes to the plans.

Seconded by Councilmember Rossbach

A friendly amendment was added to the motion requiring the following conditions be included in the resolution:

11. Establish a neighborhood committee of no less than nine members whose membership composite shall be one representative from Hill-Murray administration or trustees, one day care parent from Maple Tree Day Care, one parent whose child

recommendation to the city council. The final need for the roadway has not been determined but will likely be necessary if additional development occurs on this property in excess of that currently being proposed or at higher density levels than approved; and also if property sold includes a major expansion of uses that generate significant additional traffic to be generated at Hill-Murray.

Seconded by Councilmember Rossbach

Ayes-all

MINUTES
MAPLEWOOD CITY COUNCIL
6:30 p.m., Monday, July 27, 2009
Council Chambers, City Hall
Meeting No. 15-09

(THIS ITEM WAS HEARD OUT OF ORDER PER THE COUNCIL MOTION)

L6. Planned Unit Development Revision For Century Trails Apartments By CommonBond Communities

- a. Senior Planner, Tom Ekstrand gave the report and answered questions of the council.

Mayor Longrie asked if anyone wanted to address the council to come forward.

1. Judy Wordock, Housing Development Manager, CommonBond Communities.
2. Paul Holmes, Architect with Pope Architects.
3. Gary Pearson, Planning Commission member gave the planning commission report.
4. Carolyn Peterson, 1801 Gervais Avenue, Maplewood.

Councilmember Nephew moved to approve the Planned Unit Development Revision For Century Trails Apartments By CommonBond Communities. To also include recommendations from the Planning Commission and Community Design Review Board.

RESOLUTION 09-07-225
CONDITIONAL USE PERMIT REVISION RESOLUTION

WHEREAS, CommonBond Communities applied for a revision of the conditional use permit for a planned unit development (PUD) for the St. Paul's Monastery development plan. This PUD included a 40-unit senior housing apartment building as part of the development project.

WHEREAS, CommonBond Communities has requested approval to build apartment units that have unit size reductions ranging from 550 square feet to 575 square feet of gross floor area with a maximum of 540 square feet or net habitable area which is less than the required 580 square foot minimum area stipulated by city ordinance.

WHEREAS, Section 44-1093(b) of the city ordinances states that the city council may grant deviations from the city ordinance as part of a PUD.

WHEREAS, this permit applies to the property located at the southwest corner of Benet Road and Century Avenue. The legal description is:

Lot 1, Block 2, CENTURY TRAILS COMMONS

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

1. On July 7, 2009, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On July 27, 2009, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
1. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.

Seconded by Councilmember Rossbach.

Ayes – All

The motion passed.

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, May 13, 2013
Council Chambers, City Hall
Meeting No. 09-13

J. NEW BUSINESS

3. Conditional Use Permit Revision for the Tubman Center East Planned Unit Development, 1725 Monastery Way (Simple Majority Vote Required to Approve)

Senior Planner Ekstrand gave the staff report.

Councilmember Juenemann moved to approve the Resolution, with revisions to number six as requested by the applicant, amending the Conditional Use Permit the St. Paul's Priory planned unit development which allowed the Tubman Family Shelter facility in the former monastery building located at 1725 Monastery Way.

RESOLUTION 13-5-913
PLANNED UNIT DEVELOPMENT
REVISION RESOLUTION

WHEREAS, the Harriet Tubman Center East has applied to revised the conditional use permit for a planned unit development that included the development of the former 31-acre St. Paul's Priory site. This development included a 50-unit town house development; a 40-unit seniors housing apartment building; the conversion of the former monastery into a multi-use family-violence shelter for Tubman and a future monastery building on the north end of their property.

WHEREAS, the Harriet Tubman Center East is requesting amendment of this permit to expand their services and shelter housing. The shelter housing will expand to occupy the upper two floors of the building. The expanded services and programming will include the following uses: temporary shelter housing, legal services, counseling services, youth and family services, community training and education, child care, creative art studios and administrative offices. In addition to those, Tubman would add therapeutic and community gardens, a bus shelter for the community and Tubman clients, a community health clinic which will work in collaboration with Tubman counseling services, and renew the existing commercial kitchen to provide meals to Tubman residents and other facility users as well as partner with a community college and others to provide training in basic food preparation.

WHEREAS, Section 44-1092(3) of the city ordinances requires a conditional use permit for institutions of any educational, philanthropic and charitable nature.

WHEREAS, this permit applies to the property located at 1725 Monastery Way. The legal description is:

Lot 2, Block 1, St. Paul's Monastery

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

1. On May 7, 2013, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On May 13, 2013, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. This planned unit development shall follow the concept plans date-stamped January 11, 2007 and the subsequent, specific design approvals for new town homes, apartments and monastery approved by the community design review board. Staff may approve minor changes.

2. This planned unit development does not give any approvals for Lot 1, Block 1 since this site has not been proposed for any future development and its future use is unknown. The development of this site would require a revision of this planned unit development and must comply with all city development requirements.
3. This permit revision allows the Tubman Center East to expand their shelter housing to the remaining two upper floors in the building. This permit also permits the applicant's support activities such as: a legal center, offices, counseling services group rooms, child care, playground, classrooms, community gathering spaces, space for collaborative community partnerships, community gardens, bus shelters and expanded use of the commercial kitchen for residents and other facility users and collaborative community groups.
4. The applicant shall work with city staff to on the placement and possible screening of future community gardens.
5. The applicant shall work with city staff on the appearance and location of bus shelters. These bus shelters may require the review and approval of the community design review board.
6. The applicant shall work to inform, educate, and encourage their residents and staff to park in Tubman parking lots and abide by all Maplewood parking regulations. City staff will monitor this and if parking issues continue the City Council may consider requiring the property owner increase on-site parking to meet the needs of facility users.

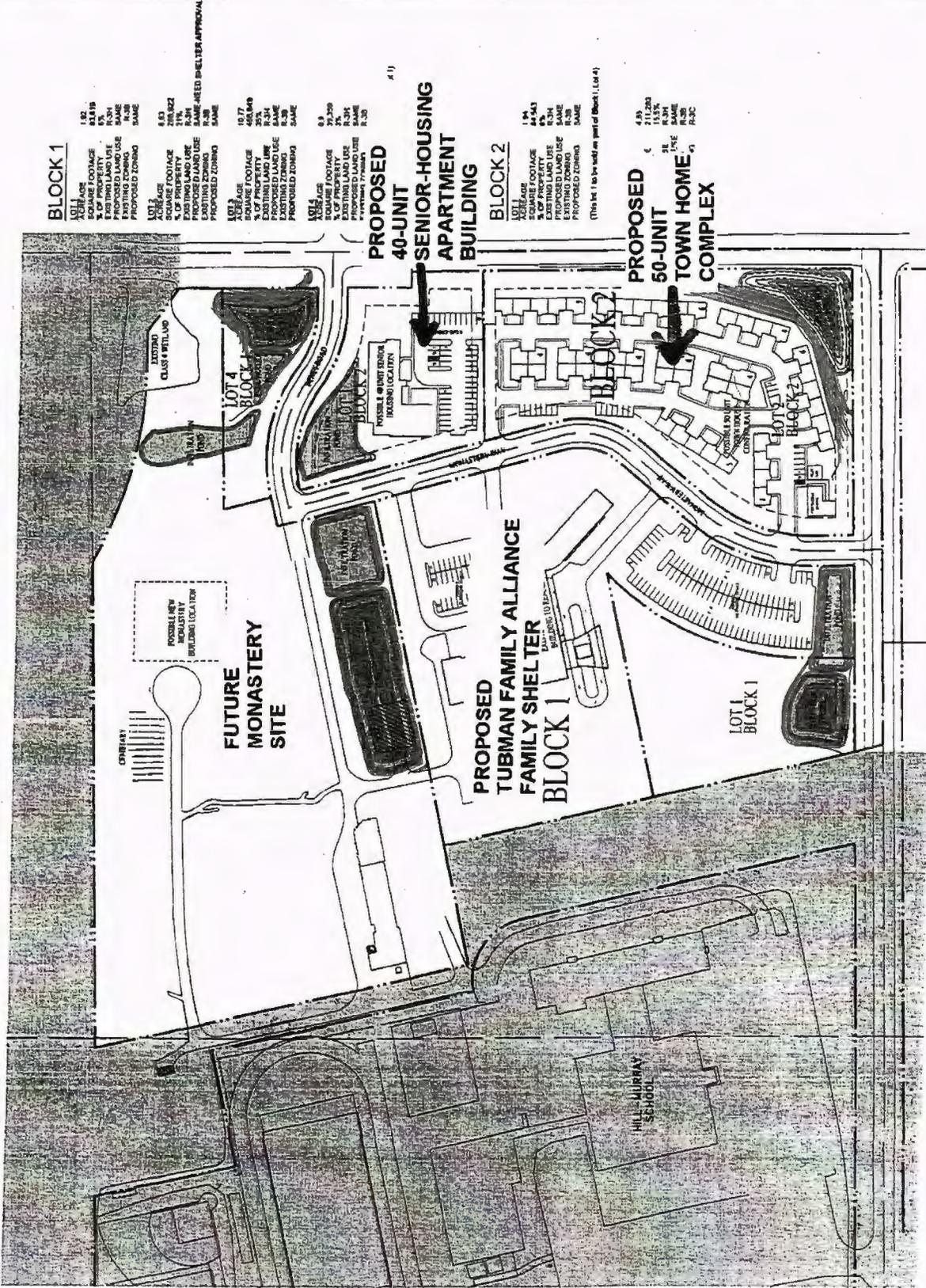
The Maplewood City Council approved this resolution on May 13, 2013.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

PROPOSED PRIORITY-SITE DEVELOPMENT PLAN



POPE

1000 Broadway, Suite 100
St. Paul, MN 55102
Tel: 651.222.1111
Fax: 651.222.1112

ST. PAUL'S MONASTERY SUBSCRIPTION

PROPOSED PROPERTY SUBSCRIPTION

1000 Broadway, Suite 100
St. Paul, MN 55102
Tel: 651.222.1111
Fax: 651.222.1112

TUBMAN FAMILY ALLIANCE

COMMON BOND COMMUNITIES

CITY OF MAPLEWOOD - DESIGN REVIEW POD SUBMITTAL

ARCHITECTURAL SITE PLAN

DATE: 10/1/11
DRAWN BY: [Name]
CHECKED BY: [Name]
SCALE: 1" = 20'

1000 Broadway, Suite 100
St. Paul, MN 55102
Tel: 651.222.1111
Fax: 651.222.1112

AI

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Michael Martin, AICP, Planner

DATE: June 17, 2014

SUBJECT: Approval of a Conditional Use Permit Review, Cottagewood Town House Development, Located South of Highwood Avenue, east of Dennis Street, west of I-494

Introduction

The conditional use permit (CUP) for the Cottagewood planned unit development (PUD) is due for review. This CUP is for a 15-unit town house PUD (planned unit development). Refer to the maps, plans and the city council minutes attached to this report.

Background

On August 28, 2006, the city council made several approvals for this development. They included a revision to the planned unit development, a preliminary plat and a resolution ordering the public improvements. These approvals were subject to several conditions. (Please see the attached city council minutes)

On September 19, 2006, the community design review board approved the design plans for Cottagewood (subject to several conditions of approval).

On March 12, 2007, the city council approved the final plat for Cottagewood.

On September 24, 2007, the city council approved the PUD review.

On April 26, 2011, the community design review board approved the revised design plans for Cottagewood (subject to several conditions of approval).

On April 23, 2012 and April 29, 2013, the city council reviewed this PUD and agreed to review it again in one year.

Discussion

In 2006 and 2007 the city council gave several approvals for the Cottagewood Town House development. Since those approvals the original developer walked away from the project which had sat dormant for several years. In 2011, Tom Wiener of Cardinal Homebuilders took over the project and received community design review board approval for building plans to move forward with this

development.

The previous contractor has completed the site grading, retaining walls, utilities and the base course for the private driveway. However, there was still some landscaping, curbing, paving and other site work the current developer has assumed responsibility for. Staff has been working with the developer to ensure all council conditions are met while he proceeds with this development. Currently, the city has six active building permits for new houses within this development.

Budget Impact

None.

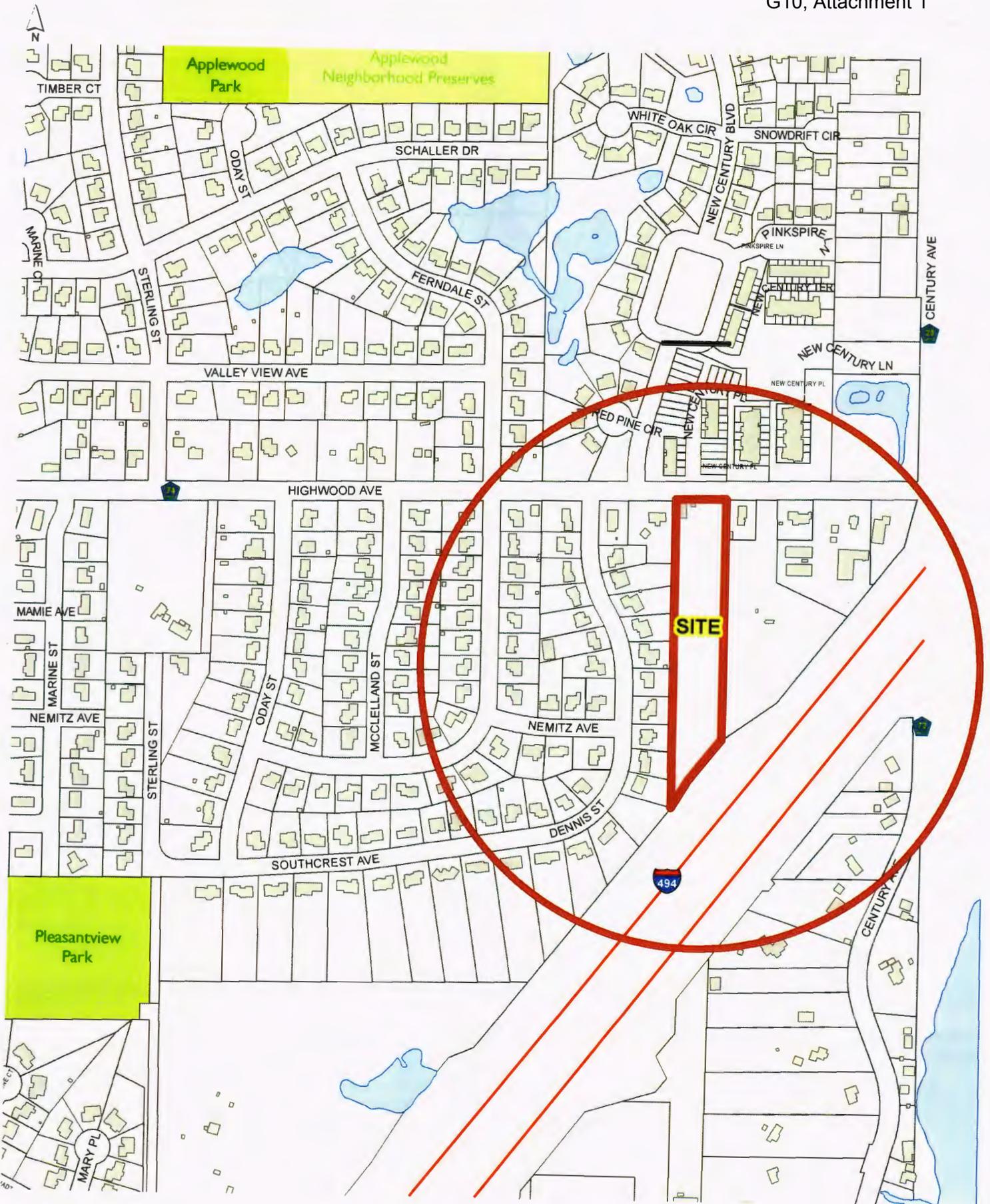
Recommendation

Review the conditional use permit (CUP) for the Cottagewood PUD again in one year or sooner if the owner proposes a major change to the site.

