

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, January 26, 2015  
City Hall, Council Chambers  
Meeting No. 02-15

**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 January 12, 2015 City Council Workshop Minutes
2. Approval of January 12, 2015 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Approval of the 2014 Planning Commission Annual 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. South Fire Station Improvements, City Project 12-14
  - a. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 3
  - b. Approval of Resolution Directing Reduction of Retainage on Existing Construction Contract
3. Approval of a Revision to the Planning Commission Rules of Procedure
4. Approval of 2015 Service Agreement Between City of Maplewood and National Financial Partners (NFP)
5. Approval of Group Dental Plan Contract Between City of Maplewood and Delta Dental of Minnesota for 2015-2017

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

1. Approval of Adoption of the Parks System Master Plan

**J. NEW BUSINESS**

1. Approval of a Resolution for a Conditional Use Permit for Indoor Storage, 2728 Geranium Avenue East
2. Approval of a Preliminary Plat and Resolution for Public Vacation of an Alley and Street, Sherwood Parkview, 2240 Hazelwood Street North
3. Approval of an Ordinance Amendment for Senior Housing Unit-Size Requirements
4. Approval of Contract with Human Resource Attorney

**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**

**O. ADJOURNMENT**

Sign language interpreters for hearing impaired persons are available for public hearings upon request. The request for this must be made at least 96 hours in advance. Please call the City Clerk's Office at 651.249.2000 to make arrangements. Assisted Listening Devices are also available. Please check with the City Clerk for availability.

**RULES OF CIVILITY FOR OUR COMMUNITY**

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

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
 5:30 P.M. Monday, January 12, 2015  
 Council Chambers, City Hall

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:31 p.m. by Acting Mayor Cardinal.

**B. ROLL CALL**

Nora Slawik, Mayor	Absent
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 Abrams                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

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

Vincent Peterson was interviewed for a position on the Human Right Commission.

**2. Discussion of Draft Park System Plan**

Parks and Recreation Director Konewko introduced the Draft Park System Plan. The final plan was presented by Lillian Leatham from Hoisington Koegler Group, Inc.

Further information was provided by Parks & Recreation Director Konewko and Parks & Recreation Manager Taylor. Ron Cockriel, Chair of the Parks & Recreation Commission addressed the council and gave additional information.

**F. ADJOURNMENT**

Acting Mayor Cardinal adjourned the meeting at 6:37 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 p.m., Monday, January 12, 2015  
Council Chambers, City Hall  
Meeting No. 01-15

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:02 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**

The following items were added to the agenda:

- M2 Human Rights Community Listening Session
- N1 Bruentrup Farm Holiday Tea
- N2 Marnita's Table

Councilmember Juenemann moved to approve the agenda as amended.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. Approval of December 2, 2014 City Council Workshop Minutes**

Councilmember Abrams moved to approve the December 2, 2014 City Council Workshop Minutes as submitted.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**2. Approval of December 3, 2014 City Council Workshop Minutes**

Councilmember Juenemann moved to approve the December 3, 2014 City Council Workshop Minutes as submitted.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

**3. Approval of December 8, 2014 City Council Workshop Minutes**

Councilmember Juenemann moved to approve the December 8, 2014 City Council Workshop Minutes as submitted.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**4. Approval of December 8, 2014 City Council Meeting Minutes**

Councilmember Abrams moved to approve the December 8, 2014 City Council Meeting Minutes as submitted.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

**1. Approval of Resolution for Commission Appointments**

a) Human Rights Commission

City Manager Coleman reported that another vacancy has occurred on the Human Rights Commission. Mayor Slawik was not present for the Council Manager Workshop, this item will be brought to the full council for consideration at a future meeting where all applicants will be considered.

No action was taken.

**G. CONSENT AGENDA**

Councilmember Juenemann requested agenda item G12 be highlighted. Councilmember Cardinal requested agenda items G10 and G14 be highlighted. Mayor Slawik requested agenda item G9 and G13 be highlighted. Councilmember Abrams requested agenda item G8 be highlighted.

Councilmember Koppen moved to approve consent agenda items G1-G14.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Koppen moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 464,683.12	Checks #93946 thru # 94049 dated 12/05/14 thru 12/09/14
\$ 329,590.63	Disbursements via debits to checking account dated 12/01/14 thru 12/05/14
\$ 681,743.13	Checks #94051 thru # 91404 dated 12/10/14 thru 12/16/14
\$ 576,972.99	Disbursements via debits to checking account dated 12/08/14 thru 12/12/14
\$ 332,488.02	Checks #94105 thru # 94160 dated 12/17/14 thru 12/23/14
\$ 352,761.14	Disbursements via debits to checking account dated 12/15/14 thru 12/19/14
\$ 123,419.90	Checks #94162 thru # 94200 dated 12/30/14 thru 12/30/14
\$ 384,675.38	Disbursements via debits to checking account dated 12/22/14 thru 12/26/14
\$ 738,789.23	Checks # 94201 thru # 94259 dated 01/06/15
\$ 170,735.86	Disbursements via debits to checking account dated 12/29/14 thru 01/02/15
<u>\$ 4,155,859.40</u>	Total Accounts Payable

PAYROLL

\$ 538,816.38	Payroll Checks and Direct Deposits dated 12/05/14
\$ 640.00	Payroll Deduction check # 9993631 thru # 9993632 dated 12/05/14
\$ 533,979.34	Payroll Checks and Direct Deposits dated 12/19/14
\$ 874.20	Payroll Deduction check # 9993651 thru # 9993653 dated 12/19/14
\$ 565,349.39	Payroll Checks and Direct Deposits dated 01/02/15
\$ 640.00	Payroll Deduction check # 9993675 thru # 9993676 01/02/15
<u>\$ 1,640,299.31</u>	Total Payroll
<u><u>\$ 5,796,158.71</u></u>	GRAND TOTAL

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

## 2. Approval of Resolution Designation of Depositories for Investments

Councilmember Koppen moved to approve the Resolution Designation of Depositories for Investments.

### Resolution 15-1-1157 DESIGNATION OF DEPOSITORIES FOR INVESTMENTS

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

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

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

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

BE IT FURTHER RESOLVED, that these depository designations are effective until December 31, 2015.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

## 3. Approval of a Fee Waiver for a Temporary Intoxicating Liquor License for the Maplewood Area Historical Society, 2170 E County Road D

Councilmember Koppen moved to approve to waiver the \$204.00 fee for a Temporary On-Sale Intoxicating Liquor License for the Maplewood Area Historical Society, 2170 E County Road D.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

## 4. Approval to Make Payment for Eden Systems Yearly Support Contract

Councilmember Koppen moved to approve the 2015 Contract for Eden Systems Support in the amount of \$53,743.97 for system updates and staff support.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

**5. Approval to Enter Into Agreement with ElectroWatchman to Complete Security System Migration**

Councilmember Koppen moved to approve to enter into an agreement with Electro Watchman, Inc. to complete the security system migration in an amount not to exceed \$25,000.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

**6. Approval of Resolution Approving Final Payment and Acceptance of Project, Lift Station 14 Rehabilitation, City Project 12-13**

Councilmember Koppen moved to approve the Resolution Approving Final Payment and Acceptance of Project, Lift Station 14 Rehabilitation, City Project 12-13.

Resolution 15-1-1158

**APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT**

WHEREAS, the City Engineer for the City of Maplewood has determined that the Lift Station 14 Rehabilitation, City Project 12-13, is complete and recommends acceptance of the project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that City Project 12-13 is complete and maintenance of these improvements is accepted by the city; and the final construction cost is \$178,301.07. Final payment to Veit & Company, Inc. and the release of any retainage or escrow is hereby authorized.

Adopted by the Maplewood City Council on this 12th day of January 2015.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

**7. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, East Metro Public Safety Training Center Phase I Bid Package 5, City Project 09-09**

Councilmember Koppen moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 4, East Metro Public Safety Training Center Phase I Bid Package 5, City Project 09-09.

Resolution 15-1-1159

**DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT**

January 12, 2015  
City Council Meeting Minutes



WHEREAS, the City of Maplewood is an active member of the Commission; and

WHEREAS, the Gateway Corridor is located in Ramsey and Washington Counties, Minnesota, extending approximately 12 miles, and connecting downtown Saint Paul with its East Side neighborhoods and the suburbs of Maplewood, Landfall, Oakdale, Lake Elmo, and Woodbury, and;

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

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

WHEREAS, the Gateway Corridor project recently received the important Presidential designation as a Federal Infrastructure Permitting Dashboard Project, and;

WHEREAS, the Gateway Corridor Commission is in the process of preparing a Draft Environmental Impact Statement (DEIS) for the project; and

WHEREAS, after an extensive public engagement and rigorous technical evaluation a locally preferred alternative (LPA) of Bus Rapid Transit within a dedicated guideway that would run generally parallel to I-94 has been determined to be the most cost-effective and economically viable transit solution; and

WHEREAS, the six cities and two counties in which the LPA travels have all passed resolutions supporting the LPA decision; and

WHEREAS, the LPA for the Gateway Corridor has been included in the Metropolitan Council's 2040 Transportation Policy Plan (TPP) which is scheduled for adoption in January 2015; and

WHEREAS, the next step in the development of this transitway will be to transition the project to the State and conduct engineering and additional environmental analysis; and

WHEREAS, additional resources will be needed to advance the transitway through the next phase; and

WHEREAS, Washington County requested \$5 million in funding in the 2014 legislative session for this work and was awarded \$2 million in state bond funds; and

WHEREAS, the balance of \$3 million in State funding is requested by Washington County in the 2015 legislative session; and

WHEREAS, the City of Maplewood recognizes that the \$3,000,000 gap is needed to fully fund the State's share of the next phase of work, referred to as Project Development, and to keep the project moving forward without delay.

NOW THEREFORE, BE IT RESOLVED, that City of Maplewood hereby supports

Washington County's request for the State of Minnesota to provide \$3,000,000 in funds to Washington County for engineering and environmental analysis work for the next phase of development of the Gateway Corridor.

Approved by the Maplewood City Council this 12th day of January 2015.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

#### **10. Approval of Fuel Contracts for 2015**

Public Works Director/City Engineer Thompson gave the staff report.

Councilmember Koppen moved to approve the gas and diesel fuel contracts and terms and conditions with Mansfield Oil Company of Gainsville, Inc. and authorize the City Manager or her designee to sign said agreements.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

#### **11. Approval to Order Replacement Police Squad Vehicles, in Accordance with the 2015 Budget**

Councilmember Koppen moved to approve the Police Department place the order for four new police utility squads at the Minnesota State bid price of \$26,583.95 and a 6-cylinder ford pick-up truck at the Minnesota State bid price of \$29,793 for a total of \$136,128.80.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

#### **12. Approval of Resolution to Accept Donation from Ramsey County Sheriff's Foundation**

Police Chief Schnell gave the staff report.

Councilmember Koppen moved to approve the resolution to accept the donation in the amount of \$1,000 from the Ramsey County Sheriff's Foundation to the Maplewood Police Reserve Unit.

Resolution 15-1-1161

WHEREAS, Maplewood is AUTHORIZED to receive and accept grants, gifts and devices of real and personal property and maintain the same for the benefit of the citizens and pursuant to the donor's terms if so-prescribed, and;

WHEREAS, Ramsey County Sheriff's Foundation wishes to grant the City of Maplewood the following: \$1,000, and;

WHEREAS, Ramsey County Sheriff's Foundation has instructed that the City will be required to use the aforementioned for the Maplewood Police Reserve Unit, and;

WHEREAS, the City of Maplewood has agreed to use the subject of this resolution for the purposes and under the terms prescribed, and;

WHEREAS, the City agrees that it will accept the gift by a super majority of its governing body's membership pursuant to Minnesota Statute §465.03;

NOW, THEREFORE, BE IT RESOLVED, pursuant to Minnesota Statute §465.03, that the Maplewood City Council approves, receives and accepts the gift aforementioned and under such terms and conditions as may be requested or required.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

### **13. Approval to Purchase Portable Trailer-based Video Surveillance System**

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

Councilmember Koppen moved to approve to purchase a trailer-based video surveillance system in the amount of \$42,909 and authorize the Finance Director to make the necessary budget adjustments.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

### **14. Approval of Updated Legal Services Contract Extension**

City Manager Coleman gave the staff report and answered questions of the council. Police Chief Schnell answered additional questions of the council.

Councilmember Koppen moved to approve the Memorandum of Understanding with H. Alan Kantrud P.A. for prosecution and civil services in the amount of \$19,000 for the month of January 2015.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

## **H. PUBLIC HEARING**

- 1. Consider Approval of Reconstruction and Bituminous Overlay Plan and Intention to Issue Obligation Bonds for Gladstone Redevelopment Phase 2, City Project 14-01**
  - a. Public Hearing, 7:00 pm**
  - b. Resolution Approving 2015-2019 Street Reconstruction and Bituminous Overlay Plan and Authorizing Issuance of Obligation Bonds**

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

Mayor Slawik opened the public hearing. No one spoke.

Mayor Slawik closed the public hearing.

Councilmember Koppen moved to approve the Resolution Approving 2015-2019 Street Reconstruction and Bituminous Overlay Plan and Authorizing Issuance of Obligation Bonds.

Resolution 15-1-1162  
Approving 2015-2019 Street Reconstruction and Bituminous Overlay Plan and  
Authorizing Issuance of Obligation Bonds

WHEREAS, pursuant to resolutions of the council adopted May 12, 2014, a report has been prepared with reference to the improvement of the Gladstone Phase 2 Improvements, City Project 14-01, and this report was received by the council on June 9, 2014, and

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

WHEREAS, the feasibility report was accepted and the preparation of plans and specifications was authorized by the council on June 9, 2014, and

WHEREAS, a Public Hearing was called by the City Council on December 8, 2014 regarding the approval of a city-wide Street Reconstruction and Bituminous Overlay Plan and Issuance of Obligations, and notice was published in the local newspaper on December 24 and 31 of 2014, and

WHEREAS, in accordance with Minnesota Statute 475.58 subdivision 3b the Public Hearing was held at 7:00 pm at City Hall on January 12, 2015 regarding the approval of the Street Reconstruction and Bituminous Overlay Plan and Issuance of Obligations, and

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

- 1) The 2015-19 Street Reconstruction and Bituminous Overlay Plan is hereby approved and the issuance of obligation bonds is authorized as part of said Plan and in accordance with State Statute 475.58 subdivision 3b.
- 2) Furthermore, the maximum amount of Obligation Bonding authority for the Gladstone Redevelopment Improvements Phase 2, City Project 14-01, is \$1,488,200.

Approved this 12th day of January, 2015.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

## I. UNFINISHED BUSINESS

### 1. Approval of Resolution Authorizing Project Budget Adjustment, Arkwright-Sunrise Area Street Improvements, Project 12-09

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

Councilmember Juenemann moved to approve the resolution adjusting the project budget to \$5,477,000 for the Arkwright Sunrise Area Streets Improvements, City Project 12-09.

Resolution 15-1-1163  
PROJECT BUDGET ADJUSTMENT  
ARKWRIGHT SUNRISE AREA STREET IMPROVEMENTS, CITY PROJECT 12-09

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 12-09, Arkwright Sunrise Area Street Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, On May 13, 2013 the City Council ordered the public improvements to the Arkwright Sunrise Area Improvements and established a project budget of \$4,996,000, and

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

1. The project budget adjustment reflects updated cost share amounts with Saint Paul Regional Water, City of Little Canada, and Ramsey County. No increase to the amount G.O. Improvement Bonds are proposed as part of the project budget adjustment. The increase to Environmental Utility Fund represents the increase of stormwater related costs required to meet water quality and rate control requirements.
2. Furthermore, the finance manager is hereby authorized to adjust the project budget from \$4,996,000 to \$5,477,000.

FUNDING SOURCE	APPROVED BUDGET	PROPOSED BUDGET
G.O. IMPROVEMENT BONDS	\$2,529,000	\$2,648,000
RAMSEY COUNTY (SIDEWALKS & TRAILS)	\$176,000	\$176,000
SANITARY SEWER FUND	\$279,000	\$291,000
I & I GRANT	\$39,000	\$59,000
ENVIRONMENTAL UTILITY FUND	\$460,000	\$925,000
SPECIAL BENEFIT ASSESSMENT	\$697,000	\$695,000
ST. PAUL WATER	\$480,000	\$357,000
W.A.C. FUND	\$58,000	\$93,000
CITY OF LITTLE CANADA	\$243,000	\$212,000
DRIVEWAY REPLACEMENT PROGRAM	\$35,000	\$21,000
<b>TOTAL FUNDING</b>	<b>\$4,996,000</b>	<b>\$5,477,000</b>

Approved this 12th day of January 2015.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

## J. NEW BUSINESS

### 1. Approval of an On-Sale Intoxicating Liquor License for Stargate Night Club, 1700 Rice Street Ste J & K

City Clerk/Citizen Services Director Haag gave the staff report. Paul Paoye Xiong, new owner, addressed and answered questions of the council.

Councilmember Koppen moved to approve an on-sale intoxicating Liquor License for Stargate Night Club, 1700 Rice Street.

Seconded by Mayor Slawik

Ayes – All

The motion passed.

Mayor Slawik requested City Manager Coleman, Councilmember Abrams and Councilmember Koppen to report on the process that was used to hire attorneys for civil and criminal prosecution.

City Manager Coleman reported on the hiring process and then gave an overview of the current structure for attorney services and the changes that are being implemented to that structure. She further reported on State Statute that references the hiring of the City Attorney. Mayor Slawik read State Statute 412.651 City Manager; Powers and Duties, Subd. 3. Appointment of personnel.

Councilmember Abrams and Councilmember Koppen further reported on the process used to hire attorneys for civil and criminal prosecution.

### 2. Approval of Recommendation to Hire City Attorney for Criminal Prosecution Representation

Police Chief Schnell gave the staff report and answered questions of the council. City Manager Coleman answered additional questions of the council. Elliott Knetsch, Vice President of Campbell Knutson addressed and answered questions of the council.

Councilmember Abrams moved approval for the City Manager to contract with the Campbell Knutson Law Firm to serve as the Maplewood City Attorney for Prosecution Services.

Seconded by Mayor Slawik

Ayes – Mayor Slawik, Council Members Abrams and Juenemann

Nays – Council Members Cardinal and Koppen

The motion passed.

### **3. Approval of Recommendation to Hire City Attorney for Civil Representation**

City Manager Coleman gave the staff report. H. Alan Kantrud, Principal of H.A. Kantrud P.A. answered questions of the council.

Councilmember Koppen moved approval for the City Manager to contract with H. Alan Kantrud to serve as the Maplewood City Attorney for Civil Services.

Seconded by Councilmember Juenemann                      Ayes – Council Members Cardinal,  
Koppen and Juenemann  
Nays – Mayor Slawik,  
Councilmember Abrams

The motion passed.

### **4. Approval of 2015 Rules of Procedure for City Council and Council Meetings**

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

Councilmember Koppen moved to approve the edits to the 2015 City Council Rules of Procedure for City Council and Council Meetings.

Seconded by Councilmember Abrams                      Ayes – All

The motion passed.

### **5. Approval of 2015 Policy and Procedures for a Public Hearing**

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

Councilmember Juenemann moved to approve to change the 2015 Public Hearing Policy and Procedures comment time from five (5) minutes to three (3) minutes.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

### **6. 2015 City Council Appointments To Boards, Commissions and Miscellaneous Groups**

City Clerk/Citizen Service Director Haag gave the staff report. Former Mayor Will Rossbach addressed the council and indicated that he would like to serve on the St. Paul Water Utility Commission in 2015.

Councilmember Koppen moved to approve 2015 City Council Appointments to Boards, Commissions and Miscellaneous Groups.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**7. Approval of Comprehensive General Buildings Renewal and Replacement Policy**

Finance Director Bauman gave the staff report.

Councilmember Cardinal moved to approve the Comprehensive General Buildings Renewal and Replacement Policy.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATION**

1. Ron Cockriel

**M. ADMINISTRATIVE PRESENTATIONS**

**1. Council Calendar Update**

City Manager Coleman gave an update to the Council Calendar.

**2. Human Rights Community Listening Session**

City Clerk/Citizen Services Director Haag reported on the Human Rights Commission Community Listening Session on Police Accountability and Public Safety to be held on Tuesday, January 13, 2015 at 7:00 p.m. in the Council Chambers.

**N. COUNCIL PRESENTATIONS**

**1. Bruentrup Farm Holiday Tea**

Councilmember Abrams commented on the Holiday Tea that was held at the Bruentrup Farm sponsored by the Maplewood Historical Society.

**2. Marnita's Table**

Mayor Slawik reported that this Thursday, January 15, 2015 from 6:00 p.m. to 9:00 p.m. the Ramsey Suburban Family Collaborative is having an event called Marnita's Table which is an opportunity to have folks of different backgrounds and races interact and have good conversations that are sometimes hard to have.

**3. Regional Mayor's Meeting**

Mayor Slawik reported on Regional Mayor's meeting she attended earlier in the day.

**4. Civility**

Mayor Slawik made a comment about civility and her hopes that council members leave what happens at council meeting at council and things don't carry over afterwards.

**O. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 9:42 p.m.

DRAFT

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

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

**DATE:** January 20, 2015

**SUBJECT:** Approval of the 2014 Planning Commission Annual Report

### INTRODUCTION

The city code requires that the planning commission prepare an annual report each January for submittal to the city council. The following is a report of the actions and activities of the planning commission in 2014.

### 2014 REVIEWS

In 2014, the planning commission considered the following:

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Changes to the comprehensive plan	2	3	2	1	2
Changes to the zoning map	1	1	2	2	19
Preliminary plats/lot divisions	1	1	0	1	2
Code amendments	1	1	8	8	11
Conditional use permits and revisions	10	9	7	7	7
Vacations	1	0	2	3	2
Variances/code waivers	6	4	4	3	4
<u>Miscellaneous</u>	<u>12</u>	<u>23</u>	<u>15</u>	<u>18</u>	<u>34</u>
Total	34	42	40	43	81

**COMPREHENSIVE PLAN CHANGES**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>LCS Lawn Service</b> (1177 Century Avenue) Plan amendment from G (government) to C (commercial) The comprehensive plan needed to be amended after city sold property into private ownership.	Approved	Approved
<b>Former Fire Station</b> (2001 McMenemy Street North) Plan amendment from G (government) to C (commercial) The comprehensive plan needed to be amended after city sold property into private ownership.	Approved	Approved

**ZONING MAP CHANGES**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Former Fire Station</b> (2001 McMenemy Street North) Zoning map amendment from F (farm) to BC (business commercial) The zoning map needed to be amended after city sold property into private ownership.	Approved	Approved

**PRELIMINARY PLATS/LOT DIVISIONS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Maekloth Addition Plat</b> Replatting city-owned land at County Road D east and Hazelwood Street.	Approved	Approved

**CODE AMENDMENTS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
Ordinance amendment to establish minimum unit sizes for senior housing	Approved	Pending

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

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Verizon Wireless Ground Equipment</b> (Hillwood Drive and Sterling Street) This CUP revision was to allow Verizon Wireless to expands its equipment building.	Approved	Approved

<b>Hobby Lobby, Plaza 3000</b> (3000 White Bear Avenue) This CUP allowed an expansion of a non-conforming use – reduced parking lot setback.	Approved	Approved
<b>Beaver Lake Elementary School</b> (1060 Sterling Street North) This CUP allowed for a building addition at the school.	Approved	Approved
<b>Maplewood Office Park</b> (1705 Cope Avenue) This CUP allowed for used auto sales.	Approved	Approved
<b>Holiday Station Store</b> (1285 Cope Avenue East) This CUP allowed for a reduced building setback from residential districts and 24-hour operation.	Approved	Approved
<b>Senior Housing, former Day's Inn</b> (3030 Southlawn Drive) This CUP allowed for senior multi-family housing at the former Day's Inn building.	Approved	Approved
<b>Chuck Whitaker</b> (1081 Highway 36) This CUP allowed for used auto sales.	Approved	Approved
<b>LCS Lawn Service</b> (1177 Century Avenue) This CUP allowed for exterior storage of landscaping equipment.	Approved	Approved
<b>Bruentrup Heritage Farm</b> (2170 County Road D East) This CUP revision allowed additional events and operating hours.	Approved	Approved
<b>U-Haul</b> (2250 White Bear Avenue) This CUP allows for indoor storage within former Goodwill building and to lease motor vehicles on site.	Approved	Approved

## **VACATIONS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Right-of-Way Easement Vacation</b> (North of 3003 Hazelwood Street) This easement vacation was for city-owner property at the intersection of County Road D East and Hazelwood Street.	Approved	Approved

**VARIANCES AND WAIVERS**

	<b><u>PC Action</u></b>	<b><u>Council Action</u></b>
<b>Shoreland Setback Variance</b> (2843 Meadowlark Lane) This variance approval allowed a private residence to build an addition.	Approved	Approved
<b>Setback Variance</b> (798 McKnight Road) This variance approval allowed a private residence to build a garage.	Approved	Approved
<b>Holiday Station Store</b> (1285 Cope Avenue East) This variance approval allowed setback variances for building and parking lot.	Approved	Approved
<b>Chuck Whitaker</b> (1081 Highway 36) This variance allows used auto sales within 350 feet of residential properties.	Approved	Approved
<b>U-Haul</b> (2250 White Bear Avenue) This variance allows trucks to be leased within 350 feet of residential property.	Approved	Approved
<b>Wetland Setback Variance</b> (2250 White Bear Avenue) This variance allowed a private residence to build a garage.	Approved	Approved

**MISCELLANEOUS**

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

- Annual Review of PC Rules of Procedure
- 2013 Annual Report
- Oath of Office for Commissioners Lindstrom and Diatta
- Update of the planning commissions schedule for attending city council meetings
- Presentation by Andrew Hughes, Sherman Associates, Maplewood Bowl Redevelopment
- New Member Orientation
- Economic Development Discussion
- Overview of Gladstone Phase 2 Improvements
- Home Occupation License – Just Rita’s – 2139 Edgerton Street
- Capital Improvement Plan
- Resolution of Appreciation – Diatta
- Gateway Corridor Commission presentation.

## **2014 ATTENDANCE, MEMBERSHIP REVIEW AND CURRENT ROSTER**

In 2014, planning commission currently has two vacancies due to the resignations of Yaya Diata and Donn Lindstrom.

