

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, April 27, 2015
City Hall, Council Chambers
Meeting No. 08-15

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 April 13, 2015 City Council Workshop Minutes
2. Approval of April 13, 2015 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Approval of Proclamation Recognizing National Police Memorial Week 2015
2. Commission & Board Appointments and Reappointments
 - a) Approval of Resolution for Appointments
 - b) Approval of Resolution for Reappointments

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

1. Approval of Claims
2. Approval of a Resolution Identifying the Support for TBRA Funding and Authorizing an Application for Grant Funds – Villages at Frost-English, 1955 English Street
3. Approval of a Resolution Identifying the Support of Sherman Associates' Ramsey County Environmental Response Fund Application for Grant Funds – Villages at Frost-English, 1955 English Street
4. Resolution Approving No Parking Restrictions Adjacent to 3002 Lakewood Drive N (Property Line to Lydia Avenue E)
5. Approval to Enter into Contract with Metro Sound and Lighting, Inc. to Upgrade Sound System in the Banquet Room of the MCC
6. Approval of Resolution for 2015 Pay Rates for Temporary/Seasonal and Casual Part-Time Employees

7. Approval of Change to the Rules of Procedure for City Council and City Council Meetings
8. Approval of Resolution Requesting Ramsey County Board Approval of a Trail Easement, Gladstone Improvements Phase 2, City Project 14-01

H. PUBLIC HEARINGS

1. Approval of First Reading of Ordinance Amending Chapter 14, Article XVIII Relating to the Sale of Tobacco-Related Products

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Approval of Michelle J. Yeske as Liquor License Manager for Merwin Liquors, 1700 Rice Street N
2. Approval of the Partners in Energy – Maplewood Energy Action Plan
3. Approval of a Resolution Calling Public Hearing to Modify Development Program and Establish TIF District No. 1-13 for Villages at Frost-English, 1955 English Street

K. AWARD OF BIDS

1. East Metro Public Safety Training Center, City Project 09-09, Approval of Resolution Awarding Contract for Completion of Burn Room Thermal Liner
2. Resolution Receiving Bids and Awarding Construction Contract, Gladstone Improvements Phase 2, City Project 14-01

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
6:00 P.M. Monday, April 13, 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 5:32 p.m. by Mayor Slawik.

B. ROLL CALL

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

C. APPROVAL OF AGENDA

Councilmember Abrams moved to approve the agenda as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Presentation of Public Safety Technology Enhancements and Capabilities; Including a Discussion Regarding Law Enforcement Technology and Pending Legislative Actions

Fire Chief Lukin, Police Chief Schnell and IT Director Fowlds gave the staff report and answered questions of the council.

F. ADJOURNMENT

Mayor Slawik adjourned the meeting at 6:57 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, April 13, 2015
Council Chambers, City Hall
Meeting No. 07-15

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:04 p.m. by Mayor Slawik.

Mayor Slawik reported that the City of Maplewood was selected as one of the twelve finalists in the country for the Bloomberg Public Art Challenge.

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:

- N1 City Clean-Up
- N2 All Parks Clean-Up
- N3 Organ and Tissue Donation
- N4 Addition Clean-Up Items
- N5 3M
- N6 Gateway Corridor
- N7 Regional Mayors

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 March 23, 2015 City Council Special Meeting Minutes

Councilmember Abrams moved to approve the March 23, 2015 City Council Special Meeting Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Approval of March 23, 2015 City Council Meeting Minutes

Councilmember Juenemann noted the councilmember that seconded the motion for item H1 needs to be added.

Councilmember Cardinal moved to approve the March 23, 2015 City Council Meeting Minutes as amended/submitted.

Seconded by Councilmember Koppen

Ayes – Mayor Slawik, Council Members Cardinal, Juenemann and Koppen
Abstain - Councilmember Abrams

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Public Swearing-In of New Maplewood Police Officer Jared Peterson

Police Chief Schnell addressed the council and gave the staff report. City Clerk Haag administered the Oath of Office to Police Office Jared Peterson.

2. Approval of the 2014 Parks and Recreation Commission Annual Report

James Taylor, Parks & Recreation Manager introduced Ron Cockriel, Parks & Recreation Commission 2014 Chair and Terri Mallet, Parks & Recreation Commission 2015 Chair who then addressed the council to give the report.

Councilmember Juenemann moved to approve the Parks and Recreation Commission's 2014 Annual Report.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

3. Recognition of Terra General Contractors for Project of the Year Award for the Maplewood Fire Department South Station

Building Official Carver gave the staff report and introduced Ben Newlin and Mitch Hueman from Terra General Contractors. Ben Newlin addressed the council and gave additional information.

4. Approval of Proclamation for Earth Day 2015

Building Official Carver gave the staff report and read the proclamation.

Councilmember Juenemann moved to approve the Proclamation in Recognition of Earth Day 2015.

Earth Day Proclamation
Earth Day 2015

April 22, 2015

WHEREAS the global community now faces extraordinary challenges, such as global health issues, food and water shortages, and economic struggles; and

WHEREAS all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment with economic growth; and

WHEREAS it is understood that the citizens of the global community must step forward and take action to create a green economy to combat the aforementioned global challenges; and

WHEREAS a green economy can be achieved on the individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS it is necessary to broaden and diversify this global movement to achieve maximum success; and

WHEREAS Earth Day is the beginning of a new year for environmental stewardship commitments, to implement sustainability efforts and commit to an Earth Day resolution(s); and

FURTHERMORE, let it be known that the city of Maplewood, Minnesota hereby encourages its residents, businesses and institutions to use EARTH DAY to celebrate the Earth and commit to building a sustainable and green economy;

NOW THEREFORE LET IT BE RESOLVED, the city of Maplewood, Minnesota hereby pledges this Earth Day, April 22, 2015, to support green economy initiatives in Maplewood, Minnesota and to encourage others to undertake similar actions.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

5. Approval of Resolution Honoring the Dedication and Service of the Ramsey County Emergency Communications Center Personnel

Councilmember Juenemann read the resolution.

Councilmember Juenemann moved to approve the Resolution Honoring the Dedication and Service of the Ramsey County Emergency Communications Center Personnel.

Resolution 15-3-1187

Resolution Honoring the Dedication & Service of
Ramsey County Emergency Communications Center Personnel

WHEREAS, Sunday, April 12, 2015 through Saturday, April 18, 2015 is “National Public Safety Telecommunicators Week 2015”; and

WHEREAS, the Ramsey County Emergency Communication Center provides

public safety dispatching services for Maplewood and nearly all communities within Ramsey County; and

WHEREAS, the safety and welfare of those who live, work and visit the City of Maplewood is enhanced by effective deployment of the City's Police, Fire, and Emergency Medical Services personnel; and

WHEREAS, the Ramsey County Emergency Communications Center, with the effort of its entire staff, effectively launched an upgraded and far more advanced "Computer Aided Dispatch" system; and

WHEREAS, the City of Maplewood recognizes all Emergency Communications Center staff as critical and essential partners to our police officers, firefighters, and paramedical staff.

NOW, THEREFORE, BE IT RESOLVED, that the Maplewood City Council expresses gratitude to each and every Ramsey County Emergency Communications Center staff member for exceptional and committed service to the people of Maplewood.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

G. CONSENT AGENDA

Councilmember Juenemann moved to approve consent agenda items G1-G8.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Juenemann moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 85,779.29	Checks # 94731 thru # 94760 dated 03/16/15 thru 03/24/15
\$ 516,015.37	Disbursements via debits to checking account dated 03/16/15 thru 03/20/15
\$ 600,058.69	Checks # 94762 thru # 94814 dated 03/24/15 thru 03/31/15
\$ 311,631.04	Disbursements via debits to checking account dated 03/23/15 thru 03/27/15
\$ 393,858.63	Checks # 94815 thru # 94853 dated 03/31/15 thru 04/07/15

\$ 1,695,852.15 Disbursements via debits to checking account
dated 03/30/15 thru 04/03/15

\$ 3,603,195.17 Total Accounts Payable

PAYROLL

\$ 524,049.79 Payroll Checks and Direct Deposits dated 03/27/15

\$ 999.75 Payroll Deduction check # 9994500 thru # 9994502 dated 03/27/15

\$ 525,049.54 Total Payroll

\$ 4,128,244.71 GRAND TOTAL

Seconded by Councilmember Koppen Ayes – All

The motion passed.

**2. Approval of Resolution for Final Payment and Acceptance of Project,
Police Department Expansion Project – Phase 3**

Councilmember Juenemann moved to approve the Resolution Approving Final Payment and Acceptance of Project, Police Department Expansion Project – Phase 3.

Resolution 15-3-1188

**APPROVING FINAL PAYMENT AND ACCEPTANCE OF PROJECT
POLICE DEPARTMENT EXPANSION PROJECT – PHASE 3**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Police Department Expansion Project – Phase 3, and has let a construction contract pursuant to Minnesota Statutes, Chapter 475.521, and

WHEREAS, the IT Director for the City of Maplewood has determined that the Police Department Expansion Project – Phase 3, is complete and recommends acceptance of the project.

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

1. Police Department Expansion Project – Phase 3 is complete and the final construction cost is \$2,318,039. Final payment to Jorgenson Construction, Inc., and the release of any retainage or escrow is hereby authorized.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

8. Approval of a Resolution Identifying the Support for CDBG Funding and Authorizing an Application for Grant Funds – Gladstone Improvements – Phase 2

Councilmember Juenemann moved to approve the Resolution of Support for the City's application for grant funding through Ramsey County's CDBG Program.

Resolution 15-3-1189
RESOLUTION IDENTIFYING THE SUPPORT FOR
COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING AND AUTHORIZING AN APPLICATION FOR GRANT FUNDS

WHEREAS the City of Maplewood is a municipality within Ramsey County, and is therefore eligible to apply to the County's community development block grant (CDBG) program; and

WHEREAS the City has identified a proposed project within the City that meets the CDBG's purposes and criteria and is consistent with and promotes the purposes of the policies of Ramey County's Community and Economic Development; and

WHEREAS the City has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City agrees to act as legal sponsor for the project contained in the grant application; and

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed project to occur at this particular site and at this particular time.
2. Authorizes its city staff to submit on behalf of the City an application for community development block grant funds for the project components identified in the application, and to execute such agreements as may be necessary to implement the project on behalf of the City.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

H. PUBLIC HEARING

None

I. UNFINISHED BUSINESS

None

- a. The engineering department shall review and determine approval of all final construction and engineering plans. These plans shall comply with all requirements as specified in the city engineering department's February 26, 2015 review.
- b. All construction shall follow the plans date-stamped February 23, 2015, and with revisions as noted in this approval. The city council may approve major changes to the plans. City staff may approve minor changes to the plans.
- c. This approval is for the phase one, 50-unit multi-family building only. Any future phases with buildings taller than 35-feet or three stories must seek separate approval for a conditional use permit.
- d. The proposed construction must be substantially started within one year of city council approval or the permit shall end. The city council may extend this deadline for one year.
- e. The Frost Avenue building elevation shall follow the plan submitted at the March 24, 2015 CDRB meeting, which steps the fourth floor back from the rest of the building.
- f. The city council shall review this permit in one year.

Resolution 15-3-1190
Conditional Use Permit

WHEREAS, Shane LaFave, of Sherman Associates, has applied for a conditional use permit for a four-story building in a MU (mixed use) district.

WHEREAS, Sections 44-681 of the city ordinances requires a conditional use permit for residential buildings taller than 35 feet or three stories in a MU (mixed use) zoning district.

WHEREAS, this permit applies to the property located at 1955 English Street. The property's legal description is:

Lots 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 19, 20, 21 and 22, Block 1, together with the vacated alley adjacent thereto and the East half of vacated Chambers Street adjacent thereto, and Lots 23, 24 and 25, Block 1, except the East 80 feet thereof, together with the vacated East half of vacated Chambers Street adjacent thereto. And Lots 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16, Block 2, together with the vacated alley adjacent thereto and the West half of vacated Chamber Street adjacent thereto, all in Lincoln Park, according to the recorded plat thereof, Ramsey County, Minnesota.

Lots 1, 2 and 3, Block 1, together with the East half of the vacated alley adjacent thereto, all in Lincoln Park, according to the recorded plat thereof, Ramsey County, Minnesota; excepting therefrom that part of said Lots 1, 2 and 3, Block 1, Lincoln Park, conveyed to the City of Maplewood by Quit Claim Deed dated August 19, 2002, filed December 15, 2004, as Document No. 3815861, and described as follows:

Beginning at the Southeast corner of Lot 1, Block 1, said Lincoln Park, according to the recorded plat thereof; thence Westerly along the South line of said Lot 1, a distance of 64.00 feet; thence Northeasterly to a point on the East line of said Lot 2, distant 70.00 feet North of the Southeast corner of said Lot 1, as measured along the East line of said Lots 1 and 2; thence Southerly along said East line of Lots 1 and 2, a distance of 70.00 feet to the point of beginning.

Lots 1, 2, 3, 4 and 5, Block 1, Kuhl's Rearrangement of Lots 1, 2, 3, 20, 21 and 22, Block 2, Lincoln Park, together with the vacated alley adjacent thereto and together with the West half of vacated Chambers Street adjacent thereto, according to the recorded plat thereof, Ramsey County, Minnesota.

And

Lots 17 and 18, Block 2, together with the West half of the vacated alley adjacent thereto, all in Lincoln Park, according to the recorded plat thereof, Ramsey County, Minnesota.