Attachments

1. Location Map
2. Address Map
3. Land Use Map
4. Property Line/Zoning Map
5. Final Plat
6. August 28, 2006 City Council minutes

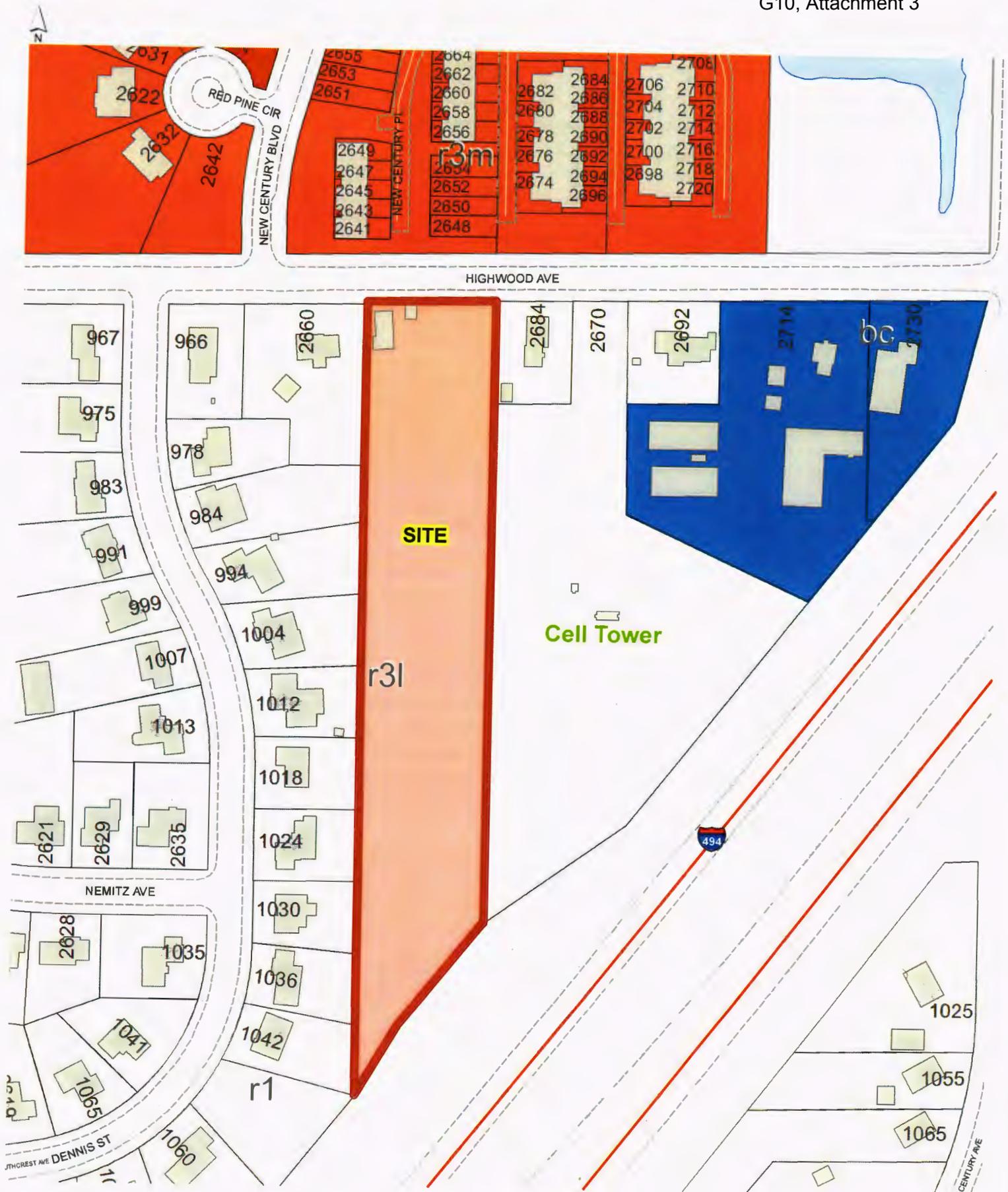
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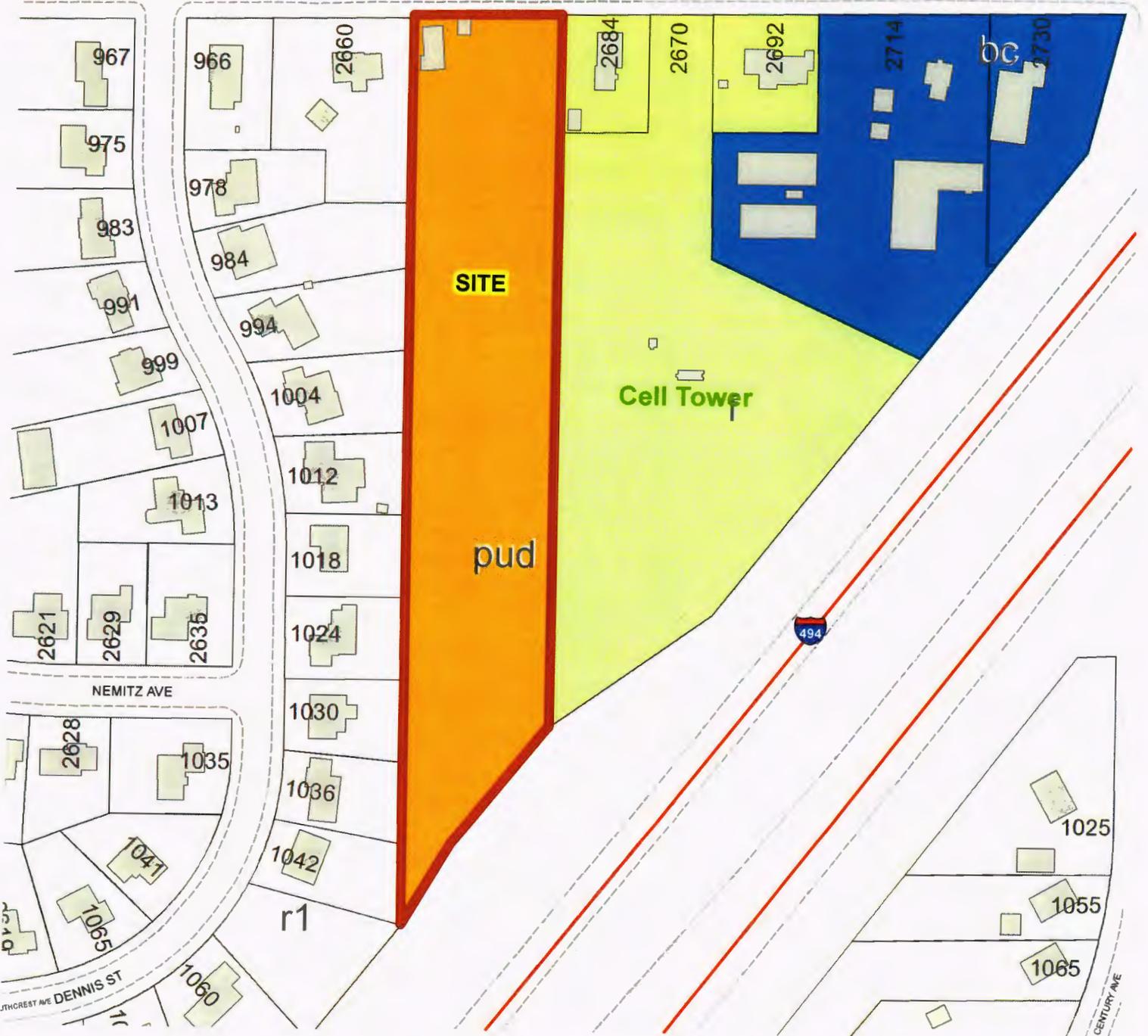
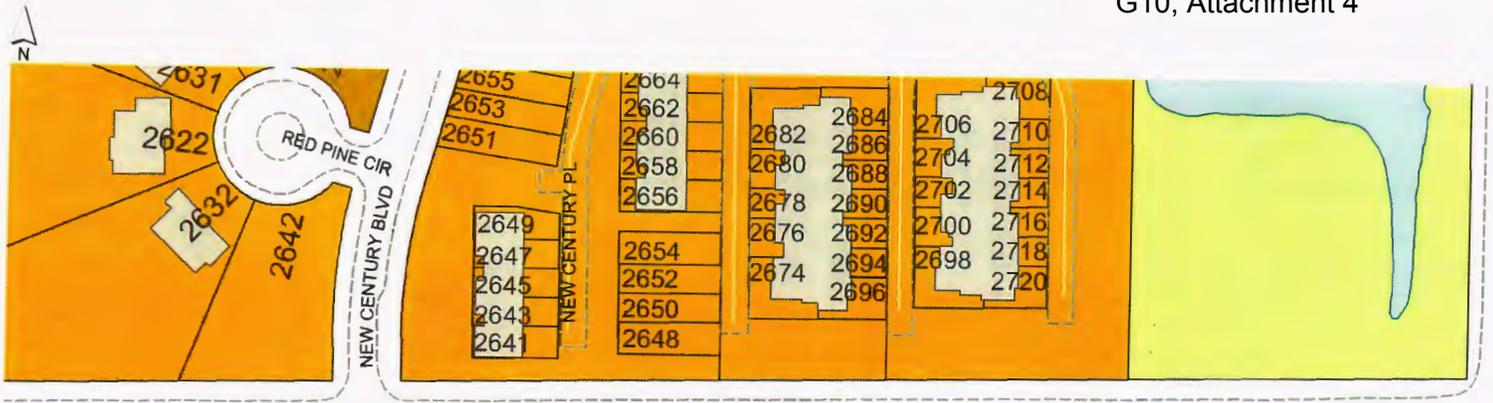
Location Map
Cottagewood



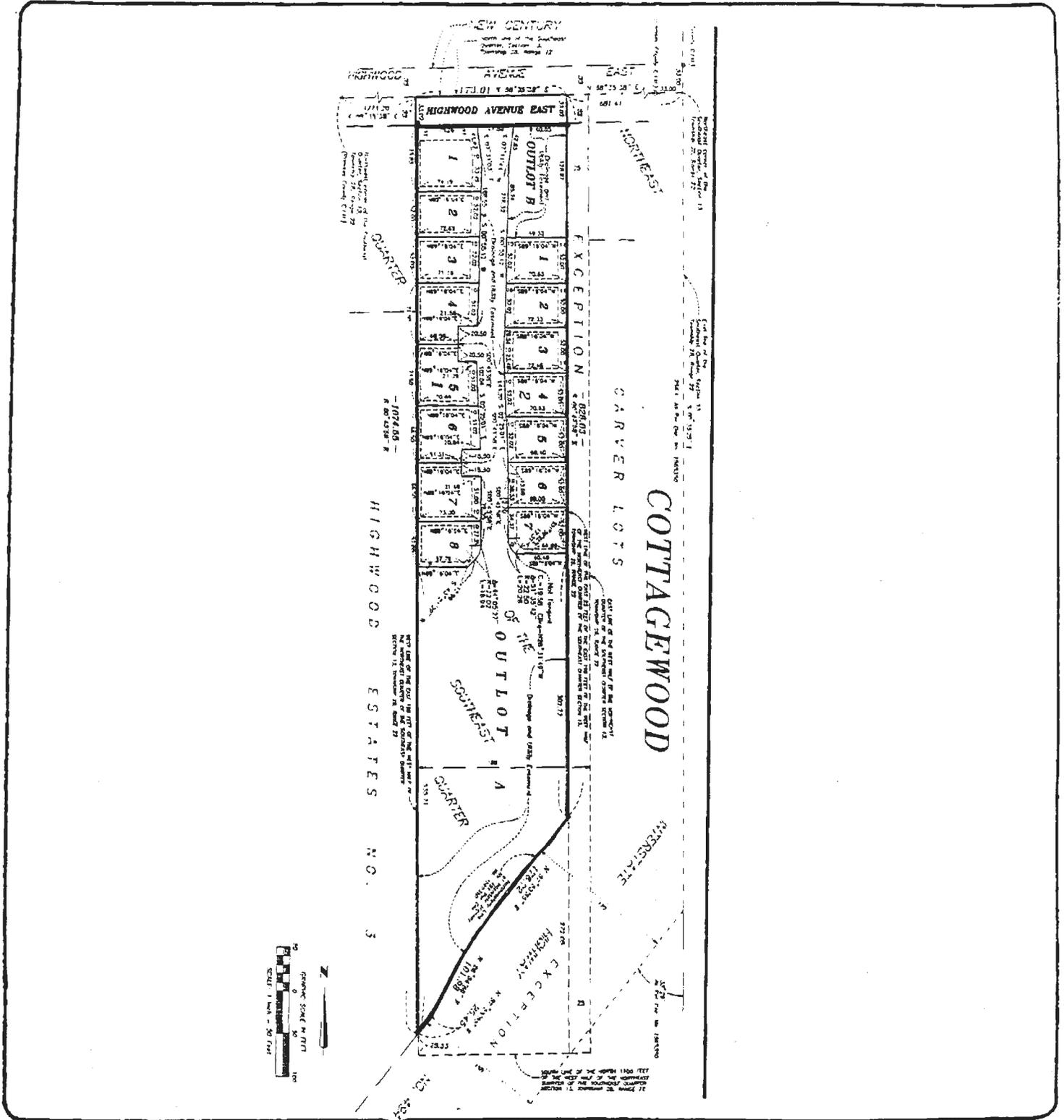
Address Map Cottagewood



Land Use Map Cottagewood



Zoning Map Cottagewood



PROPOSED FINAL PLAT



MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 P.M. Monday, August 28, 2006
 Council Chambers, City Hall
 Meeting No. 06-22

A. CALL TO ORDER

A meeting of the City Council was held in the Council Chambers, at City Hall, and was called to order at 7:10 P.M. by Mayor Longrie.

B. PLEDGE OF ALLEGIANCE**C. ROLL CALL**

Diana Longrie, Mayor	Present
Rebecca Cave Councilmember	Present
Erik Hjelle, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Will Rossbach, Councilmember	Present

H. PUBLIC HEARINGS

2. Cottagewood Subdivision Public Improvements, City Project 06-10
 Public Hearing 7:10 pm
 Cottagewood Town Houses (2666 Highwood Avenue)
 Conditional Use Permit for Planned Unit Development Revision
 Preliminary Plat
 Resolution Ordering Improvement (4 votes)

- a. Environmental Manager Konewko presented the public improvement report.
- b. Civil Engineer Kummer provided further specifics from the report.
- c. Commissioner Pearson presented the Planning Commission report.
- d. Planner Roberts presented the project approval report.
- e. Phil Soby, the applicant, 200 East Chestnut Street, Stillwater, was present for council questions.
- f. Mayor Longrie opened the public hearing (9:03 p.m.), calling for proponents or opponents. The following persons were heard:
 - Kip Johnson, Project Engineer for the Developer
 - Chris Gerke, 2660 Highwood Avenue East, Maplewood
 - Sharon Soby, Realtor and applicants wife
- g. Mayor Longrie closed the public hearing.

Councilmember Cave moved to approve the following resolution. This resolution approves a conditional use permit revision for a planned unit development for the property at 2666 Highwood Avenue to be known as Cottagewood. This site is on the south side of Highwood Avenue, east of Dennis Street. The city bases this approval on the findings required by code:

CONDITIONAL USE PERMIT REVISION RESOLUTION 06-08-105

WHEREAS, Mr. Phil Soby, representing the project developers, applied for a conditional use permit (CUP) revision for the Cottagewood residential planned unit development (PUD).