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

<b><u>Name</u></b>	<b><u>Appointed</u></b>	<b><u>Terms Expire (12/31)</u></b>	<b><u>2014 Attendance-12 Meetings</u></b>
Dale Trippler	06-08-98	2015	11 of 12
Al Bierbaum	02-08-10	2015	9 of 12
Allan Ige	04-29-13	2015	11 of 12
Tushar Desai	07-22-02	2016	7 of 12
Bill Kempe	02-11-13	2016	11 of 12
Vacancy		2016	
Vacancy		2017	
Paul Arbuckle	05-14-12	2017	10 of 12
John Donofrio	02-11-13	2017	11 of 12

## **2014 REVIEW AND ANTICIPATED 2015 DEVELOPMENT ACTIVITIES**

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

In-fill development and expansion has become the norm for the city since Maplewood is approximately 95 percent developed and there are not many remaining vacant sites available for residential and commercial projects. The projects the city is likely to see will be more complex and time consuming due to redevelopment efforts made throughout Maplewood

The city is fostering redevelopment of the Gladstone Neighborhood. The first major redevelopment in this neighborhood was the Shores Senior Housing complex and the redevelopment of the Maplewood Bowl property is slated to begin later this year.

## **SUMMARY**

The planning commission looks forward to serving the City of Maplewood in 2015 and providing the city council with advice and guidance on all land use matters.

## **BUDGET IMPACT**

None.

## **RECOMMENDATION**

Approve the planning commission's 2014 annual report.

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** January 21, 2015  
**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:

\$ 514,177.33	Checks # 94260 thru #94299 dated 01/13/15
\$ 619,863.10	Disbursements via debits to checking account dated 01/05/2015 thru 01/09/2015
\$ 1,045,020.35	Checks #94300 thru #94354 dated 01/13/15 thru 01/20/15
\$ 358,266.22	Disbursements via debits to checking account dated 01/12/15 thru 01/16/15
<u>\$ 2,537,327.00</u>	Total Accounts Payable

PAYROLL

\$ 717,612.71	Payroll Checks and Direct Deposits dated 01/16/15
\$ 1,015.70	Payroll Deduction check # 9993693 thru # 9993695 dated 01/16/15
<u>\$ 718,628.41</u>	Total Payroll
<u><u>\$ 3,255,955.41</u></u>	GRAND TOTAL

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

Attachments

**Check Register**  
**City of Maplewood**

01/09/2015

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
94260	01/13/2015	05324	CHRISTIE BERNARDY	RETAINER FEE - DEC	1,000.00
94261	01/13/2015	04064	DEREK FRITZE	REIMB FOR TUITION & BOOKS	1,356.60
94262	01/13/2015	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - DECEMBER	204.45
94263	01/13/2015	03597	MARY JO HOFMEISTER	REIMB FOR MILEAGE 11/25 - 1/7	13.72
94264	01/13/2015	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - DEC 21423123035	4,271.26
94265	01/13/2015	00881	STEVE LUKIN	REIMB FOR OVERHEAD DOOR	429.95
94266	01/13/2015	04845	TENNIS SANITATION LLC	RECYCLING FEE - DECEMBER	38,844.25
94267	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0371083	647.35
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0371999	572.54
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0282620	515.99
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0373496	250.34
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0328559	239.39
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0294743	213.86
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0380041	197.56
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0395052	156.91
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0395065	88.62
	01/13/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0349366	71.95
94268	01/13/2015	04192	TRANS-MEDIC	EMS BILLING - DEC	4,800.00
94269	01/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	15,507.24
	01/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	782.41
94270	01/13/2015	04047	ASHLAND PRODUCTIONS	SOUND/LIGHT THEATER PROGRAMS	200.00
94271	01/13/2015	04848	AVESIS	MONTHLY PREMIUM - JANUARY	211.21
94272	01/13/2015	05477	COOL AIR MECHANICAL	MCC POOL AIR HANDING UNIT	14,440.00
94273	01/13/2015	03313	DAMARCO SOLUTIONS LLC	MSDS MGMT SRVS & HOTLINE ACCESS	3,000.00
94274	01/13/2015	00412	DONALD SALVERDA & ASSOCIATES	ENROLLMENT LEADERSHIP GROWTH	600.00
	01/13/2015	00412	DONALD SALVERDA & ASSOCIATES	BOOKS - LEADERSHIP GROWTH GROUP	195.78
94275	01/13/2015	02929	GLTC PREMIUM PAYMENTS	LTC MONTHLY PREMIUM - JANUARY	244.14
94276	01/13/2015	05476	JESSICA HUANG	SRVS FOR ART GRANT ASSISTANCE	1,762.50
94277	01/13/2015	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#30	4,344.07
94278	01/13/2015	03818	MEDICA	MONTHLY PREMIUM - JANUARY	177,455.31
94279	01/13/2015	03818	MEDICA	REFUND FOR TRANS MEDIC	1,329.62
94280	01/13/2015	04392	METRO CHIEF FIRE OFFICER ASSOC	MEMBERSHIP DUES	100.00
94281	01/13/2015	00993	MID-AMERICA BUSINESS SYSTEMS	SCANNING OF PLANNING FILES CYCLE 7	6,853.73
	01/13/2015	00993	MID-AMERICA BUSINESS SYSTEMS	SCANNING OF PLANNING FILES CYCLE 4	2,468.51
	01/13/2015	00993	MID-AMERICA BUSINESS SYSTEMS	SCANNING OF PLANNING FILES CYCLE 6	2,441.60
	01/13/2015	00993	MID-AMERICA BUSINESS SYSTEMS	SCANNING OF PLANNING FILES CYCLE 3	2,282.17
	01/13/2015	00993	MID-AMERICA BUSINESS SYSTEMS	SCANNING OF PLANNING FILES CYCLE 5	1,783.60
94282	01/13/2015	05200	MN VOLLEYBALL HEADQUARTERS	VOLLEYBALL INSTRUCTION EDGERTON	330.00
94283	01/13/2015	05478	MOBILE PRO SYSTEMS	3400 MOBILE TRAILER CAMERA	42,909.00
94284	01/13/2015	05364	CRYSTALIN MONTGOMERY	ACUPUNCTURE SESSIONS NOV-DEC	900.00
94285	01/13/2015	01126	NCPERS MINNESOTA	MONTHLY PREMIUM - JANUARY	448.00
94286	01/13/2015	05356	NORTH SUBURBAN ACCESS CORP	VIDEOGRAPHER SRVS - DECEMBER	961.40
94287	01/13/2015	00001	ONE TIME VENDOR	REFUND FARMERS NAT'L-TRANS MEDIC	2,256.14
94288	01/13/2015	00001	ONE TIME VENDOR	REFUND HOME IMP WINDOW PERMIT	121.00
94289	01/13/2015	00001	ONE TIME VENDOR	REFUND CUSTOM REMODELERS PERMIT	121.00
94290	01/13/2015	03151	PETTY CASH	REPLENISH PETTY CASH	62.91
94291	01/13/2015	03446	RICK JOHNSON DEER & BEAVER INC	DEER PICK UP - DECEMBER	345.00
94292	01/13/2015	00006	SILVER FIT	REFUND J SANTOS MEMBERSHPS	22.63
94293	01/13/2015	00198	ST PAUL REGIONAL WATER SRVS	PROJ 09-08 2228 MAPLEWOOD DR	108.26
	01/13/2015	00198	ST PAUL REGIONAL WATER SRVS	WATER UTILITY	93.86
94294	01/13/2015	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - DEC	3,827.20
94295	01/13/2015	03598	PAUL THEISEN	REIMB FOR TUITION & BOOKS	2,016.58
94296	01/13/2015	02464	US BANK	PAYING AGENT FEES	450.00
94296	01/13/2015	02464	US BANK	PAYING AGENT FEES	425.00
94297	01/13/2015	00063	VERIZON WIRELESS	MONTHLY PMT 11/17 - 12/16	8,577.72

G1, Attachments

94298	01/13/2015	04179	VISUAL IMAGE PROMOTIONS	PROGRAM DISPLAY SIGN MCC - DEC	325.00
94299	01/13/2015	05013	YALE MECHANICAL LLC	BOILERS & WATER HEATERS - MCC	160,000.00
					<u>514,177.33</u>

**40 Checks in this report.**

**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking account**

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/5/2015	MN State Treasurer	Drivers License/Deputy Registrar	52,040.69
1/5/2015	U.S. Treasurer	Federal Payroll Tax	100,202.11
1/5/2015	P.E.R.A.	P.E.R.A.	100,433.13
1/5/2015	Voya - State Plan	Deferred Compensation	29,884.00
1/5/2015	Voya - State Plan	Deferred Compensation	36,000.00
1/5/2015	ICMA (Vantagepointe)	Retiree Health Savings	9,184.73
1/6/2015	MN State Treasurer	Drivers License/Deputy Registrar	33,896.17
1/6/2015	MN Dept of Natural Resources	DNR electronic licenses	1,744.00
1/6/2015	MidAmerica - ING	HRA Flex plan	14,716.89
1/6/2015	Labor Unions	Union Dues	2,146.27
1/6/2015	MN State Treasurer	State Payroll Tax	20,743.25
1/7/2015	MN State Treasurer	Drivers License/Deputy Registrar	113,889.53
1/8/2015	MN State Treasurer	Drivers License/Deputy Registrar	37,835.23
1/9/2015	MN State Treasurer	Drivers License/Deputy Registrar	60,778.99
1/9/2015	MN Dept of Natural Resources	DNR electronic licenses	2,225.50
1/9/2015	Optum Health	DCRP & Flex plan payments	4,142.61
			619,863.10

**Check Register**  
**City of Maplewood**

01/16/2015

Check	Date	Vendor	Description	Amount	
94300	01/13/2015	05479	COMMERCIAL PARTNERS TITLE, LLC	MET COUNCIL GRANT MW BOWL	750,000.00
94301	01/20/2015	00064	MARK ALDRIDGE	REIMB FOR MEAL 12/19	14.21
94302	01/20/2015	00120	AQUA LOGIC INC	POOL CHEMICALS	754.80
	01/20/2015	00120	AQUA LOGIC INC	POOL CHEMICALS	625.12
94303	01/20/2015	00223	BRODIN STUDIOS, INC.	RETIREMENT PLAQUE J SVENDSEN	140.00
	01/20/2015	00223	BRODIN STUDIOS, INC.	RETIREMENT PLAQUE P POWELL	140.00
94304	01/20/2015	03658	CHARLES DEEVER	REIMB FOR MILEAGE 9/1 - 12/30	48.66
94305	01/20/2015	00463	EMERGENCY APPARATUS MAINT	REPAIR LADDER 1	4,321.09
94306	01/20/2015	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES AT FREEDOM - DEC	52.27
94307	01/20/2015	04206	H A KANTRUD	ATTORNEY SRVS FEES - JAN BALANCE	1,333.33
94308	01/20/2015	04944	HILLCREST VENTURES LLC	SUBWAY ORDERS - NOV	2,137.82
	01/20/2015	04944	HILLCREST VENTURES LLC	SUBWAY ORDERS - OCT	1,931.12
94309	01/20/2015	00682	RON HORWATH	REIMB FOR MDSE FOR RESALE MCC	347.55
94310	01/20/2015	00687	HUGO'S TREE CARE INC	TREE REMOVAL 855 LAKEWOOD	1,300.00
	01/20/2015	00687	HUGO'S TREE CARE INC	TREE REMOVAL CO RD C & CYPRESS	250.00
94311	01/20/2015	05475	CHAD JANSEN	REIMB FOR MILEAGE & PARKING 12/5	50.12
94312	01/20/2015	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - JANUARY	13,949.98
	01/20/2015	05353	MANSFIELD OIL CO	CONTRACT DIESEL - JANUARY	10,539.65
94313	01/20/2015	02043	OVERHEAD DOOR COMPANY	REPAIR MECHANIC SHOP DOOR	139.95
94314	01/20/2015	01302	STEVEN PRIEM	BOOTS-TOOL ALLOWANCE PER UNION	675.00
94315	01/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - DECEMBER	29,632.51
	01/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - DECEMBER	2,244.80
	01/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - DECEMBER	458.64
	01/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - DECEMBER	414.96
94316	01/20/2015	03969	BILL SYPNIEWSKI	REIMB FOR MEALS 12/8 - 12/10	38.16
94317	01/20/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0371083	439.79
	01/20/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0294743	252.79
	01/20/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0282620	212.56
	01/20/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0264726	93.63
94318	01/20/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	5,825.01
	01/20/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	2,872.88
	01/20/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	482.92
	01/20/2015	01190	XCEL ENERGY	FIRE SIRENS	51.02
94319	01/20/2015	02310	ANDERSEN CABINETS INC	MCC SNACK BAR CABINET/COUNTER TOP	1,658.80
94320	01/20/2015	03437	ARTHUR J GALLAGHER RISK	INSURANCE AGENT FEE 14-15	12,000.00
94321	01/20/2015	05480	BAL TECH, INC.	HVAC TESTS ADJ & BAL REPORT 1902	9,600.00
94322	01/20/2015	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING LENA YOUTH	450.00
94323	01/20/2015	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING C.H.I.L.D. INC	320.00
94324	01/20/2015	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING MT CHILDCARE	220.00
94325	01/20/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	90.80
	01/20/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - PARK MAINT	50.16
94326	01/20/2015	04155	CIVICPLUS	ANNUAL FEE FOR WEBSITE SERVICE	11,429.40
94327	01/20/2015	05215	CORESTRONG FITNESS LLC	SOCCER INSTRUCTION (ADV PROG)	664.00
94328	01/20/2015	00412	DONALD SALVERDA & ASSOCIATES	BOOKS FOR LEADERSHIP GROUP	144.79
94329	01/20/2015	05193	JOHN BRIDGES DRISCOLL	RENTAL OF VOYAGEUR BACKDROP	200.00
94330	01/20/2015	04371	ELECTRO WATCHMAN INC.	INSTALL CITY HALL MIGRATION TO S2	7,305.24
	01/20/2015	04371	ELECTRO WATCHMAN INC.	INSTALL PD MIGRATION TO S2	4,236.46
94331	01/20/2015	02958	GOODPOINTE TECHNOLOGY INC	YEARLY SUPPORT AGREEMENT	4,250.00
94332	01/20/2015	04846	HEALTHHEAST	MEDICAL SUPPLIES	984.70
	01/20/2015	04846	HEALTHHEAST	MEDICAL SUPPLIES	262.90
94333	01/20/2015	02263	HILLCREST ANIMAL HOSPITAL PA	BOARDING & DESTRUCTION FEES-DEC	381.00
94334	01/20/2015	00846	LANGUAGE LINE SERVICES	PD PHONE-BASED INTERPRETIVE SRVS	42.81
94335	01/20/2015	00857	LEAGUE OF MINNESOTA CITIES	LEADERSHIP CONFERENCE M COLEMAN	225.00
94335	01/20/2015	00857	LEAGUE OF MINNESOTA CITIES	LEADERSHIP CONFERENCE M ABRAMS	225.00
	01/20/2015	00857	LEAGUE OF MINNESOTA CITIES	LEADERSHIP CONFERENCE N SLAWIK	225.00
94336	01/20/2015	00134	METRO CITIES	ANNUAL DUES FOR METRO CITIES	10,796.00



**CITY OF MAPLEWOOD**  
**Disbursements via Debits to Checking account**

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/12/2015	MN State Treasurer	Drivers License/Deputy Registrar	95,028.47
1/13/2015	MN State Treasurer	Drivers License/Deputy Registrar	65,159.84
1/14/2015	MN State Treasurer	Drivers License/Deputy Registrar	28,877.22
1/15/2015	MN State Treasurer	Drivers License/Deputy Registrar	56,984.87
1/15/2015	VANCO	Billing fee	123.10
1/15/2015	MN Dept of Revenue	MN Care Tax	7,207.00
1/16/2015	MN State Treasurer	Drivers License/Deputy Registrar	38,924.97
1/16/2015	MN Dept of Natural Resources	DNR electronic licenses	1,160.00
1/16/2015	US Bank VISA One Card*	Purchasing card items	47,781.08
1/16/2015	MN Dept of Revenue	Sales Tax	6,982.00
1/16/2015	Optum Health	DCRP & Flex plan payments	117.18
1/16/2015	ICMA (Vantagepointe)	Deferred Compensation	9,920.49
			358,266.22

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
01/05/2015	01/06/2015	OLSEN CHAIN AND CABLE	\$50.32	DAVE ADAMS
01/08/2015	01/09/2015	MENARDS MAPLEWOOD	\$9.83	DAVE ADAMS
12/28/2014	12/29/2014	ROCKYBOOTS COM	\$101.24	PAUL BARTZ
01/02/2015	01/05/2015	OFFICE DEPOT #1090	\$76.11	REGAN BEGGS
01/02/2015	01/05/2015	OFFICE DEPOT #1090	\$18.00	REGAN BEGGS
01/06/2015	01/08/2015	STILLWATER VETERINARY	\$35.00	BRIAN BIERDEMAN
01/07/2015	01/08/2015	MENARDS MAPLEWOOD	\$4.05	BRIAN BIERDEMAN
01/08/2015	01/09/2015	AMAZON MKTPLACE PMTS	\$308.94	BRIAN BIERDEMAN
12/31/2014	01/02/2015	JOANN ETC #1970	\$14.96	OAKLEY BIESANZ
01/02/2015	01/05/2015	THE WEBSTAURANT STORE	\$26.19	OAKLEY BIESANZ
01/03/2015	01/05/2015	TLF*TANDY LEATHER	\$64.10	OAKLEY BIESANZ
01/07/2015	01/08/2015	BLUE RIBBON BAIT #1	\$7.99	OAKLEY BIESANZ
12/30/2014	12/31/2014	AUTOZONE #3082	\$19.27	RON BOURQUIN
12/30/2014	12/31/2014	HUDSON HOUSE GRAND HOTEL	\$440.00	NEIL BRENEMAN
12/30/2014	12/31/2014	TARGET 00011858	\$6.95	NEIL BRENEMAN
01/05/2015	01/07/2015	EPIC SPORTS	\$134.50	NEIL BRENEMAN
01/07/2015	01/08/2015	MICHAELS STORES 2744	\$59.23	NEIL BRENEMAN
01/08/2015	01/09/2015	TIX*LAKESHOREPLAY	\$126.00	NEIL BRENEMAN
01/07/2015	01/08/2015	VIKING INDUSTRIAL CENTER	\$554.40	TROY BRINK
01/02/2015	01/05/2015	DSW	\$119.90	DANIEL BUSACK
01/02/2015	01/05/2015	KOHL'S #0179	\$229.46	DANIEL BUSACK
01/05/2015	01/06/2015	KOHL'S #0179	\$57.00	DANIEL BUSACK
01/05/2015	01/06/2015	UNIFORMS UNLIMITED INC.	\$16.20	JOHN CARNES
01/02/2015	01/05/2015	U OF M CCE NONCREDIT	\$500.00	NICHOLAS CARVER
12/29/2014	12/31/2014	GOODIN COMPANY	\$314.76	SCOTT CHRISTENSON
12/30/2014	01/02/2015	TWIN CITY FILTER SERVICE	\$115.37	SCOTT CHRISTENSON
01/05/2015	01/06/2015	G&K SERVICES AR	\$374.21	SCOTT CHRISTENSON
01/06/2015	01/07/2015	VIKING ELECTRIC-CREDIT DE	\$134.16	SCOTT CHRISTENSON
01/06/2015	01/08/2015	TWIN CITY FILTER SERVICE	\$42.71	SCOTT CHRISTENSON
01/08/2015	01/09/2015	VIKING ELECTRIC-CREDIT DE	\$20.57	SCOTT CHRISTENSON
01/05/2015	01/06/2015	FRATTALLONES WOODBURY AC	\$4.92	CHARLES DEAVER
01/05/2015	01/06/2015	G&K SERVICES AR	\$40.74	CHARLES DEAVER
01/08/2015	01/09/2015	FRATTALLONES WOODBURY AC	\$5.25	CHARLES DEAVER
01/05/2015	01/06/2015	MENARDS MAPLEWOOD	\$55.97	THOMAS DEBILZAN
01/02/2015	01/05/2015	L A POLICE GEAR INC	\$148.74	JOSEPH DEMULLING
01/02/2015	01/05/2015	CORE HEALTH & FITNESS	\$33.70	TOM DOUGLASS
01/02/2015	01/05/2015	CORE HEALTH & FITNESS	\$376.29	TOM DOUGLASS
01/06/2015	01/07/2015	NUCO2	\$201.88	TOM DOUGLASS
01/06/2015	01/07/2015	NUCO2	\$157.27	TOM DOUGLASS
01/06/2015	01/07/2015	NUCO2	\$271.02	TOM DOUGLASS
01/06/2015	01/07/2015	NUCO2	\$257.63	TOM DOUGLASS
01/06/2015	01/07/2015	COMMERCIAL POOL & SPA SUP	\$9.90	TOM DOUGLASS
01/06/2015	01/07/2015	COMMERCIAL POOL & SPA SUP	\$214.21	TOM DOUGLASS
01/06/2015	01/08/2015	THE HOME DEPOT 2801	\$10.38	TOM DOUGLASS
01/06/2015	01/08/2015	THE HOME DEPOT 2801	\$17.70	TOM DOUGLASS
01/07/2015	01/08/2015	G&K SERVICES AR	\$536.21	TOM DOUGLASS
01/08/2015	01/09/2015	MINNESOTA ELEVATOR INC	\$1,230.57	TOM DOUGLASS
12/30/2014	12/31/2014	L A POLICE GEAR INC	\$256.65	MICHAEL DUGAS
01/05/2015	01/07/2015	NAPA STORE 3279016	\$21.34	MICHAEL DUGAS
12/29/2014	12/31/2014	OFFICE DEPOT #1090	\$90.68	CHRISTINE EVANS
12/30/2014	12/31/2014	PARTY CITY #768	\$75.37	CHRISTINE EVANS
12/31/2014	01/02/2015	CUB FOODS #1599	\$18.20	CHRISTINE EVANS
12/31/2014	01/02/2015	CUB FOODS #1599	\$11.74	CHRISTINE EVANS
12/31/2014	01/02/2015	CUB FOODS #1599	\$8.53	CHRISTINE EVANS
01/06/2015	01/07/2015	MED ALLIANCE GROUP INC	\$1,013.25	PAUL E EVERSON
12/26/2014	12/29/2014	B&H PHOTO, 800-606-6969	\$111.22	MYCHAL FOWLDS

12/30/2014	12/31/2014	BEST BUY MHT 0000109	\$64.26	MYCHAL FOWLDS
12/30/2014	01/02/2015	MAVERICKLABEL.COM	\$163.74	MYCHAL FOWLDS
12/31/2014	01/02/2015	ARTICULATE GLOBAL INC	\$1,957.00	MYCHAL FOWLDS
12/31/2014	01/02/2015	WRIKE.COM	\$470.00	MYCHAL FOWLDS
01/02/2015	01/05/2015	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
01/06/2015	01/07/2015	B&H PHOTO, 800-606-6969	\$318.94	MYCHAL FOWLDS
01/07/2015	01/07/2015	SPRINT *WIRELESS	\$232.75	MYCHAL FOWLDS
01/07/2015	01/08/2015	PUBLIC ENGINES INC	\$1,188.00	MYCHAL FOWLDS
01/07/2015	01/08/2015	IDU*INSIGHT PUBLIC SEC	\$823.22	MYCHAL FOWLDS
01/07/2015	01/08/2015	ELECTRO WATCHMAN INC	\$205.00	MYCHAL FOWLDS
01/07/2015	01/09/2015	METRO SALES INC.	\$215.00	MYCHAL FOWLDS
01/07/2015	01/09/2015	METRO SALES INC.	\$453.00	MYCHAL FOWLDS
01/08/2015	01/09/2015	HOOTSUITE MEDIA INC.	\$119.88	MYCHAL FOWLDS
12/26/2014	12/29/2014	AMAZON MKTPLACE PMTS	\$249.99	NICK FRANZEN
12/27/2014	12/29/2014	IDU*INSIGHT PUBLIC SEC	\$4,200.90	NICK FRANZEN
12/29/2014	12/30/2014	WP-REALVNC LTD	\$297.00	NICK FRANZEN
12/31/2014	01/02/2015	IDU*INSIGHT PUBLIC SEC	\$226.05	NICK FRANZEN
01/06/2015	01/06/2015	AMAZON MKTPLACE PMTS	\$79.99	NICK FRANZEN
01/05/2015	01/06/2015	UNIFORMS UNLIMITED INC.	\$43.55	DEREK FRITZE
01/07/2015	01/08/2015	VZWRLSS*APOCC VISN	\$97.28	KAREN GUILFOILE
12/31/2014	01/02/2015	THE HOME DEPOT 2801	\$244.08	MARK HAAG
01/07/2015	01/08/2015	MENARDS MAPLEWOOD	\$331.26	MARK HAAG
01/07/2015	01/09/2015	THE HOME DEPOT 2801	\$100.30	MARK HAAG
01/08/2015	01/09/2015	FRATTALLONES WOODBURY AC	\$71.94	MILES HAMRE
01/08/2015	01/09/2015	HENRIKSEN ACE HARDWARE	\$65.98	MILES HAMRE
01/03/2015	01/05/2015	AMAZON.COM	\$66.96	TIMOTHY HAWKINSON JR.
01/03/2015	01/05/2015	UNITED UNIFORM CO INC	\$181.45	PHENG HER
01/07/2015	01/08/2015	OSAGE COUNTY GUNS	\$400.00	PHENG HER
01/08/2015	01/09/2015	UNIFORMS UNLIMITED INC.	\$21.50	PHENG HER
12/23/2014	12/29/2014	LTG POWER EQUIPMENT	\$59.29	GARY HINNENKAMP
01/05/2015	01/06/2015	HENRIKSEN ACE HARDWARE	\$15.89	TIMOTHY HOFMEISTER
12/26/2014	12/29/2014	TARGET 00011858	\$18.28	RON HORWATH
01/01/2015	01/02/2015	WEDDINGPAGES INC	\$335.80	RON HORWATH
01/07/2015	01/08/2015	TOWELSUPER	\$62.92	RON HORWATH
01/05/2015	01/06/2015	JOANN ETC #1970	\$11.49	ANN HUTCHINSON
01/06/2015	01/07/2015	U OF M CCE NONCREDIT	\$355.00	JON JAROSCH
01/06/2015	01/07/2015	HENRIKSEN ACE HARDWARE	\$20.30	DON JONES
01/07/2015	01/09/2015	THE HOME DEPOT 2801	\$62.90	DON JONES
12/31/2014	01/02/2015	OFFICE DEPOT #1090	\$192.90	LOIS KNUTSON
01/03/2015	01/05/2015	FIRST SHRED	\$106.60	LOIS KNUTSON
12/19/2014	01/07/2015	MOBILE VISION	\$153.00	JASON KREGER
12/19/2014	01/07/2015	MOBILE VISION	\$267.00	JASON KREGER
01/05/2015	01/06/2015	CDW GOVERNMENT	\$70.17	JASON KREGER
01/07/2015	01/09/2015	OFFICE DEPOT #1090	\$110.33	JASON KREGER
01/06/2015	01/08/2015	FBI NATIONAL ACADEMY ASSO	\$85.00	DAVID KVAM
01/06/2015	01/08/2015	IACP	\$150.00	DAVID KVAM
01/07/2015	01/09/2015	GRAFIX SHOPPE	\$285.00	DAVID KVAM
01/07/2015	01/08/2015	U OF M CCE NONCREDIT	\$355.00	STEVE LOVE
01/02/2015	01/02/2015	COMCAST CABLE COMM	\$2.25	STEVE LUKIN
01/06/2015	01/07/2015	AIRGASS NORTH	\$19.56	STEVE LUKIN
01/01/2015	01/02/2015	REEBOK E-COMM	\$119.98	BRIAN MICHELETTI
01/05/2015	01/06/2015	L A POLICE GEAR INC	\$149.61	BRIAN MICHELETTI
12/30/2014	12/31/2014	QUANTUM EMS LLC	\$1,593.00	MICHAEL MONDOR
12/31/2014	01/02/2015	EVEREST EMERGENCY VEHICLE	\$498.62	MICHAEL MONDOR
01/02/2015	01/05/2015	BOUND TREE MEDICAL LLC	\$1,912.09	MICHAEL MONDOR
01/05/2015	01/06/2015	CENTURY COLLEGE-BO	\$144.00	MICHAEL MONDOR
01/05/2015	01/07/2015	BOUND TREE MEDICAL LLC	\$8.80	MICHAEL MONDOR