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

1. On March 17, 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 April 13, 2015, the city council considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approved 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 engineering department shall review and determine approval of all final construction and engineering plans. These plans shall comply with all requirements as specified in the city engineering department's February 26, 2015 review.
2. All construction shall follow the plans date-stamped February 23, 2015, and with revisions as noted in this approval. The city council may approve major changes to the plans. City staff may approve minor changes to the plans.
3. This approval is for the phase one, 50-unit multi-family building only. Any future phases with buildings taller than 35-feet or three stories must seek separate approval for a conditional use permit.
4. The proposed construction must be substantially started within one year of city council approval or the permit shall end. The city council may extend this deadline for one year.
5. The Frost Avenue building elevation shall follow the plan submitted at the March 24, 2015 CDRB meeting, which steps the fourth floor back from the rest of the building.
6. The city council shall review this permit in one year.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

Councilmember Koppen moved to approve the lot division to subdivide the 5.5 acre property located at 1955 English Street, which currently consist of 12, into three parcels subject to the following conditions:

- a. Satisfy the requirements set forth in the staff report authored by staff engineer Jon Jarosch, dated February 26, 2015.
- b. Prior to issuance of a grading or building permit for development on the new lots the following must be submitted to staff for approval:
 1. Proof that Ramsey County has recorded the lot division.
 2. A signed certificate of survey showing the location of all property lines.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

Councilmember Juenemann moved to approve the design plans for the 50-unit multi-family building and the site plan for the Villages at Frost-English, date stamped February 23, 2015, for the redevelopment project located at 1955 English Avenue subject to the applicant doing the following:

- a. Repeat this review in two years if the city has not issued a building permit for this project.
- b. Satisfy the requirements set forth in the staff report authored by staff engineer Jon Jarosch, dated February 26, 2015.
- c. Satisfy the requirements set forth in the staff report authored by environmental planner Shann Finwall, dated March 2, 2015.
- d. Prior to issuance of a grading or building permit, the applicant must submit to staff for approval the following items:
 1. Verification of The Villages at Frost-English lot division has been recorded.
 2. Have the city engineer approve final construction and engineering plans. These plans shall comply with all requirements as specified in the city engineering department's February 26, 2015 review.
 3. The applicant shall submit to staff for approval a revised landscape plan showing the following details:
 - a. Addition of at least two trees to be installed by the applicant in or near the English Street right-of-way to replace the two trees removed with the construction of the driveway.
 - b. Landscape requirements per the Mixed-Use Zoning District including:
 - i. Landscape Islands:
 1. One overstory tree with a trunk size a minimum of two-and-one-half inches in caliper shall be provided for every landscape island.
 2. A minimum of 50 percent of every landscape island shall be planted with an approved ground cover in the appropriate density to achieve complete cover within two years. Mulch may only be used around the base of the plant material to retain moisture.
 - ii. Perimeter Parking Lot Landscaping:
 1. The primary plant materials used in perimeter parking lot landscaping adjacent the road shall be over story trees. Ornamental trees, shrubs, hedges and other plant materials may be used to

supplement the over story trees, but shall not be the sole contribution to such landscaping.

- iii. Over story trees are required at regular intervals along the road to help define the road edge, to buffer pedestrians from vehicles and to provide shade. The over story trees shall be located in a planting strip at least five feet wide between curb and sidewalk, or in a planting structure of design acceptable to the city.
- 4. Enter into a developer's agreement with the city which will cover the installation of all public improvements surrounding and within the property.
- 5. Sign a maintenance agreement for the ongoing maintenance of all required rainwater gardens and infiltration basins.
- 6. A cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 150 percent of the cost of the work.
- 7. An executed cross access agreement must be submitted to the city between the Villages at Frost-English development and the existing liquor store at 1281 Frost Avenue.
- 8. Revise the photometric plan showing code compliance and height of all light fixtures.
- e. The applicant shall complete the following before occupying the building:
 - 1. Replace any property irons removed because of this construction.
 - 2. Provide continuous concrete curb and gutter around the parking lot and driveways.
 - 3. Install all required landscaping and an in-ground lawn irrigation system for all landscaped areas.
 - 4. Install all required outdoor lighting.
 - 5. Install all required sidewalks and trails.
- f. If any required work is not done, the city may allow temporary occupancy if:
 - 1. The city determines that the work is not essential to the public health, safety or welfare.
 - 2. The above-required letter of credit or cash escrow is held by the City of Maplewood for all required exterior improvements. The owner or contractor shall complete any unfinished exterior improvements by June 1 of the following year if occupancy of the building is in the fall or winter or within six weeks of occupancy of the building if occupancy is in the spring or summer.
- g. The buildings for Phases Two and Three of the Villages at Frost-English

M. ADMINISTRATIVE PRESENTATIONS**1. Council Calendar Update**

City Manager Coleman gave the update to the council calendar.

**2. Status Report, Legal Files – City Attorney Alan Kantrud (No Report)
a) Intent to Close Meeting (13D.05 subd. 3b)**

Councilmember Koppen moved to approve Council Presentation next in the Agenda and to move Item M2 to Item N8.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

N. COUNCIL PRESENTATIONS**1. City Clean-Up**

Councilmember Juenemann reminded residents that Saturday, April 18th is the Annual City Clean-Up from 8:00 a.m. to 1:00 p.m. at Aldrich Arena. Also, on Saturday, April 18th is the Maplewood Outdoor Expo at the Maplewood Community Center from 10:00 a.m. to 1:00 p.m.

2. All Parks Clean-Up

Councilmember Juenemann reported that Saturday, April 25th is the All Parks Clean-Up Day and all residents are invited to come and help.

3. Organ and Tissue Donation

Councilmember Juenemann reported that April is Organ and Tissue Donation month and encouraged everyone to indicate they are organ donator on their driver's license; or call the organ donor organizations and volunteer.

4. Addition Clean-Up

Councilmember Cardinal reported that he had been contracted to encourage clean-up along the Gateway Trail behind the Maplewood Bowl property that's soon to be developed.

5. 3M

Councilmember Cardinal reported that 3M is contributing \$3 million dollars to the Minnesota Children's Museum Renovation and Expansion Project.

6. Gateway Corridor

Mayor Slawik gave an update on the Gateway Corridor.

7. Regional Mayors

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

8. Status Report, Legal Files – City Attorney Alan Kantrud (No Report) a) Intent to Close Meeting (13D.05 subd. 3b)

City Civil Attorney Kantrud stated that the purpose of the closed session is to discuss the status of City legal files.

Those present for the closed session were all member of the City Council, City Manager Coleman, Assistant City Manager/Human Resource Director Funk, and City Civil Attorney Kantrud.

Councilmember Abrams moved to approve to close the meeting for the purpose of Civil City Attorney Kantrud to give a status report on City legal files as permitted by State Statute 13D.05 Subdivision 3(b).

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

Mayor Slawik reopened the council meeting at 9:52 p.m.

Assistant City Manager/Human Resource Director Funk gave a summary of the closed session.

O. ADJOURNMENT

Mayor Slawik adjourned the meeting at 9:53 p.m.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Paul Schnell, Chief of Police
DATE: April 17, 2015
SUBJECT: Approval of Proclamation Recognizing National Police Memorial Week 2015

Introduction

The week of May 10 – 16, 2015 is National Police Memorial Week. The members of the Maplewood Police Department will honor law enforcement officers who were killed in the line of duty while protecting their communities and safeguarding democracy.

Background

National Police Week, which occurs during the week in which May 15th fall, recognizes the service and sacrifice of U.S. law enforcement. Established by a joint resolution of Congress and President John F. Kennedy in 1962, National Police Week pays special attention to those officers who've lost their lives in the line of duty for the safety and protection of others.

In May of 2011, Maplewood Police Sergeant Joseph Bergeron's name was added to the wall of the National Police Memorial in Washington, D.C. This year, the name of Mendota Heights Police Officer Scott Patrick, who was killed in the line of duty in 2014, will be added to the memorial wall.

On the national, state, local level a variety of Police Week events are planned and are open to the public.

Budget Impact

No adverse budgetary impact.

Recommendation

It is recommended that the City Council approve the attached Resolution recognizing National Police Memorial Week 2015.

Attachments

1. Proclamation

Proclamation Recognizing National Police Week 2015

A Maplewood City Council proclamation to recognize National Police Week 2015 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the 52 dedicated sworn officers of the **MAPLEWOOD POLICE DEPARTMENT**;

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, almost 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including **Sergeant Joseph Bergeron** of the Maplewood Police Department;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, 273 names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 117 officers killed in 2014 and 156 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 27th Annual Candlelight Vigil, on the evening of May 13, 2015;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the **MINNESOTA LAW ENFORCEMENT MEMORIAL ASSOCIATION'S** Annual Candlelight Vigil, on the evening of May 15, 2015;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year from May 10-16;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

WHEREAS, the service and sacrifice of **RAMSEY COUNTY SUBURBAN LAW ENFORCEMENT** officers killed in the line of duty will be honored during the **SUBURBAN RAMSEY COUNTY LAW ENFORCEMENT MEMORIAL CEREMONY**, on May 11, 2015;

NOW, THEREFORE, BE IT RESOLVED that the **MAPLEWOOD CITY COUNCIL** formally designates May 10-16, 2015, as Police Week in the **CITY OF MAPLEWOOD**, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Adopted this 23rd day of April, 2015

Nora Slawik, Mayor

Attest:

Karen Haag

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Lois Knutson, Senior Administrative Assistant

DATE: April 21, 2015

SUBJECT: Commission & Board Appointments and Reappointments
 a) Approval of Resolution for Appointments
 b) Approval of Resolution for Reappointments

Introduction

There are currently openings on several City commissions and boards. These openings are due to resignations and terms ending. The City has advertised and accepted applications from interested individuals. The City Council then interviewed the candidates for the commissions and filled out ballots during the Workshop prior to this meeting, which staff has tallied.

The City Council will also review the list of commissioners whose terms are due to expire on April 30th of this year. The commissioners were asked to fill out an assessment to evaluate their time on the commission and to provide input to the council.

Background on Reappointments

There are nine commissioners whose terms are ending on April 30, 2015. Out of the nine commissioners, four have chosen not to seek reappointment. Matthew Prom, from the Parks and Recreation Commission is not seeking reappointment, but has agreed to extend his term until some of the vacancies on the commission have been filled. These vacant positions and several other vacancies will be posted to be filled at a later date.

The following commissioners are seeking reappointment:

Community Design Review Board:

Bill Kempe, member since 2/11/2013, term expires 4/30/2015

Attendance: (2013) 6 / 7 (2014) 3 / 5 (2015) 1 / 1

Jason Lamers, member since 5/26/2009, term expires 4/30/2015

Attendance: (2009) 7 / 7 (2010) 9 / 10 (2011) 9 / 11 (2012) 4 / 8 (2013) 4 / 7
 (2014) 4 / 5 (2015) 0 / 1

Heritage Preservation Commission:

Peter Boulay, member of Heritage Preservation Society since 10/9/2006, Commission officially began in 2009, term expires 4/30/2015

Attendance: (2009) 7 / 11 (2010) 6 / 10 (2011) 6 / 8 (2012) 3 / 8 (2013) 3 / 4
 (2014) 4 / 7 (2015) Commission has not met

Human Rights Commission:

Annistacia Belladonna-Carrera, member since 6/13/2014, term expires 4/30/2015

Attendance: (2014) 2 / 5 (2015) Commission has not met

Elizabeth “Marie” Garza, member since 3/13/2014, term expires 4/30/2015

Attendance: (2014) 4 / 5 (2015) Commission has not met

The following commissioner is not seeking reappointment, but has agreed upon council approval, to extend his term until his seat has been filled:

Park & Recreation Commission:

Matthew Prom, member since 4/08/2013, term expires 4/30/2015

Attendance: (2013) 5 / 6 (2014) 7 / 8 (2015) 4 / 4

Budget Impact

None.

Recommendation

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

Housing & Economic Development Commission

Peter Vang, term expires September 30, 2017

Human Rights Commission

Vincent Peterson, term expires April 30, 2016

Sokunthea Soeun, term expires April 30, 2018

Planning Commission

Frederick M. Dahm, term expires December 31, 2017

Staff also recommends that the Council review the attached assessments for reappointment, and then approve the attached resolution for reappointment of five commissioners as indicated below and approve the extension of Matthew Prom’s term until his seat on the Park & Recreation Commission has been filled.

Community Design Review Board

Bill Kempe, term expires 4/30/2018

Jason Lamers, term expires 4/30/2018

Heritage Preservation Commission

Peter Boulay, term expires 4/30/2018

Human Rights Commission

Annistacia Belladonna-Carrera, term expires 4/30/2018

Elizabeth “Marie” Garza, term expires 4/30/2018

Attachments

1. Resolution for Appointment
2. Resolution for Reappointment
3. Reappointment Assessments

RESOLUTION

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

Hereby appoints the following individuals, who have interviewed with the Maplewood City Council, to serve on the following commissions:

Housing & Economic Development Commission

Peter Vang, term expires September 30, 2017

Human Rights Commission

Vincent Peterson, term expires April 30, 2016

Sokunthea Soeun, term expires April 30, 2018

Planning Commission

Frederick M. Dahm, term expires December 31, 2017

RESOLUTION

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

Hereby appoints the following individuals, who the Maplewood City Council has reviewed, to serve on the following commissions:

Community Design Review Board

Bill Kempe, term expires 4/30/2018

Jason Lamers, term expires 4/30/2018

Heritage Preservation Commission

Peter Boulay, term expires 4/30/2018

Human Rights Commission

Annistacia Belladonna-Carrera, term expires 4/30/2018

Elizabeth "Marie" Garza, term expires 4/30/2018

And, hereby appoints Matthew Prom, who the Maplewood City Council has reviewed, to extend his term on the Park & Recreation Commission until such time as his seat is filled.



Maplewood Commission
Reappointment Assessment



(Please print or type clearly)

Name: Bill Kempe Date: 4-2-15

Commission: CDRB

Would you like to be reappointed? Yes No (Check One)

If Yes, why? I enjoy serving the public

How do you feel you contribute to the Commission? First of all, I show up. There have been a few times that we have failed to have a quorum, Also I do my homework so I can discuss issues with competence

What successes do you feel the Commission has had during your term? We have worked to maintain integrity of good design.

Any suggestions to help the Commission function more efficiently? I think we should have an alternate member of the board to help ensure that we never fail to have a quorum.

What are some bigger issues/projects the Commission will be facing in the next 6 months? I imagine there will be some design projects corresponding to the forthcoming transportation corridors. Also, I anticipate ~~regeneration~~ revitalization of the Gladstone neighborhood.