WHEREAS, this permit applies to the Cottagewood town house development plan the city received on July 7, 2006 for the property at 2666 Highwood Avenue. The legal description is:

Subject to State TH 100/117 and HWY 393, the north 1100 feet of the West 173 feet of the East 198 feet of the West ½ of the NE ¼ of the SE ¼ of Section 13, Township 28, Range 22, Ramsey County, Minnesota. (This is the property to be known as Lots 1-15 of the proposed Cottagewood)

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

1. On August 7, 2006, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave persons at the hearing a chance to speak and present written statements. The commission also considered reports and recommendations of the city staff. The planning commission recommended that the city council approve the conditional use permit.
2. On August 28, 2006, the city council discussed the proposed conditional use permit. They considered reports and recommendations from the planning commission and city staff.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the city's comprehensive plan and code of ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the plans for ~~48~~ 15 detached town houses as approved by the city. The city council may approve major changes to the plans. The Director of Community Development may approve minor changes to the plans. Such changes shall include:

- a. Revising the grading and site plans to show:
 - (1) The developer minimizing the loss or removal of natural vegetation.
 - (2) All driveways at least 20 feet wide. If the developer wants to have parking on one side of the main driveway, then it must be at least 28 feet wide. However, widening of the driveway must not lessen the side setback of the driveway from the east property line.
 - (3) All parking stalls with a width of at least 9.5 feet and a length of at least 18 feet. Also, review and possibly revise the parking spaces and the turn-around area at the south end of the site to maximize the number of trees to be saved and to minimize the amount of hard surface area.
 - (4) Revised storm water pond locations and designs as suggested or required by the watershed district or city engineer. The ponds shall meet the city's design standards.
 - (5) The developer minimizing the loss or removal of natural vegetation including keeping and protecting as many of the large trees in the undisturbed area south of the town houses and parking areas.

2. The proposed construction must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.

3. Have the city engineer approve final construction and engineering plans. These plans shall meet all the conditions and changes noted in the engineer's memo dated July 28, 2006. These shall include:

~~—a. Include grading, utility, drainage, erosion control, streets, trails, tree, retaining walls, driveway and parking lot plans.~~

a. The grading, utility, drainage, erosion control, streets, trails, tree, retaining walls, driveway and parking plans. This approval includes the design of the proposed private cul-de-sac.

b. Showing no grading or ground disturbance in the conservation easement. This land is to be preserved for open space purposes. The developer and contractors shall protect this area, including the large trees that are in and near the south side of the site, from encroachment from equipment, grading or filling.

c. Include a storm water management plan for the proposal.

4. The design of all ponds shall meet Maplewood's design standards and shall be subject to the approval of the city engineer. If needed, the developer shall be responsible for getting any off-site pond and drainage easements.

5. The developer or contractor shall:

a. Complete all grading for the site drainage and the ponds, complete all public improvements and meet all city requirements.

- b.* Place temporary orange safety fencing and signs at the grading limits.
 - c. Remove any debris or junk from the site, including the conservation area.
 - d Provide the city with verification that the town houses on the proposed site plan will meet the state's noise standards. This shall be with a study, testing or other documentation. If the noise on this site is a factor, then the contractor will have to build the town houses so that they can meet the noise standards. This may be done with thicker walls, heavier windows, requiring air conditioning or other sound-deadening construction methods. The developer shall provide the city with this documentation before the city will issue a building permit for the town houses.
6. The approved setbacks for the principal structures in the Cottagewood PUD shall be:
- a. Front-yard setback (from a public street or a private driveway): minimum - 20 feet, maximum – 35 feet
 - b. Rear-yard setback: 12 feet from any adjacent residential property line
 - c. Side-yard setback (town houses): minimum of six feet from a side property line and at least 12 feet between units.
7. The developer or builder will pay the city Park Access Charges (PAC fees) for each housing unit at the time of the building permit for each housing unit.
8. Submit the homeowner's association documents to city staff for review and approval.
9. The developer shall provide a permanent means to preserve and maintain the common open space. This may be done by conservation easement, deed restrictions, covenants or public dedication. The developer shall record this document with the final plat and before the city issues a permit for grading or utility construction.
10. The city council shall review this permit in one year.
11. This approval does not include the design approval for the townhomes or any signs. The project design plans, including architectural, signs, site, lighting, tree and landscaping plans, shall be subject to review and approval of the community design review board (CDRB). The projects shall be subject to the following conditions:
- a. Meeting all conditions and changes as required by the city council.
 - b. For the driveways:
 - (1) Minimum width - 20 feet.
 - (2) Maximum width - 28 feet.
 - (3) All driveways less than 28 feet in width shall be posted for "No Parking" on both sides. Driveways at least 28 feet wide may have parking on one side and shall be posted for No Parking on one side.
 - c. Showing all changes required by the city as part of the conditional use permit for the planned unit development (PUD).

12. The city shall not issue any building permits for construction on an outlet (per city code requirements). The developer must record a final plat to create buildable lots in the preliminary plat before the city will issue a building permit.

Seconded by Mayor Longrie
and Juenemann
Nay-Councilmember Rossbach

Ayes-Mayor Longrie, Councilmembers Cave, Hjelle,

Mayor Longrie moved to approve the Cottagewood preliminary plat (received by the city on July 7, 2006). The developer shall complete the following before the city council approves the final plat:

1. Sign an agreement with the city that guarantees that the developer or contractor will:
 - a. Complete all grading for overall site drainage, complete all public improvements and meet all city requirements.
 - b.* Place temporary orange safety fencing and signs at the grading limits.
 - c. Have Xcel Energy install Group V rate street lights in two locations - primarily at the street intersection and near the south end of the driveway. The exact style and location shall be subject to the city engineer's approval.
 - d. Pay the city for the cost of traffic-control, street identification and no parking signs.
 - e. Provide all required and necessary easements, including any off-site easements.
 - f. Demolish or remove the existing house and garage from the site, and remove all other buildings, fencing, trailers, scrap metal, debris and junk from the site.
 - g. Cap and seal all wells on site that the owners are not using; remove septic systems or drainfields, subject to Minnesota rules and guidelines.
 - h. Complete all the curb and gutter on Highwood Avenue on the north side of the site. This is to replace the existing driveways on Highwood Avenue and shall include the restoration and sodding of the boulevards.
 - i. Install a sign where the new driveway intersects Highwood Avenue indicating that it is a private driveway.
 - j. Install survey monuments and signs along the edges of the conservation easement area. These signs shall explain that the area beyond the signs is a conservation easement area and that there shall be no building, fences, mowing, cutting, filling, dumping or other ground disturbance in that area. The developer or contractor shall install these signs before the city issues building permits in this plat.
2. Have the city engineer approve final construction and engineering plans. These plans shall include grading, utility, drainage, erosion control, driveway, trail, tree, and street plans. The plans shall meet all the conditions and changes listed in the memo from Michael Thompson dated July 28, 2006, and shall meet the following conditions:
 - a. The erosion control plans shall be consistent with the city code.

b. The grading plan shall show:

- (1) The proposed building pad elevation and contour information for each building site. The lot lines on this plan shall follow the approved preliminary plat.
- (2) Contour information for all the land that the construction will disturb.
- (3) Building pads that reduce the grading on sites where the developer can save large trees.
- (4) The proposed street and driveway grades as allowed by the city engineer.
- (5) All proposed slopes on the construction plans. The city engineer shall approve the plans, specifications and management practices for any slopes steeper than 3:1. On slopes steeper than 3:1, the developer shall prepare and implement a stabilization and planting plan. At a minimum, the slopes shall be protected with wood-fiber blanket, be seeded with a no-maintenance vegetation and be stabilized before the city approves the final plat.
- (6) All retaining walls on the plans. Any retaining walls taller than four feet require a building permit from the city. The developer shall install a protective rail or fence on top of any retaining wall that is taller than four feet.
- (7) Sedimentation basins or ponds as required by the watershed board or by the city engineer.
- (8) No grading beyond the plat boundary without temporary grading easements from the affected property owner(s).
- (9) As little grading as possible west and south of the town houses. This is to keep as many of the existing trees on the site as is reasonably possible.

c. The street, driveway and utility plans shall show:

- (1) The driveway shall be a nine-ton design with a maximum grade of eight percent and the maximum grade within 75 feet of the intersection at two percent.
- (2) The street (driveway) with continuous concrete curb and gutter, except where the city engineer determines that curbing is not necessary for drainage purposes.
- (3) The removal of the unused driveways and the completion of the curb and gutter on the south side of Highwood Avenue and the restoration and sodding of the boulevards.
- (4) The coordination of the water main alignments and sizing with the standards and requirements of the Saint Paul Regional Water Services (SPRWS). Fire flow requirements and hydrant locations shall be verified with the Maplewood Fire Department.
- (5) All utility excavations located within the proposed right-of-ways or within easements. The developer shall acquire easements for all utilities that would be outside the project area.
- (6) The plan and profiles of the proposed utilities.
- (7) A detail of any ponds, the pond outlets and the rainwater gardens. The contractor shall protect the outlets to prevent erosion.

(8) The minimum cul-de-sac size to meet the public safety needs while preserving as many trees as possible.

d. The drainage plan shall ensure that there is no increase in the rate of storm water run-off leaving the site above the current (predevelopment) levels. The developer's engineer shall:

- (1) Verify inlet and pipe capacities.
- (2) Submit drainage design calculations.

e.* The tree plan shall:

(1) Be approved, along with the landscaping, by the Community Design Review Board (CDRB) before site grading or final plat approval.

(2) Show where the developer will remove, save or replace large trees. This plan shall include an inventory of all existing large trees on the site.

(3) Show the size, species and location of the replacement and screening trees. The deciduous trees shall be at least two and one half (2 ½) inches in diameter and shall be a mix of red and white oaks, ash, lindens, sugar maples or other native species. The coniferous trees shall be at least eight (8) feet tall and shall be a mix of Black Hills Spruce, Austrian pine and other species.

(4) Show no tree removal in the buffer zones, conservation easement, or beyond the approved grading and tree limits.

(5) Include for city staff a detailed tree planting plan and material list.

(6) Group the new trees together. These planting areas shall be:

- (a) near the ponding areas
- (b) on the slopes
- (c) along the west side of the site to screen the proposed buildings from the homes to the west

(7) Show the planting of at least 37 trees after the site grading is done.

3. Change the plat as follows:

a. Add drainage and utility easements as required by the city engineer. This shall include showing a 20-foot-wide drainage and utility easement along the north side of Lot 15.

b. Show drainage and utility easements along all property lines on the final plat. These easements shall be ten feet wide along the front and rear property lines and five feet wide along the side property lines.

c. Label the common areas as an outlot or as outlots.

d. If allowed, show the conservation easement on the final plat.

4. Pay for costs related to the engineering department's review of the construction plans.

5. Secure and provide all required easements for the development including any off-site drainage and utility easements. These shall include, but not be limited to, an easement for the culvert draining the pond at the northwest corner of the plat.

6. The developer shall complete all grading for public improvements and overall site drainage. The city engineer shall include in the developer's agreement any grading that the developer or contractor has not completed before final plat approval.

7. Sign a developer's agreement with the city that guarantees that the developer or contractor will:

a. Complete all grading for overall site drainage, complete all public improvements and meet all city requirements.

b.* Place temporary orange safety fencing and signs at the grading limits.

c. Provide for the repair of Highwood Avenue (street, curb and gutter and boulevard) after the developer connects to the public utilities and builds the private driveway.

8. Record the following with the final plat:

a. All homeowner's association documents.

b. A covenant or deed restriction that prohibits any further subdivision or splitting of the lots or parcels in the plat that would create additional building sites.

c. A covenant or deed restriction that prohibits any additional driveways (besides the one new driveway shown on the project plans) from going onto Highwood Avenue.

d. The conservation easement for the undisturbed area of the site.

The applicant shall submit the language for these dedications and restrictions to the city for approval before recording. The city will not issue a building permit until after the developer has recorded the final plat and these documents and covenants.

9* Submit the homeowners association bylaws and rules to the director of community development. These are to assure that there will be one responsible party for the maintenance of the common areas, outlots, private utilities, driveways, retaining walls and structures.

10. Obtain a permit from the Ramsey-Washington Metro Watershed District for grading.

11. If the developer decides to final plat part of the preliminary plat, the interim director of community development may waive any conditions that do not apply to the final plat.

12. The developer shall complete all grading for public improvements and overall site drainage. The city engineer shall include in the developer's agreement any grading that the developer or contractor has not completed before final plat approval.

*The developer must complete these conditions before the city issues a grading permit or approves the final plat.

Seconded by Mayor Longrie

Ayes-Mayor Longrie, Councilmembers Cave, Hjelle,
and Juenemann
Nay-Councilmember Rossbach

MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: Michael Martin, AICP, Planner
DATE: June 17, 2014
SUBJECT: Approval of a Conditional Use Permit Review, First Evangelical Free Church, 2696 Hazelwood Street

Introduction

The conditional use permit (CUP) for a planned unit development (PUD) for the properties at 2696 – 2730 Hazelwood is due for review. This PUD is for a church, for a seniors housing building and for a school to operate in the building at 2696 Hazelwood Street. Last summer, the city council approved an amendment to the PUD to allow for a gym addition.

Background

On July 10, 2006, the city council approved a revision to the existing PUD for the properties at 2696 – 2730 Hazelwood Street to allow the addition of a school to the PUD. This approval was subject to six conditions of approval. (See the attached city council minutes)

On June 10, 2013, the city council approved a revision to the existing PUD to allow an addition to the church's gym.

Discussion

Building permits have been pulled for construction of the addition project. The project is not yet complete. Staff recommends reviewing this CUP again in one year to check on progress.

Budget Impact

None.

Recommendation

Review the conditional use permit for the planned unit development at 2696 Hazelwood Street again in one year.