01/05/2015	01/07/2015	BOUND TREE MEDICAL LLC	\$3,809.85	MICHAEL MONDOR
01/06/2015	01/06/2015	ULINE *SHIP SUPPLIES	\$160.00	MICHAEL MONDOR
01/06/2015	01/07/2015	TELEFLEX MEDICAL	\$1,109.02	MICHAEL MONDOR
01/06/2015	01/08/2015	EVEREST EMERGENCY VEHICLE	\$173.01	MICHAEL MONDOR
12/30/2014	01/02/2015	MN NURSERY LANDSCAPE AS	\$250.00	BRYAN NAGEL
12/30/2014	01/02/2015	RED WING SHOE #727	\$216.74	BRYAN NAGEL
12/30/2014	01/02/2015	OFFICE DEPOT #1090	\$38.94	MARY KAY PALANK
12/31/2014	01/05/2015	METRO SALES INC.	\$183.30	MARY KAY PALANK
01/02/2015	01/05/2015	OFFICE DEPOT #1090	\$59.03	MARY KAY PALANK
01/02/2015	01/05/2015	PAYPAL *INMARK DIV	\$46.39	MARY KAY PALANK
01/05/2015	01/06/2015	MICHAELS STORES 2744	\$21.41	MARY KAY PALANK
01/07/2015	01/08/2015	THESTAMPMAKER	\$17.10	MARY KAY PALANK
01/07/2015	01/09/2015	OFFICE DEPOT #1079	\$58.41	MARY KAY PALANK
01/07/2015	01/09/2015	OFFICE DEPOT #1090	\$28.39	MARY KAY PALANK
12/23/2014	12/30/2014	BAUER BUILT TIRE 18	(\$671.36)	STEVEN PRIEM
12/29/2014	12/30/2014	FACTORY MTR PTS #1	\$100.52	STEVEN PRIEM
12/29/2014	12/30/2014	TRUCK UTILITIES INC ST PA	\$13.44	STEVEN PRIEM
12/29/2014	12/31/2014	HENKE MFG CORP	\$450.00	STEVEN PRIEM
12/29/2014	01/05/2015	ZIEGLER INC COLUMBUS	(\$1,366.38)	STEVEN PRIEM
12/30/2014	12/31/2014	OREILLY AUTO 00020743	\$4.03	STEVEN PRIEM
12/30/2014	12/31/2014	AUTO PLUS LITTLE CANADA	\$141.48	STEVEN PRIEM
12/30/2014	12/31/2014	AUTO PLUS LITTLE CANADA	\$123.94	STEVEN PRIEM
12/30/2014	12/31/2014	LITTLE FALLS MACHINE INC	\$167.30	STEVEN PRIEM
12/31/2014	01/02/2015	AUTO PLUS LITTLE CANADA	\$31.76	STEVEN PRIEM
12/31/2014	01/02/2015	AN FORD WHITE BEAR LAK	\$272.71	STEVEN PRIEM
01/02/2015	01/05/2015	AUTO PLUS LITTLE CANADA	\$14.40	STEVEN PRIEM
01/05/2015	01/06/2015	AN FORD WHITE BEAR LAK	\$264.69	STEVEN PRIEM
01/06/2015	01/07/2015	FACTORY MTR PTS #1	\$459.80	STEVEN PRIEM
01/06/2015	01/08/2015	FLEETPRIDE 570	\$158.31	STEVEN PRIEM
01/07/2015	01/08/2015	HENRIKSEN ACE HARDWARE	\$4.12	STEVEN PRIEM
01/07/2015	01/08/2015	AUTO PLUS LITTLE CANADA	\$111.14	STEVEN PRIEM
01/07/2015	01/08/2015	AUTO PLUS LITTLE CANADA	\$47.76	STEVEN PRIEM
01/05/2015	01/07/2015	PARK SUPPLY OF AMERICA IN	\$649.19	KELLY PRINS
01/07/2015	01/09/2015	AVAC CORPORATION	\$94.56	KELLY PRINS
01/08/2015	01/09/2015	CONTINENTAL RESEARCH COR	\$646.62	KELLY PRINS
01/08/2015	01/09/2015	CVS/PHARMACY #01751	\$8.28	KELLY PRINS
01/06/2015	01/07/2015	RUBBERSTAMPWAREHOUS	\$31.93	TERRIE RAMEAUX
01/06/2015	01/08/2015	SECRETARY OF STATE	\$120.00	TERRIE RAMEAUX
12/30/2014	12/31/2014	DALCO ENTERPRISES, INC	\$218.32	MICHAEL REILLY
01/05/2015	01/06/2015	HILLYARD INC MINNEAPOLIS	\$1,013.47	MICHAEL REILLY
01/08/2015	01/09/2015	HILLYARD INC MINNEAPOLIS	\$29.94	MICHAEL REILLY
12/29/2014	12/31/2014	APPOINTMENT-PLUS/STORMSOU	\$39.00	LORI RESENDIZ
01/05/2015	01/07/2015	SCW FITNESS EDUCATION	\$270.00	LORI RESENDIZ
01/08/2015	01/09/2015	TARGET 00000687	\$120.00	LORI RESENDIZ
01/08/2015	01/09/2015	LIFE FITNESS	\$1,694.58	LORI RESENDIZ
12/26/2014	12/29/2014	CUB FOODS #1599	\$13.86	AUDRA ROBBINS
12/28/2014	12/29/2014	TARGET 00006197	\$15.73	AUDRA ROBBINS
12/29/2014	12/30/2014	SUN RAY LANES	\$117.45	AUDRA ROBBINS
12/31/2014	01/02/2015	THE HOME DEPOT 2801	\$108.80	ROBERT RUNNING
01/07/2015	01/09/2015	LILLIE SUBURBAN NEWSPAPER	\$169.75	DEB SCHMIDT
12/27/2014	12/29/2014	BIZCHAIR OFFICE FURNITUR	\$282.99	PAUL SCHNELL
12/29/2014	12/30/2014	BEST BUY 00000067	\$439.97	PAUL SCHNELL
12/30/2014	12/31/2014	GOTOCITRIX.COM	\$20.36	PAUL SCHNELL
12/29/2014	12/31/2014	USA MOBILITY WIRELE	\$16.09	SCOTT SCHULTZ
01/05/2015	01/06/2015	G&K SERVICES AR	\$861.34	SCOTT SCHULTZ
01/07/2015	01/08/2015	OMNISITE	\$276.00	SCOTT SCHULTZ
01/07/2015	01/09/2015	ON SITE SANITATION INC	\$55.00	SCOTT SCHULTZ

12/27/2014	12/29/2014	ACE OF SALES	\$20.00	CAITLIN SHERRILL
01/07/2015	01/08/2015	QNS*QUEENSBORO SHIRT	\$907.40	CAITLIN SHERRILL
01/08/2015	01/09/2015	AMAZON MKTPLACE PMTS	\$48.66	CAITLIN SHERRILL
12/30/2014	12/31/2014	HTCIA	\$75.00	MICHAEL SHORTREED
12/30/2014	01/02/2015	IACIS	\$75.00	MICHAEL SHORTREED
01/02/2015	01/02/2015	COMCAST CABLE COMM	\$73.82	MICHAEL SHORTREED
01/03/2015	01/05/2015	TARGET 00011858	\$46.01	MICHAEL SHORTREED
01/03/2015	01/05/2015	THE HOME DEPOT 2801	\$59.25	MICHAEL SHORTREED
01/03/2015	01/05/2015	SLUMBERLAND #8	\$404.92	MICHAEL SHORTREED
01/05/2015	01/07/2015	FBI NATIONAL ACADEMY ASSO	\$85.00	MICHAEL SHORTREED
01/08/2015	01/09/2015	MINNESOTACO	\$120.55	MICHAEL SHORTREED
12/27/2014	12/29/2014	SEARS ROEBUCK 1122	(\$100.00)	DAVID SWAN
12/27/2014	12/29/2014	RED WING SHOE #727	\$203.99	DAVID SWAN
12/28/2014	12/29/2014	SURVEYMONKEY.COM	\$52.00	CHRIS SWANSON
01/02/2015	01/05/2015	U OF M CCE NONCREDIT	\$125.00	CHRIS SWANSON
12/31/2014	01/02/2015	NORTHERN TOOL EQUIP-MN	\$337.60	TODD TEVLIN
01/02/2015	01/05/2015	THE HOME DEPOT 2801	\$73.37	TODD TEVLIN
01/07/2015	01/08/2015	MENARDS OAKDALE	\$17.51	TODD TEVLIN
01/07/2015	01/09/2015	THE HOME DEPOT 2801	(\$6.41)	TODD TEVLIN
01/07/2015	01/09/2015	NORTHERN TOOL EQUIP-MN	(\$45.47)	TODD TEVLIN
01/07/2015	01/09/2015	NORTHERN TOOL EQUIP-MN	(\$22.45)	TODD TEVLIN
01/07/2015	01/09/2015	THE HOME DEPOT 2801	\$43.55	TODD TEVLIN
12/31/2014	01/02/2015	SOCKSADDICTCOM	\$42.97	PAUL THEISEN
01/02/2015	01/05/2015	LANDS END INTERNET	\$59.00	PAUL THEISEN
01/04/2015	01/06/2015	SOCKSADDICTCOM	\$52.96	PAUL THEISEN
01/04/2015	01/06/2015	WWW.KOHL.COM #0873	\$117.00	PAUL THEISEN
01/08/2015	01/09/2015	LANDS END INTERNET	(\$59.00)	PAUL THEISEN
01/06/2015	01/07/2015	FINANCE AND COMMERCE INC	\$169.00	MICHAEL THOMPSON
01/07/2015	01/09/2015	LILLIE SUBURBAN NEWSPAPER	\$35.95	KAREN WACHAL
01/08/2015	01/09/2015	MENARDS MAPLEWOOD	\$13.45	JEFF WILBER
12/26/2014	12/29/2014	ENDVIOLENCEAGAINSTWOMEN	\$445.00	TAMMY WYLIE
12/29/2014	12/30/2014	ONLINE LABELS	\$15.90	TAMMY WYLIE
12/30/2014	12/31/2014	DELTA AIR 0062377338599	\$526.20	TAMMY WYLIE
12/31/2014	01/02/2015	HILTON HOTELS	\$528.32	TAMMY WYLIE
12/30/2014	12/31/2014	CUB FOODS #1599	\$57.24	TAMMY YOUNG
01/06/2015	01/08/2015	OFFICE DEPOT #1090	\$65.78	TAMMY YOUNG
01/07/2015	01/08/2015	PAYPAL *MINNESOTAEN	\$30.00	TAMMY YOUNG

\$47,781.08

CITY OF MAPLEWOOD  
EMPLOYEE GROSS EARNINGS REPORT  
FOR THE CURRENT PAY PERIOD

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>
	01/16/15	ABRAMS, MARYLEE	430.99
	01/16/15	CARDINAL, ROBERT	430.99
	01/16/15	JUENEMANN, KATHLEEN	430.99
	01/16/15	KOPPEN, MARVIN	430.99
	01/16/15	SLAWIK, NORA	489.68
	01/16/15	COLEMAN, MELINDA	5,373.89
	01/16/15	KNUTSON, LOIS	2,397.05
	01/16/15	KANTRUD, HUGH	184.62
	01/16/15	CHRISTENSON, SCOTT	2,118.43
	01/16/15	JAHN, DAVID	2,615.53
	01/16/15	BURLINGAME, SARAH	2,334.10
	01/16/15	RAMEAUX, THERESE	6,284.49
	01/16/15	BAUMAN, GAYLE	9,541.71
	01/16/15	OSWALD, BRENDA	1,905.06
	01/16/15	ANDERSON, CAROLE	1,209.71
	01/16/15	DEBILZAN, JUDY	2,076.02
	01/16/15	JACKSON, MARY	2,219.29
	01/16/15	KELSEY, CONNIE	2,705.98
	01/16/15	RUEB, JOSEPH	2,999.40
	01/16/15	ARNOLD, AJLA	1,832.43
	01/16/15	BEGGS, REGAN	1,445.50
	01/16/15	HAAG, KAREN	8,931.21
	01/16/15	SCHMIDT, DEBORAH	3,158.62
	01/16/15	SPANGLER, EDNA	1,214.62
	01/16/15	CRAWFORD, LEIGH	1,854.59
	01/16/15	LARSON, MICHELLE	1,984.19
	01/16/15	MECHELKE, SHERRIE	1,190.51
	01/16/15	MOY, PAMELA	1,587.35
	01/16/15	OSTER, ANDREA	3,919.93
	01/16/15	RICHTER, CHARLENE	1,112.75
	01/16/15	VITT, SANDRA	1,115.35
	01/16/15	WEAVER, KRISTINE	2,459.40
	01/16/15	CORCORAN, THERESA	2,950.89
	01/16/15	KVAM, DAVID	6,295.12
	01/16/15	PALANK, MARY	1,991.11
	01/16/15	SCHNELL, PAUL	8,080.64
	01/16/15	SHORTREED, MICHAEL	6,740.15
	01/16/15	THOMFORDE, FAITH	1,720.19
	01/16/15	WYLIE, TAMMY	834.89
	01/16/15	ZAPPA, ANDREW	796.49
	01/16/15	ABEL, CLINT	3,207.82
	01/16/15	ALDRIDGE, MARK	6,386.54
	01/16/15	BAKKE, LONN	3,289.96
	01/16/15	BARTZ, PAUL	3,122.54
	01/16/15	BELDE, STANLEY	3,295.34

01/16/15	BENJAMIN, MARKESE	5,692.05
01/16/15	BIERDEMAN, BRIAN	7,422.74
01/16/15	BUSACK, DANIEL	3,672.81
01/16/15	CARNES, JOHN	2,562.02
01/16/15	CROTTY, KERRY	3,908.00
01/16/15	DEMULLING, JOSEPH	3,572.35
01/16/15	DUGAS, MICHAEL	3,820.91
01/16/15	ERICKSON, VIRGINIA	3,440.53
01/16/15	FISHER, CASSANDRA	1,364.00
01/16/15	FORSYTHE, MARCUS	2,841.05
01/16/15	FRITZE, DEREK	6,286.88
01/16/15	GABRIEL, ANTHONY	7,275.28
01/16/15	HAWKINSON JR, TIMOTHY	3,011.87
01/16/15	HER, PHENG	2,971.01
01/16/15	HIEBERT, STEVEN	3,208.94
01/16/15	HOEMKE, MICHAEL	2,283.00
01/16/15	HOFMEISTER, TIMOTHY	496.00
01/16/15	JASKOWIAK, AMANDA	240.00
01/16/15	JOHNSON, KEVIN	4,357.09
01/16/15	KONG, TOMMY	3,297.54
01/16/15	KREKELER, NICHOLAS	962.89
01/16/15	KROLL, BRETT	3,207.82
01/16/15	LANGNER, SCOTT	3,005.06
01/16/15	LANGNER, TODD	3,231.01
01/16/15	LYNCH, KATHERINE	3,111.30
01/16/15	MARINO, JASON	3,236.09
01/16/15	MARTIN, JERROLD	3,612.74
01/16/15	MCCARTY, GLEN	3,005.06
01/16/15	METRY, ALESIA	6,745.32
01/16/15	MICHELETTI, BRIAN	2,652.68
01/16/15	MULVIHILL, MARIA	2,283.00
01/16/15	NYE, MICHAEL	5,380.94
01/16/15	OLDING, PARKER	3,291.03
01/16/15	OLSON, JULIE	3,094.72
01/16/15	PARKER, JAMES	2,943.89
01/16/15	REZNY, BRADLEY	2,957.63
01/16/15	RHUDE, MATTHEW	3,673.06
01/16/15	SCHOEN, ZACHARY	2,649.33
01/16/15	SLATER, BENJAMIN	3,311.95
01/16/15	STEINER, JOSEPH	3,005.06
01/16/15	SYPNIEWSKI, WILLIAM	3,438.99
01/16/15	TAUZELL, BRIAN	2,943.89
01/16/15	THEISEN, PAUL	6,733.06
01/16/15	THIENES, PAUL	4,259.34
01/16/15	VANG, PAM	480.00
01/16/15	WENZEL, JAY	3,382.37
01/16/15	XIONG, KAO	3,269.27
01/16/15	ANDERSON, BRIAN	453.96
01/16/15	BAHL, DAVID	191.25
01/16/15	BAUMAN, ANDREW	3,507.91
01/16/15	BEITLER, NATHAN	554.85
01/16/15	BOURQUIN, RON	924.57
01/16/15	CAPISTRANT, JOHN	512.17
01/16/15	CONCHA, DANIEL	456.29
01/16/15	COREY, ROBERT	516.44

01/16/15	CRAWFORD - JR, RAYMOND	2,745.32
01/16/15	CRUMMY, CHARLES	403.54
01/16/15	DABRUZZI, THOMAS	2,495.36
01/16/15	DAWSON, RICHARD	3,377.15
01/16/15	EVERSON, PAUL	3,586.65
01/16/15	HAGEN, MICHAEL	586.38
01/16/15	HALE, JOSEPH	191.24
01/16/15	HALWEG, JODI	3,149.85
01/16/15	HAWTHORNE, ROCHELLE	3,129.90
01/16/15	HUTCHINSON, JAMES	514.87
01/16/15	IMM, TRACY	201.77
01/16/15	JANSEN, CHAD	182.26
01/16/15	JUREK, GREGORY	819.62
01/16/15	KANE, ROBERT	882.61
01/16/15	KARRAS, JAMIE	151.32
01/16/15	KERSKA, JOSEPH	532.78
01/16/15	KUBAT, ERIC	3,019.64
01/16/15	LINDER, TIMOTHY	6,360.30
01/16/15	LOCHEN, MICHAEL	268.97
01/16/15	MERKATORIS, BRETT	100.88
01/16/15	MILLER, LADD	982.89
01/16/15	MILLER, NICHOLAS	331.03
01/16/15	MONDOR, MICHAEL	3,731.87
01/16/15	MONSON, PETER	75.67
01/16/15	MORGAN, JEFFERY	1,092.83
01/16/15	NEILY, STEVEN	781.83
01/16/15	NIELSEN, KENNETH	147.12
01/16/15	NOVAK, JEROME	3,233.06
01/16/15	NOWICKI, PAUL	578.86
01/16/15	OLSON, JAMES	3,140.56
01/16/15	PACHECO, ALPHONSE	403.52
01/16/15	PARROW, JOSHUA	299.49
01/16/15	PETERSON, MARK	367.79
01/16/15	PETERSON, ROBERT	3,779.67
01/16/15	POWERS, KENNETH	768.62
01/16/15	RAINEY, JAMES	907.36
01/16/15	RANGEL, DERRICK	479.19
01/16/15	RANK, PAUL	756.62
01/16/15	RICE, CHRISTOPHER	1,059.14
01/16/15	RODDY, BRETT	554.84
01/16/15	SEDLACEK, JEFFREY	3,437.80
01/16/15	STREFF, MICHAEL	6,434.97
01/16/15	SVENDSEN, RONALD	3,493.02
01/16/15	TROXEL, REID	844.31
01/16/15	GERVAIS-JR, CLARENCE	8,183.66
01/16/15	LUKIN, STEVEN	9,457.26
01/16/15	ZWIEG, SUSAN	3,486.16
01/16/15	CORTESI, LUANNE	3,854.52
01/16/15	SINDT, ANDREA	4,935.40
01/16/15	BRINK, TROY	5,176.68
01/16/15	BUCKLEY, BRENT	5,301.43
01/16/15	DEBILZAN, THOMAS	2,508.67
01/16/15	EDGE, DOUGLAS	4,317.26
01/16/15	JONES, DONALD	5,169.55
01/16/15	MEISSNER, BRENT	2,869.01

01/16/15	NAGEL, BRYAN	7,355.60
01/16/15	OSWALD, ERICK	3,368.53
01/16/15	RUIZ, RICARDO	2,475.26
01/16/15	RUNNING, ROBERT	3,210.18
01/16/15	TEVLIN, TODD	5,053.05
01/16/15	BURLINGAME, NATHAN	2,415.20
01/16/15	DUCHARME, JOHN	2,861.51
01/16/15	ENGSTROM, ANDREW	2,854.60
01/16/15	JAROSCH, JONATHAN	6,136.81
01/16/15	LINDBLOM, RANDAL	3,911.22
01/16/15	LOVE, STEVEN	3,852.46
01/16/15	THOMPSON, MICHAEL	4,783.37
01/16/15	ZIEMAN, SCOTT	244.00
01/16/15	JANASZAK, MEGHAN	1,803.39
01/16/15	KONEWKO, DUWAYNE	9,039.98
01/16/15	HAMRE, MILES	1,917.04
01/16/15	HAYS, TAMARA	2,268.23
01/16/15	HINNENKAMP, GARY	4,058.23
01/16/15	NAUGHTON, JOHN	2,638.94
01/16/15	NORDQUIST, RICHARD	2,655.40
01/16/15	BIESANZ, OAKLEY	1,823.53
01/16/15	DEAVER, CHARLES	476.51
01/16/15	HAYMAN, JANET	982.77
01/16/15	HUTCHINSON, ANN	2,762.98
01/16/15	WACHAL, KAREN	967.98
01/16/15	GAYNOR, VIRGINIA	3,383.30
01/16/15	KROLL, LISA	1,992.19
01/16/15	YOUNG, TAMELA	2,144.99
01/16/15	EKSTRAND, THOMAS	72,307.35
01/16/15	FINWALL, SHANN	3,371.39
01/16/15	MARTIN, MICHAEL	2,939.39
01/16/15	BRASH, JASON	2,752.43
01/16/15	CARVER, NICHOLAS	3,810.34
01/16/15	SWAN, DAVID	2,884.99
01/16/15	SWANSON, CHRIS	1,827.39
01/16/15	WEIDNER, JAMES	1,280.00
01/16/15	WELLENS, MOLLY	1,765.19
01/16/15	BJORK, BRANDON	352.00
01/16/15	BRENEMAN, NEIL	4,889.38
01/16/15	CHUHEL, KAYLA	51.00
01/16/15	CLINE, ABBY	231.00
01/16/15	COLE, BENJAMIN	51.00
01/16/15	GORACKI, GERALD	144.88
01/16/15	KONG, KATELYNE	42.75
01/16/15	MCKANE, COLLIN	86.63
01/16/15	MURRAY, LYNDSAY	132.00
01/16/15	ROBBINS, AUDRA	6,837.33
01/16/15	ROBBINS, CAMDEN	260.00
01/16/15	RUSS, KAYLA	85.00
01/16/15	SALINAS, DANIEL	48.00
01/16/15	SCHALLER, SAM	120.00
01/16/15	TAYLOR, JAMES	6,430.42
01/16/15	VUKICH, CANDACE	524.50
01/16/15	WISTL, MARK	51.00
01/16/15	ADAMS, DAVID	2,257.52

01/16/15	HAAG, MARK	3,944.86
01/16/15	ORE, JORDAN	1,771.14
01/16/15	SCHULTZ, SCOTT	3,626.98
01/16/15	WILBER, JEFFREY	2,284.10
01/16/15	EVANS, CHRISTINE	3,892.82
01/16/15	HOFMEISTER, MARY	1,153.12
01/16/15	KELLEY, CAITLIN	1,427.70
01/16/15	KULHANEK-DIONNE, ANN	685.65
01/16/15	MILLER, KAREN	211.50
01/16/15	PELOQUIN, PENNYE	732.25
01/16/15	RUZICHKA, JANICE	366.00
01/16/15	SKRYPEK, JOSHUA	564.00
01/16/15	SMITH, CORTNEY	270.75
01/16/15	ST SAUVER, CRAIG	152.01
01/16/15	STAHLMANN, ELLEN	54.30
01/16/15	AKEY, SHELLEY	54.76
01/16/15	ANDERSON, JOSHUA	715.50
01/16/15	BAETZOLD, CLAIRE	25.65
01/16/15	BAUDE, SARAH	46.87
01/16/15	BERGLUND, ERIK	54.20
01/16/15	BESTER, MICHAEL	135.20
01/16/15	BUCKLEY, BRITTANY	605.15
01/16/15	BUTLER, ANGELA	123.19
01/16/15	CLARK, PAMELA	14.85
01/16/15	CORCORAN, JOSHUA	65.85
01/16/15	CRANDALL, ALYSSA	46.12
01/16/15	CRANDALL, KRISTA	49.64
01/16/15	DEMPSEY, BETH	364.00
01/16/15	DUCHARME, DANIELLE	266.50
01/16/15	DUNN, RYAN	376.31
01/16/15	EPLAND, PETER	36.00
01/16/15	ERICKSON-CLARK, CAROL	18.75
01/16/15	FARRELL, DANIEL	50.43
01/16/15	FONTAINE, KIM	717.25
01/16/15	FREDRICKS, MARTHA	18.00
01/16/15	GRAY, MEGAN	469.12
01/16/15	GRUENHAGEN, LINDA	365.53
01/16/15	GUSTAFSON, BRENDA	317.00
01/16/15	HAASCH, ANGELA	85.50
01/16/15	HANSEN, HANNAH	56.98
01/16/15	HASSAN, KIANA	26.38
01/16/15	HOLMBERG, LADONNA	248.00
01/16/15	HORWATH, RONALD	6,199.94
01/16/15	HUNTLEY, NATALIE	79.33
01/16/15	IACARELLA-FUDALI, BARBARA	203.00
01/16/15	JOHNSON, BARBARA	426.25
01/16/15	KEMP, MAYA	19.69
01/16/15	KOHLER, ROCHELLE	14.06
01/16/15	KOLLER, NINA	107.75
01/16/15	LAMEYER, BRENT	75.60
01/16/15	LAMSON, ELIANA	13.69
01/16/15	LARSON, KIRA	22.50
01/16/15	LORENTZEN, CHRISTINE	92.00
01/16/15	LY, RASSACIN	40.00
01/16/15	MCCOMAS, LEAH	269.00