Any other comments for the City Council regarding your reappointment or the commission? (i.e. new topics or projects to explore, processes to consider, etc.) _____

****If you would prefer to relay your responses verbally to the City Council, please contact the City Manager's Office at 651-249-2051 to schedule a time****

Return this form to: City Manager's Office Fax to: 651-249-2059
1830 County Road B. East Email to: lois.knutson@ci.maplewood.mn.us
Maplewood, MN 55109

Please return by Friday, April 10, 2015



**Maplewood Commission
Reappointment Assessment**



(Please print or type clearly)

Name: Jason Lamers Date: 4/1/2015

Commission: Community Design Review Board

Would you like to be reappointed? Yes No (Check One)

If Yes, why? To Continue to be involved in Public process and Improve Maplewood

How do you feel you contribute to the Commission? with a Degree in Landscape Architecture I contribute valuable info on Design and having Complete Projects

What successes do you feel the Commission has had during your term? Working on the Living streets program and Sign Ordinance for Maplewood

Any suggestions to help the Commission function more efficiently? No, Michael Martin Does a great Job and the Commission Runs smoothly

What are some bigger issues/projects the Commission will be facing in the next 6 months? It probably will extend past 6 months but land redevelopment with Commercial and Multifamily. We need to push Developers to build High Quality in Maplewood to improve overall value for residents.

Any other comments for the City Council regarding your reappointment or the commission? (i.e. new topics or projects to explore, processes to consider, etc.) I appreciate the opportunity to be involved and look forward to continuing in the Position.

****If you would prefer to relay your responses verbally to the City Council, please contact the City Manager's Office at 651-249-2051 to schedule a time****

Return this form to: City Manager's Office Fax to: 651-249-2059
1830 County Road B. East Email to: lois.knutson@ci.maplewood.mn.us
Maplewood, MN 55109

Please return by Friday, April 10, 2015

Maplewood Commission
Reappointment Assessment

(Please print or type clearly)

Name: Pete Boulay

Date 4-16-15

Commission: Maplewood Preservation Commission.

Would you like to be reappointed? X_ Yes ___ No *(Check One)*

If Yes, why? I love Maplewood History!

How do you feel you contribute to the Commission?

My goal is to run an organized meeting and to encourage other commissioners and citizens to participate. I feel as though I can contribute providing historical background to items of interest for the commission.

What successes do you feel the Commission has had during your term? I'm not quite sure how many terms I have filled. I suppose it would be the celebrations for the 40th and the 50th anniversaries for Maplewood and providing input for various projects. Also assisting for the city to become a Certified Local Government.

Any suggestions to help the Commission function more efficiently? The speakers really add dimension and expertise to the meetings. I hope they can continue.

What are some bigger issues/projects the Commission will be facing in the next 6 months? It can be a struggle getting a property on the National Register, or even locally recognized. It seems everyone wants to have property historically recognized except the owners of said property. There is the fear that the structure cannot be torn down, altered or replaced. This includes county and city property owners too.

Any other comments for the City Council regarding your reappointment or the commission?
(i.e. new topics or projects to explore, processes to consider, etc.)

Possibly pending Gladstone redevelopment. Apartment construction has become bland and repetitive. Could something be done to incorporate the character of neighborhoods in landscaping and construction?

****If you would prefer to relay your responses verbally to the City Council, please contact the City Manager's Office at 651-249-2051 to schedule a time****

Return this form to: City Manager's Office
1830 County Road B. East
Maplewood, MN 5510

Fax to: 651-249-2059
Email to: lois.knutson@ci.maplewood.mn.us



**Maplewood Commission
Reappointment Assessment**



(Please print or type clearly)

Name: Annastacia Belladonna-Carrera **Date:** April 20, 2015

Commission: Human Rights

Would you like to be reappointed? Yes No *(Check One)*

If Yes, why? I remain committed to make the City of Maplewood one of the most celebrated for its diversity and standard of living.

How do you feel you contribute to the Commission? I am able to bring my personal and professional perspective in identifying ways of making the City of Maplewood more inclusive and in elevating the Human Rights Commission. My background in government, the legislative process and human/civil rights can be used to do this.

What successes do you feel the Commission has had during your term? I think that there wasn't much measurable outcomes this last term, however, I do recall a couple of substantive discussions and presentations that demonstrate great promise moving forward.

Any suggestions to help the Commission function more efficiently? I would recommend a more targeted and strategic approach in identifying goals within the commission and laying out the action plan to drive momentum in that direction,

What are some bigger issues/projects the Commission will be facing in the next 6 months? Doing outreach directly to the communities, introducing ourselves and getting direct input on what are the issues/ concerns weighing most in their minds; all communities. Our youth should be more engaged and a greater sense of inclusive communities/neighborhoods should be an ongoing goal.

Any other comments for the City Council regarding your reappointment or the commission? (i.e. new topics or projects to explore, processes to consider, etc.) I look forward to Cheif Schnell's contribution and reappointment to the commission.

****If you would prefer to relay your responses verbally to the City Council, please contact the City Manager's Office at 651-249-2051 to schedule a time****

Return this form to: City Manager's Office Fax to: 651-249-2059
1830 County Road B. East Email to: lois.knutson@ci.maplewood.mn.us
Maplewood, MN 55109

Please return by Friday, April 10, 2015



Maplewood Commission
Reappointment Assessment



(Please print or type clearly)

Name: Elizabeth "Minnie" Gera Date: 04/05/15
 Commission: Human Rights

Would you like to be reappointed? Yes No (Check One)

If Yes, why? To continue the work I started,

How do you feel you contribute to the Commission? I bring a unique perspective as a person of color living in Maplewood. I am outspoken + passionate about changes needed in our city.

What successes do you feel the Commission has had during your term? Successfully putting together a team on Police Accountability + public safety, starting a much needed conversation about race in Maplewood.

Any suggestions to help the Commission function more efficiently? We need more resources and mentorship. We need to have more workshop sessions on current issues before our scheduled meetings. We need a relationship w/our city officials.

What are some bigger issues/projects the Commission will be facing in the next 6 months?

- crime prevention + intervention
- police accountability
- community engagement
- youth services / programs
- Inequities w/in the city + it's structure

Any other comments for the City Council regarding your reappointment or the commission?

(i.e. new topics or projects to explore, processes to consider, etc.) Our open meetings always bind our hands at times. We have to figure out ways to work w/our fellow commissioners + our city reps. I would like to see our City Council members more involved w/us.

****If you would prefer to relay your responses verbally to the City Council, please contact the City Manager's Office at 651-249-2051 to schedule a time****

Return this form to: City Manager's Office Fax to: 651-249-2059
 1830 County Road B. East Email to: lois.knutson@ci.maplewood.mn.us
 Maplewood, MN 55109

Please return by Friday, April 10, 2015

THIS PAGE IS INTENTIONALLY LEFT BLANK

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Gayle Bauman, Finance Director
DATE: April 22, 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:

\$ 156,390.06	Checks # 94854 thru # 94891 dated 04/14/15
\$ 376,344.88	Disbursements via debits to checking account dated 04/06/15 thru 04/10/15
\$ 220,313.93	Checks #94893 thru #94940 dated 04/15/15 thru 04/21/15
\$ 519,288.19	Disbursements via debits to checking account dated 04/13/15 thru 04/17/15
<u>\$ 1,272,337.06</u>	Total Accounts Payable

PAYROLL

\$ 547,553.93	Payroll Checks and Direct Deposits dated 04/10/15
\$ 640.00	Payroll Deduction check # 9994520 thru #9994521 dated 04/10/15
<u>\$ 548,193.93</u>	Total Payroll
<u><u>\$ 1,820,530.99</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

04/09/2015

Check	Date	Vendor	Description	Amount	
94854	04/14/2015	05324	CHRISTIE BERNARDY	RETAINER FEE - MARCH	1,000.00
94855	04/14/2015	05339	CHRIS MASTELL TRAILER RENTALS	TRAILER RENTAL - STORAGE	375.00
94856	04/14/2015	00353	CURTIS 1000, INC. - MINNESOTA	STATIONERY ORDER FOR 2015	5,136.10
94857	04/14/2015	05028	ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-APRIL	397.00
	04/14/2015	05028	ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - APRIL	369.00
94858	04/14/2015	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - MARCH 22140123035	3,415.37
94859	04/14/2015	01546	SUBURBAN SPORTSWEAR	SHIRTS FOR SPORTS MIX	257.50
94860	04/14/2015	04192	TRANS-MEDIC	EMS BILLING - MARCH	3,660.00
94861	04/14/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	11,925.29
	04/14/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	665.88
94862	04/14/2015	03738	CHARLES E. BETHEL	2014 OPINION LETTER SERVICE	200.00
94863	04/14/2015	00230	BRYAN ROCK PRODUCTS, INC.	REC ROCK FOR BALLFIELDS	641.22
94864	04/14/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	90.80
	04/14/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - PARK MAINT	50.16
94865	04/14/2015	04155	CIVICPLUS	2015 REDESIGN OF WEBSITE	15,836.67
	04/14/2015	04155	CIVICPLUS	ADDITION OF CIVICSEND MODULE	805.12
94866	04/14/2015	05514	COIT COMMERCIAL SERVICES	CLEANING OF MOLD - PARK MAINT BLDG	1,013.89
94867	04/14/2015	03645	CUMMINS NPOWER LLC	EMERGENCY GENERATOR RENTAL-1902	1,737.50
	04/14/2015	03645	CUMMINS NPOWER LLC	ANNUAL SRVS-CITY HALL GENERATOR	800.01
94868	04/14/2015	04818	BRENDA DANNER	TEACHING AT FUR TRADE JAN 28,30,31	224.00
94869	04/14/2015	00412	DONALD SALVERDA & ASSOCIATES	LEADERSHIP GROWTH - R HORWATH	600.00
94870	04/14/2015	00545	GFOA	MEMBERSHIP RENEWAL 5/1/15-4/30/16	250.00
94871	04/14/2015	05476	JESSICA HUANG	SRVS FOR ART GRANT ASSISTANCE	1,149.75
94872	04/14/2015	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#33	4,344.07
94873	04/14/2015	03218	KLINE NISSAN	DENIED CVR - INCORRECT FEES	357.75
	04/14/2015	03218	KLINE NISSAN	DENIED CVR - INCORRECT FEES	233.75
94874	04/14/2015	00857	LEAGUE OF MINNESOTA CITIES	ANNUAL CONFERENCE - M ABRAMS	325.00
94875	04/14/2015	00935	MAPLEWOOD FIRE FIGHTERS RELIEF	2015 FIRE AID	7,000.00
94876	04/14/2015	04148	MINNESOTA REVENUE	REV RCAP CLAIM CANCELLED 41-6007162	1,006.21
94877	04/14/2015	04639	MN SHERIFFS ASSOCIATION	REGISTRATION FEE - F THOMFORDE	70.00
	04/14/2015	04639	MN SHERIFFS ASSOCIATION	REGISTRATION FEE - T CORCORAN	70.00
94878	04/14/2015	05356	NORTH SUBURBAN ACCESS CORP	VIDEOGRAPHER SRVS - FEBRUARY	961.40
94879	04/14/2015	00001	ONE TIME VENDOR	REFUND SCHWANTES 80% MECH PERMIT	69.00
94880	04/14/2015	00001	ONE TIME VENDOR	REFUND I ELLIOTT FOR TRANS MEDIC	68.00
94881	04/14/2015	01225	OSWALD HOSE & ADAPTERS	PARTS & REPAIR SWEEPER FILL HOSE	208.66
94882	04/14/2015	05338	REPUBLIC SERVICES #923	WASTE & RECYCLING SRVS - APRIL	965.45
94883	04/14/2015	03446	RICK JOHNSON DEER & BEAVER INC	DEER PICK UP - MARCH	115.00
94884	04/14/2015	01387	DR. JAMES ROSSINI	ADMIN FEE FOR STRESS TEST - APRIL	100.00
94885	04/14/2015	04074	ELAINE SCHRADE	TAI CHI INSTRUCTION 3/18 - 5/20	343.20
94886	04/14/2015	05515	LEAH SPIELMAN	COMMUNICATION CONSULTANT-MARCH	140.00
94887	04/14/2015	01836	ST PAUL, CITY OF	WIRELESS/RMS SRVS - MARCH	3,698.44
	04/14/2015	01836	ST PAUL, CITY OF	OUTDOOR EXPO COUNTER CARDS	35.96
94888	04/14/2015	00063	VERIZON WIRELESS	MONTHLY PMT 02/17 - 03/16	9,329.05
94889	04/14/2015	01771	CITY OF WHITE BEAR LAKE	RAMSEY CO GIS USER GROUP FEES-2015	3,828.41
94890	04/14/2015	05013	YALE MECHANICAL LLC	HVAC MAINTENANCE - PW 1902	951.75
	04/14/2015	05013	YALE MECHANICAL LLC	HVAC MAINTENANCE - MCC	718.75
	04/14/2015	05013	YALE MECHANICAL LLC	HVAC MAINTENANCE - MCC	252.75
94891	04/14/2015	05491	ZUERCHER TECHNOLOGIES, LLC	2ND MILESTONE PMT	70,597.20
				156,390.06	

38 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/6/2015	Delta Dental	Dental Premium	3,574.56
4/6/2015	MN State Treasurer	Drivers License/Deputy Registrar	47,407.30
4/7/2015	MN State Treasurer	Drivers License/Deputy Registrar	82,389.11
4/8/2015	MN State Treasurer	Drivers License/Deputy Registrar	35,028.59
4/8/2015	Pitney Bowes	Postage	2,985.00
4/9/2015	MN State Treasurer	Drivers License/Deputy Registrar	26,436.01
4/10/2015	MN State Treasurer	Drivers License/Deputy Registrar	86,201.86
4/10/2015	MN Dept of Natural Resources	DNR electronic licenses	1,389.50
4/10/2015	US Bank VISA One Card*	Purchasing card items	42,039.63
4/10/2015	Optum Health	DCRP & Flex plan payments	833.32
4/10/2015	ICMA (Vantagepointe)	Deferred Compensation	4,057.00
4/10/2015	Voya - State Plan	Deferred Compensation	44,003.00
			376,344.88