Attachments

1. Location Map
2. Site Plan
3. June 10, 2013 city council minutes

P:\sec 3\ First Evan Free CUP Review_062314

LOCATION/ZONING MAP



Copyright

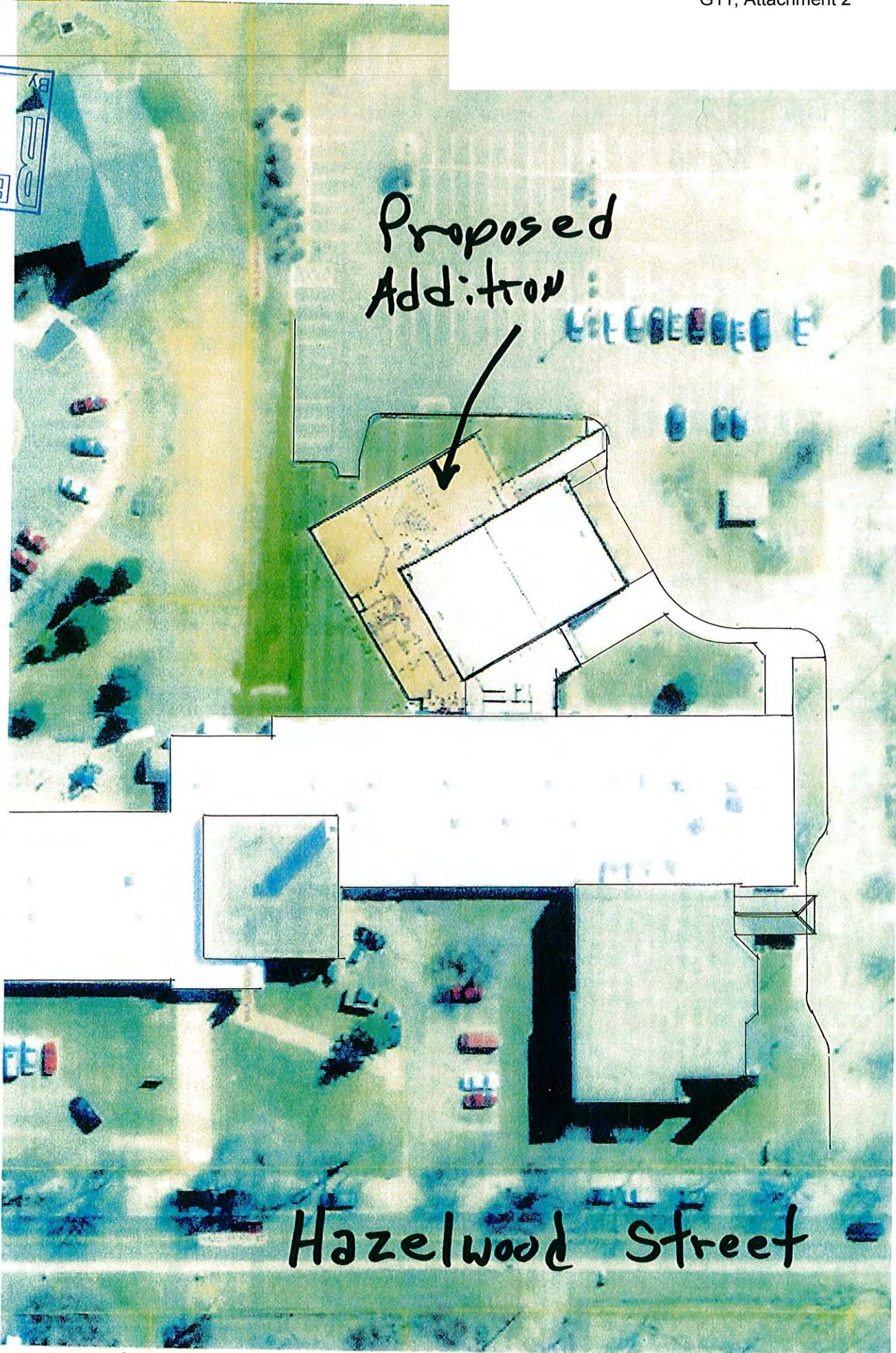
MaplewoodBaseMap

Chad Bergo

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

RECEIVED
APR 18 2013
BY

Proposed
Addition



MINUTES
MAPLEWOOD CITY COUNCIL
 7:00 p.m., Monday, June 10, 2013
 Council Chambers, City Hall
 Meeting No. 10-13

1. Approve Resolution for Conditional Use Permit Revision and Design Review for a Planned Unit Development for First Evangelical Free Church, 2696 Hazelwood Street

Senior Planner Ekstrand gave the staff report and answered questions of the council. Bill Kempe from the Planning Commission and Community Design Review Board addressed and answered questions of the council. John Wickerson, Facility Improvement Team Leader from First Evangelical Free Church addressed and answered questions of the council.

Councilmember Juenemann moved to approve:

A. the Resolution amending the conditional use permit for the First Evangelical Free Church, located at 2696 Hazelwood Street, to allow the expansion of the gymnasium (Deletions are crossed out and additions are underlined.)

1. All construction shall follow the plans that the city stamped July 24, 1995 with the building addition shown on plans date-stamped ~~subject to the following conditions: April 18, 2013. City staff may approve minor changes.~~
 - a. ~~All construction shall follow the site plan approved by the city and the school shall follow the building and floor plans submitted to the city. The interim director of community development may approve minor changes. The city council may approve major changes.~~
 - b. ~~Dropping the two parking spaces along the south property line at the east end of the parking lot.~~
2. The proposed gymnasium expansion shall begin in one year or this approval shall end. ~~school use on the property parking lot expansion construction must be started within one year after the council approves this permit or the permit shall end.~~ The council may extend this deadline for one year.
3. The council shall review this permit revision in one year.
4. The school shall have no more than 500 students.
5. ~~The property owner or manager shall sweep and restripe the parking lot before the school occupies their space. This includes having the required handicapped parking spaces in the parking area near the building entrance.~~ The applicant shall comply with all requirements of the engineer's report dated May 9, 2013.
6. The applicant shall comply with all conditions of the assistant fire chief and building official. ~~The school, the church, the fire marshal and the city building official shall agree on a plan for the school and church to make any necessary or required life~~

~~safety and building improvements to the building. This plan shall include the installation and maintenance of:~~

- ~~a. The required fire protection (sprinkler) systems.~~
- ~~b. An early warning fire protection system (smoke detection and monitoring).~~
- ~~c. Additional emergency lights and exit signs (if necessary).~~
- ~~d. Updated doors and hardware (if necessary).~~
- ~~e. A proper address on the building.~~
- ~~f. Any other changes the fire marshal or the building official deem necessary.~~

B. The design plans date-stamped April 18, 2013 for the gymnasium addition to First Evangelical Free Church, located at 2696 Hazelwood Street, subject to the following conditions:

1. The materials and color of the proposed gymnasium addition shall match the existing building.
2. The applicant shall comply with all requirements of the assistant fire chief and building official.
3. The applicant shall comply with all requirements of the engineer's report dated May 9, 2013.
4. The applicant shall provide maintained lawn around the proposed addition as shown on the plans.

RESOLUTION 13-6-930
PLANNED UNIT DEVELOPMENT
REVISION RESOLUTION

WHEREAS, First Evangelical Free Church has applied for a conditional use permit revision to their planned unit development to construct a gymnasium addition at their church campus.

WHEREAS, Section 44-1092(3) of the city ordinances requires a conditional use permit for churches and schools.

WHEREAS, this permit applies to the property located at 2696 and 2730 Hazelwood Street. The property identification numbers for these properties are:

032922430008 and 032922430007

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

1. On May 21, 2013, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.

2. On June 10, 2013, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the plans that the city stamped July 24, 1995 with the building addition shown on plans date-stamped April 18, 2013. City staff may approve minor changes.
2. The proposed gymnasium expansion shall begin in one year or this approval shall end. The council may extend this deadline for one year.
3. The council shall review this permit revision in one year.
4. The school shall have no more than 500 students.
5. The applicant shall meet all requirements of the engineer's report dated May 9, 2013.

6. The applicant shall comply with all conditions of the assistant fire chief and building official.

The Maplewood City Council approved this resolution on June 10, 2013.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: Shann Finwall, AICP, Environmental Planner
DATE: June 16, 2014
SUBJECT: Approval of Bench Donation from Tennis Sanitation

Introduction

Tennis Sanitation, the City's recycling contractor, is donating a bench to the City. The bench will be made from recycling bins collected by Tennis during the roll out of recycling carts in March.

Background

Old recycling bins collected as part of the City's recycling program will be recycled into a plastic material. The material will be used to manufacture items such as trash and recycling containers, picnic tables, and benches.

Tennis is donating a bench to the City. The bench will have sand cast aluminum frames and slats manufactured with the recycled plastic from the bins (see bench picture attached). A recycling quote "Recycle today for a better tomorrow" will be etched into the back of the bench. The bench will be installed on the northwest corner of City Hall, along the pond trail (see location map attached). The City will install landscaping around the bench.

Budget Impact

Tennis' cost for the bench was \$799.62, which includes the cost of the bench and freight. The City's crews will assemble and install the bench and landscaping.

Recommendation

Approve the attached resolution accepting the bench donation from Tennis Sanitation.

Attachments

1. Bench Picture
2. Bench Location Map
3. Resolution Approving Bench Donation from Tennis Sanitation



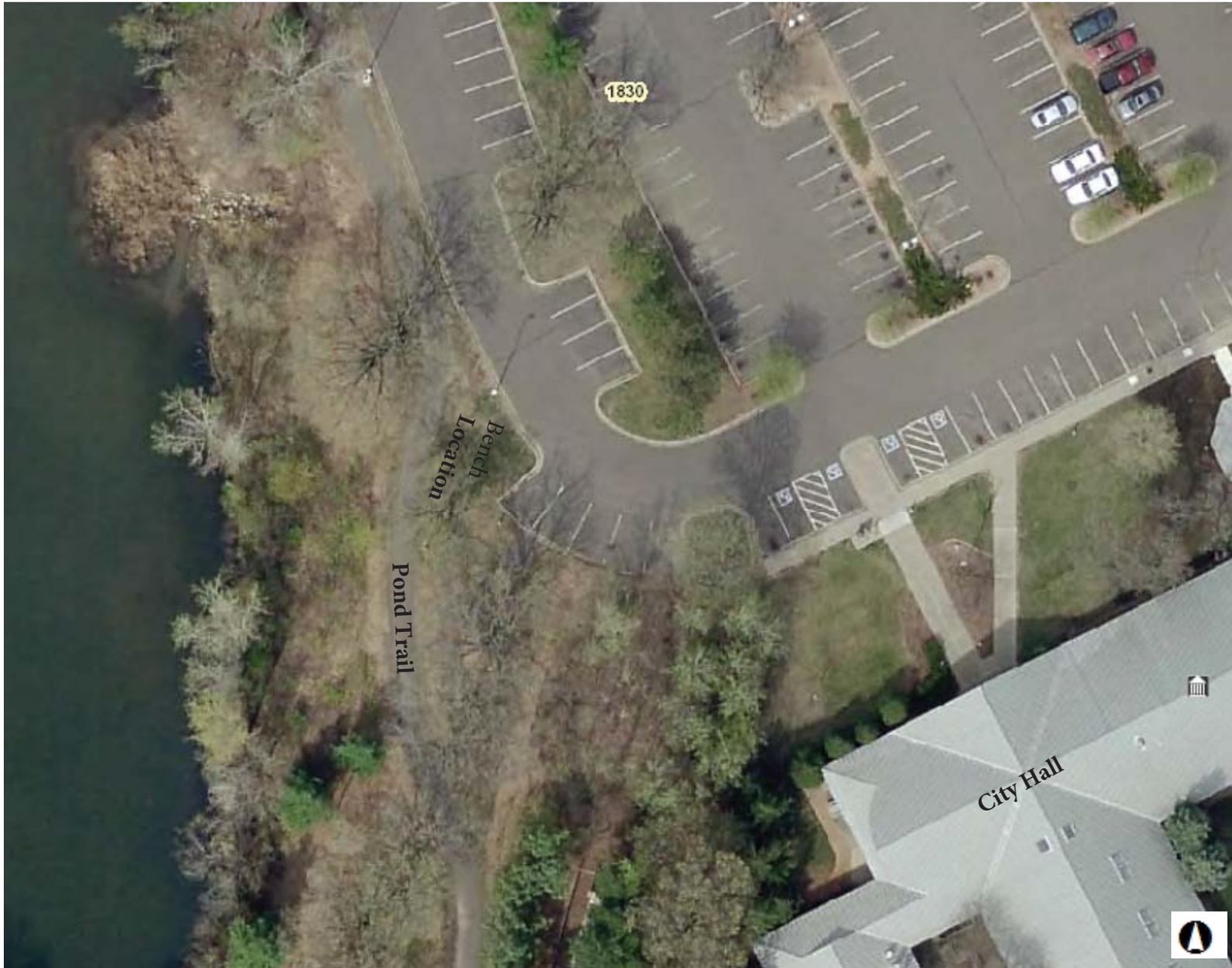
Recycled Plastic Bench Donated to the City by Tennis Sanitation

Company Manufacturing Bench: ForeSite Designs

Bench Style: Park Avenue Series, 400101



Donated Bench Location Map



95.2 0 47.61 95.2 Feet

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

RESOLUTION No. ____

Resolution Approving Bench Donation from Tennis Sanitation

WHEREAS Maplewood is authorized to receive and accept donations and maintain the same for the benefit of the citizens; and

WHEREAS Tennis Sanitation, the City's recycling contractor, is donating a bench made of recycling bins that were recycled as part of the City's recycling program; and

WHEREAS Tennis' cost for the bench donation is \$799.92 and includes the cost of the bench and freight; and

WHEREAS the City's crews will assemble and install the bench and landscaping on the northwest corner of City Hall, adjacent the pond trail.

NOW, THEREFORE, BE IT RESOLVED pursuant to Minnesota Statute, section 465.03, that the Maplewood City Council approves, receives and accepts the bench donation.

The Maplewood City Council adopts this resolution on June 23, 2014.

SIGNED:

WITNESSED:

Mayor _____

City Clerk _____

Date _____

Date _____

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Mychal Fowlds, IT Director

DATE: June 17, 2014

SUBJECT: Approval of Resolution for Final Payment and Acceptance of Project, Police Department Expansion Project – Phase 2

Introduction

The contractor, Weber Inc., has completed the project improvements for the Police Department Expansion Project – Phase 2. The council will consider approving the attached resolution approving final payment to the contractor and for acceptance of project.

Background

On April 29, 2013, the council awarded Weber, Inc. a construction contract for the build out of offices and modification of existing areas at 1830 County Road B East in the amount of \$359,000. The following change orders were approved by the city council:

Change Order #1:	\$3,653.73	Approved	8/12/2013
Change Order #2:	\$8,523.12	Approved	8/26/2013
Change Order #3:	\$2,708.78	Approved	9/09/2013
Change Order #4:	\$(860.00)	Approved	9/23/2013
Change Order #5:	\$(2,402.75)	Approved	10/14/2013
Change Order #6:	\$1,397.75	Approved	10/28/2013
<u>Total Change Order:</u>			\$13,020.63

The revised construction contract total as approved is \$372,020.63. Weber, Inc. provided the Consent of Surety to Final Payment, Contractor's Withholding Affidavits (IC 134s), and Affidavits of Release of Liens.

Budget Impact

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 2.

Attachments

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

RESOLUTION
APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT
POLICE DEPARTMENT EXPANSION PROJECT – PHASE 2

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Police Department Expansion Project – Phase 2, 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 2, 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 2 is complete and the final construction cost is \$372,020.63. Final payment to Weber, Inc., and the release of any retainage or escrow is hereby authorized.

Approved this 23rd day of June 2014.

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Mychal Fowlds, IT Director

DATE: June 17, 2014

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order 4 with Jorgenson Construction, Police Department Expansion Project – Phase 3

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 3.

Background

On October 28, 2013, the Council awarded Jorgenson Construction a construction contract for the build out of offices and modification of existing areas in 1830 County Road B East in the amount of \$2,185,000. There has been 3 change orders to the contract to date.

The items listed with this change order result in an increase to the overall construction contract.

Front Lobby Changes (Addition)

Staff is making customer service changes that will allow for more of a one stop shop at City Hall. Part of this process was not building out a separate entrance, lobby and counter for the Police Department which was represented by a credit of roughly \$41,000 in Change Order 2. This item consists of building a new receptionist area large enough for multiple staff members to assist visitors while also remodeling a new space for our express license tabs lane. Specifically it includes the remodeling of the existing Police Records Clerks area and the build out of a new counter that will extend out in front of the existing Police counter. This item also includes the removal of the existing City Hall Receptionist Desk and the remodeling of that space to allow for an express license tabs counter as expressed above. These changes are being implemented to better serve our customers while also utilizing staff as efficiently as possible.

Remove Roof Drain (Subtraction)

The original plans called for 3 roof drains for the new enclosed garage. We've reconfigured the locations of the drains so that we now only have need for 2 drains which results in a credit.

Rear Parking Lot Changes (Addition)

This change reflects the deletion of a storm sewer in the rear parking lot which will now be surface drained. This also includes changing that rear parking area from bituminous to concrete which will increase the lifespan of that space and make future maintenance easier.

Condensate Line Change (Subtraction)

We changed the location of the condensate line which resulted in a shorter run and therefore a credit.

Final Completion Extension (No Cost Changes)

Due to the deep frost experienced this year and the rain over the past few months we are adding 30 calendar days to the final completion deadline.