01/16/15	MCKILLOP, AMANDA	126.76
01/16/15	MILLER, MELISSA	68.00
01/16/15	MONGE, NOAH	68.00
01/16/15	MUSKAT, JULIE	60.07
01/16/15	NITZ, CARA	156.01
01/16/15	OHS, CYNTHIA	188.00
01/16/15	PROESCH, ANDY	196.00
01/16/15	RANEY, COURTNEY	661.65
01/16/15	RAU, COLE	40.50
01/16/15	REHLING-ANDERSON, LORIE	167.75
01/16/15	RESENDIZ, LORI	2,597.77
01/16/15	RICHTER, DANIEL	40.30
01/16/15	ROETTGER, MOLLY	24.00
01/16/15	ROLLERSON, TERRANCE	30.38
01/16/15	ROMERO, JENNIFER	47.00
01/16/15	ROSAND, WALKER	40.00
01/16/15	SCHERER, KATHLENE	63.13
01/16/15	SCHMIDT, VICTORIA	60.00
01/16/15	SCHREIER, ROSEMARIE	240.26
01/16/15	SMITH, ANN	124.80
01/16/15	SMITH, CASEY	94.50
01/16/15	SMITH, JEROME	137.00
01/16/15	SMITLEY, SHARON	376.63
01/16/15	SYME, ABBEY	47.76
01/16/15	SYME, LAUREN	77.94
01/16/15	TREPANIER, TODD	116.26
01/16/15	TUPY, HEIDE	23.15
01/16/15	TUPY, MARCUS	72.00
01/16/15	WALES, ABIGAIL	427.97
01/16/15	WHITE, DANICA	122.43
01/16/15	YANG, JUDY	66.00
01/16/15	BILJAN, MERANDA	34.00
01/16/15	BOSLEY, CAROL	76.50
01/16/15	FRANZMEIER, EILEEN	103.88
01/16/15	LANGER, CHELSEA	424.27
01/16/15	WISTL, MOLLY	422.52
01/16/15	AUSTIN, CATHERINE	96.00
01/16/15	BOWMAN, CHRIS	176.00
01/16/15	CRAWFORD, SHAWN	450.00
01/16/15	DOUGLASS, TOM	1,942.59
01/16/15	INDA, ANTHONY	96.00
01/16/15	KRECH, ELAINE	759.00
01/16/15	LOONEY, RAYJEANIA	160.00
01/16/15	MAIDMENT, COLIN	738.00
01/16/15	MALONEY, SHAUNA	136.00
01/16/15	NEVACIL, BRENNAN	80.00
01/16/15	PRINS, KELLY	2,290.09
01/16/15	REILLY, MICHAEL	3,987.29
01/16/15	STEFFEN, MICHAEL	102.00
01/16/15	PRIEM, STEVEN	4,999.49
01/16/15	WOEHRLE, MATTHEW	2,833.03
01/16/15	XIONG, BOON	1,628.36
01/16/15	BERGO, CHAD	2,824.09
01/16/15	FOWLDS, MYCHAL	3,989.58
01/16/15	FRANZEN, NICHOLAS	5,882.87

G1, Attachments

	01/16/15	KREGER, JASON	2,823.56
	01/16/15	SVENDSEN, JOANNE	15,569.58
9993688	01/16/15	BRADY, MADYSON	74.25
9993689	01/16/15	MERRITT, MICHAEL	29.75
9993690	01/16/15	RYAN, NICOLE	111.38
9993691	01/16/15	EKSTRAND, RYAN	50.38
9993692	01/16/15	VANG, XEE	89.25
			717,612.71

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

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

**DATE:** January 20, 2015

**SUBJECT:** South Fire Station Improvements, City Project 12-14

- a. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 3
- b. Approval of Resolution Directing Reduction of Retainage on Existing Construction Contract

**Introduction**

The City Council will consider approving the attached resolution directing the modification of the existing construction contract for the South Fire Station Improvements (originally termed Fire Station 1), City Project 12-14. The City Council will also consider the attached resolution authorizing the City Engineer to reduce the contract retainage.

**Background**

The council awarded a construction contract to Terra General Contractors for the South Fire Station Improvements, City Project 12-14 on December 19, 2013 in the amount of \$3,629,000.00. There have been two change orders to date with a total amount of \$64,587.00. These change orders have revised the construction contract to \$3,693,587.00.

**Discussion**

Attached is a summary of the work included in Change Order No. 3.

**Budget Impact**

Approval of Change Order No. 3 will increase the project construction contract amount by \$30,022.50 from \$3,693,587.00 to \$3,723,609.50. The project is currently over the approved budget amount. The project overages are proposed to be covered by proceeds from the sale of the old fire stations. City Staff will bring a final budget adjustment report to City Council detailing the proposed budget adjustment at a future council meeting.

The Contractor has completed all of the contract work and the majority of the punch list items. The Contractor has also submitted all of their final project closeout documents and requested a reduction in the project retainage. Based on the completion level of the project, City staff recommends a reduction in the project retainage from 5% to 1%.

**Recommendation**

Staff recommends that the City Council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 3 for the Fire Station 1 Improvements, City Project 12-14. It is further recommended that the City Council approve the attached Resolution Directing Reduction of Retainage on Existing Construction Contract for City Project 12-14 from 5% to 1% at the discretion of the City Engineer.

**Attachments**

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

**RESOLUTION  
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT  
PROJECT 12-14, CHANGE ORDER NO. 3**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 12-14, 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. 3.

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. 3 which is an increase of \$30,022.50.

The revised contract amount is \$3,723,609.50.

Adopted by the Maplewood City Council on this 26th day of January 2015.

**RESOLUTION  
DIRECTING REDUCTION OF RETAINAGE ON EXISTING CONSTRUCTION CONTRACT  
PROJECT 12-14**

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

WHEREAS, the contractor, Terra General Contractors, has requested, by written notice, a reduction of contract retainage,

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

1. That the retainage within the construction contract is hereby authorized to be reduced, at the discretion of the City Engineer, from 5% to 1%.

Adopted by the Maplewood City Council on this 26th day of January 2015.

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

**PROJECT NAME:** Fire Station 1 Improvements  
**PROJECT NO:** City Project 12-14  
**CONTRACTOR:** Terra General Contractors  
**CHANGE ORDER NO.:** Three (3)  
**DATE:** January 20, 2015

The following changes shall be made in the contract documents:

**CHANGE ORDER NO. 3**

Item No.	Item Description	Unit	Quantity	Unit Price	Amount
PR #14	Add Tile in ADA	LS	1	\$759.00	\$759.00
PR #16	Revise Electric Dryer to Gas Dryer	LS	1	\$695.00	\$695.00
COR #31R3	Add Storm Sewer Structure	LS	1	\$2,733.00	\$2,733.00
COR #32R	Revise Rain Gardens	LS	1	\$3,063.00	\$3,063.00
PR #17	Reduce Size of Concrete Patio	LS	1	-\$1,268.50	-\$1,268.50
PR #15	RPZ, Piping, Ductwork	LS	1	\$5,594.00	\$5,594.00
COR #86	Ventilation Requirements for Kitchen Hood	LS	1	\$1,217.00	\$1,217.00
COR #36R	Wells Fargo Elec. Feed to Monument Sign	LS	1	\$4,756.00	\$4,756.00
COR #38R2	Added Compressed Air Accessories & Diagrams	LS	1	\$9,301.00	\$9,301.00
COR #40R	Domestic Water Circulation Pump	LS	1	\$1,410.00	\$1,410.00
COR #42	In-Floor Heat Glycol Downtherm SR-1	LS	1	\$1,961.00	\$1,961.00
COR #44	Concrete Floor Moisture Mitigation at Carpet	LS	1	\$2,922.00	\$2,922.00
COR #45	Add Full Length Red Stripes in Apparatus Bay	LS	1	\$1,688.00	\$1,688.00
COR #47	Replace Broken/Rotten CB Rings	LS	1	\$649.00	\$649.00
COR #49	GFCI's added for Cord Reels	LS	1	\$1,398.00	\$1,398.00
COR #51	Added Smoke/CO Detectors for Occupancy	LS	1	\$1,132.00	\$1,132.00
COR #52R	Wood Door Credit	LS	1	-\$1,600.00	-\$1,600.00
COR #53	Film Logo in lieu of Etched Glass	LS	1	-\$500.00	-\$500.00
COR #54	Change 8 Door Sweeps to Vinyl	LS	1	\$841.00	\$841.00
PR #20	Reduce Size of Exterior Sidewalk	LS	1	-\$5,904.00	-\$5,904.00
COR #56	Eliminate Asphalt Strip at Entry	LS	1	-\$824.00	-\$824.00
<b>TOTAL CHANGE ORDER #3</b>					<b>\$30,022.50</b>

**TOTAL NET CHANGE ORDER NO. 3** **\$30,022.50**

**CONTRACT STATUS:**

<b>Original Contract:</b>	<b>\$3,629,000.00</b>
<b>Net Change of Prior Change:</b>	<b>\$64,587.00</b>
<b><u>Change this Change Order:</u></b>	<b><u>\$30,022.50</u></b>
<b>Revised Contract:</b>	<b>\$3,723,609.50</b>

Recommended By: Kimley-Horn and Associates, Inc.

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

Agreed to By: Terra General Contractors

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

Approved By: City of Maplewood

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City Engineer

## Fire Station 1 Improvements Change Order 3 Summary

		CHANGE ORDER NO. 3			
AIA CO #	Change Document	Brief Description	Funding		Total Cost
			Fire Station Building	Site Improvements	
5	PR #14	Add Tile in ADA	\$ 759.00		\$ 759.00
5	PR #16	Revise Electric Dryer to Gas Dryer	\$ 695.00		\$ 695.00
5	COR #31R3	Add Storm Sewer Structure		\$ 2,733.00	\$ 2,733.00
5	COR # 32R	Revise Rain Gardens		\$ 3,063.00	\$ 3,063.00
5	PR #17	Reduce Size of Concrete Patio	\$ (1,268.50)		\$ (1,268.50)
5	PR #15	RPZ, Piping, Ductwork	\$ 5,594.00		\$ 5,594.00
5	COR #86	Ventilation Requirements for Kitchen Hood	\$ 1,217.00		\$ 1,217.00
5	COR #36R	Wells Fargo Elec. Feed to Monument Sign		\$ 4,756.00	\$ 4,756.00
5	COR #38R2	Added Compressed Air Accessories & Diagrams	\$ 9,301.00		\$ 9,301.00
5	COR #40R	Domestic Water Circulation Pump	\$ 1,410.00		\$ 1,410.00
5	COR #42	In-Floor Heat Glycol Dowtherm SR-1	\$ 1,961.00		\$ 1,961.00
5	COR #44	Concrete Floor Moisture Mitigation at Carpet	\$ 2,922.00		\$ 2,922.00
5	COR #45	Add Full Length Red Stripes in Apparatus Bay	\$ 1,688.00		\$ 1,688.00
5	COR #47	Replace Broken/Rotten CB Rings		\$ 649.00	\$ 649.00
5	COR #49	GFCI's added for Cord Reels	\$ 1,398.00		\$ 1,398.00
5	COR #51	Added Smoke/CO Detectors for Occupancy	\$ 1,132.00		\$ 1,132.00
5	COR #52R	Wood Door Credit	\$ (1,600.00)		\$ (1,600.00)
5	COR #53	Film Logo in lieu of Etched Glass	\$ (500.00)		\$ (500.00)
5	COR #54	Change 8 Door Sweeps to Vinyl	\$ 841.00		\$ 841.00
5	PR #20	Reduce Size of Exterior Sidewalk		\$ (5,904.00)	\$ (5,904.00)
5	COR #56	Eliminate Asphalt Strip at Entry		\$ (824.00)	\$ (824.00)
			Funding		
			Fire Station Building	Site Improvements	
			\$ 25,549.50	\$ 4,473.00	
Total Change Order No. 3					\$ 30,022.50

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Michael Martin, AICP, Planner  
**DATE:** January 21, 2014  
**SUBJECT:** Approval of a Revision to the Planning Commission Rules of Procedure

**Introduction**

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

**Discussion**

On January 20, 2015, the planning commission recommended revisions to the Rules of Procedure to add language indicating that if a special meeting is needed staff, on behalf of the chairperson, would call it; requesting commission members forward questions about reviews to staff prior to meetings; and adding titles to sections H, I and L.

Staff had recommended Section F be revised to recognize the department name change of Community Development Department to Environmental and Economic Development Department.

**Budget Impact**

None.

**Recommendation**

1. Approved the revisions to the Planning Commission Rules of Procedure

**Attachment**

1. Planning Commission Rules of Procedure

## **PLANNING COMMISSION RULES OF PROCEDURE**

Originally adopted by the Planning Commission on February 21, 1983

Last Changed by the City Council on February 13, 2012

Last Changed by the City Council on February 10, 2014

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

### **A. MEETINGS**

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

### **B. QUORUM**

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

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

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

**D. ELECTION OF OFFICERS**

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

**E. REPRESENTATION AT COUNCIL MEETINGS**

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

**F. ENVIRONMENTAL AND ECONOMIC COMMUNITY DEVELOPMENT DEPARTMENT**

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

1. Prepare the agenda and minutes for each meeting of the Commission.
2. Act as technical advisor to the Commission.
3. Present written alternatives and make recommendations on matters referred to the Commission.
4. Maintain a record of all agenda items from application to final action by the City Council.
5. Commissioners are encouraged to email or contact staff regarding questions or comments they have on pending reviews prior to meetings in order to provide better data and information.

**G. AGENDA**

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

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

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

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

#### **H. ROSENBERG'S RULES OF ORDER**

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

#### **I. COMPREHENSIVE PLAN**

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

#### **J. APPOINTMENTS**

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

#### **K. AMENDMENT**

1. Any of these rules may be temporarily suspended by the vote of two-thirds majority of the members present.
2. These Rules of Procedure may be amended at any regular meeting of the Commission by a majority vote of the entire membership and submitted to the City Council for approval.

#### **L. ANNUAL REVIEW**

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

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

**FROM:** Terrie Rameaux, Human Resource Coordinator

**DATE:** January 20, 2015

**SUBJECT:** Approval of 2015 Service Agreement between City of Maplewood and National Financial Partners (NFP)

**Introduction**

NFP has provided the City of Maplewood with insurance broker services since April 2004. In 2009 the City and NFP renegotiated NFP's fee from \$76,000/year to \$45,000/year starting in 2010. This was a reduction of \$31,000 from 2009. They are paid directly by Medica through insurance premiums paid by the City and the employees. Their reduced cost of \$45,000 has remained consistent since 2010. There is no increase in cost from 2014 to 2015.

NFP works closely with Terrie Rameaux and the Insurance Labor-Management Committee to represent the City and Committee's interests in securing competitive bids, successfully bringing insurance costs down and providing compliance services, particularly with regard to the Affordable Healthcare Act. They have a demonstrated track record of responsiveness, professionalism and attention to detail and have provided excellent customer service to the City. They have also provided additional ongoing support and assistance in the past few years to the City's Wellness Committee. The service agreement is provided for approval and execution as part of this agenda item.

**Budget Impact**

No budget impact.

**Recommendation**

It is recommended that the City Council approve the attached service agreement with NFP for the year 2015.

**Attachments**

1. 2015 Service Agreement between City of Maplewood and NFP



January 6, 2015

Ms. Terrie Rameaux  
City of Maplewood  
1830 County Rd B East  
Maplewood, MN 55109

Dear Terrie:

The following outlines the services NFP will provide to the City of Maplewood relative to your employee benefit plans (health, dental, FSA, HRA & COBRA) for the period of January 1, 2015 through December 31, 2015.

### **Strategic Plan**

NFP provides financial consulting and support to assist the City of Maplewood with development of a strategic benefits plan, including:

- Perform separate analysis of each employee benefit plan to determine efficiency and integration.
- Review insurance plan designs and claims experience, as needed, for each benefit.
- Analyze competitiveness of plan positioning, taking into account plan design, employee choice, and both employer and employee costs.
- Recommend plan design and financial funding alternatives based on analysis and strategic objectives.
- Assist in preparation of budget projections.
- Work with the City of Maplewood to establish a renewal strategy encompassing all the components of a cost effective, high quality benefit plan for the upcoming, and future, benefit renewals.

### **Compliance**

NFP provides compliance services that are critical to managing your benefit plans, including:

- Assist Human Resources staff with compliance related issues through training seminars, newsletters and correspondence.
- Review industry, legislative and regulatory developments and consultative recommendations relating to employee benefits.
- Provide consultation on employee relations issues, as needed.
- Grant access to NFP's online human resources library of explanations and analysis of laws, trends and developments in benefits and related areas.
- Offer ten hours of legal services annually with an attorney named by NFP.

## **Renewal and Plan Service**

NFP provides full carrier management services critical to the renewal process and maintenance of your benefit plans. It is our understanding that the objective is to provide a high level of benefits to the City of Maplewood and to keep these benefits within current and future budgets. NFP employs our proprietary benefits management process to help the City of Maplewood anticipate cost increases and proactively implement cost containment measures, including:

- Negotiate with each carrier on renewals.
- Manage the proposal process to ensure competitive programs and pricing.
- Recommend plan design alternatives to best manage costs and offer a competitive benefits package for employees.
- Secure attractive financial alternatives.
- Negotiate rate guarantees and caps with the carriers, if available.
- Resolve escalated and non-standard carrier issues, including assistance with irreconcilable claims, enrollment and billing concerns.
- Improve access to claims reporting through our Decision Master Report powered by Zywave once a year, as needed.

## **Employee Communication**

NFP provides assistance to the City of Maplewood in designing and delivering an employee communications strategy that aligns with your strategic benefit initiatives. Deliverables may include:

- Conduct/review employee surveys to provide objective and subjective feedback to management, if applicable.
- Develop and continuously review effective communication methods to educate the City of Maplewood's employees on their benefits package and the strategic benefit objectives.
- Conduct employee education meetings related to the City of Maplewood's health & welfare benefits.

## **The City of Maplewood Support**

NFP may require the assistance of the City of Maplewood personnel, including:

- Management's input on the City of Maplewood's strategic benefit objectives – short-, mid- and long-term.
- Direction on management objectives related to the adoption of the various plans.
- Communications strategy input and support.
- Support in obtaining benefit plan claims data.
- Confidential census information for renewal purposes.

**Service Agreement**

NFP will receive compensation based on their services, for the health and welfare plans, in the amount of \$45,000, beginning January 1, 2015 through December 31, 2015. This amount is paid by the product vendors on a monthly basis. The City of Maplewood and NFP will review the fee annually to determine if any adjustments need to be made for the upcoming benefits plan year.

The City of Maplewood agrees that NFP will remain the broker of record with all vendors for the entire contract period between The City of Maplewood and said vendors. If for some reason, other than Cause, NFP is not the broker of record with the vendors, we agree to pay NFP for the balance of the compensation not yet received through the vendors for the contract period.

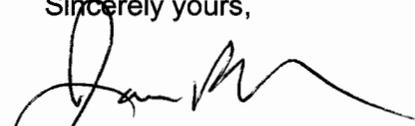
Either party may terminate this agreement with 30 days advance written notice delivered to the party with "Cause". Cause shall be defined as (i) the failure to perform any material term of this Agreement, or (ii) material dishonesty in the performance of services under this Agreement.

The parties hereby acknowledge that the services described above, which are provided by NFP under the letter agreement, "do not relate to an employee benefit plan" in the context of Section 514 of ERISA.

As a subsidiary of National Financial Partners Corp. ("NFP"), we are a member of a financial services network containing approximately 200 owned firms and approximately 300 affiliated firms. Firms within the NFP network engage in one or more of its primary lines of business, which include corporate and executive benefits and property and casualty insurance brokerage. Firms are compensated through fee and commissions for services provided to clients in each of these lines of business. In addition to the standard commissions received for the services provided to you, we or our affiliates may earn additional compensation for our role in providing certain products and services to you under separate contracts with insurance companies and group benefits providers. Insurance companies and group benefits providers may pay us or our affiliate's contingent compensation upon satisfaction of factors such as volume, persistency or profitability of the business placed with such insurance company or group benefits provider. In addition, such product and service providers may pay us or our affiliates fixed amounts related to the support of NFP company conferences, conventions and other marketing efforts.

If the foregoing is in accordance with your understanding, please sign and return to us the duplicate copy of this letter.

Sincerely yours,

  
James R. Sarych, Principal  
NFP

Accepted By: \_\_\_\_\_

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

### Renewal Rate Verification Agreement

<b>Group Name:</b>	The City of Maplewood
<b>Group Number(s):</b>	47983, 58669, 58671
<b>Insurance Type:</b>	Medical
<b>Insurance Carrier:</b>	Medica
<b>Renewal Date:</b>	January 1, 2015

Category	Current Rates	Category	Renewal Rates
<b>MIC PP HRA \$2500-100%</b>		<b>MIC PP HRA \$2500-100%</b>	
Single	\$671.96	Single	\$735.51
Family	\$1,648.57	Family	\$1,804.48
<b>MIC ME/MES HRA \$2500-100%</b>		<b>MIC ME/MES HRA \$2500-100%</b>	
Single	\$618.20	Single	\$684.03
Family	\$1,516.69	Family	\$1,678.17

The City of Maplewood agrees that NFP will remain the Broker of Record and receive all compensation for this contract between The City of Maplewood & Medica for the contract period of January 1, 2015 through December 31, 2015.

  
 \_\_\_\_\_  
 NFP  
 Date 1/12/15  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 The City of Maplewood  
 \_\_\_\_\_  
 Date

### Renewal Rate Verification Agreement

<b>Group Name:</b>	The City of Maplewood
<b>Group Number(s):</b>	3199
<b>Insurance Type:</b>	Dental
<b>Insurance Carrier:</b>	Delta Dental
<b>Renewal Date:</b>	January 1, 2015

Category	Current	Renewal
Administrative Fee	N/A	\$4.75 PEPM

The City of Maplewood agrees that NFP will remain the Broker of Record and receive all compensation for this contract between The City of Maplewood & Delta Dental for the contract period of January 1, 2015 through December 31, 2015.

  
 \_\_\_\_\_  
 NFP  
 \_\_\_\_\_  
 1/12/15  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 The City of Maplewood  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Date

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Terrie Rameaux, Human Resource Coordinator  
**DATE:** January 20, 2015  
**SUBJECT:** Approval of Group Dental Plan Contract between City of Maplewood and Delta Dental of Minnesota for 2015-2017

**Introduction**

The City Council approved the Insurance Labor-Management Committee's recommendation to switch to Delta Dental and the City's dental insurance provider for City of Maplewood employees for a three-year contract term running from January 1, 2015 through December 31, 2017. The attached group dental plan contract is provided for approval and execution as part of this agenda item.

**Budget Impact**

N/A

**Recommendation**

It is recommended that the City Council approve the attached group dental plan contract with Delta Dental of Minnesota for a three-year term, 2015 through 2017.

**Attachments**

1. Delta Dental Group Plan Contract for 2015–2017, Plan #717690

DELTA DENTAL OF MINNESOTA  
A Minnesota Non-Profit Health Service Plan Corporation  
GROUP DENTAL PLAN CONTRACT SIGNATURE PAGE

GROUP SUBSCRIBER: City of Maplewood

CONTRACT NO: 717690 CONTRACT DATE: January 1, 2015 CONTRACT TERM: 36 Months

Delta Dental of Minnesota (hereinafter Delta) and the above named Group Subscriber, in consideration of the mutual agreements and undertakings set forth in the Contract Documents hereby agree as follows:

1. That this Group Dental Plan Contract (hereinafter the Contract) shall be effective as of the Contract Date set forth above; and,
2. That this Contract shall consist of this Signature Page, Contract Sections 1-12 and the following documents attached hereto and incorporated herein by reference:

Exhibit A: Dental Benefit Plan Summary for City of Maplewood

In witness whereof, Delta and the Group Subscriber have caused this Contract to be signed by their authorized representatives on the dates set forth on the Dental Contract Application and this signature page.