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
03/24/2015	03/25/2015	L A POLICE GEAR INC	\$164.08	MARK ALDRIDGE
04/01/2015	04/03/2015	MINNESOTA GOVERNMENT F	\$60.00	GAYLE BAUMAN
04/02/2015	04/03/2015	DLX FOR BUSINESS	\$176.04	GAYLE BAUMAN
03/19/2015	03/23/2015	COMO PARK ANIMAL HOSPITAL	\$209.86	BRIAN BIERDEMAN
03/21/2015	03/23/2015	CASE CLUB	\$734.04	BRIAN BIERDEMAN
04/01/2015	04/03/2015	BROWNELLS INC	\$190.64	BRIAN BIERDEMAN
03/20/2015	03/23/2015	BLUE RIBBON BAIT #1	\$16.04	OAKLEY BIESANZ
03/24/2015	03/25/2015	KNOWLAN'S MARKET #2	\$43.74	OAKLEY BIESANZ
03/27/2015	03/30/2015	OLD LOG THEATRE	\$405.34	NEIL BRENEMAN
03/28/2015	03/30/2015	DUNKIN DONUTS.COM	\$15.00	NEIL BRENEMAN
03/24/2015	03/26/2015	GRUBERS POWER EQUIPMENT	\$4.78	TROY BRINK
03/30/2015	03/31/2015	MENARDS MAPLEWOOD	\$23.38	TROY BRINK
04/01/2015	04/03/2015	GRUBERS POWER EQUIPMENT	\$2.39	TROY BRINK
04/01/2015	04/03/2015	TRI-STATE BOBCAT	\$12.69	TROY BRINK
03/23/2015	03/24/2015	AMAZON MKTPLACE PMTS	\$9.98	SARAH BURLINGAME
03/23/2015	03/24/2015	AMAZON MKTPLACE PMTS	\$64.23	SARAH BURLINGAME
03/24/2015	03/24/2015	AMAZON MKTPLACE PMTS	\$181.50	SARAH BURLINGAME
03/24/2015	03/25/2015	AMAZON MKTPLACE PMTS	\$37.77	SARAH BURLINGAME
03/30/2015	04/01/2015	BOEHMS CYCLING & FITNE	\$265.96	SARAH BURLINGAME
03/26/2015	03/30/2015	NAPA STORE 3279016	\$17.57	JOHN CAPISTRANT
03/23/2015	03/25/2015	KEEPRS INC 2	\$385.30	JOHN CARNES
03/24/2015	03/26/2015	KEEPRS INC 2	\$66.89	JOHN CARNES
03/27/2015	03/30/2015	UNIFORMS UNLIMITED INC.	\$55.35	JOHN CARNES
03/25/2015	03/27/2015	THE HOME DEPOT 2801	\$21.38	SCOTT CHRISTENSON
03/26/2015	03/27/2015	AMERICAN PRESSURE INC	\$163.97	SCOTT CHRISTENSON
03/28/2015	03/30/2015	HEJNY RENTAL INC	\$62.12	SCOTT CHRISTENSON
03/30/2015	04/01/2015	R.M. COTTON COMPANY	\$704.00	SCOTT CHRISTENSON
03/31/2015	04/01/2015	STATE SUPPLY	\$1,264.29	SCOTT CHRISTENSON
04/01/2015	04/03/2015	NAPA STORE 3279016	\$4.79	SCOTT CHRISTENSON
03/20/2015	03/23/2015	MILLS FLEET FARM #2,700	(\$21.43)	CHARLES DEAVER
03/20/2015	03/23/2015	MILLS FLEET FARM #2,700	\$35.30	CHARLES DEAVER
03/21/2015	03/23/2015	FRATTALLONES WOODBURY AC	\$9.09	CHARLES DEAVER
03/25/2015	03/27/2015	PRECISION AUTO REPAIR	\$11.11	CHARLES DEAVER
03/25/2015	03/27/2015	SUPERAMERICA 4848	\$21.43	CHARLES DEAVER
03/26/2015	03/30/2015	SUPERAMERICA 4848	\$10.71	CHARLES DEAVER
04/02/2015	04/03/2015	STATE SUPPLY	\$146.82	CHARLES DEAVER
03/30/2015	04/01/2015	KEEPRS INC 2	\$385.30	JOSEPH DEMULLING
03/20/2015	03/23/2015	VIKING ELECTRIC-DIST CTR	\$988.45	TOM DOUGLASS
03/20/2015	03/23/2015	AVAC CORPORATION	\$60.89	TOM DOUGLASS
03/20/2015	03/23/2015	J H LARSON ELECTRICAL CO	\$326.53	TOM DOUGLASS
03/20/2015	03/23/2015	J H LARSON ELECTRICAL CO	\$31.71	TOM DOUGLASS
03/24/2015	03/25/2015	COMMERCIAL POOL & SPA SUP	\$684.22	TOM DOUGLASS
03/24/2015	03/25/2015	AQUA PURE ENTERPRISES	\$57.99	TOM DOUGLASS
03/24/2015	03/25/2015	WW GRAINGER	\$57.39	TOM DOUGLASS
03/24/2015	03/25/2015	WW GRAINGER	\$252.60	TOM DOUGLASS
03/26/2015	03/27/2015	VIKING ELECTRIC - ST PAUL	\$115.92	TOM DOUGLASS
03/26/2015	03/30/2015	THE HOME DEPOT 2801	\$11.16	TOM DOUGLASS
03/26/2015	03/30/2015	THE HOME DEPOT 2801	\$11.98	TOM DOUGLASS
03/27/2015	03/30/2015	WW GRAINGER	\$109.54	TOM DOUGLASS
03/31/2015	04/02/2015	THE HOME DEPOT 2801	\$16.44	TOM DOUGLASS
04/02/2015	04/03/2015	TRI DIM FILTER CORP	\$780.03	TOM DOUGLASS
04/01/2015	04/02/2015	BEST BUY MHT 00000109	\$46.06	JOHN DUCHARME
03/20/2015	03/23/2015	CMI INC	\$363.09	MICHAEL DUGAS
03/25/2015	03/26/2015	CRYE PRECISION LLC	\$167.60	MICHAEL DUGAS
03/25/2015	03/26/2015	HENRIKSEN ACE HARDWARE	\$9.99	DOUG EDGE
03/25/2015	03/26/2015	ABLE HOSE	\$33.80	DOUG EDGE
04/01/2015	04/02/2015	HENRIKSEN ACE HARDWARE	\$39.98	DOUG EDGE

03/23/2015	03/23/2015	COMCAST CABLE COMM	\$83.88	CHRISTINE EVANS
03/23/2015	03/25/2015	OFFICE DEPOT #1090	\$63.15	CHRISTINE EVANS
03/23/2015	03/25/2015	OFFICE DEPOT #1079	\$3.40	CHRISTINE EVANS
03/30/2015	03/31/2015	SHOE DEPT ENCORE 1593	\$49.99	PAUL E EVERSON
03/21/2015	03/23/2015	BLACK BOX CORPORATION	\$79.13	MYCHAL FOWLDS
03/24/2015	03/24/2015	COMCAST CABLE COMM	\$68.95	MYCHAL FOWLDS
03/25/2015	03/26/2015	SHI CORP	\$655.98	MYCHAL FOWLDS
03/26/2015	03/30/2015	NAPA STORE 3279016	\$32.13	MYCHAL FOWLDS
03/30/2015	03/31/2015	B&H PHOTO, 800-606-6969	\$219.53	MYCHAL FOWLDS
04/01/2015	04/02/2015	ELECTRO WATCHMAN INC	\$780.00	MYCHAL FOWLDS
04/02/2015	04/03/2015	PAYFLOW/PAYPAL	\$59.95	MYCHAL FOWLDS
03/20/2015	03/23/2015	IDU*INSIGHT PUBLIC SEC	\$344.17	NICK FRANZEN
03/21/2015	03/23/2015	IDU*INSIGHT PUBLIC SEC	\$39.90	NICK FRANZEN
03/21/2015	03/23/2015	IDU*INSIGHT PUBLIC SEC	\$710.41	NICK FRANZEN
03/24/2015	03/25/2015	IDU*INSIGHT PUBLIC SEC	\$8.92	NICK FRANZEN
03/24/2015	03/25/2015	IDU*INSIGHT PUBLIC SEC	\$269.58	NICK FRANZEN
03/26/2015	03/27/2015	AMAZON MKTPLACE PMTS	\$92.26	NICK FRANZEN
03/28/2015	03/30/2015	AMAZON MKTPLACE PMTS	\$9.99	NICK FRANZEN
03/31/2015	03/31/2015	AMAZON MKTPLACE PMTS	\$10.99	NICK FRANZEN
03/31/2015	04/01/2015	IDU*INSIGHT PUBLIC SEC	\$565.99	NICK FRANZEN
03/26/2015	03/30/2015	OFFICE MAX	\$299.99	CLARENCE GERVAIS
03/30/2015	03/31/2015	BSHIFTER	\$350.00	CLARENCE GERVAIS
04/02/2015	04/03/2015	TANDY LEATHER 158	\$17.10	JAN GREW HAYMAN
03/22/2015	03/23/2015	CHKMATE*INSTANTCHECKMATE	\$22.86	KAREN HAAG
03/24/2015	03/25/2015	MENARDS OAKDALE	\$21.57	MILES HAMRE
03/24/2015	03/25/2015	MENARDS MAPLEWOOD	\$177.46	MILES HAMRE
03/24/2015	03/25/2015	MENARDS MAPLEWOOD	\$7.19	MILES HAMRE
03/25/2015	03/27/2015	LAKES TRADING CO INC	\$117.84	TIMOTHY HAWKINSON JR.
03/26/2015	03/27/2015	MILLS FLEET FARM #2,700	\$17.64	GARY HINNENKAMP
03/26/2015	03/26/2015	COMCAST CABLE COMM	\$325.89	RON HORWATH
03/30/2015	03/31/2015	SPRINT AQUATICS	\$469.85	RON HORWATH
03/31/2015	04/01/2015	SPRINT AQUATICS	\$3.19	RON HORWATH
04/01/2015	04/02/2015	WEDDINGPAGES INC	\$335.84	RON HORWATH
03/23/2015	03/24/2015	BLUE RIBBON BAIT #1	\$7.99	ANN HUTCHINSON
03/26/2015	03/27/2015	KNOWLAN'S MARKET #2	\$20.90	ANN HUTCHINSON
03/27/2015	03/30/2015	ANDERSON'S MAPLE SYRUP IN	\$49.75	ANN HUTCHINSON
03/27/2015	03/30/2015	AMERICMARK DIRECT	\$308.60	ANN HUTCHINSON
03/23/2015	03/24/2015	DALCO ENTERPRISES, INC	\$344.33	DAVID JAHN
03/30/2015	04/01/2015	THE HOME DEPOT 2801	\$56.23	DAVID JAHN
03/24/2015	03/25/2015	BATTERIES PLUS #31	\$26.73	AMANDA JASKOWIAK
03/31/2015	04/02/2015	KEEPRS INC 2	\$385.30	KEVIN JOHNSON
03/20/2015	03/23/2015	CURTIS 1000 INC.	\$160.24	LOIS KNUTSON
03/23/2015	03/25/2015	HONEYBAKED HAM 2527	\$113.65	LOIS KNUTSON
03/27/2015	03/30/2015	OFFICE DEPOT #1090	\$119.39	LOIS KNUTSON
03/27/2015	03/30/2015	FIRST SHRED	\$94.60	LOIS KNUTSON
03/19/2015	03/23/2015	STARTECH.COM	\$43.71	JASON KREGER
04/02/2015	04/03/2015	CDW GOVERNMENT	\$1,174.80	JASON KREGER
03/24/2015	03/25/2015	STREICHER'S MO	\$1,210.00	DAVID KVAM
03/24/2015	03/25/2015	GAL*UNIFORM&EQUIPMENT	\$206.04	DAVID KVAM
03/25/2015	03/26/2015	UNIFORMS UNLIMITED INC.	\$20.00	DAVID KVAM
03/25/2015	03/27/2015	KEEPRS INC 2	\$69.95	DAVID KVAM
04/02/2015	04/03/2015	UNIFORMS UNLIMITED INC.	\$2,143.28	DAVID KVAM
03/30/2015	04/01/2015	KEEPRS INC 2	\$12.15	TODD LANGNER
03/30/2015	04/01/2015	RUN N FUN	\$80.50	TODD LANGNER
03/23/2015	03/25/2015	ASPEN MILLS INC.	\$16.00	STEVE LUKIN
03/30/2015	03/31/2015	ASPEN MILLS INC.	\$158.85	STEVE LUKIN
03/30/2015	03/31/2015	ASPEN MILLS INC.	\$365.60	STEVE LUKIN
03/30/2015	03/31/2015	BSHIFTER	\$350.00	STEVE LUKIN