The change order costs are summarized below:

<u>Change Order #4</u>	<u>Amount</u>
1 Front Lobby Changes	\$ 65,949.00
2 Remove Roof Drain	\$ (6,549.00)
3 Rear Parking Lot Changes	\$ 3,163.00
4 Condensate Line Change	\$ (421.00)
	<u>\$ 62,142.00</u>

Budget Impact

Approval of Change Order No. 4 will increase the project construction contract amount by \$62,142.00 from \$2,230,550 to \$2,292,692. 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 3.

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 3, CHANGE ORDER NO. 4**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Police Department Expansion Project – Phase 3, 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 3, 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 an increase of \$62,142.00.

The revised contract amount is \$2,292,692.00.

Adopted by the Maplewood City Council on this 23rd day of June 2014.

**CHANGE ORDER
CITY OF MAPLEWOOD**

PROJECT NAME: Police Department Expansion Project - Phase 3
CONTRACTOR: Jorgenson Construction
CHANGE ORDER NO.: Four (4)
DATE: June 23, 2014

The following changes shall be made in the contract documents:

CHANGE ORDER NO. 4

Item No.	Item Description	Amount
<u>Change Order #4</u>		<u>Amount</u>
1	Front Lobby Changes	\$ 65,949.00
2	Remove Roof Drain	\$ (6,549.00)
3	Rear Parking Lot Changes	\$ 3,163.00
4	Condensate Line Change	\$ (421.00)
		<u>\$ 62,142.00</u>
TOTAL SCHEDULE CO #4		\$62,142.00
TOTAL NET CHANGE ORDER NO. 4		\$62,142.00

CONTRACT STATUS:

Original Contract: \$2,185,000.00
Net Change of Prior Changes: \$45,550.00
Change this Change Order: \$62,142.00
Revised Contract: \$2,292,692.00

Recommended By: SEH, Inc.

By: _____ Date: _____

Agreed to By: Jorgenson Construction

By: _____ Date: _____

Approved By: City of Maplewood

By: _____ Date: _____

MEMORANDUM

TO: Melinda Coleman, Interim City Manager
FROM: H. Alan Kantrud, City Attorney
DATE: June 16, 2014
SUBJECT: Approve Memorandum of Understanding with St. John's Hospital for Certain Healthcare Services

Introduction

Section 340 B of the Public Health Services Act (Title 42 › Chapter 6A › Subchapter II › Part D › Subpart vii › § 256b) exists to support health care providers with a “drug discount” program to assist them in the provisioning of health care to patients who otherwise do not fit into other Federal Programs such as coverage under Medicare/Medicaid.

HealthEast (Maplewood) is seeking to enter the 340B program and has asked the City to “Certify” that their operation does serve that portion of the population of Maplewood and other communities at their Maplewood facility and that therefore they are an eligible entity as defined under the Federal Law.

Background

The City was approached a short time ago by a lobbyist for HealthEast (Mary Dougherty) who has been working with HealthEast in certifying their facilities in the Metro generally and for Maplewood, here, specifically.

The Memorandum of Understanding (MOU) is fairly straightforward and speaks primarily to the relationship that HealthEast has with the City and in serving the needs of under-privileged patients at its Maplewood location.

The MOU specifically indemnifies the City from any liability in the event that mistakes are made and the discounted prescription drugs are improperly dispensed.

Budget Impact

None. No financial commitment on the part of the City is requested.

Recommendation

Authorize the Mayor and Manager to execute the attached Memorandum of Understanding with HealthEast St. John's Hospital supporting their application to participate in the Federal Government's 340B drug discount program.

Attachments

1. 340B Public Health Service Act Program Requirements
2. Memorandum of Understanding with HealthEast St. John's Hospital

Sec. 340B PUBLIC HEALTH SERVICE ACT

LIMITATION ON PRICES OF DRUGS PURCHASED BY COVERED ENTITIES

(a) REQUIREMENTS FOR AGREEMENT WITH SECRETARY.

(1) IN GENERAL.—The Secretary shall enter into an agreement with each manufacturer of covered outpatient drugs under which the amount required to be paid (taking into account any rebate or discount, as provided by the Secretary) to the manufacturer for covered outpatient drugs (other than drugs described in paragraph (3)) purchased by a covered entity on or after the first day of the first month that begins after the date of the enactment of this section, does not exceed an amount equal to the average manufacturer price for the drug under title XIX of the Social Security Act in the preceding calendar quarter, reduced by the rebate percentage described in paragraph (2). Each such agreement shall require that the manufacturer furnish the Secretary with reports, on a quarterly basis, of the price for each covered outpatient drug subject to the agreement that, according to the manufacturer, represents the maximum price that covered entities may permissibly be required to pay for the drug (referred to in this section as the ‘ceiling price’), and shall require that the manufacturer offer each covered entity covered outpatient drugs for purchase at or below the applicable ceiling price if such drug is made available to any other purchaser at any price.

(2) REBATE PERCENTAGE DEFINED.

(A) IN GENERAL.—For a covered outpatient drug purchased in a calendar quarter, the ‘‘rebate percentage’’ is the amount (expressed as a percentage) equal to—

- (i) the average total rebate required under section 1927(c) of the Social Security Act with respect to the drug (for a unit of the dosage form and strength involved) during the preceding calendar quarter; divided by
- (ii) the average manufacturer price for such a unit of the drug during such quarter.

(B) OVER THE COUNTER DRUGS.—

- (i) IN GENERAL.—For purposes of subparagraph (A), in the case of over the counter drugs, the ‘‘rebate percentage’’ shall be determined as if the rebate required under section 1927(c) of the Social Security Act is based on the applicable percentage provided under section 1927(c)(3) of such Act.
- (ii) DEFINITION.—The term ‘‘over the counter drug’’ means a drug that may be sold without a prescription and which is prescribed by a physician (or other persons authorized to prescribe such drug under State law).

(3) DRUGS PROVIDED UNDER STATE MEDICAID PLANS.

Drugs described in this paragraph are drugs purchased by the entity for which payment is made by the State under the State plan for medical assistance under title XIX of the Social Security Act.

(4) COVERED ENTITY DEFINED.

In this section, the term ‘‘covered entity’’ means an entity that meets the requirements described in paragraph (5) and is one of the following:

- (A) A Federally-qualified health center (as defined in section 1905(l)(2)(B) of the Social Security Act).
- (B) An entity receiving a grant under section 340A.

- (C) A family planning project receiving a grant or contract under section 1001.
- (D) An entity receiving a grant under subpart II of part C of title XXVI (relating to categorical grants for outpatient early intervention services for HIV disease).
- (E) A State-operated AIDS drug purchasing assistance program receiving financial assistance under title XXVI.
- (F) A black lung clinic receiving funds under section 427(a) of the Black Lung Benefits Act.
- (G) A comprehensive hemophilia diagnostic treatment center receiving a grant under section 501(a)(2) of the Social Security Act.
- (H) A Native Hawaiian Health Center receiving funds under the Native Hawaiian Health Care Act of 1988.
- (I) An urban Indian organization receiving funds under title V of the Indian Health Care Improvement Act.
- (J) Any entity receiving assistance under title XXVI (other than a State or unit of local government or an entity described in subparagraph (D)), but only if the entity is certified by the Secretary pursuant to paragraph (7).
- (K) An entity receiving funds under section 318 (relating to treatment of sexually transmitted diseases) or section 317(j)(2) (relating to treatment of tuberculosis) through a State or unit of local government, but only if the entity is certified by the Secretary pursuant to paragraph (7).
- (L) A subsection (d) hospital (as defined in section 1886(d)(1)(B) of the Social Security Act) that—
 - (i) is owned or operated by a unit of State or local government, is a public or private non-profit corporation which is formally granted governmental powers by a unit of State or local government, or is a private non-profit hospital which has a contract with a State or local government to provide health care services to low income individuals who are not entitled to benefits under title XVIII of the Social Security Act or eligible for assistance under the State plan under this title;
 - (ii) for the most recent cost reporting period that ended before the calendar quarter involved, had a disproportionate share adjustment percentage (as determined under section 1886(d)(5)(F) of the Social Security Act) greater than 11.75 percent or was described in section 1886(d)(5)(F)(i)(II) of such Act; and
 - (iii) does not obtain covered outpatient drugs through a group purchasing organization or other group purchasing arrangement.
- (M) A children's hospital excluded from the Medicare prospective payment system pursuant to section 1886(d)(1)(B)(iii) of the Social Security Act, or a free-standing cancer hospital excluded from the Medicare prospective payment system pursuant to section 1886(d)(1)(B)(v)

of the Social Security Act, that would meet the requirements of subparagraph (L), including the disproportionate share adjustment percentage requirement under clause (ii) of such subparagraph, if the hospital were a subsection (d) hospital as defined by section 1886(d)(1)(B) of the Social Security Act.

(N) An entity that is a critical access hospital (as determined under section 1820(c)(2) of the Social Security Act), and that meets the requirements of subparagraph (L)(i).

(O) An entity that is a rural referral center, as defined by section 1886(d)(5)(C)(i) of the Social Security Act, or a sole community hospital, as defined by section 1886(d)(5)(C)(iii) of such Act, and that both meets the requirements of subparagraph (L)(i) and has a disproportionate share adjustment percentage equal to or greater than 8 percent.

(5) REQUIREMENTS FOR COVERED ENTITIES.

(A) PROHIBITING DUPLICATE DISCOUNTS OR REBATES.—

(i) **IN GENERAL.**—A covered entity shall not request payment under title XIX of the Social Security Act for medical assistance described in section 1905(a)(12) of such Act with respect to a drug that is subject to an agreement under this section if the drug is subject to the payment of a rebate to the State under section 1927 of such Act.

(ii) **ESTABLISHMENT OF MECHANISM.**—The Secretary shall establish a mechanism to ensure that covered entities comply with clause (i). If the Secretary does not establish a mechanism within 12 months under the previous sentence, the requirements of section 1927(a)(5)(C) of the Social Security Act shall apply.

(B) PROHIBITING RESALE OF DRUGS.—With respect to any covered outpatient drug that is subject to an agreement under this subsection, a covered entity shall not resell or otherwise transfer the drug to a person who is not a patient of the entity.

(C) AUDITING.—A covered entity shall permit the Secretary and the manufacturer of a covered outpatient drug that is subject to an agreement under this subsection with the entity (acting in accordance with procedures established by the Secretary relating to the number, duration, and scope of audits) to audit at the Secretary's or the manufacturer's expense the records of the entity that directly pertain to the entity's compliance with the requirements described in subparagraphs (A) or (B) with respect to drugs of the manufacturer.

(D) ADDITIONAL SANCTION FOR NONCOMPLIANCE.—If the Secretary finds, after audit as described in subparagraph (C) and after notice and hearing, that a covered entity is in violation of a requirement described in subparagraphs (A) or (B), the covered entity shall be liable to the manufacturer of the covered outpatient drug that is the subject of the violation in an amount equal to the reduction in the price of the drug (as described in subparagraph (A)) provided under the agreement between the entity and the manufacturer under this paragraph.

(6) TREATMENT OF DISTINCT UNITS OF HOSPITALS.

In the case of a covered entity that is a distinct part of a hospital, the hospital shall not be considered a covered entity under this paragraph unless the hospital is otherwise a covered entity under this subsection.

(7) CERTIFICATION OF CERTAIN COVERED ENTITIES.

(A) DEVELOPMENT OF PROCESS.—Not later than 60 days after the date of enactment of this subsection, the Secretary shall develop and implement a process for the certification of entities described in subparagraphs (J) and (K) of paragraph (4).

(B) INCLUSION OF PURCHASE INFORMATION.—The process developed under subparagraph (A) shall include a requirement that an entity applying for certification under this paragraph submit information to the Secretary concerning the amount such entity expended for covered outpatient drugs in the preceding year so as to assist the Secretary in evaluating the validity of the entity's subsequent purchases of covered outpatient drugs at discounted prices.

(C) CRITERIA.—The Secretary shall make available to all manufacturers of covered outpatient drugs a description of the criteria for certification under this paragraph.

(D) LIST OF PURCHASERS AND DISPENSERS.—The certification process developed by the Secretary under subparagraph (A) shall include procedures under which each State shall, not later than 30 days after the submission of the descriptions under subparagraph (C), prepare and submit a report to the Secretary that contains a list of entities described in subparagraphs (J) and (K) of paragraph (4) that are located in the State.

(E) RECERTIFICATION.—The Secretary shall require the recertification of entities certified pursuant to this paragraph on a not more frequent than annual basis, and shall require that such entities submit information to the Secretary to permit the Secretary to evaluate the validity of subsequent purchases by such entities in the same manner as that required under subparagraph (B).

(8) DEVELOPMENT OF PRIME VENDOR PROGRAM.

The Secretary shall establish a prime vendor program under which covered entities may enter into contracts with prime vendors for the distribution of covered outpatient drugs. If a covered entity obtains drugs directly from a manufacturer, the manufacturer shall be responsible for the costs of distribution.

(9) NOTICE TO MANUFACTURERS.

The Secretary shall notify manufacturers of covered outpatient drugs and single State agencies under section 1902(a)(5) of the Social Security Act of the identities of covered entities under this paragraph, and of entities that no longer meet the requirements of paragraph (5) or that are no longer certified pursuant to paragraph (7).

(10) NO PROHIBITION ON LARGER DISCOUNT.

Nothing in this subsection shall prohibit a manufacturer from charging a price for a drug that is lower than the maximum price that may be charged under paragraph (1).

(b) OTHER DEFINITIONS.

(1) IN GENERAL.—In this section, the terms “average manufacturer price”, “covered outpatient drug”, and “manufacturer” have the meaning given such terms in section 1927(k) of the Social Security Act.

(2) COVERED DRUG.—In this section, the term ‘covered drug’—

(A) means a covered outpatient drug (as defined in section 1927(k)(2) of the Social Security Act); and

(B) includes, notwithstanding paragraph (3)(A) of section 1927(k) of such Act, a drug used in connection with an inpatient or outpatient service provided by a hospital described in subparagraph (L), (M), (N), or (O) of subsection (a)(4) that is enrolled to participate in the drug discount program under this section.

(d) IMPROVEMENTS IN PROGRAM INTEGRITY.

(1) MANUFACTURER COMPLIANCE.—

(A) IN GENERAL.—From amounts appropriated under paragraph (4), the Secretary shall provide for improvements in compliance by manufacturers with the requirements of this section in order to prevent overcharges and other violations of the discounted pricing requirements specified in this section.

(B) IMPROVEMENTS.—The improvements described in subparagraph (A) shall include the following:

(i) The development of a system to enable the Secretary to verify the accuracy of ceiling prices calculated by manufacturers under subsection (a)(1) and charged to covered entities, which shall include the following:

(I) Developing and publishing through an appropriate policy or regulatory issuance, precisely defined standards and methodology for the calculation of ceiling prices under such subsection.

(II) Comparing regularly the ceiling prices calculated by the Secretary with the quarterly pricing data that is reported by manufacturers to the Secretary.

(III) Performing spot checks of sales transactions by covered entities.

(IV) Inquiring into the cause of any pricing discrepancies that may be identified and either taking, or requiring manufacturers to take, such corrective action as is appropriate in response to such price discrepancies.

(ii) The establishment of procedures for manufacturers to issue refunds to covered entities in the event that there is an overcharge by the manufacturers, including the following:

(I) Providing the Secretary with an explanation of why and how the overcharge occurred, how the refunds will be calculated, and to whom the refunds will be issued.

(II) Oversight by the Secretary to ensure that the refunds are issued accurately and within a reasonable period of time, both in routine instances of retroactive

adjustment to relevant pricing data and exceptional circumstances such as erroneous or intentional overcharging for covered outpatient drugs.