**AUTHORIZED SIGNATURES**

**GROUP SUBSCRIBER**

**DELTA DENTAL OF MINNESOTA**

BY: \_\_\_\_\_

BY: 

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

Senior Vice President Sales & Business Development

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

December 23, 2014

DELTA DENTAL OF MINNESOTA  
A Minnesota Non-Profit Health Service Corporation

GROUP DENTAL PLAN CONTRACT  
ADMINISTRATIVE SERVICES ONLY

**SECTION 1**  
**Declarations**

1.01 GROUP SUBSCRIBER PAYMENTS:

- (A) The payment required by the Group Subscriber to be made to Delta shall be the following:
1. Claim Payments: Delta will generate a claim billing statement on the first business day of each week that will reflect claim payments made by Delta during the preceding week. Each claim billing statement shall be paid within four (4) business days of notification of the charges incurred.
  2. Administrative Fee: The payment required by the Group Subscriber to Delta as compensation for administration of the dental program shall be the sum of \$4.75 per employee per month. Delta will generate the administrative fee bill with the last weekly claim billing statement in a calendar month. Payment for the administrative fee shall be submitted to Delta within four (4) business days of notification of the charges incurred.
  3. In the event that any governmental unit shall impose any new tax or assessment not now in effect, which is measured directly by the payments made to Delta by the Group Subscriber pursuant to the Contract, or in the event that the rate of any such tax or assessment now in effect should thereafter be increased, the amount which Delta is authorized to charge pursuant to this paragraph shall be increased by the amount of such new tax or assessment, which is directly applicable to such payments by the Group Subscriber under this Contract.
- (B) In the event of Contract termination or non-renewal, Delta will continue, for a period of six months beyond the termination date, to make payments for, and the Group Subscriber agrees to be liable for, dental services performed prior to the termination date but paid by Delta after the termination date, plus the administrative fee as stated in paragraph 1.01(A), converted to a percentage of paid claims.
- (C) Upon the Group Subscriber's declaration of bankruptcy or if at any time that the Group Subscriber Payments referenced in Section 1.01(A) are more than ten (10) calendar days in arrears, Delta may, in its sole discretion:
1. Require any payments from the Group Subscriber to be made by wire transfer or by Delta initiated automatic clearing house ("ACH"); or
  2. Require that the Group Subscriber make an advance deposit to Delta in the amount of two (2) weeks estimated Claim Payments. Such deposit will be utilized to secure late Claim Payments made by Delta should the Group Subscriber fail to pay the Claim Payments as required by 1.01(A). Such deposit will be replenished by the Group Subscriber in an amount equal to each payment made by Delta from the deposit, immediately at Delta's request. If Group Subscriber fails to make such deposit or fails to replenish such deposit at Delta's request, Delta's obligations under this paragraph will terminate.

## 1.02 OPEN ENROLLMENT

The Open Enrollment under this Contract shall be held annually.

**SECTION 2****Definitions**

The following terms, words and phrases shall, for purposes of this Contract be defined as follows:

- 2.01 **"Applicable Percentage"** The level specified in the Dental Benefit Plan Summary under the Benefits Schedule which will be applied to the Plan's Payment Obligation to determine Delta's benefit obligation with respect to any covered Dental Procedure.
- 2.02 **"Attending Dentist Statement" or "Claim Form"** The written document required to be submitted to Delta to substantiate any claim under this Contract for dental care and treatment performed or to be performed on a Covered Person.
- 2.03 **"Continuation of Coverage Qualifying Event"** The happening of certain events such as employment termination, divorce, death of an eligible employee and other events specified in the Dental Benefit Plan Summaries ["Continuation of Coverage"] the occurrence of which may entitle an Eligible Employee and his or her Eligible Dependents to continue coverage under this contract.
- 2.04 **"Contract Date"** The date set forth on the Signature page upon which this Contract becomes effective.
- 2.05 **"Contract Documents"** All written documents comprising this Contract between the Group Subscriber and Delta including the Signature page, the Declarations page and the other documents listed and described on the Signature page and any amendments or addendums to this Contract entered into and signed by the Group Subscriber and Delta on or after the Contract Date.
- 2.06 **"Contract Term"** The period of time set forth on the Signature page which specifies the length or duration of this Contract.
- 2.07 **"Coverage Year"** The 12-month period of time as set forth in the Dental Benefit Plan Summary during which applicable Contract deductibles and maximums will apply for each Covered Person.
- 2.08 **"Deductible"** That amount of the Plan's Payment Obligation specified in the Dental Benefit Plan Summary under Deductible for which Delta will not make any benefit payment.
- 2.09 **"Delta"** Delta Dental of Minnesota, a Minnesota non-profit health service plan corporation which maintains its principal place of business at 3560 Delta Dental Drive, Eagan, Minnesota 55122.
- 2.10 **"Dental Service," "Dental Services," and "Dental Procedures"** The providing of dental care or treatment by a Dentist to a Covered Person while this Contract is in effect provided that such care or treatment is recognized by Delta as a generally accepted form of care or treatment according to prevailing standards of dental practice.
- 2.11 **"Dentist"** A doctor of dentistry duly licensed and registered to practice the profession of dentistry and whose license is in good standing with the appropriate licensing or governing body of the State of Minnesota, any other state of the United States, a territory of the United States, a foreign country or other similar jurisdiction.

- 2.12 **"Group Dental Plan Contract," "This Contract" and "Contract"** The written agreement between the Group Subscriber and Delta consisting of the Signature page, the Declarations page and those additional Contract Documents listed and described on the Signature page.
- 2.13 **"Group Subscriber"** The party to this Group Dental Plan Contract with Delta and identified as such on the Signature page.
- 2.14 **"Group Subscriber Payments"** The payment obligation of the Group Subscriber as specified in Section 1.01 or as referenced in Section 3.04.
- 2.15 **"Maximum Amount Payable"** Delta Dental's Maximum Amount Payable is a schedule of fixed dollar maximums established solely by Delta Dental for dental services provided by a licensed dentist who is a Delta Dental Premier dentist.
- 2.16 **"Open Enrollment"** The period of time or dates set forth in paragraph 1.02 during which an Eligible Employee may elect, while this Contract is in effect, to add coverage under this Contract for him or herself, or his or her Dependents.
- 2.17 **"Other Coverage"** The coverage provided by any other organization subject to regulation by insurance law or by insurance authorities of this or any other state of the United States or any province of Canada, by any other medical, dental or hospital service organization, or by similar plan or by union welfare plans, or employee or employer benefit organizations or by health maintenance organizations, preferred provider organizations or exclusive provider organizations providing benefits of any kind for dental procedures or services. "Other Coverage" excludes group hospital indemnity policies of \$100 per day or less, student accident policies and individual dental payment plans or policies.
- 2.18 **"Participating Dentist"** A Dentist who has signed and filed a participating and membership agreement with his/her local Delta Dental Plan which is in effect at the time any provision of this Contract becomes applicable. The dentist has agreed to accept Delta Dental's Maximum Amount Payable as payment in full for covered dental care.
- 2.19 **"Plan Payment Obligation"** Claim payments are based on the Plan's Payment Obligation which is the highest fee amount Delta Dental approves for dental services provided by a dentist to a Delta Dental covered patient. The Plan Payment Obligation for Delta Dental Premier dentists is the lesser of: (1) The fee pre-filed by the dentist with their Delta Dental organization; (2) The Maximum Amount Payable as determined by Delta Dental; (3) The fee charged or accepted as payment in full by the Delta Dental Premier dentist regardless of the amount charged.
- The Plan Payment Obligation for Delta Dental PPO dentists is the lesser of: (1) The fee pre-filed by the dentist with their Delta Dental organization; (2) The Delta Dental PPO Maximum Amount Payable as determined by Delta Dental; (3) The fee charged or accepted as payment in full by the Delta Dental PPO dentist regardless of the amount charged.
- The Plan's Payment Obligation for nonparticipating dentists is the treating dentist's submitted charge or the Table of Allowances established solely by Delta Dental, whichever is less.
- All Plan Payment Obligations are determined prior to the calculation of any patient co-payments and deductibles as provided under the patient's Delta Dental program.
- 2.20 **"Pretreatment Estimate"** The Pretreatment Estimate is a valuable tool for both the dentist and the patient. Submission of a Pretreatment Estimate, allows the dentist and the patient to know what benefits are available to the patient before beginning treatment. The Pretreatment Estimate outlines the patient's responsibility to the Participating Dentist with regard to co-payments, deductibles and non-covered services and allows the dentist and the patient to make any necessary financial arrangements before treatment begins. This process does not prior authorize

- the treatment nor determine its dental or medical necessity. The estimated Delta Dental payment is based on the patient's current eligibility and current available contract benefits. The subsequent submission of other claims, a change in eligibility, a change in the contract coverage or the existence of other coverage may alter the Delta final payment amount as shown on the Pretreatment Estimate form.
- 2.21 **"Table of Allowances"** A schedule of fixed dollar maximums established by Delta Dental for services rendered by a licensed dentist who is a nonparticipating dentist.
- 2.22 **"Treatment Plan"** A written outline of the planned program of dental care and treatment performed or to be performed on a Covered Person by a Dentist after examination of the Covered Person and submitted on a form acceptable to Delta and with such documentation as may be required by Delta.
- 2.23 **"Delta Dental PPO Dentist"** A dentist who has signed and filed with Delta Dental a Delta Dental PPO Agreement which is in effect at the time any provision of this Group Dental Contract becomes applicable with respect to the provision of any dental service for which payment is claimed under this Group Dental Contract.
- 2.24 **"Delta Dental PPO Maximum Amount Payable"** is a schedule of fixed dollar maximums established solely by Delta Dental for dental services provided by a licensed dentist who is a Delta Dental PPO dentist.

### **SECTION 3**

#### **General Terms**

- 3.01 **Purpose:**  
To set forth in writing the obligations between the Group Subscriber and Delta and to define the contractual benefits for Dental Procedures performed by Dentists on Covered Persons while this Contract is in effect.
- 3.02 **Effective Date:**  
This Contract takes effect on the Contract Date as shown on the Signature page and all contract years and months will be determined by reference to the Contract Date. This Contract will continue in effect for the Contract term specified on the Signature page.
- 3.03 **Contract Renewal:**  
This Contract will automatically renew upon expiration of the Contract Term for successive one (1) year Contract Terms subject to the right of either Delta or the Group Subscriber to terminate or elect not to renew as hereinafter provided. All renewals will be subject to any amendments to this Contract mutually agreed upon by Delta and the Group Subscriber. If either Delta or the Group Subscriber elects as of any contract renewal date not to renew this Contract for a succeeding one (1) year term, notice of such election shall be given to the other party in writing at least thirty (30) days prior to such renewal date.
- 3.04 **Payment Determination and Remittance:**  
A. The Group Subscriber Payments specified in Section 1, paragraph 1.01 which are applicable as of the Contract Date shall apply throughout the initial Contract Term beginning with the effective date of this Contract. Delta reserves the right to change the Group Subscriber Payments applicable to any succeeding 12 month period after expiration of the initial Contract Term. For each Contract Term subsequent to the initial Contract Term the Group Subscriber Payments shall be such amounts as are determined solely by Delta. Delta shall not increase the Group Subscriber Payments unless it gives written notice of any such increase to the Group Subscriber at least one hundred and twenty (120) days prior to the renewal date on which a subsequent Contract Term commences.

- B. If this Contract ceases to be effective for any reason and Delta and the Group Subscriber desire to continue coverage until completion of negotiations and signing of a new or renewal Contract between Delta and the Group Subscriber or, if the parties specifically agree in writing to continue coverage as provided for in the Contract, or if the Group Subscriber continues to make the Group Subscriber Payments after a contract termination and Delta in its sole discretion decides to accept such Group Subscriber Payments and notifies the Group Subscriber in writing at any time after termination of the Contract; then, in such event, the last Contract in effect between Delta and the Group Subscriber shall continue in force on an interim month-to-month basis except that the Group Subscriber Payments to be made shall be in an amount equal to the actual claims incurred by Delta under this Contract plus an Administrative Fee as compensation for administration of the dental program, with such administrative fee amount to be agreed upon in writing between Delta and the Group Subscriber. At Delta's option, the Claim Payments shall be made in advance by the Group Subscriber on a month-to-month basis to Delta based upon Delta's estimate and thereafter adjusted monthly after computation by Delta of the actual amount of monthly claims incurred.

#### **SECTION 4**

##### **Contract Termination**

- 4.01 **By the Group Subscriber. This Contract may be terminated by the Group Subscriber:**
- A. By written notice received by Delta at least thirty (30) days prior to the expiration of the Contract Term specified on the Signature page of this Contract in the event Delta has proposed a rate increase for renewal as specified in Section 3, paragraph 3.04(A).
  - B. With respect to an interim month-to-month Contract referenced in Section 3, paragraph 3.04(B) upon written notice received by Delta at least thirty (30) days prior to the effective date of such termination.
  - C. Upon advance written notice received by Delta at least thirty (30) days prior to the expiration of a Contract Term or any renewal or extension thereof.
- 4.02 **By Delta:**
- A. Upon the failure of the Group Subscriber to remit or otherwise pay to Delta any Group Subscriber Payment referenced in Section 1.01 and required under this Contract, by the end of the calendar month in which such amount was billed. Termination under this provision by Delta shall be effective on the last date through which the Group Subscriber has paid the applicable Group Subscriber Payments.
  - B. With respect to an interim month-to-month Contract as provided in Section 3, paragraph 3.04(B), upon written notice received by the Group Subscriber at least thirty (30) days prior to the effective date of such termination.
  - C. Upon thirty (30) days advance written notice by Delta to the Group Subscriber prior to the end of any Contract Term or renewal or extension thereof.
- 4.03 By the mutual written consent of Delta and the Group Subscriber.

#### **SECTION 5**

##### **Clerical Error**

- 5.01 The coverage of any person who would otherwise qualify as a Covered Person under this Contract but for the existence of clerical error shall not be prejudiced through such clerical error on the part of either the Group Subscriber or Delta. However, if such clerical errors are discovered to have resulted in a reduction or nonpayment of applicable Group Subscriber

Payments to Delta which would otherwise have been payable, remittance of such Group Subscriber Payments shall be made by the Group Subscriber to Delta and conversely, if such clerical error is found to have resulted in an overpayment by the Group Subscriber to Delta, adjustment of such overpayment shall be made by Delta where applicable. Delta shall not be required to accept retroactive notification of clerical errors submitted by the Group Subscriber to Delta more than 90 days after the effective date of such coverage.

**SECTION 6**  
**Retroactive Enrollment**

- 6.01 Delta shall not be required to accept retroactive notification of eligibility changes submitted by the Group Subscriber to Delta more than 90 days after the effective date of such change.

**SECTION 7**  
**Continuation of Coverage**

- 7.01 Each Eligible Employee and each Eligible Dependent may continue this coverage if current coverage ends because of the Qualifying Events as listed in the Dental Benefit Plan Summary. Each person who desires to continue coverage must be covered before the Qualifying Event occurs in order to continue coverage. In all cases, continuation of coverage ends if the group contract ends or the required charges are not paid when due. See the Dental Benefit Plan Summary for a list of Qualifying Events, Persons Eligible for Continuation and Maximum Continuation Periods.

**SECTION 8**  
**Further Responsibility Accepted by the Parties**

- 8.01 **The Group Subscriber agrees:**
- A. To furnish Delta with Enrollment Data on a form supplied by Delta.
  - B. To provide information to all of its Eligible Employees as to the existence and terms of this Contract and to distribute to Eligible Employees Delta's standard descriptive brochure or standard dental benefit plan summary of benefits as prepared or approved by Delta.
  - C. To notify Covered Persons of their responsibility to:
    1. Notify their Dentist at the time of their first appointment that they are covered under this Contract;
    2. To provide their Dentist with group identification and the Eligible Employee's identification number;
    3. To request the Dentist to submit a Claim Form or Pretreatment Estimate to Delta on a form acceptable to Delta.
  - D. To require Covered Persons to furnish notice of claims and submit Claim Forms as required by Delta in the event the Dentist fails or refuses to submit the required Claim Forms to Delta.
  - E. To permit Delta (upon reasonable notice) to inspect the records of the Group Subscriber in order to verify the accuracy of the Enrollment Data and Group Subscriber Payments provided or submitted to Delta.
  - F. To furnish notification of all persons electing Continued Coverage under Section 7, the dates of their elections, projected termination dates and, if applicable, the identification number of the Eligible Employee who previously entitled that person to coverage as a "Covered Person" prior to the occurrence of a Qualifying Event.

- C. EVERY COVERED PERSON SHALL HAVE AT ALL TIMES FREE CHOICE OF THE DOCTOR OF DENTISTRY WHO IS TO TREAT HIM OR HER AND SUCH RIGHT SHALL BE PROMINENTLY PRINTED IN THE DESCRIPTIVE BROCHURE OR DENTAL BENEFIT PLAN SUMMARY REQUIRED PURSUANT TO SECTION 9.01(A), HEREOF.
- D. In the event of conflict between this Contract and the descriptive brochure or dental benefit plan summary, this Contract shall prevail.
- E. That if any portion of this Contract, or any amendment thereof, should be determined by an arbitrator, or court of competent jurisdiction, to be illegal, void or unenforceable, such determination shall not abrogate any other portion hereof.
- F. To estimate payment and the Plan Payment Obligation for dental care and treatment to be performed as specified in a Pretreatment Estimate approved by Delta subject to Covered Person's continuing eligibility, but not beyond the end of any Contract Term, and also further subject to applicable Contract maximums.
- G. Delta may not make any benefit allowances under this Contract unless a Claim containing the information required by Delta has been submitted within twelve (12) months after the time such dental care and treatment is performed. Delta, in its sole discretion, may approve payment beyond this twelve month period. No cause of action or lawsuit may be maintained for any benefits or payments under this Contract after two (2) years have expired from the date of filing of the claim.
- H. No representation by the Group Subscriber, its agents or employees except for the Enrollment Data provided to Delta, shall void the Contract or be used in legal proceedings hereunder, unless such representation is included in or attached to this Contract. Except as otherwise provided in Section 1.01(C), no agent or representative of Delta, other than an officer of the corporation is authorized to alter or change this Contract, or amend or waive any of its provisions and then only in the form of a written amendment hereto signed by an officer of Delta and by an authorized representative of the Group Subscriber.
- I. Benefits and benefit allowances shall be determined in accordance with the terms and conditions outlined in the Dental Benefit Plan Summary and this Contract. The Group Subscriber maintains the final, binding discretionary authority with regard to payment of any dental claims.
- J. That Delta relies on the accuracy of the enrollment data furnished to Delta by the Group Subscriber or its designated third party, and that Delta is not responsible for the recoupment of any claim payments made with respect to any Covered Person later discovered to have been ineligible for any reason unless the claim payment was made as a result of Delta's error.

## **SECTION 9**

### **Possible Direct Payment to Provider Upon Request of Non-custodial Parent**

- 9.01 When Dental Services covered under this Contract are rendered by a non-participating Dentist to a Dependent of an Eligible Employee who has legal responsibility for that Dependent's dental care but who does not have custody of the Dependent, Delta may, upon request of the non-custodial parent, make payments, directly to the provider of the dental care notwithstanding the provider's non-participating status with Delta.

## **SECTION 10**

### **Claim and Appeal Procedures**

#### Initial Claim Determinations

All claims should be submitted within 12 months of the date of service. An initial benefit determination on the claim will be made within 30 days after receipt of the claim. The Covered Person will receive written notification of this benefit determination. The 30-day period may be extended for an additional 15 days if the claim determination is delayed for reasons beyond Delta's control. In that case, Delta will notify the Covered Person prior to the expiration of the initial 30-day period of the circumstances requiring an extension and the date by which Delta expects to render a decision. If the extension is necessary to obtain additional information from the Covered Person, the notice will describe the specific information Delta needs, and the Covered Person will have 45 days from the receipt of the notice to provide the information. Without complete information, the Covered Person's claim will be denied.

#### Appeals

In the event that Delta denies a claim in whole or in part, the Covered Person has a right to a full and fair review. The Covered Person's request to review a claim must be in writing and submitted within 180 days from the claim denial. Delta will make a benefit determination within 60 days following receipt of the Covered Person's appeal.

The Covered Person's appeal must include their name, their identification number, group number, claim number, and dentist's name as shown on the Explanation of Benefits. Appeals should be sent to the address shown in the Dental Benefit Plan Summary.

The Covered Person may submit written comments, documents, or other information in support of their appeal. The Covered Person will also be provided, upon request and free of charge, reasonable access to and copies of all relevant records used in making the decision. The review will take into account all information regarding the denied or reduced claim (whether or not presented or available at the initial determination) and the initial determination will not be given any weight.

The review will be conducted by someone different from the original decision-makers and without deference to any prior decision. Because all benefit determinations are based on a preset schedule of dental services eligible under the plan, claims are not reviewed to determine dental necessity or appropriateness. In all cases where professional judgment is required to determine if a procedure is covered under the plan's schedule of benefits, Delta will consult with a dental professional who has appropriate training and experience. In such a case, this professional will not be the same individual whose advice was obtained in connection with the initial adverse benefit determination (nor a subordinate of any such individual). In addition, Delta will identify any dental professional whose advice was obtained on their behalf, without regard to whether the advice was relied upon in making the benefit determination. If, after review, Delta continues to deny the claim, the Covered Person will be notified in writing.

To the extent your plan is covered by ERISA, after the Covered Person has exhausted all appeals, they may file a civil action under section 502(a) of ERISA.

#### Authorized Representative

The Covered Person may authorize another person to represent them and with whom they want Delta to communicate regarding specific claims or an appeal. However, no authorization is required for the Covered Person's treating dentist to make a claim or appeal on their behalf. The authorization form must be in writing, signed by the Covered Person, and include all the information required in Delta's Authorized Representative form. This form is available on Delta's web site or by calling Customer Service. The Covered Person may revoke the authorized representative at any time, and can authorize only one person as their representative at a time.

**SECTION 11****Miscellaneous****11.01 Confidentiality**

Delta shall maintain in confidence all claims for benefits, dental care reports, benefit payments and other records and reports obtained or generated in connection with performing its services under this Agreement, and shall not reveal, without the Group Subscriber's consent, any such information except to the individuals or entities directly affected thereby that have demonstrated a need to know or as may be required by law or legal process.

**11.02 Regulatory Compliance**

Delta agrees to comply with all federal, state and local laws, ordinances, rules, regulations and executive orders, especially pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.

**11.03 Governing Law**

Any questions, complaints, disputes or litigation arising from or concerning this Contract shall be governed by the laws of the State of Minnesota except as they may be subject to federal law (including ERISA, the Employee Retirement Income Security Act of 1974).

**11.04 Fraud and Abuse Prevention and Detection**

A person who files a claim with intent to defraud or helps commit a fraud against an insurer is guilty of a crime. Should Delta detect and recover funds as a result of fraudulent claim submissions, all information will be forwarded to the authorities in accordance with the state of Minnesota insurance anti-fraud statute.

**11.05 Entire Contract**

This Contract along with any attachments referenced herein and any documents incorporated by reference herein represent the entire Contract between the parties concerning the subject matter hereof. The terms and conditions of this Contract supersede any prior verbal or written communications.

**11.06 Assignment**

This Contract may not be assigned by either the Group Subscriber or Delta without prior written consent received from the other party.

**11.07 Binding Effect**

This Contract is binding upon, and shall inure to the benefit of, each of the parties and their successors and permitted assigns.

**11.08 Survival of Terms**

Termination or expiration of this Contract shall not affect the Group Subscriber's obligation to pay any amount due under this Contract. Additionally, any term or condition of this Contract which is clearly intended to continue after termination or expiration shall survive for the period of time necessary to give it its intended effect.

11.09 **Notices**

All notices required under this Contract shall be given in writing signed by the party giving notice and delivered by hand, overnight delivery, or first-class mail. Any notice under this Contract will be sufficient if given by either Group Subscriber or Delta to the other at the addresses below:

For Group Subscriber:

Terrie Rameaux  
City of Maplewood  
1830 County Road B East  
Maplewood MN 55109

For Delta:

Delta Dental of Minnesota  
P O Box 9304  
Minneapolis, MN 55440

**SECTION 12**  
**Indemnification**

- 12.01 **Delta's Indemnification Obligations.** Delta will defend, hold harmless and indemnify Group Subscriber, its officers, directors, agents and employees against any and all claims, liabilities, damages, judgments or expenses (including reasonable attorney's fees) asserted against, imposed upon or incurred by Group Subscriber that arise out of the willful misconduct, or negligent acts or omissions of Delta or its employees, agents or representatives in the discharge of its or their responsibilities under this Contract. Notwithstanding the foregoing, Group Subscriber shall be solely responsible for payment for Claim Payments and Delta shall not indemnify Group Subscriber against any claims, liabilities, damages, judgments or expenses that constitute payment for Claim Payments.
- 12.02 **Group Subscriber's Indemnification Obligations.** Group Subscriber will defend, hold harmless and indemnify Delta, its officers, directors, agents and employees against any and all claims, liabilities, damages judgments or expenses (including reasonable attorney's fees) asserted against, imposed upon or incurred by Delta that arise out of the willful misconduct or negligent acts or omissions of Group Subscriber, Group Subscriber's employees, agents or representatives in the discharge of its or their responsibilities under this Contract.

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## MEMORANDUM

**TO:** Melinda Coleman, City Manager

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

**DATE:** January 26, 2015

**SUBJECT:** Adoption of the Parks System Master Plan

### Introduction

Staff has spent the last two years working with residents, businesses, City Council, Parks System Plan Task Force, Parks and Recreation Commission, and our consultants to create a Parks Systems Plan giving us a 20 year vision of what the residents of this community would like to see from their parks system.

### Background

The creation of this plan took two years and began in February of 2013. The first phase of the process included a thorough engagement of our residents, businesses, and parks and recreation users to hear all comments that could influence the plan. At the completion of this phase in January of 2014 the City Council adopted the findings. In March of 2014 City Council authorized staff to begin phase two of this process and contract with Hoisington Koegler Group for the completion of the Parks System Plan. This phase was to use the findings from phase 1 of this project and use benchmarking data, conduct a system wide evaluation, and compare Maplewood's current system against standards from the National Parks and Recreation Association and best practices from other communities.

In 2014 staff identified one of their goals as becoming a CAPRA (Commission for Accreditation of Parks and Recreation Agencies) accredited agency. This goal has also been identified within the plan and will be a tool we can use to help achieve this accreditation.

The main overarching goal of the planning process was to educate and raise awareness about the importance of parks and recreation in Maplewood and to ensure that future investment in the system meet the needs of the community. Staff feels this was accomplished through the extensive community process.

The creation of this plan has been an interdepartmental effort with staff from the City. Representatives from all departments have worked with the planning team throughout the process. The expertise that each of them brought was instrumental in the creation of this plan.

**At the January 5<sup>th</sup> City Council Workshop, staff and a member of our consulting team presented the final draft of the Parks System Master Plan. Overall, Council was very supportive of the document. At this meeting, Council asked where our residents can find the progress to date and copies of the draft. On our website under the projects page you can find the Parks System Master Plan page. On that page there is a pdf of the draft plan, executive summary, and presentations that have been given to Council as part of the**

**process. Also, if residents have questions about the plan they can contact Parks Manager, Jim Taylor at [james.taylor@ci.maplewood.mn.us](mailto:james.taylor@ci.maplewood.mn.us).**

In their January meeting, the Parks and Recreation Commission adopted the Parks System Master Plan. In addition, the Commission has decided that working with the City Council and staff on implementation of the plan is their most important goal for 2015.