04/02/2015	04/03/2015	COMCAST CABLE COMM	\$2.25	STEVE LUKIN
04/03/2015	04/03/2015	AIRGASS NORTH	\$19.56	STEVE LUKIN
03/26/2015	03/27/2015	ROSEMOUNT BP	\$16.50	CITY OF MAPLEWOOD
03/26/2015	03/27/2015	ROSEMOUNT BP	\$18.25	CITY OF MAPLEWOOD
03/19/2015	03/23/2015	FAIRFIELD INN LOUI 1526	\$533.96	BRIAN MICHELETTI
03/23/2015	03/25/2015	BOUND TREE MEDICAL LLC	\$8.88	MICHAEL MONDOR
03/25/2015	03/26/2015	N AMERICA RESCUE PRODUCT	\$234.90	MICHAEL MONDOR
03/31/2015	04/02/2015	BOUND TREE MEDICAL LLC	\$7.00	MICHAEL MONDOR
03/31/2015	04/02/2015	BOUND TREE MEDICAL LLC	\$1,726.53	MICHAEL MONDOR
03/31/2015	04/01/2015	WARNING LITES	\$199.75	BRYAN NAGEL
03/24/2015	03/26/2015	NORTHERN TOOL EQUIP-MN	\$54.97	JOHN NAUGHTON
03/26/2015	03/27/2015	LTG POWER EQUIPMENT	\$108.27	JOHN NAUGHTON
03/27/2015	03/30/2015	APPLEBEES ROSE19219658	\$66.78	MICHAEL NYE
04/02/2015	04/03/2015	AMAZON MKTPLACE PMTS	\$35.99	MICHAEL NYE
03/24/2015	03/26/2015	OFFICE DEPOT #1090	\$55.46	MARY KAY PALANK
03/27/2015	03/30/2015	UNIFORMS UNLIMITED INC.	\$39.15	JAMES PARKER
03/27/2015	03/30/2015	UNIFORMS UNLIMITED INC.	\$117.45	JAMES PARKER
03/30/2015	04/01/2015	KEEPRS INC 2	\$53.26	JAMES PARKER
03/30/2015	04/01/2015	KEEPRS INC 2	\$400.00	JAMES PARKER
03/20/2015	03/23/2015	CERTIFIED LABORATORIES	\$220.70	STEVEN PRIEM
03/23/2015	03/24/2015	AN FORD WHITE BEAR LAK	\$52.75	STEVEN PRIEM
03/23/2015	03/24/2015	POLAR CHEVROLET MAZDA	\$56.47	STEVEN PRIEM
03/24/2015	03/25/2015	FASTENAL COMPANY01	\$3.07	STEVEN PRIEM
03/24/2015	03/25/2015	MACQUEEN EQUIPMENT INC	\$160.34	STEVEN PRIEM
03/24/2015	03/25/2015	LITTLE FALLS MACHINE INC	\$853.08	STEVEN PRIEM
03/24/2015	03/26/2015	METRO PRODUCTS INC	\$46.96	STEVEN PRIEM
03/25/2015	03/26/2015	AUTO PLUS LITTLE CANADA	\$99.25	STEVEN PRIEM
03/25/2015	03/26/2015	SHARROW LIFTING PRODUCTS	\$752.63	STEVEN PRIEM
03/25/2015	03/27/2015	WHEELCO BRAKE &SUPPLY	\$22.08	STEVEN PRIEM
03/26/2015	03/27/2015	FACTORY MTR PTS #1	(\$197.01)	STEVEN PRIEM
03/26/2015	03/30/2015	VERMEER PACIFIC	\$1,314.59	STEVEN PRIEM
03/27/2015	03/30/2015	TURFWERKS EAGAN	\$778.81	STEVEN PRIEM
03/27/2015	03/30/2015	TURFWERKS EAGAN	\$32.89	STEVEN PRIEM
03/27/2015	03/30/2015	FACTORY MTR PTS #1	\$443.61	STEVEN PRIEM
03/27/2015	03/30/2015	EMERGENCY AUTOMOTIVE	\$34.80	STEVEN PRIEM
03/27/2015	03/30/2015	MINNESOTA TRUCKING ASSOCI	\$90.00	STEVEN PRIEM
03/27/2015	03/30/2015	BAUER BUILT TIRE 18	\$263.24	STEVEN PRIEM
03/30/2015	03/31/2015	POMP'S TIRE #021	\$259.74	STEVEN PRIEM
03/30/2015	03/31/2015	POMP'S TIRE #021	\$655.84	STEVEN PRIEM
03/30/2015	03/31/2015	POMP'S TIRE #021	\$259.74	STEVEN PRIEM
03/30/2015	03/31/2015	FACTORY MTR PTS #1	\$228.85	STEVEN PRIEM
03/30/2015	03/31/2015	BARNETT CHRYJEEPkia	\$130.28	STEVEN PRIEM
03/31/2015	04/01/2015	AN FORD WHITE BEAR LAK	\$351.00	STEVEN PRIEM
04/01/2015	04/02/2015	AUTO PLUS LITTLE CANADA	\$86.16	STEVEN PRIEM
04/01/2015	04/02/2015	AUTO PLUS LITTLE CANADA	\$46.18	STEVEN PRIEM
04/01/2015	04/02/2015	AN FORD WHITE BEAR LAK	\$117.02	STEVEN PRIEM
04/01/2015	04/03/2015	GOODIN COMPANY	\$36.14	STEVEN PRIEM
04/02/2015	04/03/2015	HENRIKSEN ACE HARDWARE	\$4.74	STEVEN PRIEM
04/02/2015	04/03/2015	AUTO PLUS LITTLE CANADA	\$85.75	STEVEN PRIEM
03/19/2015	03/23/2015	PARK SUPPLY OF AMERICA IN	\$299.32	KELLY PRINS
03/19/2015	03/23/2015	PARK SUPPLY OF AMERICA IN	\$5.00	KELLY PRINS
03/19/2015	03/23/2015	PARK SUPPLY OF AMERICA IN	\$231.90	KELLY PRINS
03/19/2015	03/23/2015	THE HOME DEPOT 2801	\$49.14	KELLY PRINS
03/22/2015	03/23/2015	HENRIKSEN ACE HARDWARE	\$1.16	KELLY PRINS
03/22/2015	03/24/2015	THE HOME DEPOT 2801	\$5.96	KELLY PRINS
03/23/2015	03/25/2015	OFFICE MAX	\$188.28	KELLY PRINS
03/27/2015	03/30/2015	THE HOME DEPOT 2801	\$49.38	KELLY PRINS
03/28/2015	03/30/2015	TACONY POWR FLITE TOR	\$83.96	KELLY PRINS

04/01/2015	04/03/2015	DISCOVER MY MOBILITY	\$669.00	KELLY PRINS
03/20/2015	03/23/2015	SELECT PT/NOVACARE	\$225.00	TERRIE RAMEAUX
03/26/2015	03/27/2015	HILLYARD INC MINNEAPOLIS	\$747.56	MICHAEL REILLY
03/30/2015	03/31/2015	DALCO ENTERPRISES, INC	\$460.69	MICHAEL REILLY
03/29/2015	03/31/2015	APPOINTMENT-PLUS/STORMSO	\$39.00	LORI RESENDIZ
03/26/2015	03/27/2015	TARGET 00011858	\$145.11	AUDRA ROBBINS
03/27/2015	03/30/2015	DOLRTREE 4713 00047134	\$54.89	AUDRA ROBBINS
03/27/2015	03/30/2015	DOLRTREE 2396 00023960	\$30.92	AUDRA ROBBINS
03/28/2015	03/30/2015	CUB FOODS, INC.	\$91.49	AUDRA ROBBINS
03/31/2015	04/01/2015	GRAND SLAM	\$243.75	AUDRA ROBBINS
03/31/2015	04/01/2015	CUB FOODS #1599	\$40.39	AUDRA ROBBINS
03/27/2015	03/30/2015	IN *EMERGENCY RESPONSE SO	\$420.47	ROBERT RUNNING
03/26/2015	03/30/2015	OFFICE DEPOT #1090	\$201.75	DEB SCHMIDT
03/24/2015	03/25/2015	BYERLY'S ST PAUL	\$16.01	PAUL SCHNELL
03/24/2015	03/26/2015	BYERLY'S ST PAUL SSS	(\$16.01)	PAUL SCHNELL
03/30/2015	03/31/2015	GOTOCITRIX.COM	\$20.36	PAUL SCHNELL
04/02/2015	04/02/2015	PARTNERS IN LAW ENFORC	\$39.95	PAUL SCHNELL
03/27/2015	03/31/2015	AR 500 ARMOR	\$543.99	ZACHARY SCHOEN
03/31/2015	04/02/2015	USA MOBILITY WIRELE	\$16.10	SCOTT SCHULTZ
03/23/2015	03/24/2015	HEJNY RENTAL INC	\$20.90	CAITLIN SHERRILL
03/26/2015	03/27/2015	TARGET 00011858	\$32.48	CAITLIN SHERRILL
03/27/2015	03/30/2015	ACE OF SALES	\$20.00	CAITLIN SHERRILL
04/01/2015	04/02/2015	WELCOME WAGON	\$138.00	CAITLIN SHERRILL
04/02/2015	04/02/2015	AMAZON MKTPLACE PMTS	\$67.98	CAITLIN SHERRILL
03/23/2015	03/24/2015	CUB FOODS #1599	\$51.43	MICHAEL SHORTREED
03/24/2015	03/25/2015	CUB FOODS #1599	\$17.98	MICHAEL SHORTREED
03/25/2015	03/26/2015	CUB FOODS #1599	\$42.67	MICHAEL SHORTREED
03/25/2015	03/26/2015	UNIFORMS UNLIMITED INC.	\$20.00	MICHAEL SHORTREED
03/26/2015	03/27/2015	PANERA BREAD #1305	\$29.97	MICHAEL SHORTREED
03/26/2015	03/27/2015	CUB FOODS #1599	\$29.98	MICHAEL SHORTREED
03/27/2015	03/30/2015	CUB FOODS #1599	\$28.51	MICHAEL SHORTREED
03/31/2015	04/02/2015	CARIBOU COFFEE CO # 154	\$112.48	MICHAEL SHORTREED
04/02/2015	04/03/2015	COMCAST CABLE COMM	\$73.82	MICHAEL SHORTREED
03/22/2015	03/23/2015	WAL-MART #3498	\$26.78	WILLIAM SYPNIEWSKI
03/27/2015	03/30/2015	GRAB A GUN	\$350.00	WILLIAM SYPNIEWSKI
03/31/2015	04/02/2015	THE HOME DEPOT 2801	\$63.63	JAMES TAYLOR
04/01/2015	04/02/2015	MICHAELS STORES 2744	\$41.65	JAMES TAYLOR
04/03/2015	04/03/2015	GOOD TIMES PARK INC	\$150.00	JAMES TAYLOR
03/30/2015	03/31/2015	JCPENNEY 2825	\$74.95	PAUL THEISEN
03/19/2015	03/23/2015	KEEPRS INC 2	\$31.20	PAUL THIENES
03/20/2015	03/23/2015	OFFICE DEPOT #1090	\$96.95	KAREN WACHAL
03/20/2015	03/23/2015	OFFICE DEPOT 1135	\$16.99	KAREN WACHAL
03/20/2015	03/23/2015	PAYPAL *MACIA	\$40.00	TAMMY WYLIE
03/20/2015	03/23/2015	EB TWIN CITIES ORGANI	\$148.69	TAMMY WYLIE
03/30/2015	03/31/2015	PAYPAL *PATC	\$99.00	TAMMY WYLIE
03/31/2015	04/01/2015	CENTURY COLLEGE BOOKSTORE	\$49.90	TAMMY WYLIE
04/01/2015	04/03/2015	OFFICE DEPOT #1090	\$48.14	TAMMY WYLIE
03/20/2015	03/23/2015	MINN FIRE SVC CERT BOARD	(\$20.00)	SUSAN ZWIEG
03/20/2015	03/23/2015	MENARDS BLAINE	\$37.76	SUSAN ZWIEG
03/23/2015	03/24/2015	PAYPAL *METROPOLITA	\$100.00	SUSAN ZWIEG
03/27/2015	03/30/2015	QUILL CORPORATION	\$124.53	SUSAN ZWIEG

\$42,039.63

Check Register
City of Maplewood

04/17/2015

Check	Date	Vendor	Description	Amount	
94893	04/15/2015	01920	THE LITTLE OVEN	FOOD- EMPLOYEE RECOGNITION LUNCH	253.25
94894	04/21/2015	05234	BOLER EXPRESS CAR WASH	CAR WASHES - FEBRUARY/MARCH	161.68
94895	04/21/2015	05114	BOLTON & MENK, INC.	PROJ 14-02 CNTY RD B TRAIL IMPRV	29,507.90
94896	04/21/2015	00283	CENTURY COLLEGE	WOOD FOR FIRE CEU TRAINING	270.00
94897	04/21/2015	04911	DECKCI DECOR	TABLE LINENS FOR MCC FEB 26	470.25
94898	04/21/2015	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES AT FREEDOM - MARCH	56.00
94899	04/21/2015	02196	JORGENSON CONST INC	PD EXPANSION PHASE 3 FINAL PMT	57,951.04
94900	04/21/2015	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - APRIL	10,944.94
	04/21/2015	05353	MANSFIELD OIL CO	CONTRACT DIESEL - APRIL	7,852.12
94901	04/21/2015	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - MARCH	30,453.91
	04/21/2015	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - MARCH	5,824.07
	04/21/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - MARCH	458.64
	04/21/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEE - MARCH	418.08
94902	04/21/2015	01337	RAMSEY COUNTY-PROP REC & REV	RANGE TIME AT LEC - FEB 20,21,22	1,080.00
94903	04/21/2015	04133	JEFF SEDLACEK	REIMB FOR UNIFORM SHOES	32.97
94904	04/21/2015	01546	SUBURBAN SPORTSWEAR	FLOOR HOCKEY SHIRTS	518.50
94905	04/21/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	1,380.38
	04/21/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	1,219.84
94906	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0371083	439.79
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0371999	439.78
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0294743	252.79
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0282620	212.56
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0328559	212.30
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0395052	115.35
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0380041	104.73
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0395065	94.05
	04/21/2015	05305	TOSHIBA FINANCIAL SERVICES	CONTRACT 500-0349366	64.15
94907	04/21/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITIES	20,622.40
94908	04/21/2015	05318	CAMPION, BARROW & ASSOCIATES	POST OFFER TESTING FOR PD	415.00
94909	04/21/2015	05507	COCA-COLA REFRESHMENTS	MDSE FOR RESALE	386.88
94910	04/21/2015	02909	COMPASS MINERALS AMERICA INC.	ROAD SALT-	6,957.37
94911	04/21/2015	05313	GRAPHIC DESIGN, INC.	BUSINESS CARDS - OFFICER MULVIHILL	88.62
94912	04/21/2015	05055	HEALTHHEAST	MEDICAL DIRECTION - OCT - DEC 2014	2,250.00
	04/21/2015	05055	HEALTHHEAST	MEDICAL DIRECTION - SEPT 2014	750.00
	04/21/2015	05055	HEALTHHEAST	MEDICAL DIRECTION - FEB	750.00
	04/21/2015	05055	HEALTHHEAST	MEDICAL DIRECTION - JAN	750.00
94913	04/21/2015	05368	HEALTHHEAST VEHICLE SERVICES	NEW SQUAD BUILD	10,249.79
	04/21/2015	05368	HEALTHHEAST VEHICLE SERVICES	INSTALL MALL RADIO	261.62
94914	04/21/2015	05395	KIDCREATE STUDIO	INSTRUCTION FOR BUNNY ART CLASS	44.00
94915	04/21/2015	05517	KIRTLAND ELECTRIC	ELECTRIC WORK E METRO TRAINING CTR	3,406.00
94916	04/21/2015	03130	CAMPBELL KNUTSON PA	PROSECUTION SRVS & MISC EXPENSES	9,699.70
94917	04/21/2015	00846	LANGUAGE LINE SERVICES	PD PHONE-BASED INTERPRETIVE SRVS	5.59
94918	04/21/2015	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE MARCH 2015	26.00
94919	04/21/2015	05364	CRYSTALIN MONTGOMERY	ACUPUNCTURE SESSIONS JAN/FEB/MAR	1,872.00
94920	04/21/2015	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - MARCH	3,206.03
	04/21/2015	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - APRIL	1,000.00
94921	04/21/2015	00001	ONE TIME VENDOR	REFUND A ARNOLD TRANS MEDIC	116.79
94922	04/21/2015	00001	ONE TIME VENDOR	REFUND B RELAY TRANS MEDIC	107.78
94923	04/21/2015	00001	ONE TIME VENDOR	REFUND M HASSEL TRANS MEDIC	99.40
94924	04/21/2015	00001	ONE TIME VENDOR	REFUND W HOEN TRANS MEDIC	97.18
94925	04/21/2015	00001	ONE TIME VENDOR	REFUND L ROBINSON TRANS MEDIC	96.13
94926	04/21/2015	00001	ONE TIME VENDOR	REFUND T HAWKINS TRANS MEDIC	95.84
94927	04/21/2015	00001	ONE TIME VENDOR	REFUND LWHITING TRANS MEDIC	93.17
94928	04/21/2015	00001	ONE TIME VENDOR	REFUND M RELLER TRANS MEDIC	86.05
94929	04/21/2015	00001	ONE TIME VENDOR	REFUND R MITCHELL TRANS MEDIC	77.65