- (iii) The provision of access through the Internet website of the Department of Health and Human Services to the applicable ceiling prices for covered outpatient drugs as calculated and verified by the Secretary in accordance with this section, in a manner (such as through the use of password protection) that limits such access to covered entities and adequately assures security and protection of privileged pricing data from unauthorized re-disclosure.
- (iv) The development of a mechanism by which—
 - (I) rebates and other discounts provided by manufacturers to other purchasers subsequent to the sale of covered outpatient drugs to covered entities are reported to the Secretary; and
 - (II) appropriate credits and refunds are issued to covered entities if such discounts or rebates have the effect of lowering the applicable ceiling price for the relevant quarter for the drugs involved.
- (v) Selective auditing of manufacturers and wholesalers to ensure the integrity of the drug discount program under this section.
- (vi) The imposition of sanctions in the form of civil monetary penalties, which—
 - (I) shall be assessed according to standards established in regulations to be promulgated by the Secretary not later than 180 days after the date of enactment of the Patient Protection and Affordable Care Act;
 - (II) shall not exceed \$5,000 for each instance of overcharging a covered entity that may have occurred; and
 - (III) shall apply to any manufacturer with an agreement under this section that knowingly and intentionally charges a covered entity a price for purchase of a drug that exceeds the maximum applicable price under subsection (a)(1).

(2) COVERED ENTITY COMPLIANCE.

(A) **IN GENERAL.**—From amounts appropriated under paragraph (4), the Secretary shall provide for improvements in compliance by covered entities with the requirements of this section in order to prevent diversion and violations of the duplicate discount provision and other requirements specified under subsection (a)(5).

(B) **IMPROVEMENTS.**—The improvements described in subparagraph (A) shall include the following:

- (i) The development of procedures to enable and require covered entities to regularly update (at least annually) the information on the Internet website of the Department of Health and Human Services relating to this section.
- (ii) The development of a system for the Secretary to verify the accuracy of information regarding covered entities that is listed on the website described in clause (i).
- (iii) The development of more detailed guidance describing methodologies and options available to covered entities for billing covered outpatient drugs to State Medicaid agencies in a manner that avoids duplicate discounts pursuant to subsection (a)(5)(A).
- (iv) The establishment of a single, universal, and standardized identification system by which each covered entity site can be identified by manufacturers, distributors,

covered entities, and the Secretary for purposes of facilitating the ordering, purchasing, and delivery of covered outpatient drugs under this section, including the processing of chargebacks for such drugs.

(v) The imposition of sanctions, in appropriate cases as determined by the Secretary, additional to those to which covered entities are subject under subsection (a)(5)(D), through one or more of the following actions:

(I) Where a covered entity knowingly and intentionally violates subsection (a)(5)(B), the covered entity shall be required to pay a monetary penalty to a manufacturer or manufacturers in the form of interest on sums for which the covered entity is found liable under subsection (a)(5)(D), such interest to be compounded monthly and equal to the current short term interest rate as determined by the Federal Reserve for the time period for which the covered entity is liable.

(II) Where the Secretary determines a violation of subsection (a)(5)(B) was systematic and egregious as well as knowing and intentional, removing the covered entity from the drug discount program under this section and disqualifying the entity from re-entry into such program for a reasonable period of time to be determined by the Secretary.

(III) Referring matters to appropriate Federal authorities within the Food and Drug Administration, the Office of Inspector General of Department of Health and Human Services, or other Federal agencies for consideration of appropriate action under other Federal statutes, such as the Prescription Drug Marketing Act (21 U.S.C. 353).

(3) ADMINISTRATIVE DISPUTE RESOLUTION PROCESS.

(A) IN GENERAL.—Not later than 180 days after the date of enactment of the Patient Protection and Affordable Care Act, the Secretary shall promulgate regulations to establish and implement an administrative process for the resolution of claims by covered entities that they have been overcharged for drugs purchased under this section, and claims by manufacturers, after the conduct of audits as authorized by subsection (a)(5)(C), of violations of subsections (a)(5)(A) or (a)(5)(B), including appropriate procedures for the provision of remedies and enforcement of determinations made pursuant to such process through mechanisms and sanctions described in paragraphs (1)(B) and (2)(B).

(B) DEADLINES AND PROCEDURES.—Regulations promulgated by the Secretary under subparagraph (A) shall—

- (i) designate or establish a decision making official or decision-making body within the Department of Health and Human Services to be responsible for reviewing and finally resolving claims by covered entities that they have been charged prices for covered outpatient drugs in excess of the ceiling price described in subsection (a)(1), and claims by manufacturers that violations of subsection (a)(5)(A) or (a)(5)(B) have occurred;
- (ii) establish such deadlines and procedures as may be necessary to ensure that claims shall be resolved fairly, efficiently, and expeditiously;
- (iii) establish procedures by which a covered entity may discover and obtain such information and documents from manufacturers and third parties as may be relevant to

demonstrate the merits of a claim that charges for a manufacturer's product have exceeded the applicable ceiling price under this section, and may submit such documents and information to the administrative official or body responsible for adjudicating such claim;

(iv) require that a manufacturer conduct an audit of a covered entity pursuant to subsection (a)(5)(C) as a prerequisite to initiating administrative dispute resolution proceedings against a covered entity;

(v) permit the official or body designated under clause (i), at the request of a manufacturer or manufacturers, to consolidate claims brought by more than one manufacturer against the same covered entity where, in the judgment of such official or body, consolidation is appropriate and consistent with the goals of fairness and economy of resources; and

(vi) include provisions and procedures to permit multiple covered entities to jointly assert claims of overcharges by the same manufacturer for the same drug or drugs in one administrative proceeding, and permit such claims to be asserted on behalf of covered entities by associations or organizations representing the interests of such covered entities and of which the covered entities are members.

(C) FINALITY OF ADMINISTRATIVE RESOLUTION.—The administrative resolution of a claim or claims under the regulations promulgated under subparagraph (A) shall be a final agency decision and shall be binding upon the parties involved, unless invalidated by an order of a court of competent jurisdiction.

(4) AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this subsection, such sums as may be necessary for fiscal year 2010 and each succeeding fiscal year.

(e) Exclusion of Orphan Drugs for Certain Covered Entities

For covered entities described in subparagraph (M) (other than a children's hospital described in subparagraph (M)), (N), or (O) of subsection (a)(4), the term 'covered outpatient drug' shall not include a drug designated by the Secretary under section 526 of the Federal Food, Drug, and Cosmetic Act for a rare disease or condition.

**Sec. 340B of the Public Health Service Act (Pub. L. 102-585), as amended by the Patient Protection and Affordable Care Act (Pub. L. 111-148), Health Care and Education Reconciliation Act (Pub. L. 111-152) and Medicare and Medicaid Extenders Act of 2010 (Pub. L. 111-309)

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF MAPLEWOOD

AND

HEALTHEAST ST. JOHN'S HOSPITAL

THIS AGREEMENT is made this ____ day of _____, 2014 by and between the City of Maplewood("City") and HealthEast St. John's Hospital ("Hospital"), a non-profit corporation organized and existing under the laws of the State of Minnesota , located at 1575 Beam Avenue, Maplewood, MN 55109.

RECITALS:

WHEREAS,the Hospital is a Minnesota not-for-profit hospital that provides a disproportionate share of healthcare services to the Medicaid population in addition to supporting programs that benefit the indigent, uninsured or underinsured population in the State of Minnesota;

WHEREAS, the Hospital desires to participate in the drug discount program established under Section 340B of the Public Health Services Act (the "340B Program");

WHEREAS, in order to participate in the 340B Program the Hospital must enter into an agreement with a unit of the state or local government pursuant to which the Hospital commits to provide health care services to low-income individuals who are neither entitled to benefits under Title XVIII of the Social Security Act nor eligible for assistance under the State plan of Title XIX under this Act;

WHEREAS, the Hospital desires to make such a formal commitment to the City; and

WHEREAS, the City agrees to accept such commitment on behalf of the citizens of the City of Maplewood.

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good valuable consideration, the receipt and sufficiency of which hereby are acknowledged, it is mutually agreed and covenanted, under seal, by and between the parties to this Agreement, as follows:

1. Commitment of the Hospital to Provide Indigent Care.

During the term of this Agreement, the Hospital agrees to continue its historic commitment to the provision of health care to indigent, uninsured and underinsured residents of the City. For the Hospital's fiscal year end 8/31/13, this commitment totaled approximately \$1.3 million of expenses. Pursuant to this commitment, it is the intention of the Hospital that indigent care provided during the term of this Agreement will range between \$1 million and \$2 million a year. The Hospital will assume that all patients will receive necessary care, as required by law, regardless of ability to pay.

2. Acceptance and Acknowledgements of the City of Maplewood.

- (a) The City accepts the commitment of the Hospital set forth above;
- (b) The City has executed a certification form, attached hereto, which acknowledges that the healthcare services provided by the Hospital are being provided to low-income individuals who are neither entitled to benefits under Title XVIII of the Social Security Act nor eligible for assistance under the State plan of Title XIX under this Act; and
- (c) The City authorizes the Hospital to submit the attached certification in support of HealthEast St. John's application to enroll in the 340B program.

3. Representations of HealthEast St. John's Hospital.

HealthEast St. John's Hospital represents that as of the date hereof:

- (a) HealthEast St. John's Hospital constitutes a corporation duly organized and validly existing in good standing under the laws of the State of Minnesota with the corporate power and authority to enter into and perform its obligations under this Agreement; and

(b) The Hospital is a tax-exempt corporation of under Section 501 (c)(3) of the Internal Revenue Code of the United States, as amended and under applicable laws of the State of Minnesota.

4. Term and Termination. The term of this Agreement shall commence on the date first above written and shall continue until terminated by either party upon not less than sixty (60) days prior written notice to the other party.

5. Indemnification. HealthEast St. John's Hospital shall indemnify, defend and hold the City of Maplewood harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the City of Maplewood of any statutory or common law immunities, limits, or exceptions on liability.

6. Notice. All notices required or permitted to be given under this Agreement shall be deemed given when delivered by hand or sent by registered or certified mail, return receipt requested, addressed as follows:

Sent to: City of Maplewood
Attention: City Manager
1830 County Road B East
Maplewood, MN 55109

Sent to: HealthEast St. John's Hospital
Attention: Doug Davenport
SVP, Chief Financial Officer
HealthEast Care System
559 Capital Boulevard
St. Paul, MN 55103

6. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The parties shall comply with all federal, state and local laws and ordinances applicable to the work to be done pursuant to this Agreement.

IN WITNESS WHEREOF, HealthEast St. John's Hospital and the City of Maplewood have executed this Agreement as of the day and year first written above by their duly authorized representatives.

HealthEast St. John's Hospital

By _____

Printed _____

Title _____

Date _____

This Agreement has been reviewed for legal sufficiency by:

H. Alan Kantrud, City Attorney

City of Maplewood

Date _____

MEMORANDUM

TO: Melinda Coleman, Interim City Manager

FROM: Molly Wellens, RS, Health Officer
Shann Finwall, AICP, Environmental Planner

DATE: June 17, 2014

SUBJECT: Approval of Amendments to the City's Health Codes – First Reading

Introduction

As part of the City of Maplewood's delegation agreement with the Minnesota Department of Health (MDH), the City is required to have ordinances which regulate minimum design, installation, construction, operation and maintenance requirements for all public pools, food and food handlers, and lodging establishments. The City's ordinances regulating those standards are found at Chapter 12 (Buildings and Building Regulations) and Chapter 14 (Business and Licensing).

Background

The MDH conducted their annual review of the City's delegation agreement last fall. During the review, MDH notified the City that we must update our ordinances to better reference State health statutes and rules. Updates to the ordinances are required by October 2014. The attached ordinances reflect the required changes.

Budget Impact

None

Recommendation

Approve the first reading of amendments to the City's health codes (Chapters 12 and 14). The second reading is scheduled for July 14, 2014.

Attachments

1. Chapter 12 (Buildings and Building Regulations), Article XII (Swimming Pools), Division 2 (Public Pools)
2. Chapter 14 (Businesses and Licensing), Article VI (Food and Food Handlers), Division 2 (Food Establishments).
3. Chapter 14 (Businesses and Licensing), Article IX (Lodging Establishments), Division 1 (Generally)

- CODE OF ORDINANCES
Chapter 12 - BUILDINGS AND BUILDING REGULATIONS
ARTICLE XII. - SWIMMING POOLS

DIVISION 2. PUBLIC POOLS

DIVISION 2. PUBLIC POOLS

Sec. 12-432. Authority.

Sec. 12-53~~32~~. State department of health rules adopted.

Sec. 12-53~~43~~. Definitions.

Sec. 12-53~~54~~. License required.

Sec. 12-53~~65~~. Application for license.

Sec. 12-53~~76~~. Inspection.

Sec. 12-53~~87~~. License expiration and renewal; denial or revocation of license.

Sec. 12-53~~98~~. License fees.

Sec. 12-53~~109~~. Penalty.

Sec. 12-532. Authority.

The City of Maplewood regulates food, lodging, and public pool establishments through the delegation of authority from the Minnesota Department of Health.

Sec. 12-53~~32~~. State department of health rules adopted.

Subject to any specific modifications set forth in this division, the city hereby adopts and incorporates by reference state board of health statutes and rules including Minnesota Statutes 144.1222, 145A, and 157 and Minnesota Rules, parts 4717.0150 to 4717.3970 and 7-MCAR 1.141, as contained in the document entitled "Rules and Regulations of the Minnesota Department of Health Relating to Public Swimming Pools," and all subsequent amendments thereto. One copy of such regulations shall be filed and available for inspection in the offices of the city clerk and community development. Said statutes and rules are hereby modified by deleting the term Reference in 7-MCAR 1.141 of "board of health" and substituting shall be replaced by "environmental health official." and any rReference to "public swimming pool" with shall be replaced with the definition of "public pool" in [section 12-533](#).

(Code 1982, § 31-7)

Sec. 12-53~~43~~. Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Public pool means any pool, other than a private residential pool, intended to be used collectively by numbers of persons for swimming or bathing, operated by any person, whether he is the owner, lessee, operator, licensee, or concessionaire, regardless of whether a fee is

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DIVISION 2. PUBLIC POOLS

charged for such use. Included in this definition are pools located in or adjacent to apartment buildings, condominiums, townhouses or other multiple-dwelling residential complexes, public or private schools, public or private sports facilities, commercial property unless used for sales and/or display purposes only and treatment pools, therapeutic pools, and special pools for water therapy, whirlpools, spas and cold plunges.

(Code 1982, § 31-8)

Cross reference— Definitions generally, § 1-2.

Sec. 12-5354. License required.

It shall be unlawful for any person to operate a public pool, regardless of whether a fee is charged for such use, unless the city has issued a valid license therefor which is in full force and effect. Such license shall be on display in the vicinity of the subject pool or conveniently accessible upon demand.

(Code 1982, § 31-9)

Sec. 12-5365. Application for license.

Application for a license for a public pool shall be submitted to the department of community development in such form and manner as the city may prescribe.

(Code 1982, § 31-10)

Sec. 12-5376. Inspection.

The environmental health official shall inspect every public pool as frequently as deemed necessary to ensure compliance with this division. All swimming pool plans will be sent to the Minnesota Department of Health for review and approval per the city's delegation agreement with the Minnesota Department of Health.

(Code 1982, § 31-11)

Sec. 12-5387. License expiration and renewal; denial or revocation of license.

- (a) Licenses issued under this division shall expire on December 31 each year. License renewal applications shall be filed with the department of community development prior to December 31 of each year. Failure to comply with these requirements may result in revocation or nonrenewal of the license.
- (b) Written notification shall be made to the applicant or licensee of any pool license that has been denied or revoked. The applicant or licensee shall have ten days from the date of notification to appeal this decision to the city council.

(Code 1982, § 31-12)

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DIVISION 2. PUBLIC POOLS

Sec. 12-53~~98~~. License fees.