### **Recommendation**

Staff recommends the adoption of the Parks System Master Plan.

### **Attachments**

1. Executive Summary

# Maplewood PARKS & RECREATION SYSTEM PLAN Executive Summary

## A great parks and recreation system contributes to a great community



When people talk about the places they love in a city, parks are typically at the top of the list. Parks are sources of civic identity and pride and are also essential to the physical, economic, environmental, and social health of the City of Maplewood and its residents.

Today, the City of Maplewood has an enviable parks and recreation system. The system is known for its leadership in sustainability and diverse recreation options. Fifty parks and preserves anchor neighborhoods and provide places for Community gathering, athletics, and respite, while the Community Center and the Nature Center are hubs for programs.

The parks and recreation system is transitioning from a developing system to a mature system, which presents new challenges. At the core of future issues is the need for extensive park revitalization and reinvestment. System-wide replacement of aging park facilities such as playgrounds, courts, fields, shelters, and signage is needed. In addition,

significant reinvestment in the Community Center, Nature Center, and park activity buildings is needed.

Updating recreation offerings so the system remains fresh, exciting and relevant in light of changing demographic and recreation trends is also important. Trails are currently high demand facilities that appeal to all ages; climate change and environmental awareness are making sustainability more important than ever before; a more diverse population is creating demand for culturally relevant activities; public expectations for high quality city facilities have steadily risen over time.

It is an exciting time for Maplewood’s parks and recreation system. The strong foundation of parks, the imminent need for significant revitalization, and changing demographic and recreation trends offers the opportunity to reinvigorate the system for the next generation of Maplewood residents.

# The purpose of the Parks and Recreation Master Plan is to guide reinvestment in and reinvigoration of the parks and recreation system for the next generation of Maplewood residents

The Master Plan identifies forty-seven recommendations and associated strategies. Recommendations do not include every possible action, but highlight those needed to achieve the future vision.

Plan recommendations are organized into 5 topic areas:

- parks and recreation facilities
- trails
- natural areas and greenways
- programs
- arts and culture



## Vision for Parks and Recreation

To help create a vibrant community that embraces diversity, celebrates arts and culture, values health and wellness, and promotes stewardship of the environment.

### Guiding Principles



Safe and Welcoming Parks



Promote Environmental Stewardship



Connect People and Places



Inspire Creativity and Learning



Encourage Health and Wellness



Financial Sustainability

## COMMUNITY INPUT

A goal of the planning process was to ensure that the plan reflects resident’s vision for parks and recreation. To that end, over 800 residents participated in the process during 2013-2014. Community input included:

- Guidance from a Parks and Recreation Task Force made up of community members and elected officials who met 16 times during the process
- A statistically valid city-wide parks needs assessment survey
- On-line input
- Eleven community open houses
- Outreach to teens
- Focus group meetings with topics on arts and culture, environment and natural resources, and athletics
- Business community outreach
- Input from the Parks and Recreation Commission and City Council

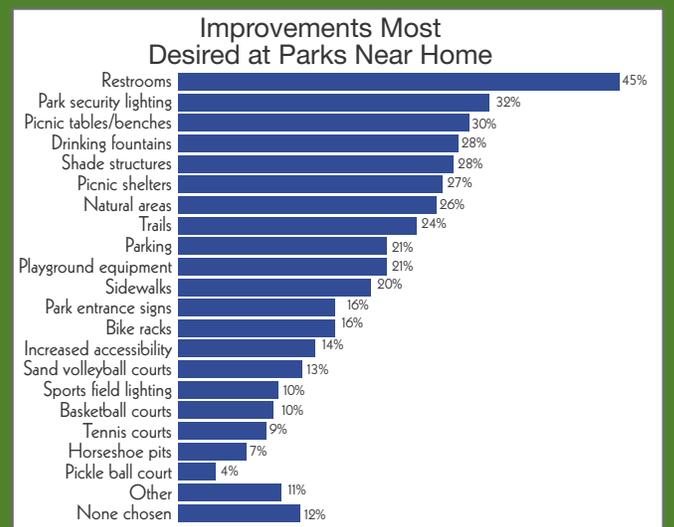


## PARKS & RECREATION CITIZEN SURVEY

To inform the master plan a statically valid survey was conducted during the winter of 2014. The survey gauged residents’ attitudes towards supporting improvements to the parks and recreation system with tax dollars.

### KEY FINDINGS:

- 70% of households have visited parks and preserves in the last 12 months.
- Walking, hiking and biking trails are the most used amenity (86%). After trails, neighborhood parks are the most needed (61%).
- Residents have unmet needs for a wide variety of parks, facilities, and activities.
- Developing a new large destination park with city-wide amenities is the most important major addition to the system.
- Priority for funding should be for improvements to existing parks, preserves, and trails.
- 34% of respondents would vote in favor of a tax to fund the types of projects most important to their household over the next 10 years.

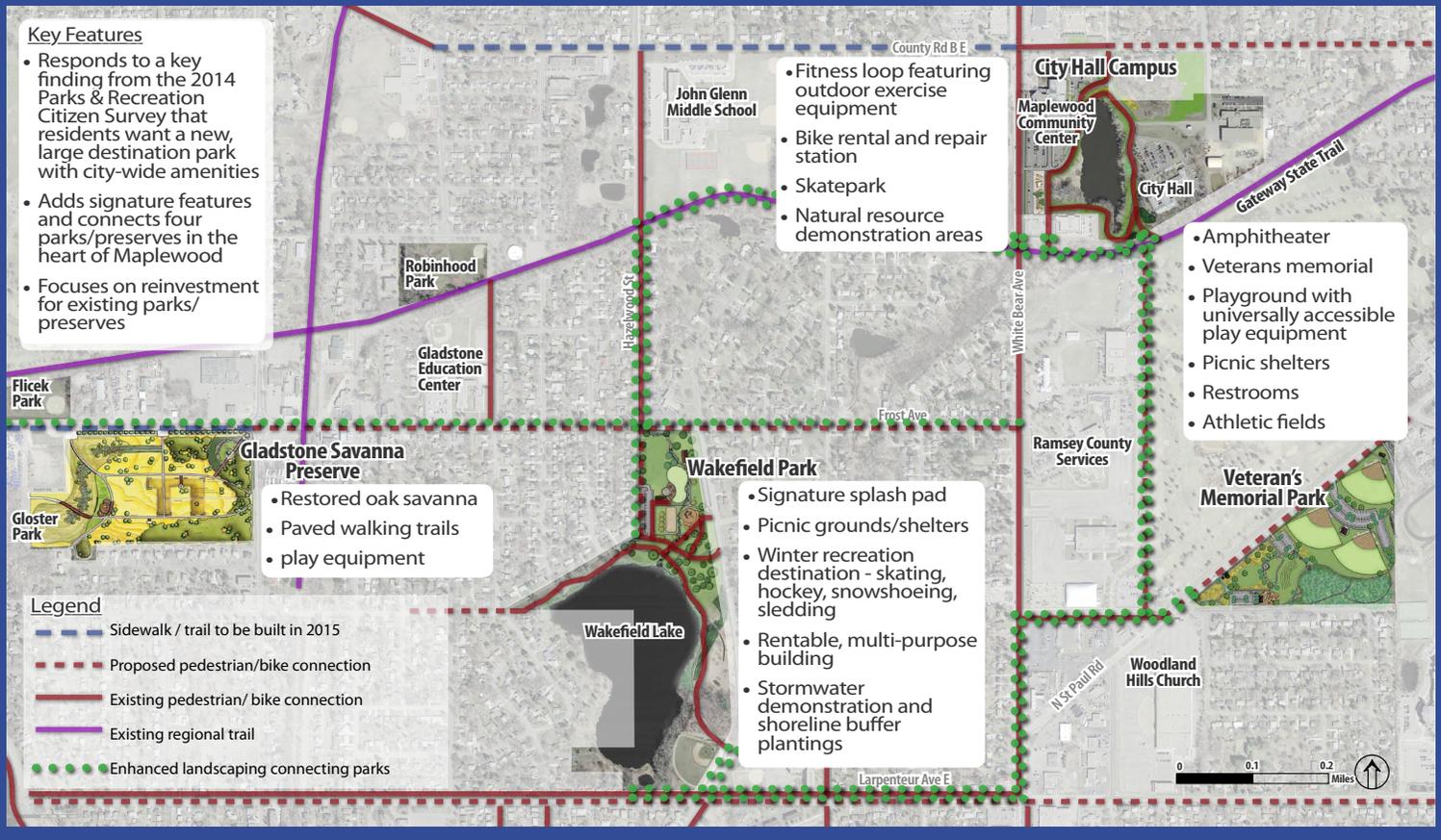


# Parks and Recreation Facilities

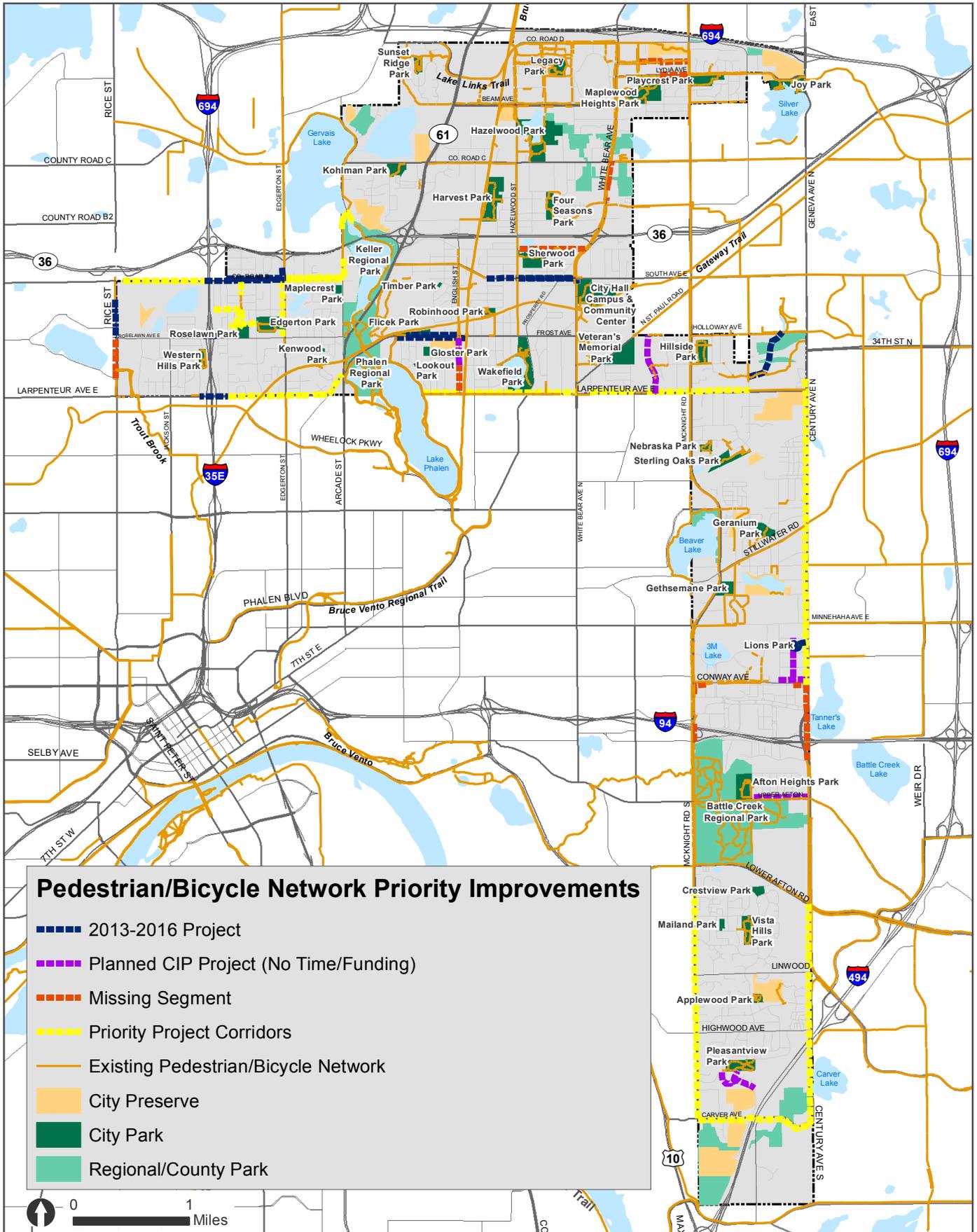
- ✓ Taking care of the existing system is the highest community priority. This means reinvesting in and upgrading parks and facilities. Essential is creation and implementation of an asset management plan. This will allow the City to anticipate and prioritize replacement of recreation facilities at the end of their functional life-cycle.
- ✓ Improving basic amenities such as restrooms in community parks and providing shade, benches, and updated signage in all parks is important for creating welcoming parks.
- ✓ Updating the recreation facility mix to reflect community interests is of utmost importance. Community gardens, a tuj lub court, pickelball, and adding a disc golf course are all examples of newer recreation facilities desired by residents.

## SIGNATURE PARKS CONCEPT

Ensuring that high quality, signature parks are located throughout the city is an important goal for the future. The western and southern portions of the city are already well served by Phalen-Keller Regional Park and Battle Creek Regional Park. To provide signature recreation in the central portion of the city, the plan recommends re-investment in three centrally-located parks and one preserve and linking them with trails. Together, Wakefield Park, Veteran’s Memorial Park, Gladstone Savanna Community Preserve, and the City Hall Campus will provide a range of community activities. Each park, however, will retain its own character and have unique focus. Art and sustainable design, construction, and maintenance practices will be integrated throughout.

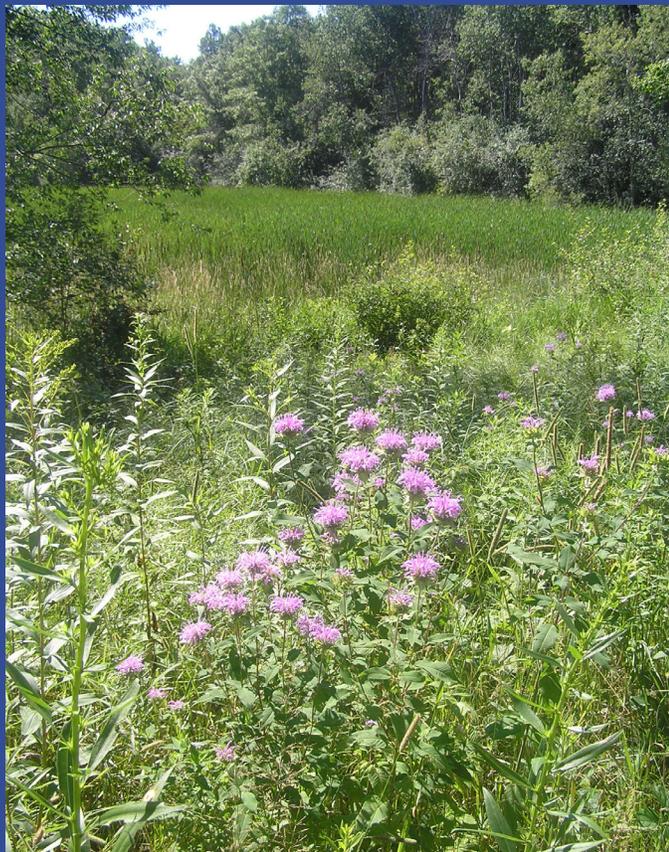


PEDESTRIAN/BICYCLE NETWORK PRIORITY IMPROVEMENTS



## Trails

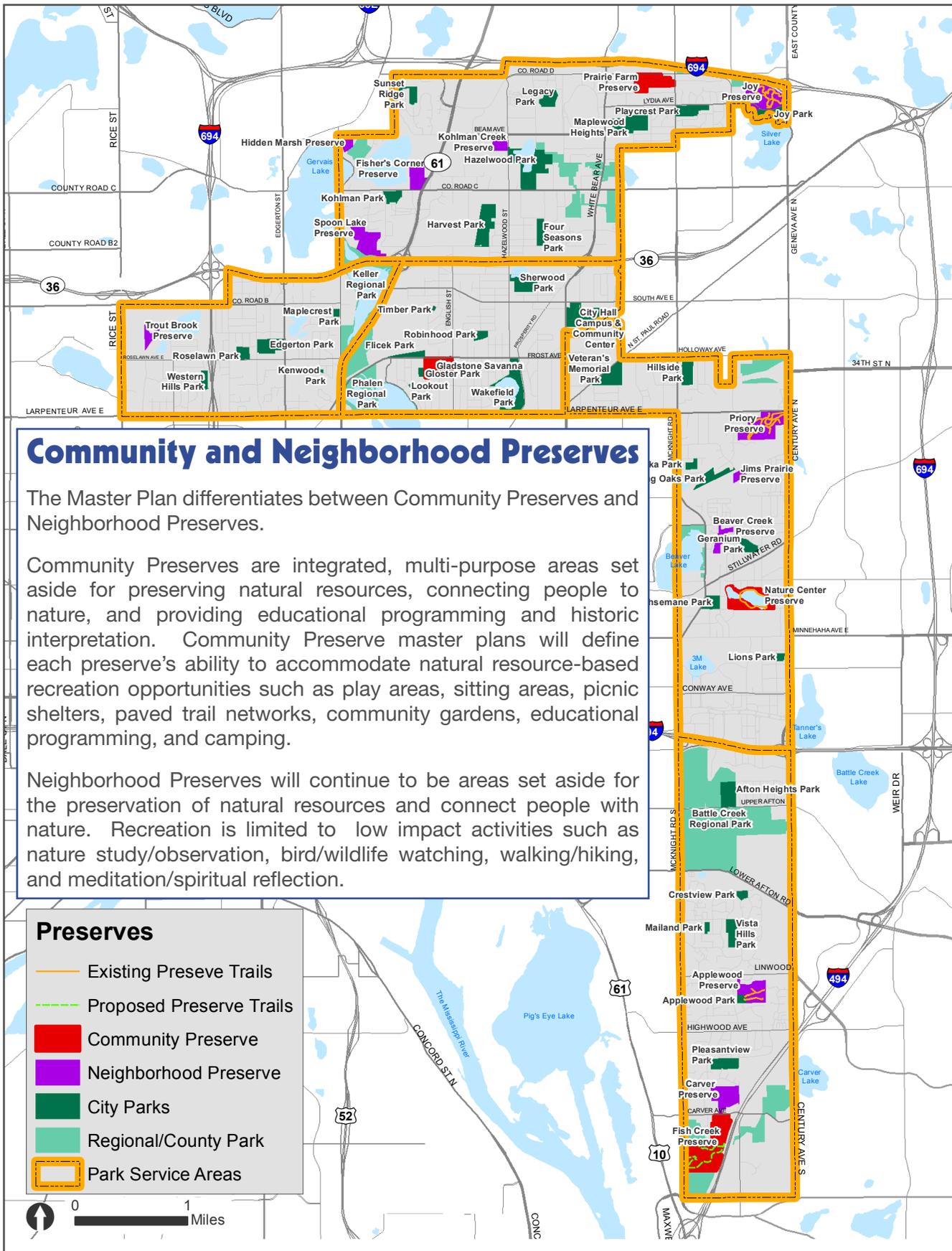
- ✓ The popularity of trail based activities such as walking and biking continues to grow. Trails bring the park system closer to every resident, offer transportation alternatives, and support a healthy, active population.
- ✓ The Master Plan recommends continuing to develop a priority network of north-south and east-west connections throughout the community as well as enhancing connections beyond Maplewood. Priority projects will make the existing system more functional by completing missing segments.



## The Nature Center, Natural Areas, and Greenways

- ✓ Maplewood residents place a high value on environmental health. The Parks and Recreation and Public Works Departments will continue to exemplify environmental leadership through education, demonstration, design, maintenance and operations in parks and preserves.
- ✓ The city's 15 preserves will continue to be the foundation of the protected open space network. These areas will be the focus of habitat restoration and natural resource management efforts while allowing for some passive recreation.
- ✓ The Nature Center will continue to be the community hub for environmental stewardship and nature-based programming.

PROPOSED PRESERVE CLASSIFICATIONS



### Community and Neighborhood Preserves

The Master Plan differentiates between Community Preserves and Neighborhood Preserves.

Community Preserves are integrated, multi-purpose areas set aside for preserving natural resources, connecting people to nature, and providing educational programming and historic interpretation. Community Preserve master plans will define each preserve's ability to accommodate natural resource-based recreation opportunities such as play areas, sitting areas, picnic shelters, paved trail networks, community gardens, educational programming, and camping.

Neighborhood Preserves will continue to be areas set aside for the preservation of natural resources and connect people with nature. Recreation is limited to low impact activities such as nature study/observation, bird/wildlife watching, walking/hiking, and meditation/spiritual reflection.

#### Preserves

- Existing Preserve Trails
- Proposed Preserve Trails
- Community Preserve
- Neighborhood Preserve
- City Parks
- Regional/County Park
- Park Service Areas



## Arts and Culture

- ✓ The arts enhance livability, bring diverse groups of people together, celebrate history and heritage, contribute to economic vitality, enhance learning in classrooms, raise awareness of environmental and social concerns, and bring beauty and meaning to the built environment.
- ✓ Maplewood’s arts and cultural programming will grow and evolve organically over time. The City will expand partnerships to foster arts, develop arts programs, and integrate arts into infrastructure such as buildings, bridges, and picnic shelters.



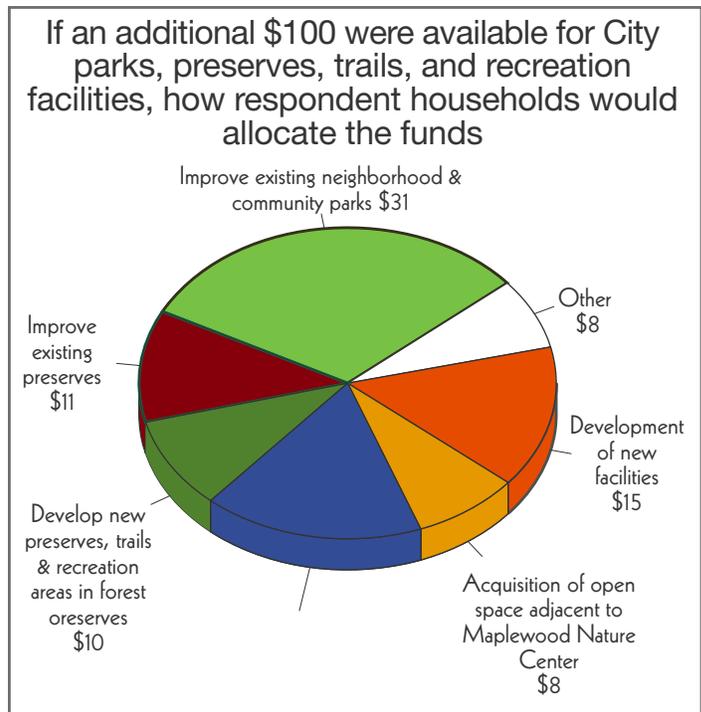
## Programs

- ✓ Recreation is an essential component of a healthy, vital community. Recreation programs are pursued for enjoyment, health, skill development, enrichment, socialization, entertainment, physical fitness, and relaxation. Dynamic recreation and demographic trends mean programs need to constantly evolve.
- ✓ It is an exciting time for programs in Maplewood. Future recommendations focus on community-building events like 5K runs and concerts, updating multipurpose buildings in parks to bring more programs to neighborhoods, and emphasizing outreach to diverse population groups.



## Implementation

Realizing Maplewood’s vision for parks and recreation will take time, dedication, and additional funding. The City already invests significantly in parks and recreation for both new capital projects and ongoing operations and maintenance. Funding for the system comes from a variety of sources including allocation from the general fund, grants, partnerships, and volunteers. Adequately allocating financial resources for park system reinvestment and reinvention will be essential to realizing plan recommendations. Improvements will not occur overnight, but will be phased over time, dependent on available funding and staff time.



Source: 2014 Parks & Recreation Citizen Survey

## Benefits of the Parks and Recreation Master Plan

- ✓ Road map for system revitalization
- ✓ A more connected city
- ✓ Defensible rationale for decision-making
- ✓ Continued access to nature
- ✓ Strategic resource allocation (budgeting and staffing)
- ✓ More relevant programs
- ✓ Fosters strong partnerships
- ✓ Integration of the arts into the park system
- ✓ Safe and welcoming parks
- ✓ Long-term economic sustainability
- ✓ An updated recreation facility mix

For More Information

Please contact the Maplewood Parks Recreation Department

651.249.2120

JANUARY 2015

# MAPLEWOOD PARKS & RECREATION



*Creating Community Through People, Parks and Programs*

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Michael Martin, AICP, Planner

**DATE:** January 21, 2015

**SUBJECT:** Approval of a Resolution for a Conditional Use Permit for Indoor Storage, 2728 Geranium Avenue East

### Introduction

Donald B. Regan is proposing to purchase the warehouse located at 2728 Geranium Avenue East with the intent to store collector automobiles within the building. A conditional use permit (CUP) is required for indoor storage in a business commercial zoning district. There are no exterior changes to the building or site proposed at this time. Refer to the applicant's letter and the attached maps.

### Discussion

#### **Interior Storage Request**

Staff does not see any problem with the proposed CUP for interior storage in the former Yocum warehouse building. This activity should not be a burden on neighbors. The applicant will be storing collector automobiles in the warehouse and will not conducting any other activity on site. Staff believes the proposed use will have a lesser impact on the neighborhood than how the site had been used as a Yocum Oil facility.

#### Screening

The existing vegetation on site will provide the required screening between the warehouse and the homes to the east. Given the low impact of the proposed use, staff is not concerned about the visual impacts to the adjoining properties.

#### Additional Site Considerations

The applicant is not proposing any alterations or expansions to the existing building or lot.

*Parking lot:* The parking lot will continue to provide parking to the Yocum Oil



*Existing Warehouse Building*

office building to the north of the site. The applicant shall be required to provide a cross access and parking agreement to city staff.

*Trash enclosure:* There is an existing trash enclosure on the northwest corner of the site that will continue to be used by the Yokum Oil office building. The applicant shall be required to provide an agreement between the two users to the city for staff approval.

*Outdoor storage:* No outdoor storage of any kind shall be allowed on site. All of the vehicles shall be kept within the warehouse building.

*Uses allowed:* This CUP only permits the use of the warehouse building for indoor storage. Any other permitted uses within the business commercial district are allowed. Any conditional uses within the business commercial district, including auto sales of any kind, shall not be allowed without city council approval.