G1, Attachments

94930	04/21/2015	00001	ONE TIME VENDOR	REFUND C SAGER BCBS BENEFIT	20.00
94931	04/21/2015	01345	RAMSEY COUNTY	RECORDING OF EASEMENTS/VACATIONS	184.00
94932	04/21/2015	01359	REGAL AUTO WASH BILLING	VEHICLE WASHES - MARCH	66.28
94933	04/21/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	73.41
	04/21/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	36.84
	04/21/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	-24.56
	04/21/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	-73.68
94934	04/21/2015	05502	SNAKE DISCOVERY	DEMO FOR OUTDOOR FAMILY EXPO	95.00
94935	04/21/2015	01836	ST PAUL, CITY OF	RADIO MAINT CHGS - OCT 2014	119.50
	04/21/2015	01836	ST PAUL, CITY OF	1 TON ASPHALT	75.09
94936	04/21/2015	02686	TASER INTL	TASER BATTERIES AND CARTRIDGES	783.96
94937	04/21/2015	01594	TERRYBERRY COMPANY LLC	PINS FOR EMPLOYEE ANNIVERSARIES	697.61
94938	04/21/2015	04104	TRANE U.S. INC.	VAV CONTROLLER - CITY HALL	2,970.00
94939	04/21/2015	05471	US FOODS	MDSE FOR RESALE	552.05
	04/21/2015	05471	US FOODS	MDSE FOR RESALE	13.37
94940	04/21/2015	04179	VISUAL IMAGE PROMOTIONS	PROGRAM DISPLAY SIGN MCC - MARCH	325.00

48 Checks in this report.

220,313.93

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/13/2015	MN State Treasurer	Drivers License/Deputy Registrar	47,366.98
4/13/2015	U.S. Treasurer	Federal Payroll Tax	106,597.90
4/13/2015	P.E.R.A.	P.E.R.A.	100,781.38
4/14/2015	MN State Treasurer	Drivers License/Deputy Registrar	20,794.69
4/14/2015	MidAmerica	HRA Flex plan	14,137.57
4/14/2015	Labor Unions	Union Dues	2,158.27
4/14/2015	MN State Treasurer	State Payroll Tax	20,990.59
4/15/2015	MN State Treasurer	Drivers License/Deputy Registrar	59,919.23
4/15/2015	VANCO	Billing fee	153.00
4/15/2015	MN Dept of Revenue	MN Care Tax	7,482.00
4/16/2015	MN State Treasurer	Drivers License/Deputy Registrar	51,398.71
4/16/2015	Delta Dental	Dental Premium	5,039.30
4/17/2015	MN State Treasurer	Drivers License/Deputy Registrar	79,881.79
4/17/2015	MN Dept of Natural Resources	DNR electronic licenses	1,156.00
4/17/2015	Optum Health	DCRP & Flex plan payments	1,430.78
			519,288.19

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>
	04/10/15	ABRAMS, MARYLEE	430.99
	04/10/15	CARDINAL, ROBERT	430.99
	04/10/15	JUENEMANN, KATHLEEN	430.99
	04/10/15	KOPPEN, MARVIN	430.99
	04/10/15	SLAWIK, NORA	489.68
	04/10/15	COLEMAN, MELINDA	5,925.56
	04/10/15	FUNK, MICHAEL	5,051.80
	04/10/15	KNUTSON, LOIS	2,898.78
	04/10/15	CHRISTENSON, SCOTT	2,568.29
	04/10/15	JAHN, DAVID	2,214.43
	04/10/15	BURLINGAME, SARAH	2,645.87
	04/10/15	RAMEAUX, THERESE	3,607.03
	04/10/15	BAUMAN, GAYLE	5,052.91
	04/10/15	OSWALD, BRENDA	2,156.73
	04/10/15	ANDERSON, CAROLE	906.32
	04/10/15	DEBILZAN, JUDY	2,504.45
	04/10/15	JACKSON, MARY	15,928.52
	04/10/15	RUEB, JOSEPH	3,908.41
	04/10/15	ARNOLD, AJLA	2,074.13
	04/10/15	BEGGS, REGAN	1,144.09
	04/10/15	HAAG, KAREN	5,333.83
	04/10/15	SCHMIDT, DEBORAH	3,570.16
	04/10/15	SPANGLER, EDNA	1,167.49
	04/10/15	CRAWFORD, LEIGH	2,093.91
	04/10/15	LARSON, MICHELLE	2,240.38
	04/10/15	MECHELKE, SHERRIE	1,344.67
	04/10/15	MOY, PAMELA	1,792.29
	04/10/15	OSTER, ANDREA	2,247.26
	04/10/15	RICHTER, CHARLENE	1,264.39
	04/10/15	VITT, SANDRA	1,166.51
	04/10/15	WEAVER, KRISTINE	2,781.56
	04/10/15	CORCORAN, THERESA	2,242.60
	04/10/15	KVAM, DAVID	4,964.57
	04/10/15	PALANK, MARY	2,247.04
	04/10/15	SCHNELL, PAUL	5,033.64
	04/10/15	SHORTREED, MICHAEL	4,814.28
	04/10/15	THOMFORDE, FAITH	1,941.39
	04/10/15	WYLIE, TAMMY	1,800.90
	04/10/15	ZAPPA, ANDREW	2,001.94
	04/10/15	ABEL, CLINT	3,092.69
	04/10/15	ALDRIDGE, MARK	3,381.45
	04/10/15	BAKKE, LONN	3,667.73
	04/10/15	BARTZ, PAUL	3,287.93

04/10/15	BELDE, STANLEY	3,148.56
04/10/15	BENJAMIN, MARKESE	3,294.42
04/10/15	BIERDEMAN, BRIAN	4,153.99
04/10/15	BUSACK, DANIEL	4,172.98
04/10/15	CARNES, JOHN	2,839.02
04/10/15	CROTTY, KERRY	4,432.05
04/10/15	DEMULLING, JOSEPH	3,674.10
04/10/15	DUGAS, MICHAEL	3,877.08
04/10/15	ERICKSON, VIRGINIA	3,315.98
04/10/15	FISHER, CASSANDRA	1,540.00
04/10/15	FORSYTHE, MARCUS	2,968.98
04/10/15	FRITZE, DEREK	3,109.27
04/10/15	GABRIEL, ANTHONY	3,598.15
04/10/15	HAWKINSON JR, TIMOTHY	2,941.86
04/10/15	HER, PHENG	3,158.82
04/10/15	HIEBERT, STEVEN	3,135.10
04/10/15	HOEMKE, MICHAEL	2,343.75
04/10/15	HOFMEISTER, TIMOTHY	496.00
04/10/15	JASKOWIAK, AMANDA	510.00
04/10/15	JOHNSON, KEVIN	3,919.24
04/10/15	KONG, TOMMY	3,078.74
04/10/15	KREKELER, NICHOLAS	1,085.31
04/10/15	KROLL, BRETT	3,149.24
04/10/15	LANGNER, SCOTT	3,003.03
04/10/15	LANGNER, TODD	3,113.82
04/10/15	LYNCH, KATHERINE	3,109.27
04/10/15	MARINO, JASON	3,290.61
04/10/15	MCCARTY, GLEN	3,231.82
04/10/15	METRY, ALESIA	3,500.40
04/10/15	MICHELETTI, BRIAN	2,280.97
04/10/15	MULVIHILL, MARIA	2,280.97
04/10/15	NYE, MICHAEL	3,673.18
04/10/15	OLDING, PARKER	2,448.37
04/10/15	OLSON, JULIE	3,064.41
04/10/15	PARKER, JAMES	2,941.86
04/10/15	REZNY, BRADLEY	3,338.83
04/10/15	SCHOEN, ZACHARY	2,479.90
04/10/15	SLATER, BENJAMIN	2,657.62
04/10/15	STEINER, JOSEPH	3,003.03
04/10/15	SYPNIEWSKI, WILLIAM	3,003.03
04/10/15	TAUZELL, BRIAN	3,321.54
04/10/15	THEISEN, PAUL	3,170.45
04/10/15	THIENES, PAUL	3,673.18
04/10/15	VANG, PAM	2,001.94
04/10/15	WENZEL, JAY	3,361.49
04/10/15	XIONG, KAO	3,064.41
04/10/15	ANDERSON, BRIAN	308.95
04/10/15	BAHL, DAVID	323.62
04/10/15	BASSETT, BRENT	44.14
04/10/15	BAUMAN, ANDREW	3,015.62
04/10/15	BEITLER, NATHAN	535.94
04/10/15	BOURQUIN, RON	1,849.12
04/10/15	CAPISTRANT, JACOB	151.32

04/10/15	COREY, ROBERT	176.55
04/10/15	CRAWFORD - JR, RAYMOND	2,555.09
04/10/15	DABRUZZI, THOMAS	2,673.28
04/10/15	DAWSON, RICHARD	3,061.13
04/10/15	EVERSON, PAUL	3,376.13
04/10/15	HAGEN, MICHAEL	655.75
04/10/15	HALE, JOSEPH	588.42
04/10/15	HALWEG, JODI	2,840.55
04/10/15	HAWTHORNE, ROCHELLE	2,809.93
04/10/15	HUTCHINSON, JAMES	581.05
04/10/15	IMM, TRACY	44.14
04/10/15	JANSEN, CHAD	412.98
04/10/15	KANE, ROBERT	882.61
04/10/15	KARRAS, JAMIE	674.64
04/10/15	KERSKA, JOSEPH	838.56
04/10/15	KONDER, RONALD	542.24
04/10/15	KUBAT, ERIC	2,918.09
04/10/15	LINDER, TIMOTHY	2,918.09
04/10/15	LOCHEN, MICHAEL	579.96
04/10/15	MILLER, LADD	691.41
04/10/15	MILLER, NICHOLAS	327.88
04/10/15	MONDOR, MICHAEL	4,218.26
04/10/15	MONSON, PETER	390.92
04/10/15	MORGAN, JEFFERY	163.93
04/10/15	NEILY, STEVEN	611.58
04/10/15	NIELSEN, KENNETH	353.04
04/10/15	NOVAK, JEROME	3,023.54
04/10/15	NOWICKI, PAUL	157.62
04/10/15	OLSON, JAMES	2,970.61
04/10/15	OPHEIM, JOHN	389.82
04/10/15	PARROW, JOSHUA	340.47
04/10/15	PETERSON, MARK	411.90
04/10/15	PETERSON, ROBERT	3,297.63
04/10/15	POWERS, KENNETH	756.62
04/10/15	RAINEY, JAMES	920.54
04/10/15	RANGEL, DERRICK	756.61
04/10/15	RANK, PAUL	731.40
04/10/15	RICE, CHRISTOPHER	907.94
04/10/15	RODDY, BRETT	129.27
04/10/15	RODRIGUEZ, ROBERTO	126.12
04/10/15	SEDLACEK, JEFFREY	2,989.19
04/10/15	STREFF, MICHAEL	2,952.02
04/10/15	SVENDSEN, RONALD	3,513.11
04/10/15	TROXEL, REID	933.17
04/10/15	GERVAIS-JR, CLARENCE	4,698.88
04/10/15	LUKIN, STEVEN	5,441.07
04/10/15	ZWIEG, SUSAN	1,186.96
04/10/15	CORTESI, LUANNE	1,600.83
04/10/15	SINDT, ANDREA	2,937.93
04/10/15	BRINK, TROY	3,379.93
04/10/15	BUCKLEY, BRENT	2,605.17
04/10/15	DEBILZAN, THOMAS	2,619.37
04/10/15	EDGE, DOUGLAS	2,576.36