The license fees for public pools shall be fixed by the city council, by resolution, from time to time.

(Code 1982, § 31-13)

Sec. 12-53~~109~~. Penalty.

Any person convicted of violating this article will be guilty of a misdemeanor and, upon conviction, shall be punished in accordance with [section 1-15](#).

(Code 1982, § 31-14)

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 Chapter 14 - BUSINESSES AND LICENSING
 ARTICLE VI. - FOOD AND FOOD HANDLERS
 DIVISION 2. - FOOD ESTABLISHMENTS

Subdivision I. In General

Subdivision I. In General

Sec. 14-316. Authority.

Sec. 14-3176. Purpose.

Sec. 14-3187. State health rules adopted.

Sec. 14-3198. Interference with or hindrance of health authority.

Sec. 14-32019. Supplemental laws, rules and regulations.

Sec. 14-32120. Violations.

Secs. 14-~~322321~~—14-340. Reserved.

Sec. 14-316. Authority.

The City of Maplewood regulates food, lodging, and public pool establishments through the delegation of authority from the Minnesota Department of Health.

Sec. 14-3176. Purpose.

The purpose of this division is to establish standards to protect the health, safety and the general welfare of the people of the city. These general objectives include the following:

- (1) Prevent food-borne illness.
- (2) Correct and prevent conditions that may adversely affect persons utilizing food establishments.
- (3) Provide minimum standards for the design, construction, operation and maintenance of food establishments.
- (4) Meet consumer expectations to the quality and safety of food establishments.

(Code 1982, § 13-16)

Sec. 14-3187. State health rules adopted.

Subject to any specific modifications set forth in this section, the city adopts and incorporates by reference state board of health statutes and rules including Minnesota Statutes 145A and 157 and Minnesota Rules, parts 4626.0010 to 4626.2010~~chapter 4625, part 4626.0010 et seq., as contained by law in the document entitled "Rules and Requirements for Food and Beverage Establishments."~~ A copy of such regulations shall be filed and available for inspection in the office of the city clerk and the department of community development. Chapter 4626.0010 et seq. Said statutes and rules are ~~is~~ hereby modified by deleting the terms "board"

- CODE OF ORDINANCES
Chapter 14 - BUSINESSES AND LICENSING
ARTICLE VI. - FOOD AND FOOD HANDLERS
DIVISION 2. - FOOD ESTABLISHMENTS

Subdivision I. In General

and "commissioner" and substituting the term "environmental health official" in place thereof, or other successor designated or authorized by the city council.

(Code 1982, § 13-17)

Sec. 14-31~~98~~. Interference with or hindrance of health authority.

No person shall interfere with, obstruct or hinder any health authority in the performance of their duties under this division or the laws of the state nor prevent their performance thereof.

(Code 1982, § 13-42)

Sec. 14-3~~2019~~. Supplemental laws, rules and regulations.

This division shall be construed to be supplementary to all laws, rules and regulations of the state department of health and state department of agriculture and is not intended and shall not be construed to permit that which is prohibited or declared unlawful by any such competent authority. All establishments shall, in addition to this division, comply with the applicable regulations of the state department of health and state department of agriculture.

(Code 1982, § 13-43)

Sec. 14-32~~10~~. Violations.

Any person convicted of violating this division will be guilty of a misdemeanor and, upon conviction, shall be punished in accordance with [section 1-15](#).

(Code 1982, § 13-44)

Secs. 14-32~~21~~—14-340. Reserved.

- CODE OF ORDINANCES
Chapter 14 - BUSINESSES AND LICENSING
ARTICLE IX. - LODGING ESTABLISHMENTS

DIVISION 1. GENERALLY

DIVISION 1. GENERALLY

Sec. 14-521. Authority.

Sec. 14-52~~2~~**1**. State health rules adopted by law.

Sec. 14-52~~3~~**2**. Inspection.

Sec. 14-52~~4~~**3**. Penalty.

Secs. 14-52~~5~~**4**—14-550. Reserved.

Sec. 14-521. Authority.

The City of Maplewood regulates food, lodging, and public pool establishments through the delegation of authority from the Minnesota Department of Health.

Sec. 14-52~~2~~1**. State health rules adopted by law.**

Subject to any specific modifications set forth in this section, the city hereby adopts and incorporates by reference state board of health statutes and rules including Minnesota Statutes 145A, 157, and 327 and Minnesota Rules, parts 4625.0100 to 4625.2300. 7—MCAR 1.151—1.160 as contained by law in the document entitled "Requirements for Lodging Establishments" and all subsequent amendments thereto. One copy of such regulations shall be filed and available for inspection in the office of the city clerk and the department of community development. 7—MCAR 1.151—1.160 is Said statutes and rules are hereby modified by deleting the term "board of health" and substituting the refer the term "environmental health official."

(Code 1982, § 17.5-1)

Sec. 14-52~~3~~2**. Inspection.**

The environmental health official shall inspect every lodging establishment as frequently as deemed necessary to ensure compliance with this article.

(Code 1982, § 17.5-4)

Sec. 14-52~~4~~3**. Penalty.**

Any person convicted of violating this article shall be guilty of a misdemeanor and, upon conviction, shall be punished in accordance with section 1-15.

(Code 1982, § 17.5-7)

Secs. 14-52~~5~~4**—14-550. Reserved.**

Maplewood, Minnesota, Code of Ordinances

Page 1

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City of Maplewood

City Council Meeting Sign-Up Sheet

For Agenda Items and Visitor Presentations

By putting your name and address on this sheet, you are indicating which agenda item you would like to discuss with the City Council

Date: June 23, 2014

	<u>Name - First & Last</u> <small>(please print clearly)</small>	<u>Address</u>	<u>Agenda Item</u>
1.	<u>Diesslin, William</u>	<u>2115 ENGLISH</u>	<u>L^{VP}</u>
2.	<u>Tim Kinley</u>	<u>1987 MOSAIC AVE E</u>	<u>VP</u>
3.	<u>Bob Zick</u>	<u>N. S. P.</u>	<u>L</u>
4.	<u> </u>	<u> </u>	<u> </u>
5.	<u> </u>	<u> </u>	<u> </u>
6.	<u> </u>	<u> </u>	<u> </u>
7.	<u> </u>	<u> </u>	<u> </u>
8.	<u> </u>	<u> </u>	<u> </u>
9.	<u> </u>	<u> </u>	<u> </u>
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11.	<u> </u>	<u> </u>	<u> </u>
12.	<u> </u>	<u> </u>	<u> </u>
13.	<u> </u>	<u> </u>	<u> </u>
14.	<u> </u>	<u> </u>	<u> </u>
15.	<u> </u>	<u> </u>	<u> </u>

We the undersigned residents of English street are concerned about the degradation of our living environment brought on by completion of the Hwy 36 cloverleaf. This road modification facilitates easy access to English street by commercial vehicles such as heavy trucks and buses that previously avoided the route. We have noticed a great increase of heavy vehicle traffic along with adverse effects to the environment including road noise, ground vibration and increased air pollution. There is genuine concern that if left unregulated the current situation will result in damage to human health and the environment.

The undersigned propose a vehicle restriction of 6000 pounds GVW to remedy the current situation. This restriction would not include school buses or equipment necessary to collect and remove trash on a weekly basis. Preventing this traffic from entering this residential area will reduce road wear, increase neighborhood safety and protect homes from seismic damage.

The undersigned also wish to know if any federal funds were used in the construction of the Hwy 36 cloverleaf and if so demand a copy of the environmental impact statement that should have been prepared as required by the Nation Environmental Policy Act (NEPA).

Name Theresa Enriquez
Address 2062 English Street
Phone 612-710-4525

Name Ignacio Rodriguez
Address 2062 English
Phone 612 710 1686

Name Greg Schiffen
Address 2044 English St
Phone 651-253-4835

Name Yong Lee
Address 1302 Burke Cir E
Phone 209-489-0971

Name Bruce Carlson
Address 2137 ENGLISH
Phone 651 483 5062

Name JOHN SCHWARTZ
Address 2105 ENGLISH ST
Phone 651 483-5367

Name J. Redko
Address 1291 CTY Rd B E
Phone

Name Patrick Gregory
Address 2252 ENGLISH ST.
Phone 651-766-5169

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Name Linda Knutson
Address 2043 English St Maplewood, MN 55109
Phone (651) 315-2472

Name Ruth Thompson
Address 2165 English
Phone 651 331-0584

Name Jillian Herrera
Address 2181 English St Maplewood Mn. 55109
Phone (651) 480-0146

Name Kelly Herrera
Address 2181 English St
Phone 651-480-0146 Maplewood, MN

Name Matthew Lorenzo Nebbett
Address 1294 County Rd B East
Phone 206-384-0251

Name Julie Schmidt
Address 2257 English
Phone 651 815 7152

Name Michael Kemmer
Address 1294 COPE AVE E
Phone 651 - 415 - 9909

Name JAN Bergstrom
Address 2246 ENGLISH ST
Phone 651-490-3124

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Name William Dinesslin

Address 2115 English

Phone 651 484-1090

Name Judrey Dinesslin

Address 8115 English St

Phone 651-484-1898

Name Emiliano Delgado-s

Address 1290 Belmont

Phone 651 335 1583

Name Alison Sibeau

Address 2071 English St

Phone 651 778 8221

Name JEFF BIBEAN

Address 2071 English St

Phone 651-7788221

Name Brenda Neumann Bibeau

Address 2035 English St

Phone 651 484-3229

Name J. M.

Address 2035 English St

Phone 651-484-3229

Name Austin Johnson

Address 2021 English

Phone _____

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Name

Address

Phone

[Signature]

1994 English St. Maplewood MN 55109

651-428-3193

Name

Address

Phone

Mao Yang

1994 English Street Maplewood, MN 55109

(651) 226-2668

Name

Address

Phone

Therese Sonwik

1986 English St. Maplewood, MN 55109

(651) 724-6130 (wk)

Name

Address

Phone

[Signature]

2002 ENGLISH ST

651-481-4969

Name

Address

Phone

Jamie Gudknecht

2002 English St, Maplewood, MN 55109

651-481-4969

Name

Address

Phone

Tammy Rustad

2022 English St. Maplewood MN 55109

651-490-7998

Name

Address

Phone

JOE RUSTAD

2022 English St. Maplewood MN 55109

651 895-3332

Name

Address

Phone

Chue YANG

2145 ENGLISH ST Maplewood MN 55109

651-261-0330

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Name Paul Skrypek Jul Sh
Address 2240 English St.
Phone 602-875-4398

Name Rick Rydeen
Address 2240 ENGLISH ST
Phone 651-484-5534

Name Carl Rydeen
Address 2240 English
Phone 651-484-5534

Name Anna Kelly
Address 2732 English St
Phone 651-490-9291

Name Don Hutterer
Address 2091 English St
Phone 651-206-9391

Name Faith Hutterer
Address 2091 English St
Phone 651-486-8347

Name Don Mezger
Address 2076 English St.
Phone 651-738-3769

Name Don Mezger
Address owner 2068-2070 English St.
Phone 651-738-3769

MEMORANDUM

TO: City Council
FROM: Melinda Coleman, Interim City Manager
DATE: June 23, 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 announcements 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. July 14 – Public Art Discussion
2. July 14 – Public Safety Closest Car Concept
3. July 14 – Disposition of City Firearms
4. July 14 – Zoning of City Owned Parcels
5. July 28 – Economic Development Updates
6. July 28 – Recreational Fires Ordinance Review

Budget Impact

None.

Recommendation

No action required.

Attachments

None.

MEMORANDUM

TO: Mayor, City Council

FROM: Chuck Bethel

DATE: June 18, 2014

SUBJECT: Review Interim City Manager Coleman's Goals and Expectations

Introduction:

On June 6, 2014 Interim City Manager Coleman met with Councilmember Abrams and Mayor Slawik to discuss and develop the goals and expectations for the Interim City Manager. Pursuant to that meeting, Ms. Coleman has developed the following list of proposed expectations and goals:

Goals and Expectations for Melinda Coleman, Interim City Manager, Environment and Economic Development Director June 12, 2014

Proposed Council **Expectations** for Interim City Manager

Council Relations

- Enhance communication with the Mayor and City Council; encourage respectful two-way dialog
- Facilitate the city council in reaching consensus or respectful decisions and to serve as a dispassionate observer in all city business and policy matters
- Assist the Council to move to action on their ideas

External Relations

- Establish a presence in regional and state affairs; represent Maplewood
- Maintain and enhance a presence in the community; schools, business and with other partners

Internal Relations

- Encourage innovative, creative thinking
- Support professional development and training of all employees
- Promote and support the mission and goals of the City of Maplewood

Fiscal Responsibility

- Be visible in the budget process and communicate long term strategies
- Educate the public on taxes and budget in simple messages and communications

Future

- Anticipate demographic and other community changes and address issues accordingly
- Engage in long range planning for city services and create sustainable plans to address needs

Personal Development

- Work with Council Committee and HR Attorney to enlist a professional evaluation and development plan such as a development coach or other identified training

Proposed Goals for 2014

- Completion of 2015 Capital Improvement Plan and Budget
- Complete contract negotiations for 7 Bargaining Units
- Manage RFP Process for City Attorney Services
- Develop Economic Development Staffing Plan (short and long term)

Additionally, Ms. Coleman and the subcommittee have agreed to meet once a month to solidify the working relationship and continue the dialogue regarding the expectations and goals for the Interim City Manager.

Budget Impact:

None

Recommendation:

There is no action recommended at this time. The intent of this Memo is informational in order to keep the Council apprised of the goals/expectations for the Interim City Manager during this interim period.

MEMORANDUM

TO: City Council Members

FROM: Mayor Slawik

DATE: June 18, 2014

SUBJECT: City Manager Search Timeline / Process

Introduction:

Since our first meeting about the City Manager hiring process I have been researching several options for a viable process to move our city forward. I talked with several internal and external people connected with the City including two management team members, two north suburban Mayors who recently completed a City Manager hiring process, two current City Managers; Maplewood HR Department and several Maplewood citizens to gather this information. I recommend this process for your review, discussion and consideration purposes.

1. **Outside firm:** Recommend not using an outside firm
2. **Maplewood HR Department:** Recommended using Maplewood HR Department. Cost effective, time efficient.
3. **Recruitment Profile:** Update 2008 Recruitment Profile that is attached. Update population statistic; ask City Council and Management Team for input on updating Candidate Qualification Criteria. Hire facilitator to update Issues, Challenges and Opportunities portion with Council and Management Team.
4. **Posting Process:** Three week state/regional posting utilizing the League of Minnesota City's website and other traditional posting places;
5. **Suggested minimum qualifications** - Masters Degree, seven to ten years of municipal experience, three years experience as a City Manager/City Administrator, strong financial and budget skill set, and a thorough understanding of economic development including experience working with businesses. Update 2008 Recruitment Profile qualifications with input from Council and Management Team.
6. **Application Structure:** Include a supplemental questions component. The supplemental questionnaire allows the review committee to get a sense of the candidate's abilities and skills beyond what's on the application. Potential supplemental questions attached.
7. **Application Screening:** Suggesting Mayor and one Councilmember, HR staff and HR Attorney. Applications that do not meet minimum requirements or answer all the questions are removed.
8. **Subcommittee Ranking:** Subcommittee ranks top 5-7 candidates. Suggesting subcommittee consisting of internally two department heads selected by management

team, two Commission members, two Council members; external panelists including Maplewood legislator, Maplewood business representative, and one member from organized labor. Subcommittee members would sign nondisclosure forms to keep applicants names private.