### CUP Consideration

The zoning ordinance requires that the city council find that all nine “standards” for CUP approval be met to allow a CUP. These standards for approval are:

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.

The proposal would meet the above standards for approval. This use would not impact the neighborhood.

**Neighbors' Comments**

Staff surveyed the 36 property owners within 500 feet of the proposed property for their comments. Staff did not receive any replies.

**Department Comments****Building Official**

Nick Carver, building official, stated that all applicable building codes must be complied with.

**Assistant Fire Chief**

Butch Gervais, Assistant Fire Chief, commented that the building has a fire protection system and the applicant will need to service the system and make sure the alarm monitoring is working properly. If there is not a Fire Department Lockbox on the building they will need to get the paperwork from the Fire Department so they can order one.

**Police**

Paul Schnell, police chief, stated that he sees no issue with this proposal.

**Commission Review**

January 20, 2015: The planning commission reviewed this request and recommended approval.

**Budget Impact**

None.

**Recommendations**

- A. Approve a conditional use permit resolution to allow indoor storage in a BC (business commercial) zoning district, located at 2728 Geranium Avenue East. Approval is based on the findings required by ordinance and subject to the following conditions:
1. 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.
  2. The city council shall review this permit in one year.
  3. If the applicant ever proposed changes to the building or site, plans shall be submitted to the community design review board for approval.

4. The applicant shall submit to the city for staff approval agreements between the owners of 2728 Geranium Avenue East and 2719 Stillwater Road for access, parking and use of the trash enclosure.
5. The applicant shall comply with the requirements of the city's building official, assistant fire chief and city engineer.

## **Reference Information**

### **Site Description**

Site size: 1.75 acres

Existing land use: Yocum Oil warehouse

### **Surrounding Land Uses**

North: Geranium Avenue and former fire station, now landscaping business

South: Holiday gas station

West: Single family home and Yocum Oil office building

East: Century Avenue and Oakdale commercial properties

### **Planning**

Land Use Plan designation: C (commercial)

Zoning: BC (business commercial)

### **Code Requirements**

Section 44-512 (4) of the BC zoning district states that in a BC District, a conditional use permit is required for interior storage or warehouses.

Section 44-1097 (a) requires that the city council base approval of a CUP on nine findings. Refer to the findings for approval in the resolution.

## **Application Date**

The application for this request was complete on December 22, 2014. State law requires that the city decide on these applications within 60 days. The deadline for city council action is February 20, 2015.

## **Attachments**

1. Conditional Use Permit Resolution
2. Overview Map
3. Land Use Plan Map
4. Zoning Map
5. Applicant's CUP Justification Letter

**CONDITIONAL USE PERMIT  
RESOLUTION**

WHEREAS, Donald B. Regan, has applied for a conditional use permit be allowed to operate an indoor-storage facility in a BC (business commercial) district.

WHEREAS, Sections 44-512 (4) of the city ordinances requires a conditional use permit for indoor storage facilities in a BC (business commercial) zoning district.

WHEREAS, this permit applies to the property located at 2728 Geranium Avenue. The property's legal description is:

Lots 10, 11, 12, 13, and 14, Block 5, Midvale Acres No. 2, according to the plat on file in the Office of the County Recorder, Ramsey County, Minnesota;

EXCEPT:

That part of Lots 12, 13, and 14, Block 5, Midvale Acres No.2, according to the plat on file in the office of the County Recorder, Ramsey County, Minnesota, described as follows:

Commencing at the northeast corner of said Block 5, thence South 00 degrees 04 minutes 14 seconds West, assumed bearing, along the east line of said Block 5 a distance of 226.80 feet to the point of beginning; thence North 89 degrees 55 minutes 46 seconds West 134.67 feet; thence South 48 degrees 10 minutes 15 seconds West 94.63 feet to the southwesterly line of said Lot 14; thence South 33 degrees 56 minutes 06 seconds East along said southwesterly line 145.00 feet to the southwesterly corner of said Lot 14; thence North 56 degrees 03 minutes 54 seconds East along the southeasterly line of said Block 5 a distance of 149.59 feet (recorded as 150 feet) to the southeasterly corner of said Block 5; thence North 00 degrees 04 minutes 14 seconds East along said east line of Block 5 a distance of 99.74 feet to the point of beginning.

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

1. On January 20, 2015, 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 January 26, 2015, the city council considered reports and recommendations of the city staff and planning commission.

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

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

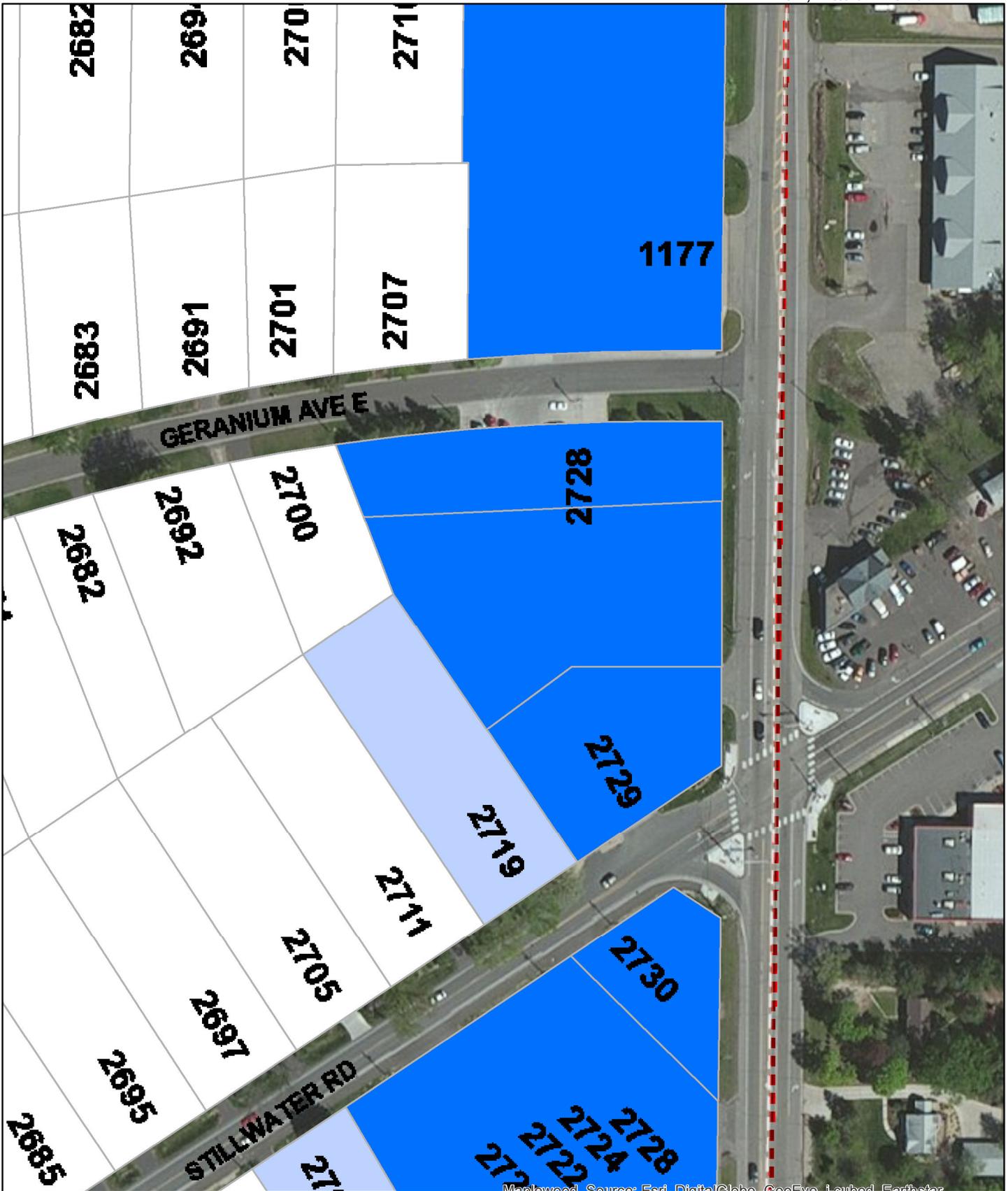
Approval is subject to the following conditions:

1. 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.
2. The city council shall review this permit in one year.
3. If the applicant ever proposed changes to the building or site, plans shall be submitted to the community design review board for approval.
4. The applicant shall submit to the city for staff approval agreements between the owners of 2728 Geranium Avenue East and 2719 Stillwater Road for access, parking and use of the trash enclosure.
5. The applicant shall comply with the requirements of the city's building official, assistant fire chief and city engineer.

The Maplewood City Council \_\_\_\_\_ this resolution on January 26, 2015.







### Indoor Storage CUP - Zoning Map

#### LEGEND



Business Commercial (bc)



Limited Business Commercial (lbc)

Single Dwelling (r1)

**EXHIBIT B**  
**WRITTEN STATEMENT**

Donald B. Regan ("Applicant") is making this Conditional Use Permit Application (the "Application") pursuant to Maplewood Code of Ordinances Section 44-612(4). Applicant intends to use the existing building on the property for indoor storage of collector automobiles (the "Intended Use").

Applicant requests the City's approval of this Application in part because the Intended Use will be a very low intensity use in nature and because Applicant intends to use the property as it is currently configured. Applicant's Intended Use will generate very few visitors to the property. Because there will be few visitors, there will be very little vehicular traffic to the property and public streets serving the property. Similarly, regular outdoor parking needs generated by the Intended Use will be minor and easily accommodated by the parking lot on the property (which is shared with the adjacent Yocum Oil office building (at 2719 Stillwater Road, Maplewood, MN 55119)). That shared parking arrangement is being finalized in the form of a permanent parking easement agreement between the two properties. In addition, in light of the low intensity nature of Applicant's Intended Use and the current configuration of the property, the Intended Use will not create any additional costs for public facilities and services serving the property (the current facilities and services will suffice), will not change the character of the surrounding area and will not depreciate property values of the property or surrounding properties. Applicant believes the Intended Use meets all of the other criteria for approval of this requested conditional use permit.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Michael Martin, AICP, Planner

**DATE:** January 21, 2015

**SUBJECT:** Approval of a Preliminary Plat and Resolution for Public Vacation of an Alley and Street, Sherwood Parkview, 2240 Hazelwood Street North (Simple Majority Vote of City Council Required for Approval)

### Introduction

Brent Hislop, representing Synergy Land Company, is requesting approval of a preliminary plat and public vacations of an alley and a portion of a street to develop four single-dwelling lots on a 1.5 acre parcel. This proposed subdivision would be called Sherwood Parkview. The site currently has one single dwelling, located at 2240 Hazelwood Street. The applicant proposes to remove the old house, garage and shed. Each of the proposed lots would meet lot size requirements of at least 10,000 square feet and a minimum lot width of 75 feet at the building line. Refer to the enclosed maps and subdivision plans.

### Discussion

#### Preliminary Plat

The subject property is planned and zoned for a single family subdivision and the proposed lots would meet all city lot size requirements. Hazelwood Street would provide access to the proposed lots without the need of any new road construction. Sanitary sewer and water mains are also in place to serve the proposed plat. The density proposed would be 2.67 units per acre. The proposed number of homes meets the city's housing density requirements.



*View from Hazelwood Street North*



*Aerial photo of subject property and neighborhood*

### Tree Replacement

The applicant must comply with city tree-replacement requirements noted in the Environmental Review by Shann Finwall (attached).

There are a significant number of trees on the property that the tree preservation ordinance would require the applicant to replace. The ordinance requires that significant trees (hardwoods that are at least six inches in diameter; soft woods that are at least 12 inches in diameter, and; evergreens that are at least eight inches in diameter) that are removed, must be replaced based on a formula relative to the total amount of caliper inches of trees cut down. The Sherwood Parkview tree plan shows 260 trees on or near the site. There are 20 significant trees on the site equaling 444 caliper inches. Of the significant trees, the applicant proposes to remove 148 caliper inches with the development. The City's tree replacement calculation requires that the developer replace 30 caliper inches.

### Public Vacations

To vacate street and alley right-of-way, the city council must find that it is in the public interest. There is only one property adjacent to the vacation requests, the property proposed to be subdivided, therefore, the council only needs a simple majority vote to approve.

#### *North Half of Laurie Street Right-of-Way*

The proposed vacation of the north half of Laurie Street right-of-way would gain the applicant approximately 6,600 square feet of additional project area. This right-of-way does not currently contain any public infrastructure and is not needed from a Public Works standpoint.

#### *Alley*

There is no reason for the city to retain this alley for any traffic or access purpose. City staff is recommending the vacation of the alley right-of-way.

### **Department Review**

#### Engineering Review

Refer to the Engineering Plan Review by Jon Jarosch, staff engineer dated January 12, 2015.

#### Environmental Review

Refer to the Environmental Review by Shann Finwall, environmental planner, dated January 9, 2015.

#### Building Official

- The applicant would need to obtain building permits for home construction.
- The Historical Preservation Commission will want a photo of the house before it is demolished.

### Police Department Comments

Police Chief Paul Schnell had no comments or issues with this proposal.

### Commission Review

January 20, 2015: The planning commission reviewed this request and recommended approval.

### Budget Impact

None.

### Recommendation

- A. Approve the Sherwood Parkview preliminary plat located at 2240 Hazelwood Street North, subject to the following conditions:
1. Comply with the conditions of approval in the engineering report by Jon Jarosch, Maplewood Staff Engineer, dated January 12, 2015.
  2. Comply with the conditions of approval in the Environmental Review by Shann Finwall dated January 9, 2015.
  3. Before the city can sign the final plat, the existing home, garage and shed shall be removed.
- B. Approve the resolution vacating the north half of Laurie Street, between Hazelwood Street East and Sherwood Park, and the alley north of Laurie Street, between Hazelwood Street East and Sherwood Park. Approval is recommended because it is in the public interest to vacate these rights-of-way since:
- a. Allowing the use of the north half of Laurie Street for the applicant's proposed subdivision allows efficient use of underutilized land.
  - b. The remaining south half of Laurie Street right-of-way is sufficient to access the existing homes south of the proposed subdivision.
  - c. The alley east of Hazelwood Street North is not needed for traffic use or vehicular access.

These vacations are subject to the applicable conditions stipulated in the engineering report by Jon Jarosch, Maplewood Staff Engineer, dated January 12, 2015.

## **Citizen Comments**

Staff surveyed the 65 surrounding property owners within 500 feet of this proposed development for their comments. Of the three replies, none were in favor, two were opposed and one had no comment.

### **Opposed**

- I feel very strongly about maintaining the tree line buffering the park from the property. I would not support the subdivision without a provision that an easement of trees be maintained sufficient to not change the character of the west edge of Sherwood Park. This means a substantial presentation of trees is to be maintained to essential keep the existing character as it is. A token line of trees along the park would not suffice to accomplish this. Example: a few years ago when the blacktop trail was added at the north end of Sherwood Park and the path connected Hazelwood to the Park a very wide path of trees were removed. I don't recall having this same opportunity but had such a notice been sent I would have been strongly opposed to such a development. I am also concerned about expanded development and its impact on the nearby wetland. I would like additional information about the proposal and to discuss language to require tree preservation consistent with my description above. (Patrick Thibaudeau, 1575 Sandhurst Avenue East)
- It's too bad that the family can't find a buyer for the property. But putting four houses in is not a good idea. Leave open space in some way would be good. Why does the city always have to put something on an open piece of land? Instead of putting four houses put three so there's more space between them. (Paul Tuckner, 1534 Sandhurst Drive East)

### **No Comment**

- I have no comments. (Myrna Kane, 1512 Laurie Road North)

## **Reference Information**

### **Site Description**

Existing Use: One single dwelling

Site Size: 1.5 acres

### **Surrounding Land Uses**

North: Sherwood Park and trail

East: Sherwood Park

West: Hazelwood Street North and Single dwellings

South: Single dwellings

Planning

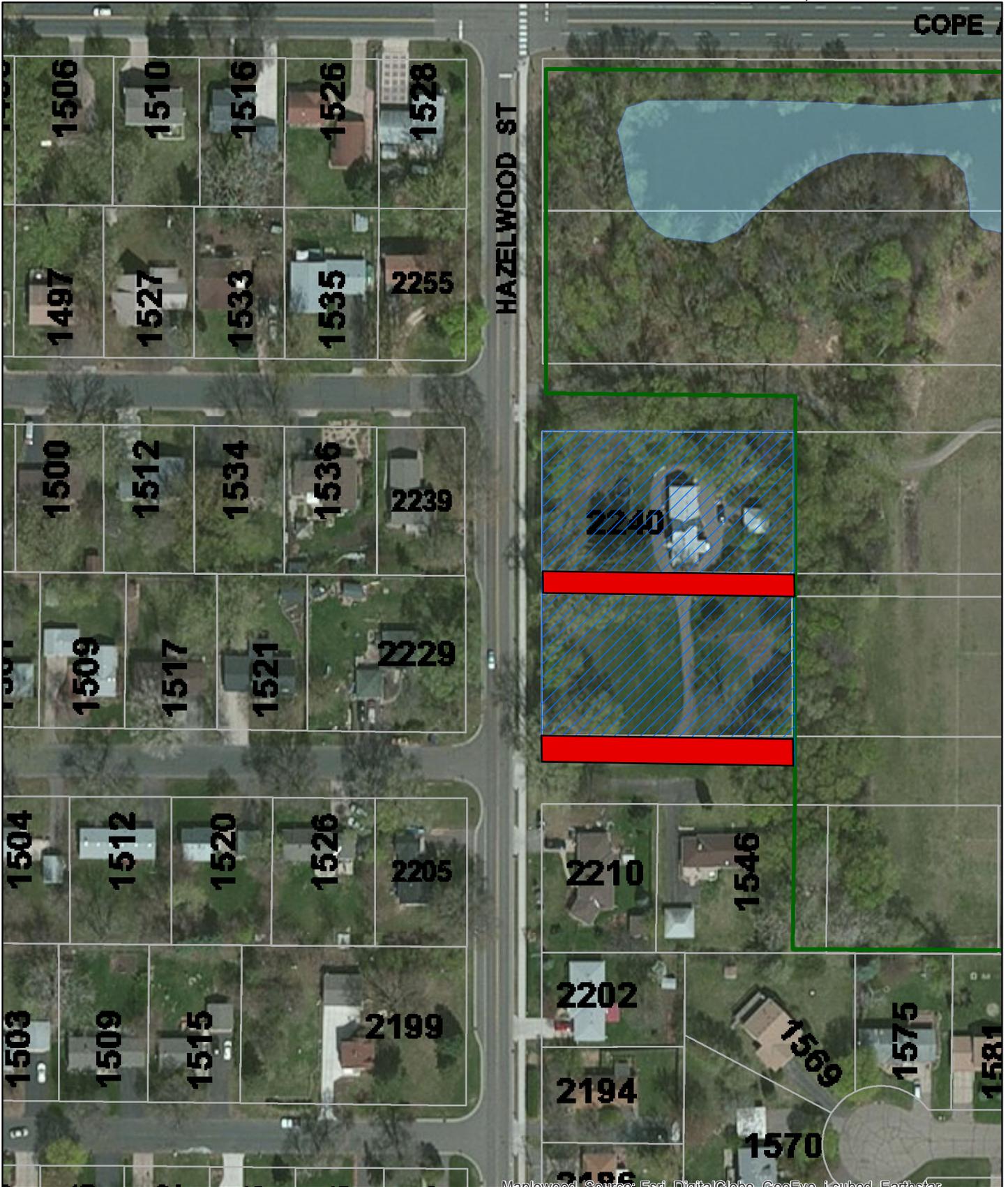
Land Use Classification: LDR, (low density residential)  
Zoning: R1, (Single Dwelling)

**Application Date**

The city received the complete application for the proposed preliminary plat on December 15, 2014. Minnesota State Statute 15.99, states that the city shall review and decide on proposals within 60 days. The deadline for city action is February 13, 2015

**Attachments**

1. Overview Map
2. Land Use Plan Map
3. Zoning Map
4. Preliminary Plat
5. Applicant's Letter
6. Engineering Report from Jon Jarosch dated January 12, 2015
7. Environmental Report from Shann Finwall dated January 9, 2015
8. Public Vacation Petition
9. Right-of-Way Vacation Resolution
10. Plans date-stamped December 15, 2014 (separate attachment)



### Sherwood Parkview - Proposed Preliminary Plat and Public Vacations

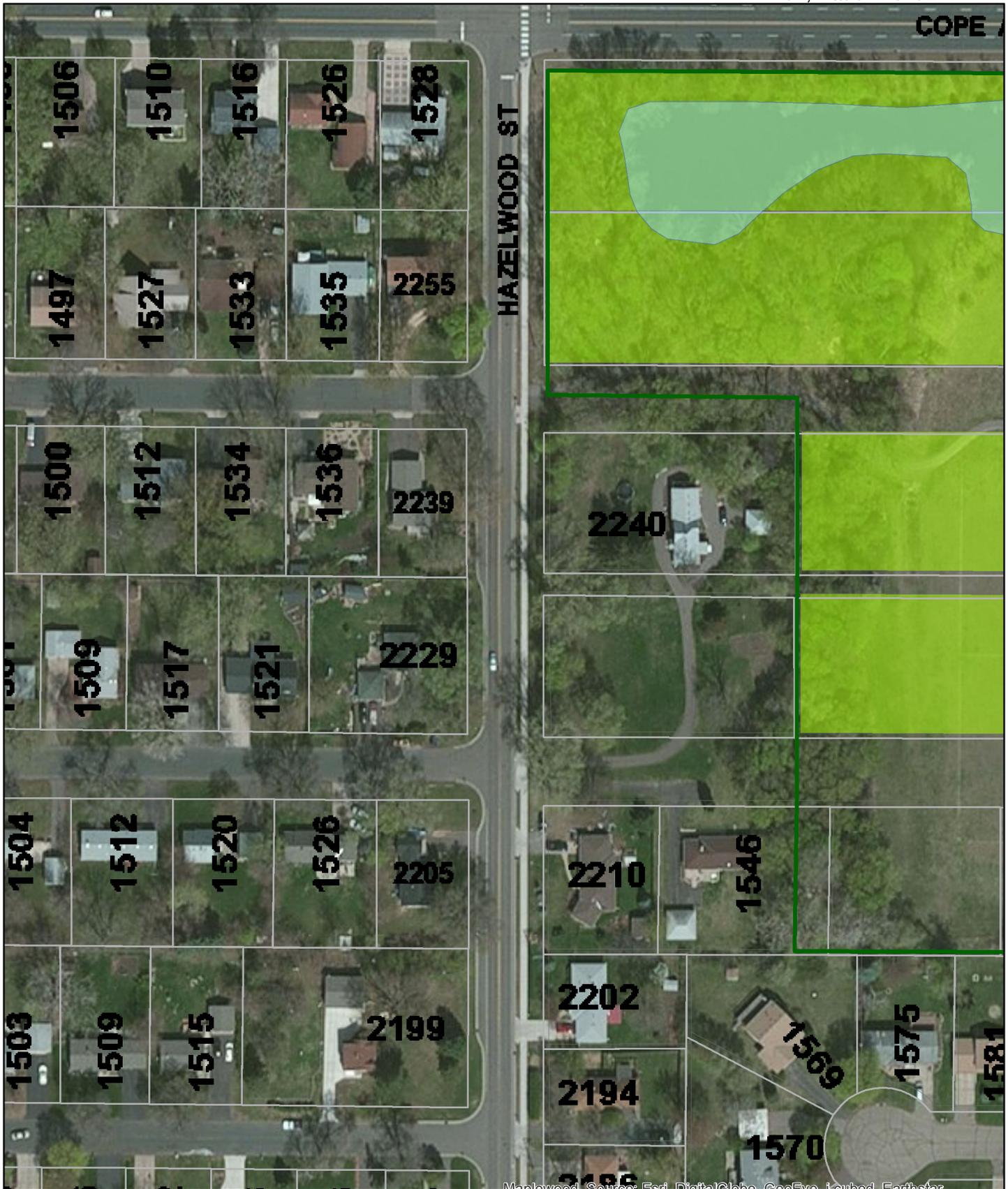
#### LEGEND



Area proposed for four single family home lots



Proposed Public Vacations  
(alley in middle of site and  
North half of Laurie Road)



### Sherwood Parkview - Land Use Map

#### LEGEND

- Low Density Residential
- Park



### Sherwood Parkview - Zoning Map

#### LEGEND

Single Dwelling (r1)

Open Space/Park

**BENCHMARK:**  
 MARK AT PROPERTY CORNER OF PROPERTY  
 224-0974237

**PROPERTY DESCRIPTION**  
 LOT 6, BLOCK 1, HENSON LAKE 2ND ADDITION, ACCORDING TO THE  
 RECORD PLAN NUMBER, NEENAH COUNTY, WISCONSIN

EXISTING ZONING R1  
 PROPOSED ZONING R1  
 LOT REQUIREMENTS  
 MINIMUM LOT AREA 15,000 SF  
 MINIMUM LOT FRONTAGE 75 FT  
 SETBACKS  
 FRONT 30 FT OF LOT DEPTH  
 REAR 10 FT  
 SIDE HOUSE 10 FT  
 GARAGE 5 FT

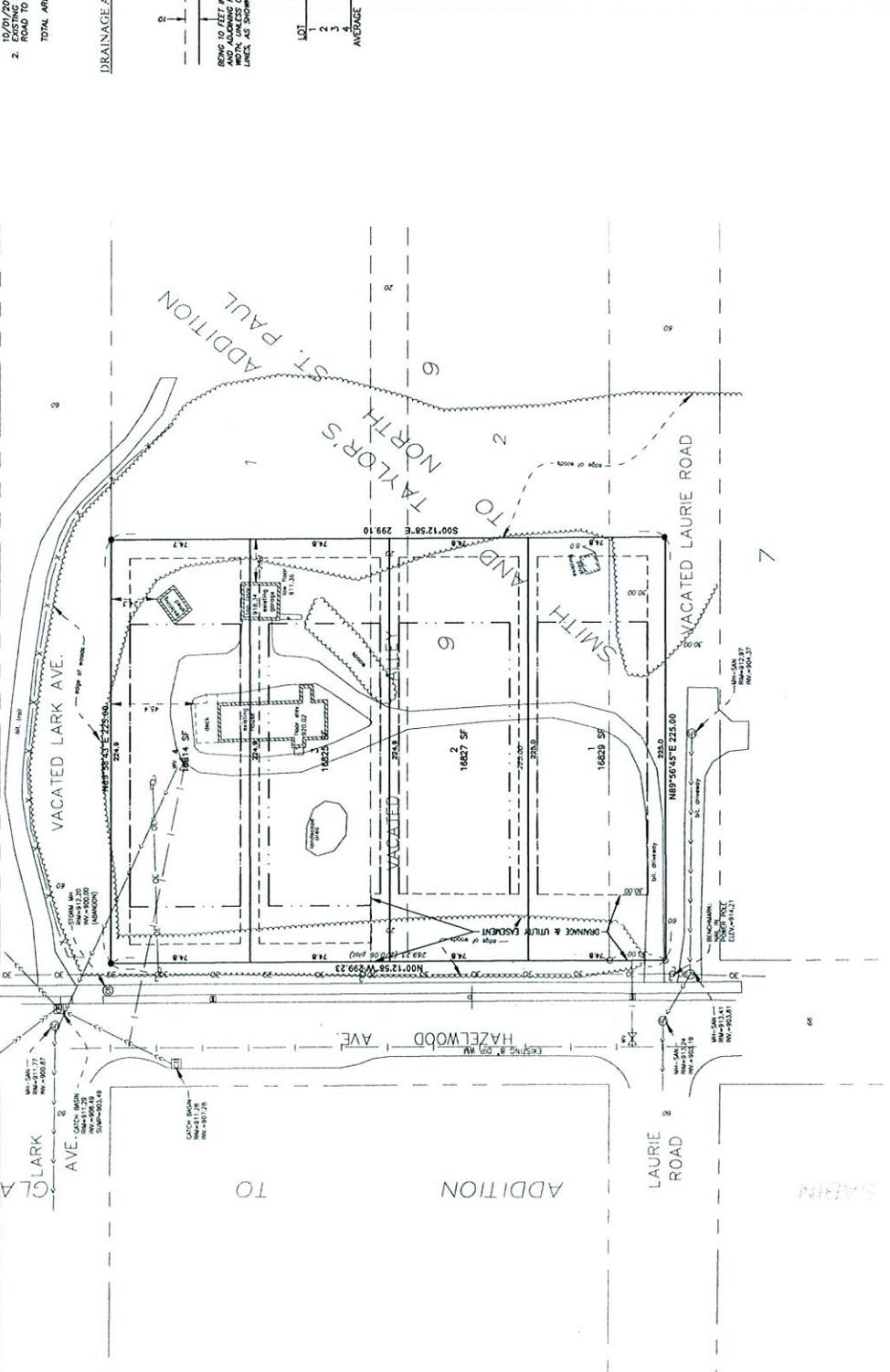
NOTE:  
 1. EXISTING CONDITIONS/BOUNDARY SURVEY  
 CONDUCTED BY MENCH ASSOCIATES  
 10/20/2010  
 2. EXISTING ALLEY & NORTH HALF OF LAURIE  
 ROAD TO BE VACATED THROUGH PROPERTY.  
 TOTAL AREA = 1.54 ACRES

DRAINAGE AND UTILITY EASEMENTS:  


BEING 10 FEET IN WIDTH, UNLESS OTHERWISE INDICATED,  
 ANY VACATED DRIVEWAY, WALKWAY, AND ADJACENT LOT  
 LINES, AS SHOWN ON THE PLAN.