04/10/15	JONES, DONALD	2,616.58
04/10/15	MEISSNER, BRENT	2,543.35
04/10/15	NAGEL, BRYAN	4,192.06
04/10/15	OSWALD, ERICK	2,371.02
04/10/15	RUIZ, RICARDO	2,132.93
04/10/15	RUNNING, ROBERT	2,847.31
04/10/15	TEVLIN, TODD	2,615.66
04/10/15	BURLINGAME, NATHAN	2,738.54
04/10/15	DUCHARME, JOHN	3,234.22
04/10/15	ENGSTROM, ANDREW	1,985.43
04/10/15	JAROSCH, JONATHAN	3,545.09
04/10/15	LINDBLOM, RANDAL	3,247.34
04/10/15	LOVE, STEVEN	4,354.76
04/10/15	THOMPSON, MICHAEL	5,606.53
04/10/15	ZIEMAN, SCOTT	184.00
04/10/15	JANASZAK, MEGHAN	2,188.15
04/10/15	KONEWKO, DUWAYNE	5,401.08
04/10/15	HAMRE, MILES	2,059.78
04/10/15	HAYS, TAMARA	2,087.71
04/10/15	HINNENKAMP, GARY	2,786.19
04/10/15	NAUGHTON, JOHN	2,545.04
04/10/15	NORDQUIST, RICHARD	2,538.50
04/10/15	ORE, JORDAN	2,086.50
04/10/15	BIESANZ, OAKLEY	2,060.42
04/10/15	DEAVER, CHARLES	739.08
04/10/15	GERNES, CAROLE	411.26
04/10/15	HAYMAN, JANET	1,340.34
04/10/15	HUTCHINSON, ANN	3,123.38
04/10/15	SOUTTER, CHRISTINE	494.38
04/10/15	WACHAL, KAREN	1,361.70
04/10/15	GAYNOR, VIRGINIA	3,824.57
04/10/15	KROLL, LISA	2,605.57
04/10/15	YOUNG, TAMELA	1,348.64
04/10/15	FINWALL, SHANN	3,820.96
04/10/15	MARTIN, MICHAEL	3,323.65
04/10/15	BRASH, JASON	3,138.45
04/10/15	CARVER, NICHOLAS	4,463.80
04/10/15	SWAN, DAVID	3,262.19
04/10/15	SWANSON, CHRIS	2,154.55
04/10/15	WEIDNER, JAMES	1,600.00
04/10/15	WELLENS, MOLLY	2,092.37
04/10/15	BJORK, BRANDON	525.25
04/10/15	BRENEMAN, NEIL	2,807.57
04/10/15	CLINE, ABBY	210.00
04/10/15	ETTER, LAURA	49.00
04/10/15	FORTIER, JESSICA	76.75
04/10/15	GORACKI, GERALD	45.13
04/10/15	KONG, KATELYNE	82.50
04/10/15	LARSON, MARIAH	21.25
04/10/15	LARSON, TRISTA	28.00
04/10/15	MOUA, CHEE	48.75
04/10/15	ROBBINS, AUDRA	3,926.22
04/10/15	ROBBINS, CAMDEN	164.01

04/10/15	RUSS, KAYLA	202.00
04/10/15	SCHALLER, SAM	34.00
04/10/15	SCHALLER, SCOTT	63.25
04/10/15	TAYLOR, JAMES	3,738.55
04/10/15	VUKICH, CANDACE	584.63
04/10/15	ADAMS, DAVID	2,392.79
04/10/15	HAAG, MARK	2,971.51
04/10/15	SCHULTZ, SCOTT	4,100.15
04/10/15	WILBER, JEFFREY	1,999.64
04/10/15	DIONNE, ANN	740.26
04/10/15	EVANS, CHRISTINE	2,274.89
04/10/15	HECKENDORN, TAYLOR	258.75
04/10/15	HOFMEISTER, MARY	1,515.50
04/10/15	KELLEY, CAITLIN	1,608.34
04/10/15	MILLER, KAREN	250.00
04/10/15	PELOQUIN, PENNYE	107.67
04/10/15	RUZICHKA, JANICE	302.50
04/10/15	SKRYPEK, JOSHUA	657.50
04/10/15	SMITH, CORTNEY	254.14
04/10/15	ST SAUVER, CRAIG	370.51
04/10/15	WISTL, MOLLY	389.40
04/10/15	ANDERSON, JOSHUA	791.80
04/10/15	BAETZOLD, CLAIRE	42.75
04/10/15	BEAR, AMANDA	236.25
04/10/15	BERGLUND, ERIK	106.60
04/10/15	BESTER, MICHAEL	104.64
04/10/15	BUCKLEY, BRITTANY	638.68
04/10/15	BUTLER, ANGELA	127.76
04/10/15	CLARK, PAMELA	59.40
04/10/15	CRANDALL, ALYSSA	23.06
04/10/15	CRANDALL, KRISTA	215.64
04/10/15	DEMPSEY, BETH	357.02
04/10/15	DRECHSEL, HEIDI	34.81
04/10/15	DUCHARME, DANIELLE	116.00
04/10/15	EKSTRAND, DANIEL	293.37
04/10/15	EKSTRAND, TAMERA	485.50
04/10/15	EPLAND, PETER	88.00
04/10/15	ERICKSON-CLARK, CAROL	18.75
04/10/15	ERICSON, RACHEL	154.42
04/10/15	FARRELL, DANIEL	130.26
04/10/15	FONTAINE, KIM	961.88
04/10/15	FREDRICKS, MARTHA	18.00
04/10/15	GRAY, SOPHIE	32.63
04/10/15	GRUENHAGEN, LINDA	134.67
04/10/15	GUSTAFSON, BRENDA	242.00
04/10/15	HAASCH, ANGELA	123.50
04/10/15	HAGSTROM, EMILY	83.75
04/10/15	HANSEN, HANNAH	103.06
04/10/15	HOLMBERG, LADONNA	199.88
04/10/15	HORWATH, RONALD	3,560.89
04/10/15	HUNTLEY, NATALIE	146.13
04/10/15	IACARELLA-FUDALI, BARBARA	46.50
04/10/15	JOHNSON, BARBARA	557.55

04/10/15	JOHNSON, MICHELLE	72.56
04/10/15	KEMP, MAYA	19.69
04/10/15	KOLLER, NINA	140.75
04/10/15	LAMEYER, BRENT	92.40
04/10/15	LAMSON, ELIANA	27.38
04/10/15	LARSON, KIRA	45.00
04/10/15	MASON, AMY	162.00
04/10/15	MCCOMAS, LEAH	301.00
04/10/15	MCCORMACK, HANNAH	8.05
04/10/15	MCKILLOP, AMANDA	126.76
04/10/15	MILLER, MELISSA	294.63
04/10/15	MONGE, NOAH	52.00
04/10/15	MUSKAT, JULIE	174.39
04/10/15	NITZ, CARA	588.30
04/10/15	OHS, CYNTHIA	186.00
04/10/15	PROESCH, ANDY	434.00
04/10/15	RANEY, COURTNEY	541.82
04/10/15	RAU, COLE	121.50
04/10/15	REHLING-ANDERSON, LORIE	258.00
04/10/15	RENSTROM, KEVIN	263.75
04/10/15	RESENDIZ, LORI	1,910.07
04/10/15	RICHTER, DANIEL	114.90
04/10/15	ROETTGER, MOLLY	120.00
04/10/15	ROLLERSON, TERRANCE	60.76
04/10/15	ROMERO, JENNIFER	47.00
04/10/15	ROSAND, WALKER	60.00
04/10/15	SCHERER, KATHLENE	126.26
04/10/15	SCHMIDT, VICTORIA	80.00
04/10/15	SCHREIER, ROSEMARIE	187.02
04/10/15	SMITH, ANN	124.80
04/10/15	SMITH, JEROME	197.75
04/10/15	SMITLEY, SHARON	228.81
04/10/15	SYME, LAUREN	213.81
04/10/15	TREPANIER, TODD	244.14
04/10/15	TRUONG, CHAU	56.00
04/10/15	TUPY, MARCUS	96.00
04/10/15	WAGNER, JODY	270.00
04/10/15	WALLNER, KRISTIN	82.00
04/10/15	WHITE, DANICA	12.83
04/10/15	YANG, JUDY	110.00
04/10/15	BILJAN, MERANDA	55.25
04/10/15	BOSLEY, CAROL	112.50
04/10/15	BUTLER-MILLER, JADE	42.50
04/10/15	CHRISTAL, JENNIFER	90.00
04/10/15	FRANZMEIER, EILEEN	284.76
04/10/15	LANGER, CHELSEA	239.00
04/10/15	LANGER, KAYLYN	137.76
04/10/15	MOSLOSKI, JESSICA	93.50
04/10/15	AUSTIN, CATHERINE	32.00
04/10/15	CRAWFORD, SHAWN	437.50
04/10/15	DOUGLASS, TOM	2,423.32
04/10/15	HEINTZ, JOSHUA	120.00
04/10/15	KRECH, ELAINE	780.64

	04/10/15	LOONEY, RAYJEANIA	192.00
	04/10/15	MAIDMENT, COLIN	758.37
	04/10/15	MALONEY, SHAUNA	197.00
	04/10/15	NESVACIL, BRENNAN	116.00
	04/10/15	PRINS, KELLY	2,359.22
	04/10/15	REILLY, MICHAEL	2,286.35
	04/10/15	STEFFEN, MICHAEL	102.00
	04/10/15	PRIEM, STEVEN	2,882.97
	04/10/15	WOEHRLE, MATTHEW	2,744.12
	04/10/15	XIONG, BOON	1,846.51
	04/10/15	BERGO, CHAD	3,192.06
	04/10/15	FOWLDS, MYCHAL	4,709.40
	04/10/15	FRANZEN, NICHOLAS	3,377.97
	04/10/15	KREGER, JASON	3,375.97
9994515	04/10/15	KRECH, TRAVIS	131.75
9994516	04/10/15	EKSTRAND, RYAN	89.69
9994517	04/10/15	FLEMING, KENNETH	35.00
9994518	04/10/15	MADSEN, JEFFREY	37.50
9994519	04/10/15	O'BRIEN, ELIZABETH	205.21
			547,553.93

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Martin, AICP, Planner

DATE: April 22, 2015

SUBJECT: Approval of a Resolution Identifying the Support for TBRA Funding and Authorizing an Application for Grant Funds – Villages at Frost-English, 1955 English Street

Introduction

City staff is requesting the city council adopt the attached resolution. This resolution is required by the Metropolitan Council as part of the city's application for a grant through the Tax Base Revitalization Account (TBRA) Program. Sherman Associate's and the city are partnering on this grant application.

Discussion

The Metropolitan Council has available TBRA grant funds for 2015 for projects seeking funding for environmental cleanup for redevelopment projects. Approximately \$300,000 worth of environmental cleanup costs have been identified for the redevelopment site at 1955 English Street. These costs are related to the process of demolition of the building and soil remediation on site. As part of the TBRA grant process, the Metropolitan Council requires that a resolution be adopted by the city council in support of the grant application.

Budget Impact

Adopting the attached resolution will have no impact on the city's budget.

Recommendation

Adopt the resolution authorizing and supporting the application for grant funding through Metropolitan Council's TBRA program.

Attachments

1. TBRA Resolution

**RESOLUTION NO. _____
CITY OF MAPLEWOOD, MINNESOTA**

AUTHORIZING APPLICATION FOR THE TAX BASE REVITALIZATION ACCOUNT

WHEREAS the City of Maplewood is a participant in the Livable Communities Act's Local Housing Incentives Account Program for 2015 as determined by the Metropolitan Council, and is therefore eligible to make application apply for funds under the Tax Base Revitalization Account; and

WHEREAS the City has identified a contamination cleanup project within the City that meet the Tax Base Revitalization Account's purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to ensure adequate project and grant administration; and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the contract grant agreements; and

WHEREAS the City finds that the required contamination cleanup will not occur through private or other public investment within the reasonably foreseeable future without Tax Base Revitalization Account grant funding; and

WHEREAS the City represents that it has undertaken reasonable and good faith efforts to procure funding for the activities for which Livable Communities Act Tax Base Revitalization Account funding is sought but was not able to find or secure from other sources funding that is necessary for cleanup completion and states that this representation is based on the following reasons and supporting facts:

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed project to occur at this particular site and at this particular time.
2. Finds that the project components for which Livable Communities Act Tax Base Revitalization Account funding is sought will not occur solely through private or other public investment within the reasonably foreseeable future.

NOW THEREFORE BE IT RESOLVED that, the City Council of Maplewood authorizes Maplewood Acquisition LLC to submit an application for Metropolitan Council Tax Base Revitalization Account grant funds and, if the City is awarded a Tax Base Revitalization Account grant for this project, the City will be the grantee and agrees to act as legal sponsor to administer and be responsible for grant funds expended for the project contained in the Tax Base Revitalization grant application submitted on May 1, 2015.

The Maplewood City Council _____ this resolution on April 27, 2015

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Martin, AICP, Planner

DATE: April 22, 2015

SUBJECT: Approval of a Resolution Identifying the Support of Sherman Associates' Ramsey County Environmental Response Fund Application for Grant Funds – Villages at Frost-English, 1955 English Street

Introduction

City staff is requesting the city council adopt the attached resolution. This resolution is required by Ramsey County as part of the Sherman Associates' application for a grant through the Environmental Response Fund (ERF) Program, which is administered by Ramsey County.

Discussion

Ramsey County has available ERF grant funds for 2015 for projects seeking funding for environmental cleanup for redevelopment projects. Approximately \$300,000 worth of environmental cleanup costs have been identified for the redevelopment site at 1955 English Street. These costs are related to the process of demolition of the building and soil remediation on site. As part of the ERF grant process, Ramsey County requires that a resolution be adopted by the city council in support of the grant application.

Budget Impact

Adopting the attached resolution will have no impact on the city's budget.

Recommendation

Adopt the resolution of support for the Sherman Associates' application for grant funding through Ramsey County's CDBG program.