9. **Two Panels Interview top 5-7 candidates and recommend 2-3 finalists**
 - a. Panel of Management Team Members
 - b. Panel of Employees including labor employees and from all levels of city staff
10. **2-3 Finalists**
 - a. **Administer personality profile and leadership assessment to finalists;** Hire an outside firm to conduct the assessments.
 - b. **Final interviews:** Council conducts candidate interviews and identifies top 2 candidates
11. **Timeline:** Selection by September 9, 2014. Post announcement in early July with closing July 31.
 - August 1, 2014 - Application and supplemental questionnaire due
 - August 6, 2014 – Application screening completed
 - August 12, 2014 - Subcommittee ranking of top 5-7 candidates
 - August 15, 2014 - Top 5-7 candidates notified of semi-finalist status and Panel interview dates
 - August 19, 2014 – Employee and Management Team Panel interview semi-finalists
 - August 21, 2014 – 2-3 finalists notified
 - August 25, 2014 - Early in week of August 25th - Leadership assessment administered
 - August 27, 2014 – Final Council interviews with 2-3 finalists
 - September 9, 2014 - Council meeting at which Council selects candidate.
 - November 4, 2014 - New City Manager Start Date
12. **City Manager Supplemental Questions**
 - a. Council selects 3-4 questions
 - b. Candidates limited to a total 2-3 page response

The following questions are samples of what could be used in the supplement questionnaire.

1. Provide a clear narrative description with regard to your background and experience governmental budget development, monitoring, and management. The description should include a description of your experience with municipal financing. Provide a sense of the most difficult economic decision you've been

involved in making, including the process you utilized to effect the preferred outcome.

2. Provide a detailed description of your approach to coordinating management of the wide range City services, including methods for developing and maintaining a cohesive leadership team and the way you prefer to manage conflict among members of the management team or with elected officials.
3. Maplewood is an essentially a fully developed City now in a redevelopment mode. Discuss your perspective and/or experience with redevelopment efforts.
4. What kinds of decisions do you delegate to others and reserve for yourself?
5. What do you believe the proper balance is between employee freedom and management control?
6. Describe you preferred planning process, including, who participates and your methods for determining the planning cycle.
7. Describe your management philosophy/style, including how incorporate team building into your day-to-day management.
8. Beyond the legally defined role of City Manager, in your view, what actions, skills, or abilities differentiate the most successful municipal managers from the less successful? Discuss your skills, abilities, and planned activities that would make you among the most successful group of municipal managers.

Public Input: Schedule a meet and greet after the interviews and before the decision is finalized. Hold an afternoon session when employees could meet the finalists and perhaps a separate department head meet and greet. Hold a facilitated Q and A.

Recommendation:

This report is for information and discussion purposes.

Attachments:

1. City Manager 2008 Recruitment Profile

APPROVED by City Council: September 30, 2008

RECRUITMENT PROFILE

CITY MANAGER

CITY OF MAPLEWOOD, MINNESOTA

This Recruitment Profile outlines the qualifications and experience identified as important for the position of City Manager. The Profile was prepared following discussion with the Mayor, City Council, Department Heads and community leaders as well as a review of written material relevant to the City of Maplewood and the City Manager's position.

Importantly, this Profile will be used as a primary guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

COMMUNITY BACKGROUND

The City of Maplewood (population 36,400 – 19.13 square miles) is a first ring suburb in Ramsey County immediately abutting the City of St Paul, the state capitol.

The City of Maplewood was incorporated in 1957 and became a Plan B Statutory City in 1974.

Today Maplewood is the largest suburban community in Ramsey County and has been one of the fastest growing, although the community is nearly fully developed. It borders St. Paul to the north and east, and is linked to the greater metro area by several major freeways—Interstates 94, 494, 694, and 35E and Highways 36 and 61. It is the home of the Maplewood Mall—a vibrant shopping mall that support a large variety of retailers, including Macy's, Kohl's, Sears, JC Penney, and specialty stores. Just west of the Maplewood Mall is the 86.8 acre Legacy Village site. The mixed-use development will include commercial / office space, medical / office space, retail / restaurants, and 850 housing units. Maplewood is served by excellent school systems, established city park and recreation programs, and several community recreation facilities, including the Maplewood Community Center and Battle Creek Recreation area—both of which house dynamic water parks. The community is the home to large and small employers, including the world headquarters of 3M and it's 11,000 local employees, Schroeder Company, Inc., and St. John's Northeast Hospital.

The St. Paul / East Metro area (including communities in Ramsey Washington, and Dakota counties and parts of western Wisconsin, of which Maplewood is a part,) is an economically diverse, fast-growing, and dynamic region. Part of the burgeoning Twin Cities metropolitan area, the St. Paul East Metro area is home to more than 1.1 million people and dozens of industry-leading companies like 3M, Medtronic, Ecolab, and Travelers, among many others. The area is consistently ranked as one of the best places to live, most recently by *Kiplinger's Personal Finance* as #2 on its list of the "50 Smart Places to Live."

The Twin Cities also boasts one of the most competitive environments for business in the world. According to the 2006 Development Report Card for the States, released by the Corporation for Enterprise Development, Minnesota and Massachusetts have the best economic climates in the U.S. The states were the only two to earn straight "A's" for the vitality of their businesses, the performance of their economies for workers, and their positioning for future economic growth.

Minnesota's education system is a national model. The state's public school open enrollment program allows students to enroll in schools outside their district, and the post-secondary enrollment options program encourages high school students to attend colleges tuition-free. Students have greater access to computers than do students in 45 other states. Young people learn work skills early too. The teenage workforce participation rate is the highest in the U.S. Young adults have access to great schools, which in turn produce a very high graduation rate.

The St. Paul / East Metro area is home to many nationally recognized private institutions, including Macalester College, University of St. Thomas, College of Saint Catherine, Concordia University Saint Paul, Hamline University, Bethel University, and Northwestern College. In 2007 Macalester College ranked 24 among the 215 national liberal arts colleges in the U.S. News & World Report Rankings. The University of Minnesota—with campuses in St. Paul and Minneapolis, as well as several locations in non-metro areas—is one of the largest public land-grant research universities in the country. Known globally as a leader in teaching, research, and public service, the University of Minnesota consistently ranks among the top 20 public universities in the nation.

According to United Health Foundation's "American's Health: State Health Rankings," Minnesota tied New Hampshire as the healthiest state in the nation. That recognition is due in large part to the St. Paul / East Metro area's commitment to offering some of the nation's finest healthcare. For the second consecutive year, a University of Florida report recently ranked the University of Minnesota as one of the top public research universities in the country, and the Mayo Clinic (located southeast of the St. Paul / East Metro area in Rochester) affords residents access to one of the nation's top medical centers. Mayo Clinic offers diagnosis and treatment in virtually every medical and surgical specialty, and serves as a regional standard for medical practice, research, and education.

CITY GOVERNMENT

The City government operates by authority of State statutes, plan b government, which establishes the Mayor, Council, City Manager form of government. The governing and policy making body is headed by the Mayor, who is elected at large on a non-partisan basis and serves a four year term. The Mayor serves as the spokesperson ,presides over all meetings of the City Council and has a vote on all council matters. The four members of the City Council are elected at large for four-year overlapping terms. The City Council appoints the City Manager and the City Attorney. They serve at the pleasure of the City Council. All other City employees are appointed by the City Manager.

The City Manager plans, develops, and implements diverse City services to meet policy requirements and address community needs, oversees the organization and direction of all City departments, and ensures compliance with contractual and regulatory obligations. The City Manager prepares the fiscal year operating budget for consideration and adaptation by the City Council and has responsibility for administration of the adopted budget.

Services provided by the City are Police services, Fire and Emergency Medical services, Public Works services, Parks and Recreation services, Planning and Building Inspection services (see organization chart). The 2008 fiscal year operating budget beginning January 1, 2008 is \$31.4 million. There are 166 full-time employees.

ISSUES, CHALLENGES AND OPPORTUNITIES

In interviews with the Mayor, Council Members, Department Heads, Union Leaders, and Community Leaders, the following were identified as critical issues, challenges, and opportunities requiring the City Organization's, the City Council's, and the City Manager's attention over the next several years.

- Increased focus is needed on developing the municipal organization, improving communication and respect among the Mayor and City Council members, between the City Manager and the City Council, between the City Manager and the City Staff, advancing a team management approach within the City organization, expanding community awareness and involvement, and emphasizing customer relations are critical priorities.
- Increased attention must be given to reestablishing trust among the City Council, the City Administration, the Unions, and the City employees.
- Develop and maintain a balanced operating budget and financial plan with sufficient reserves to meet future operating and long-range capital improvements needs.
- The City, as a first tier suburb, has limited opportunity for new residential, commercial, and industrial development. Those few remaining opportunities must be carefully planned and implemented to maximize their potential.
- Effective community redevelopment is the primary strategy that must be employed to assure continued economic vitality.
- The City is in the process of updating its long-range 2030 Comprehensive Plan in accordance with Minnesota statutes. This Plan must be completed, adopted and implemented. It will provide an updated land use, natural environment, transportation and community facilities, and infrastructure plan for the City of Maplewood as part of the Metropolitan Council's 2030 regional framework.

CANDIDATE QUALIFICATION CRITERIA

The Mayor and City Council are seeking candidates who have strong leadership, economic development, financial management, organizational, analytical, and interpersonal skills. The ideal candidate will be an experienced, creative, flexible, and adaptable professional who can effectively address the City and community needs and who has the ability to work in partnership with the Mayor and Council to professionally represent the City in a variety of economic development, intergovernmental, regional, and community settings. Vision and ability to recommend successful strategies to achieve the City's long-range goals is a strong expectation.

The challenges and opportunities facing the City of Maplewood call for particular experience, skills, and professional commitment on the part of candidates for the position of City Manager. The following factors of education, experience, management style, and personal traits have been identified as "ideal" attributes for the City Manager to possess in order to function effectively in the position. The anticipated salary range for the position is \$120,000 to \$135,000, with starting salary being negotiable, depending upon qualifications and experience.

Education and Experience (Not in order of importance)

Achievement of a Master's degree in Public Administration or related field is preferred.

Have an orientation toward continuing education and professional development for self, staff, and employees – keeping up to date and abreast of modern, innovative methods.

Be a particularly capable, strong general manager, with a background of progressively responsible municipal management experience and demonstrated capacity to successfully administer and

direct the activities of a full service municipality; experience as a City Manager or Assistant City Manager in a city and municipal organization the size of Maplewood or equivalent is considered important.

Have a successful experience in public relations, being comfortable in taking a visible role in articulating approved City Council policy positions to the media and community groups and citizens.

Be capable of attracting, developing, and retaining highly qualified professional staff and workforce, maintaining a strong team management approach in municipal services delivery and administration of municipal programs and activities.

Have broad knowledge of infrastructure issues and concerns, with experience utilizing a formal process to review capital improvement needs annually and forecast needs into the future, including knowledge of redevelopment practices relating to preservation of older neighborhoods.

Have the ability to work under stressful conditions; be “unswerving” in providing strong, supportive, and effective leadership to City staff and others in such situations.

Be a delegator, allowing latitude to key staff to carry out their responsibilities relatively independently while personally remaining knowledgeable and accountable for overall municipal organizational programs, projects, and services; not be autocratic or “micro-manage.”

Believe in and practice “team management,” actively encouraging participation by staff and “employee empowerment” in the identification and resolution of municipal organizational and operational needs and concerns.

Be sensitive to issues of employee morale and have a reputation for developing staff motivation and teamwork; be a role model to staff, leading by example, supporting, counseling, and mentoring others as appropriate.

Possess a demonstrated track record of strong financial management abilities involving financial forecasting, cost-benefit analysis, revenue enhancement, capital improvement programming, and budget development and control— all toward ensuring continual provision of a high level of municipal services in a cost-effective manner.

Have the experience and ability to interact successfully and positively in a participatory climate, working openly and effectively with diverse interests and strongly held opinions represented by elected officials, staff, and varied citizen and community groups.

Have the experience using long-term and strategic planning methods which anticipate future opportunities, issues, and concerns, assisting in development of annual and longer-range plans which the City Council may utilize in setting a sense of direction for the community.

Possess exceptional interpersonal and communicative skills to provide professional expertise and guidance to enable the City Council to make policy decisions in an informed, anticipatory, and timely manner, addressing the best interests of the community overall.

Have a demonstrated record of applying technology systems and technology transfer to ensure effective use of computer applications and related technology by all appropriate activities of the City government; personal computer literacy and use of e-mail, web page, and related computer systems is expected.

Have a successful track record of employee relations in a unionized environment and be knowledgeable about modern human resources practices; have a reputation for “fairness” in personnel actions.

**Personal Traits / Management Style
(Not in order of importance)**

Have complete personal and professional integrity.

While being politically astute, avoid political favoritism or partisanship within local politics.

Have a high degree of personal energy and the enthusiasm to project and carry forward a “can do” attitude toward coping with both problems and opportunities facing the City government and the community.

Have the maturity, self-confidence, sense of independence, and strength of professional convictions to provide administrative insights, counsel and leadership to the Mayor and City Council; not be a “yes” person, but be able to firmly and diplomatically present professional views, concerns, and implications of proposed policy action which may be under consideration, while also being committed to carry out ultimate Council decisions in a timely, professional, and impartial manner.

Project a strong professional presence in appearance, actions, and personal demeanor in representing the City, and be a person who together with elected officials, can inspire confidence and credibility with regard to municipal government affairs.

Work with the Mayor, City Council Members, citizens and other Officials impartially, striving to facilitate a sense of consensus among divergent views, assisting in maintaining an atmosphere in which elected officials, citizens and staff are working together for the best interests of the overall community.

Recognize the City Manager’s responsibility to initiate and present matters and issues to the Mayor and City Council for policy consideration, together with concisely summarized recommendations and alternatives, while respecting the Council’s prerogative to determine policy and to provide legislative direction.

Be a “people person”, approachable, patient, and accessible to the elected officials, employees and public; be sincerely empathetic with the ability to understand citizen’s perspectives.

Exemplify and be committed to customer service orientation and be able to promote and support such an orientation among staff throughout the organization.

Delegate broadly and provide wide latitude to professional staff, while being personally knowledgeable of the status of municipal activities and projects and holding staff accountable for results; be able to challenge staff to be creative and innovative in addressing community issues.

Be a proactive manager, anticipating trends, providing the Mayor and Council with information, analyses, alternatives and insights on municipal operations and community issues.

Be willing to encourage citizen input and outside resources and expertise available throughout the community, as well as encouraging and utilizing citizen volunteers.

Be willing to commit a reasonable period of time and tenure in service to the City of Maplewood.

Have a sense of humor.

PROFESSIONAL ANNOUNCEMENT

The following, or similar, text has been released for insertion in appropriate professional publications.

City Manager

Maplewood, Minnesota (population 36,400) seeks experienced public management professional to lead full service City with 166 full time employees and a \$31.4 million annual budget. (4 persons have held position over the last 8 years.) Salary range: \$120,000 - \$135,000, negotiable, depending upon qualifications and experience. Excellent benefits. The City Manager is appointed by, and serves at the pleasure of a Mayor directly elected for a four-year term and a four member City Council elected at large for four-year terms. Significant broad municipal management experience as a City Manager / Assistant City Manager in a full service city important. Mature, self-confident, open, participative style with strong interpersonal and communication skills required. Master's Degree in Public Administration or related field preferred. Financial management oversight of public works projects, employee / labor relations experience, urban redevelopment, intergovernmental relations, and successful economic / development experience important. Complete description of organization and qualification criteria available upon request. Apply at once with complete résumé and confidential references to City's Recruitment Consultant: ~~The PAR Group — Paul A. Reaume, Ltd., 100 N. Waukegan Rd., Ste. 200, Lake Bluff, IL 60044-1694. TEL: 847 / 234-0005; FAX: 847 / 234-8309; Email: resume@pargroupltd.com.~~ The City of Maplewood is an Equal Opportunity Employer – women and minorities encouraged to reply. ~~Additional information can be found at www.pargroupltd.com.~~