LOT TABULATION

LOT	AREA (SQ FT)
1	16,827
2	16,827
3	16,825
4	16,811
5	16,824
AVERAGE	16,824



PROJECT: SHERWOOD PARKVIEW  
 14-074  
 PRELIMINARY PLAN  
 MICHEAL G. BAIER  
 MAPLEWOOD, MN

SHEET NO. 3 OF 9 SHEETS  
 DATE: 10/27/2014

Maplewood, MN  
 55359  
 763-738-0423  
 E-mail: mgs@campioneengineering.com

Campione Engineering Services, Inc.  
 200 West 246 Creek Center,  
 Maple Park, MN 55359  
 Phone: 763-738-0423  
 Fax: 763-738-0423  
 E-mail: mgs@campioneengineering.com

Maplewood, MN  
 55359  
 763-738-0423  
 E-mail: mgs@campioneengineering.com

Maplewood, MN  
 55359  
 763-738-0423  
 E-mail: mgs@campioneengineering.com

NO.	DATE	BY	DESCRIPTION

## Sherwood Parkview – Summary Narrative

### 4 Lot Subdivision at 2240 Hazelwood St. in Maplewood

#### Summary of Project :

On behalf of the property owners, over the past several months we've been in active discussion with City staff related to 2240 Hazelwood St., which lies west of Sherwood Park and fronts on Hazelwood St. (south of the intersection of Cope Ave. and Hazelwood St.).

The site is guided low density residential as part of the City's comprehensive plan and zoned single family residential. Our 4 lot single family proposal is consistent with this land use guidance and is proposed as a conforming plat – meeting/exceeding the subdivision criteria under the City's zoning code. The proposal also included a partial vacation of abutting right-of-way.

City Staff has been supportive of the proposed plat and right-of-way vacation.



#### Background:

For the past 50+ years, the Baier family has lived on this 1 ½ ac. property. The parents of the current sibling owners have recently passed. The existing home was built in 1928 and requires maintenance. The family is looking to sell the estate to satisfy financial obligations.

#### Property History - Area:

Similar to other suburban cities, in the early 20<sup>th</sup> century this area of Maplewood was subdivided into conceptual lots and right-of-way in typical grid pattern form. As the area developed over the successive decades, the lots and right-of-way were re-platted, vacated, and re-aligned to allow for the current existing conditions. The abutting right-of-way areas petitioned to be vacated are unused remnants of this early 20<sup>th</sup> century grid concept which do not serve a public purpose.

**Existing Conditions & Proposed Plat :**

The parcel includes approx. 1.5 acres with a single residence built in the 1920's. In approx. 2007 the City made street/utility improvements on Hazelwood at which time the property was assessed at a rate which reflected future subdivision potential.

- **Utilities** – the project abuts city sanitary, water, and stormwater lines and is serviceable by these lines.
- **Land Use** – the parcel is guided low density residential and zoned single family residential.
- **Neighboring Land Uses** – the parcel abuts the following existing land uses:
  - North – wetlands and park trail connection
  - East – Sherwood Park
  - South – single family low density residential
  - West – single family low density residential

**The Lots:** All 4 lots meet/exceed city zoning standards.

**Utilities:** All lots are to be serviced by city sewer & water.

**Access:** All lots are accessed on Hazelwood St.

**\*\* Note:** South of this plat – the ½ right-of-way serving as access for the property with the existing driveway will remain in place.

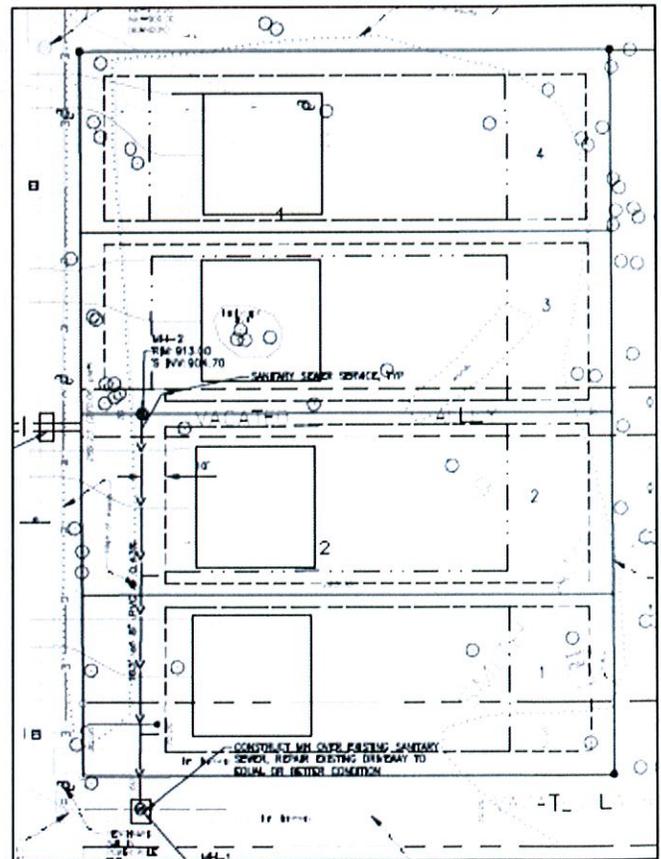
**Plat Request:**

The family is seeking to subdivide the parcel (including portions of the abutting right-of-way) into a total of 4 lots as proposed.

Thank you for your support. We remain available to discuss your questions.



On behalf of the Baier Family  
 Brent Hislop, Managing Partner  
 Synergy Land Company (612) 590-0811



**Engineering Plan Review**

**PROJECT:** Sherwood Parkview  
**PROJECT NO:** 14-23  
**COMMENTS BY:** Jon Jarosch, P.E. – Staff Engineer

**DATE:** 1-12-2015

**PLAN SET:** Engineering Plans dated 10-27-2014

The Applicant is proposing to remove the existing home at 2240 Hazelwood Street and divide the existing lot into four single dwelling parcels. In order to accomplish this, the north half of the Laurie Road right-of-way and an alley right-of-way would need to be vacated. These right-of-ways do not currently contain any public infrastructure and are not needed from a Public Works standpoint.

This review does not constitute a final review of the plans, as the applicant will need to submit construction documents for final review, along with ratified agreements, prior to issuing building and grading permits.

The following are engineering review comments on the design and act as conditions prior to issuing permits:

**Grading, Drainage, and Erosion Control**

- 1) All slopes shall be 3H:1V or flatter. There is an area at the northwest corner of the Lot 1 building pad and the southwest corner of the Lot 2 building pad that appears to be steeper than 3:1. This area shall be revised to lessen the slope to within standards.
- 2) Proposed driveway openings shall be a minimum of 12-feet in width within the right-of-way.
- 3) Hazelwood Street and any other paved area that receives construction related sediments shall be swept as needed to keep the pavement clear of sediment and construction debris.
- 4) All pedestrian facilities, including any sidewalk replacements along Hazelwood Street, shall be ADA compliant.
- 5) A copy of the project SWPPP and NDPEs Permit shall be submitted prior to the issuance of a grading permit.
- 6) Drainage rates onto neighboring properties shall be equal to or less than existing.

- 7) The applicant shall work with the City to meet the intent of the City's Stormwater Management Standards.
- 8) Silt fence, or other perimeter control methods, shall be utilized in the northwest corner of the proposed development to protect Hazelwood Street from sedimentation.
- 9) The infiltration basin shall be protected from sedimentation and compaction throughout construction.
- 10) The proposed grading and drainage plan depicts backyard drainage being directed across property lines and into an infiltration basin. Private agreements or easements shall be provided detailing responsibilities for allowing and maintaining this drainage pattern and the function of the infiltration basin over time.

Sanitary Sewer and Water Service

- 11) The proposed water services are subject to the review and conditions of Saint Paul Regional Water Services (SPRWS). The applicant shall submit plans and specifications to SPRWS for review and meet all requirements they may have prior to the issuance of a grading permit by the City.
- 12) The applicant shall be responsible for paying any SAC, WAC, or PAC charges related to the improvements proposed with this project.

Other

- 13) The removal of the existing home will require a demolition permit from the City prior to the execution of any removals.
- 14) Any intrusions into Hazelwood Street shall require restoration per the City's right-of-way ordinance. This includes the replacement of the full depth of pavement from construction joint to construction joint in the lane in which the intrusion occurred.
- 15) The applicant shall submit all necessary permit fees and letter of credit/escrow prior to the issuance of any permits.
- 16) The installation of the new driveway openings will require the removal and replacement of curbing. The applicant shall provide details on how this curb replacement will occur in order to minimize pavement impacts.
- 17) Record drawings (asbuilts) shall be submitted to the City following construction verifying the elevations and location of the new infrastructure.

- 18) The Owner shall satisfy all requirements of all permitting and reviewing agencies, including the Ramsey-Washington Metropolitan Watershed District.

## Environmental Review

**Project:** Sherwood Parkview Subdivision

**Date of Original Plans:** October 27, 2014

**Date of Review:** January 9, 2015

**Reviewers:** Shann Finwall, Environmental Planner  
(651) 249-2304; [shann.finwall@ci.maplewood.mn.us](mailto:shann.finwall@ci.maplewood.mn.us)

**Background:** The Sherwood Parkview proposal subdivides a 1-1/2 acre single family lot at 2240 Hazelwood Street into four new single family lots. The property is located on the east side of Hazelwood Street, west of Sherwood Park, south of a City trail, and north of existing single family homes. Development of the single family lot with the removal of the existing house and development of four new houses must comply with the City's tree removal and replacement guidelines.

### Ordinance Requirements:

Tree Preservation Ordinance: Maplewood's tree preservation ordinance describes a significant tree as a hardwood tree with a minimum of 6 inches in diameter, an evergreen tree with a minimum of 8 inches in diameter, and a softwood tree with a minimum of 12 inches in diameter.

The ordinance requires any significant tree removed to be replaced based on a tree mitigation calculation. The calculation takes into account the total caliper inches of trees located on the site and the caliper inches removed.

Tree Removal and Required Replacement: The Sherwood Parkview tree plan shows 260 trees on or near the site. There are 20 significant trees on the site equaling 444 caliper inches. Of the significant trees, the applicant proposes to remove 148 caliper inches with the development. The City's tree replacement calculation requires that the developer replace 30 caliper inches (15 – 2-inch caliper trees at a minimum).

### Recommendations:

1. Prior to issuance of a grading permit the developer shall:
  - a. Submit a tree escrow to cover the cost of the replacement trees. Escrow required as follows: \$60 per caliper inch of replacement trees (30 x \$60 = \$1,800).
  - b. Submit a tree protection plan to be approved by staff which shows safety fencing placed around significant trees not scheduled for removal.
2. Prior to issuance of a building permit within the plat the developer or builder shall:
  - a. Submit a landscape plan showing the location of all required replacement trees on each of the four lots. At a minimum the landscape plan should show four 2-inch caliper trees on three lots and three 2-inch caliper trees on one lot.

3. Prior to issuance of a certificate of occupancy for each lot the developer or builder shall:
  - a. Plant all required replacement trees. The replacement trees must have a one-year warranty. Once the trees have been planted, the City will release the tree escrow.



## VACATION RESOLUTION

WHEREAS, Brent Hislop, representing Synergy Land Company, applied for the vacation of the following:

The northern half of the Laurie Street right-of-way lying south of Lot: 1 Block: 9, SMITH AND TAYLOR'S ADDITION TO NORTH ST. PAUL;

The alley located within Block: 9, SMITH AND TAYLOR'S ADDITION TO NORTH ST. PAUL;

WHEREAS, the history of this vacation is as follows:

1. On January 20, 2015, the planning commission held a public hearing. The city staff published a notice in the Maplewood Review. 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 these requests;
2. On January 26, 2015, the city council considered reports and recommendations from the city staff and planning commission.

WHEREAS, after the city approves these vacations, public interest will go to the abutting owners of the following properties:

1. The vacation of the north half of Laurie Street: The owner of Lot: 1 Block: 9, SMITH AND TAYLOR'S ADDITION TO NORTH ST. PAUL.
2. The vacation of the alley: The owner of Lot: 1 Block: 9, SMITH AND TAYLOR'S ADDITION TO NORTH ST. PAUL;

NOW, THEREFORE, BE IT RESOLVED that the city council \_\_\_\_\_ the above-described vacation for the following reasons:

It is in the public interest to approve these vacations since:

- a. Allowing the use of the north half of Laurie Street for the applicant's proposed subdivision allows efficient use of underutilized land.
- b. The remaining south half of Laurie Street right-of-way is sufficient to access the existing homes south of the proposed subdivision.
- c. The alley east of Hazelwood Street North is not needed for traffic use or vehicular access.

These vacations are subject to the applicable conditions stipulated in the engineering report by Jon Jarosch, Maplewood Staff Engineer, dated January 12, 2015.

The Maplewood City Council \_\_\_\_\_ this resolution on January 26, 2015.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Michael Martin, AICP, Planner

**DATE:** January 15, 2015

**SUBJECT:** Approval of an Ordinance Amendment for Senior Housing Unit-Size Requirements

### Introduction

On June 17, 2014, while reviewing the proposed conversion of the Days Inn into senior housing, the planning commission expressed a wish to create a minimum unit-size requirement for senior housing. Currently, the zoning code only addresses unit sizes for typical multi-family housing that does not include any senior housing specifically.

The city has approved several senior housing projects with unit sizes considerably smaller than the minimum floor-area requirement for a one-bedroom unit of 580 square feet. The planning commission was concerned that without some guidance or standard within the ordinance, they would be making uninformed recommendations to the city council.

On October 21, 2014, the planning commission discussed this further and directed staff to provide an ordinance amendment for their consideration for senior housing facilities.

### Background

#### **Maplewood's Minimum Multi-Family Unit-Size Requirements**

Maplewood's zoning code requires the following minimum multi-family unit sizes (there is no distinction for senior housing unit sizes):

One-bedroom and efficiency units	580 square feet
Two-bedroom units	740 square feet
Three-bedroom units	860 square feet
Four-bedroom units	1,040 square feet

#### **Senior Housing Unit-Size Variances Approved**

The city has allowed smaller unit sizes for assisted-living and memory-care units as follows:

<u>Project Name</u>	<u>Number of Units (includes memory care)</u>	<u>Approved Unit Size</u>
Comforts of Home	42 (15 MC)	221 - 360 square feet
Lakewood Commons	100 (30 MC)	425 square feet

The Shores	105 (32 MC)	433 square feet
The Seasons	150 (30 MC)	382 square feet
Proposed Days Inn Conversion	115 (54 MC)	312 - 640 square feet

Developers of senior housing projects in Maplewood have told Staff that the senior-housing industry has moved toward smaller unit sizes since it has found that assisted-care and memory-care residents do not need larger spaces. The city has regularly allowed variances for smaller unit sizes based on this justification by developers.

On July 28, 2014, when considering the proposal to convert the Days Inn to senior housing, the applicant gave the following justification for smaller unit sizes:

“We request a variance due to the fact that this type of facility does not require larger units because so much space is dedicated to common areas. In assisted living and memory care facilities, residents tend to spend most of their free time in the common spaces, using their personal living units mostly for resting. We serve meals in common areas so the rooms do not require large kitchens. Activities are set up in the common areas and conducted by staff so we need little room in the individual units for social activities. When looking at the proposed floor plans, you’ll notice when compared to a typical multi-family housing project, there is significantly more common space dedicated for this facility.”

### **Minnesota Department of Health (MDH) and Building Code Requirements**

#### MDH

The following data pertains to multiple dwelling units in general, not specifically for seniors or any group. There are no unit-size guidelines relative to senior housing or those in need of special care such as memory care housing.

#### *Section 4625.0900 Space Requirements*

“Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof. Under no circumstances shall there be provided less than 400 cubic feet of air space per occupant.”

#### Building Code Requirements

Nick Carver, Maplewood Building Official, has provided the following:

The building code does not reference “living units.” It does reference “habitable space.” Using the habitable space provisions, a room cannot be smaller than 70 square feet and not less than seven feet in any direction.

### **Neighboring Communities**

Staff contacted the neighboring cities of Woodbury, Roseville, White Bear Lake and Oakdale to get a comparison of their requirements. These cities reported the following:

Woodbury: There is no unit-size minimum for seniors housing.

Roseville: There is no unit-size minimum for seniors housing.

Oakdale: The minimum unit size is 220 square feet.

White Bear Lake: For senior housing White Bear Lake requires a minimum of 400 square feet for an efficiency/studio, 500 sq. ft. for a one bedroom unit, and 700 sq. ft. for a two bedroom unit. If a developer proposed a project with unit sizes smaller than the minimum requirements, staff would require the developer to apply for a variance.

### **Discussion**

In the previous discussion on October 21, the planning commission did not propose establishing a square footage minimum for senior housing. Instead, they preferred requiring, as a minimum floor area, the requirements established by the State of Minnesota Department of Health (MDH). That would then become be the legal minimum unit size for Maplewood.

Staff favors reviewing unit size for seniors on a case-by-case basis as we have done in the past, but have included a code amendment for the planning commission's consideration. This code amendment proposes that "independent living" senior housing follow the city's current multi-family unit-size requirements. The unit-size requirements for "assisted living" and "memory care," would need to comply with the State's minimum habitable-space requirements.

### **Commission Actions**

December 16, 2014: The planning commission recommended approval of the proposed code amendment.

### **Budget Impact**

None.

### **Recommendation**

Adopt the attached ordinance amendment establishing minimum habitable-space requirements for living unit size for assisted-living and memory-care housing. The ordinance would base this amendment on the minimum habitable-space requirements of the Minnesota Department of Health.

### **Attachment**

1. Ordinance Amendment for Senior Housing Unit Size

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE AMENDMENT ESTABLISHING  
A MINIMUM HABITABLE LIVING SPACE AND  
UNIT SIZE FOR SENIOR HOUSING**

The Maplewood City Council approves the following revision to the Maplewood Code of Ordinances. (Additions are underlined.)

Section 1. Sections 44-323, 44-353 and 44-384 of the Maplewood Code of Ordinances are hereby amended as follows:

**Sec. 44-323. Floor area.** (Pertaining to R-3A multi-family development—those with 3–17 units within one structure.)

The minimum habitable floor area for each R-3A multiple dwelling shall be at least: 580 square feet per efficiency or one-bedroom unit; 740 square feet per two-bedroom unit; 860 square feet per three-bedroom unit; 1,040 square feet per four-bedroom unit. The minimum habitable floor area for “independent” senior housing shall follow the above room-size requirements. The minimum habitable floor area for “assisted-living” and “memory-care” senior housing shall not be less than that required by the Minnesota Department of Health.

**Sec. 44-353. Floor area.** (Pertaining to R-3B multi-family development—those with more than 17 units within one structure.)

The minimum habitable floor area for each R-3B multiple dwelling shall be at least: 580 square feet per efficiency or one-bedroom unit; 740 square feet per two-bedroom unit; 860 square feet per three-bedroom unit; 1,040 square feet per four-bedroom unit. The minimum habitable floor area for “independent” senior housing shall follow the above room-size requirements. The minimum habitable floor area for “assisted-living” and “memory-care” senior housing shall not be less than that required by the Minnesota Department of Health.

**Sec. 44-384. Floor area.** (Pertaining to R-3C multi-family development—this category is for town houses.)

The minimum habitable floor area for each R-3C multiple dwelling shall be at least: 580 square feet per efficiency or one-bedroom unit; 740 square feet per two-bedroom unit; 860 square feet per three-bedroom unit; 1,040 square feet per four-bedroom unit. The minimum habitable floor area for “independent” senior housing shall follow the above room-size requirements. The minimum habitable floor area for “assisted-living” and “memory-care” senior housing shall not be less than that required by the Minnesota Department of Health.

Section 2. This ordinance shall take effect after the approval by the city council and publishing in the official newspaper.

The Maplewood City Council approved this ordinance revision on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** January 21, 2015  
**SUBJECT:** Approval of Contract with Human Resource Attorney

**Introduction/Background**

In early November, the City issued a request for proposals for contract City Attorney services. The result was a range of proposals from firms who proposed the provision of City Attorney legal services. The Council subcommittee comprised of Councilmembers Abrams and Koppen and staff met to review the proposals. After reviewing the proposals the decision was made to separate the firms for City Attorney – Prosecution Services, City Attorney – Civil Services and City Attorney – Human Resource Services. The review session also resulted in the determination to interview three firms for Civil Services and five firms for Prosecution Services. In addition, the committee determined that the selection process for Human Resource Services would be handled by City Manager Coleman as she is responsible for all legal employee matters.

The selection process for HR Attorney included the following review components:

1. Proposal review for minimum qualifications
2. Proposal review for services base level services offered
3. Reference checks
4. Staff interviews
5. Cost review

There were seven firms that submitted proposals for HR Services but in this case the process for selection was handled differently. Instead of starting with interviews, staff started by checking references with the City managers in the cities where the firms performed HR Services.

After checking references on 3 firms, staff was so impressed with the feedback given on the firm Madden Galanter Hansen, LLP that it was decided to interview that firm only. City Managers from 6 metro area cities gave strong recommendations for this firm.

On Friday, January 16, City Manager Coleman and City Attorney Kantrud interviewed Susan Hansen from Madden Galanter Hansen, LLP. Staff believes that the firm is very capable of handling our HR Legal needs.

**Financial:** The cost review is as follows:

The firm proposes an hourly fee arrangement of \$130 per hour for advice and consultation on human resource and labor law matters. For arbitration and grievances and other administrative hearing representations they propose a rate of \$140 per hour. For litigation and appellate court cases, they propose an hourly rate of \$155 per hour.

**Projected Workload:** Based on the last three years number of grievances, investigations and terminations, staff estimates that we would experience approximately 10 cases per year where the HR Attorney services would be required. Staff believes that the cost associated with all services and calls would be approximately \$40,000 per year. This would include occasional phone support. There could be unforeseen employee situations that may require litigation or lengthy settlements but that has happened very infrequently at the City.

**Recommendation**

It is recommended that the City Council approve a contract and appoint Madden Galanter Hansen, LLP to represent the City for Human Resource Attorney Services.

The contract will be emailed out to City Council as soon as it is finalized.

**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** January 26, 2015  
**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. February 9th
  - a. Workshop – MCC/YMCA Partnership Discussion, Update on Gas Franchise Fee Concept
2. February 23<sup>rd</sup>
  - a. Workshop – 2015 Policing Priorities, Fire/EMS Needs and Options
3. March 9th
  - a. Workshop – MCC Changes and Partnership Implementation Plan, Parks Project Partnership Update
4. March 23<sup>rd</sup>
  - a. Workshop –MCC Asset Management Plan Schedule

In addition to the topics noted staff is working toward bringing in the speakers from the RCM meeting that include Miles Shaver from the University of Minnesota and Peter Frosch from Greater MSP. We are also scheduling a representative from the Ramsey County Tobacco Coalition.

**Budget Impact**

None.

**Recommendation**

No action required.

**Attachments**

None.

**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: January 26, 2015

	<u>Name - First &amp; Last</u> <i>(please print clearly)</i>	<u>Address</u>	<u>Agenda Item</u>
1.	JOHN WYKOFF	2345 MARYLAND AVE	MISSING PERS.
2.	Tim Kinley	1987 Mesabi Ave E	VP
3.	Mark Bradley Sr	2164 Woodlyan Ave	VP
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6.			
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