Attachments

1. Resolution of Support

**RESOLUTION NO. _____
CITY OF MAPLEWOOD, MINNESOTA**

SUPPORT OF AN ENVIRONMENTAL RESPONSE FUND GRANT APPLICATION

WHEREAS the City of Maplewood has been supportive of Maplewood Acquisition LLC and its plans for the Villages at Frost-English project; therefore

BE IT FURTHER RESOLVED that the City of Maplewood approves the Villages at Frost-English project, for which an Environmental Response Fund grant application is being submitted to the Ramsey County Housing and Redevelopment Authority on May 1st, 2015, by Maplewood Acquisition LLC.

The Maplewood City Council _____ this resolution on April 27, 2015

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Michael Thompson, Director of Public Works/City Engineer
DATE: April 6, 2015
SUBJECT: Resolution Approving *No Parking* Restrictions Adjacent to 3002 Lakewood Drive N (Property Line to Lydia Avenue E)

Introduction

The City Council shall consider the approval of *No Parking* Restrictions on the east side of Lakewood Drive N adjacent to 3002 Lakewood Dr N (property line to Lydia Ave).

Background/Discussion

The homeowner at 3002 Lakewood Dr N first made a request to have parking restricted back in September of 2013 due to vehicles parked adjacent to the driveway that made it difficult to see oncoming cars. The homeowner referenced an accident caused while backing out of the driveway in February of 2014.

After monitoring the request and meeting with the homeowner on a handful of occasions in addition to consulting with the City Attorney and Police Chief it is reasonable in this case to sign No Parking from the property line to Lydia Avenue. The homeowner understands that his vehicles must be parked in the driveway and tickets will be issued if parked in the No Parking zone.

Budget Impact

None

Recommendation

It is recommended that the council approve *No Parking* Restrictions on the east side of Lakewood Drive N adjacent to 3002 Lakewood Dr N, extending from the property line to Lydia Ave, as referenced in the attached exhibit.

Attachments:

1. Resolution Approving *No Parking* Restrictions (3002 Lakewood Dr N)
2. Project Location Map

RESOLUTION
3002 LAKEWOOD DR N – “NO PARKING” RESTRICTIONS

WHEREAS, the homeowner at 3002 Lakewood Drive N requested *No Parking* Restrictions adjacent to his property extending from the property line to Lydia Avenue, and

WHEREAS, the City has reviewed said request and has worked with the homeowner since September of 2013, and

WHEREAS, in this specific case it is reasonable to consider and implement the signing of said No Parking signs; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City of Maplewood shall ban the parking of motor vehicles on the east side of Lakewood Drive N adjacent to 3002 Lakewood Dr N, extending from the property line to the intersection with Lydia Avenue.

Approved by the Maplewood City Council April 27, 2015



3002 Lakewood Dr N (NO PARKING RESOLUTION EXHIBIT)



100.0 Feet

50.00

0

100.0

NAD_1983_HARN_Adj_MN_Ramsey_Feet
© Ramsey County Enterprise GIS Division

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

Legend



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

Notes

Enter Map Description

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: DuWayne Konewko, Parks and Recreation Director

DATE: April 27, 2015

RE: Approval to Enter into Contract with Metro Sound & Lighting Inc. to Upgrade Sound System in the Banquet Room of the MCC

Introduction

MCC staff and our clients have continued to experience issues with the quality and volume level of sound provided by the banquet room public address system (PA system). At recent events including the Multi-Cultural Business Networking Event, Marnita's Table, and multiple private events, we have experienced sound issues with the PA system. The SEH Asset Management Report has identified this item as "Currently Critical" and has listed a replacement date of January 2015. Staff is requesting council approval for the City Manager to enter into a contract with Metro Sound and Lighting Inc. to replace the current system.

As staff moves ahead with increasing the utilization of the banquet facilities at the MCC, it is imperative that we have a sound system that works and services the entire room. Staff also needs the capabilities of adjusting sound levels in the various breakout rooms of the MCC. The banquet room has the ability to be "broken down" into four separate meeting spaces.

Background

Aside from a reconfiguration and addition of some components, the MCC PA system is original to the building. The SEH Asset Management Report has identified this item as "Currently Critical" and has listed a replacement date of January 2015.

Discussion

The Asset Management Report calls for replacement of the entire PA system throughout the MCC and has estimated a replacement cost at \$149,011. However, staff has established procedures for evacuation that does not require use of the building-wide PA system and thus will not require the entire \$149,011 for replacement. The area of concern is the banquet facility. Staff has requested proposals for replacement of the banquet facility PA system from Tierney Brothers Inc. and Metro Sound and Lighting Inc. Tierney Brothers provided a quote of \$20,624.93 and Metro Sound and Lighting provided a quote of \$23,090.00. Staff is recommending that we enter into a contract with Metro Sound and Lighting Inc. proposal for the following reasons:

- Tierney's proposal is for 16-6.5" speakers and Metro's proposal is for 20-8" speakers.

- Tierney's proposal is for one 5.7" controller that may be moved from room to room to control sound levels and Metro's proposal is for controllers to be placed in each room which will allow staff and clients to control sound levels as needed during events.

Budget Impact

Monies for this improvement will come from levy dollars, either through the issuance of Equipment Certificates or the use of Community Center funds.

Recommendation

Staff is recommending City Council approval for the City Manager to enter into a contract with Metro Sound and Lighting Inc. in the amount of \$23,090 for the replacement of the MCC Banquet Room Public Address System.

Attachments

None

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Mike Funk, Assistant City Manager/Human Resource Director
Terrie Rameaux, Human Resource Coordinator

DATE: April 20, 2015

SUBJECT: Approval of Resolution for 2015 Pay Rates for Temporary/Seasonal and Casual Part-Time Employees

Introduction

Annually, the City Council approves an hourly wage scale for temporary/seasonal, and casual part-time employees. The changes proposed are indicated in the resolution, with **bold font**.

Discussion

The resolution is similar to previous years, with the exception of the following two recommended changes.

The first change is with respect to the casual-part time fire department positions. The City's past practice is to be consistent in providing the same COLA adjustments to these positions as compared to the collective bargaining group employees. The City Council recently approved four (4) labor agreements that included a 2% cost of living adjustment (COLA) for 2015. As such, it is recommended to increase the fire department positions by the same amount, or 2%. This increase would be retroactive to January 1, 2015.

The second change is the addition of a "gardener" position. The City has hired seasonal gardeners the past few years but previously classified them as a "recreation worker." This new title will be a more accurate reflection of the position and associated pay range.

Budget Impact

Each department has an approved 2015 budget for temporary/seasonal, casual part-time employees; which already takes into consideration the attached wage schedule. Therefore, the budget is not adversely affected.

Recommendation

It is recommended that the Council approve a motion to adopt the attached resolution to be effective January 1, 2015.

Attachment

- 1) Resolution for 2015 Temporary/Seasonal and Casual P/T Employees

RESOLUTION

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

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal, casual part-time employees effective January 1, 2015 upon Council approval.

Accountant	\$10.00-30.00	per hour
Accounting Technician	\$9.00-22.00	per hour
Administrative Assistant	\$9.00-23.00	per hour
Background Investigator	\$25.00-35.00	per hour
Building Inspector	\$14.00-35.00	per hour
Building Attendant	\$8.00-15.00	per hour
Customer Service Assistant	\$8.00-15.00	per hour
CSO	\$14.50-19.50	per hour
Data Entry Operator	\$8.00-12.00	per hour
Election Judge	\$8.00-12.00	per hour
Election Judge - Assistant Chair	\$9.00-15.00	per hour
Election Precinct Chair	\$9.00-16.00	per hour
Engineering Aide	\$8.00-16.00	per hour
Engineering Technician	\$10.00-16.00	per hour
Fire Maintenance/Engineer **	\$15.00	per hour
Firefighter-in-Training (new hire) **	\$10.72	per hour
Firefighter/EMT **	\$12.86	per hour
Firefighter/Paramedic **	\$13.93	per hour
Firefighter/EMT Captain **	\$15.00	per hour
Firefighter/Paramedic Captain **	\$16.08	per hour
Battalion Chief **	\$17.15	per hour
Gardener	\$8.00-18.00	per hour
Intern	\$8.00-20.00	per hour
IT Technician	\$15.00-20.00	per hour
Laborer	\$8.00-14.00	per hour
Lifeguard	\$8.00-14.00	per hour
Manager-on-Duty Differential	\$1.00	per hour
Office Specialist	\$8.50-18.00	per hour
Receptionist	\$8.00-16.00	per hour
Recreation Instructor/Leader	\$8.00-32.00	per hour
Recreation Official	\$8.00-30.00	per hour
Recreation Worker	\$8.00-18.00	per hour
Theater Technician	\$20.00-30.00	per hour
Vehicle Technician	\$9.00-15.00	per hour
Video Coordinator*	\$11.00-19.00	per hour
Video Technician*	\$10.00-18.00	per hour
Water Safety Instructor (WSP) Differential	\$2.00	per hour
Head Lifeguard (hgl) Differential	\$1.00	per hour
Water Safety Aide (WSA) Differential	\$.50	per hour

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

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

BE IT FURTHER RESOLVED, this resolution will supersede previous resolutions setting pay rates for these pay classifications; and,

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

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Director, Citizen Services

DATE: April 21, 2015

RE: Approval of Change to the Rules of Procedure for City Council Meetings

Introduction

The *City Council Rules of Procedure for City Council and Council Meetings* is a document that is created by the City Council and reviewed annually that governs numerous council processes and procedures and other aspects of city council meetings.

Background

Staff is proposing two changes to the document.

The first proposed change is to Section 8- General Rules of Order that adopts Roberts Rules of Order as the accepted authority on parliamentary procedures and names the City Attorney as the parliamentarian.

The parliamentarian is versed in parliamentary procedures and provides explanations that may arise that are covered by Roberts Rules of Order. The parliamentarian also supports the Mayor in maintaining order and adhering to rules established by the city council in how the meeting is to be conducted and to adhere to State Statutes that govern the Open Meeting Law.

As the Responsible Authority of the city, the City Clerk has the responsibility to educate the council and staff on aspects of the Open Meeting Law including issues that may arise during city council meetings.

To bring uniformity, it is suggested that the City Clerk position be appointed as the parliamentarian with the ability to use "Point of Order" during the meetings. Point of Order is an important and useful motion that, when used judiciously, can be extremely effective in certain situations. Most often this action, when used by the Clerk, is used to bring order and civility during a meeting.

Following is the proposed change to Section 8 – General Rules of Order:

Section 8 GENERAL RULES OF ORDER

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

The parliamentarian of the meetings is the City ~~Attorney~~ Clerk. The City ~~Attorney~~ Clerk shall be available to assist the Mayor and the council with matters of order and may defer to the City Attorney for legal interpretations of some matters.

The second proposed change is an addition to *Section 14 – Council Administrative Policies D. Other Matters*. The addition to this section is the *Elected Official Out-of State Travel Policy*.

State Statute 471.661 states:

The governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, must have on record a policy that controls travel outside the State of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

Following is the recommended policy:

ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

Purpose:

The City of Maplewood recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:

- Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;
- Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.
- Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.

- Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a “sister-city” relationship. Note: The State Auditor’s Office has taken the position in at least one city that there was no direct authority to expend public funds for the Sister City Program.
- Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.
- Whether the city has sufficient funding available in the budget to pay the cost of the trip.

2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.

4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city’s policy for out-of-state travel by city employees.

5. The City Council, by majority vote has the ability for the city to make exceptions to the policy.

Recommendation

Make the above changes to the Rules of Procedure for City Council Meetings appointing the City Clerk as parliamentarian of city council meetings and adding the Elected Official Out-of State Travel Policy to Section 14 – Council Administrative Policies D. Other Matters.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, City Engineer/ Public Works Director
H. Alan Kantrud, City Attorney,
Steven Love, Assistant City Engineer

DATE: April 21, 2015

SUBJECT: Approval of Resolution Requesting Ramsey County Board Approval of a Trail Easement, Gladstone Improvements Phase 2, City Project 14-01

Introduction

As part of the Gladstone Improvements Phase 2, City Project 14-01, the City needs to obtain a permanent easement over and across 1160 Frost Avenue, a vacant, tax-forfeit, property currently owned by Ramsey County in order to construct the recreational trail along Frost Avenue, as designed.

Background

Drawing cues from the Gladstone Neighborhood Master Plan, the second phase of Gladstone is proposed to include improvements along Frost Avenue from Phalen Place (the terminus of Phase I) and extend easterly to the roundabout at English Street. The improvements will include the burial of power lines, streetscaping (similar to what was installed on Frost Avenue during Phase 1), pavement replacement and reconditioning, sidewalks, trails, new stormwater initiatives, Gladstone Savanna and Flicek Park enhancements, and utility improvements. A mill and overlay of English Street from the Gateway Trail to Ripley Avenue is also included in this project.

The City Council will consider awarding a construction contract at tonight's council meeting.

Discussion

The sidewalk and trail improvements that will be constructed as part of the Gladstone Improvements Phase 2 project run the length of the corridor along Frost Avenue between East Shore Drive and English Street and along English Street between Frisbie Avenue and the Gateway Trail. The City has secured or owns all parcels affected by this project except along one parcel. The parcel for which the City is seeking easement-rights over was tax-forfeited years ago and is currently owned by Ramsey County. This parcel is located at 1160 Frost Avenue. The attached Exhibit illustrates the Lot and the area over which the City's trail would be placed.

In conversations with the County and in researching options under the law, it was discovered that a County may dedicate land that is to be used for/as a trail to another entity constructing such a trail. That is the situation here.

In order to comply with the law, however, the County Board does need to have a Resolution of the City requesting this easement so that the Board has a basis for granting the easement. To that end staff

has drafted the attached Resolution Requesting a Trail Easement to form the basis of the County Board's consideration.

Budget Impact

The current approved budget for the project is \$3,425,000. It is anticipated that there will be no fees associated with Ramsey County granting the trail easement to the city. There are no changes to the total project budget recommended at this time.

Recommendation

It is recommended that the City Council approve the attached Resolution Requesting Ramsey County Board Approval of a Trail Easement, Gladstone Improvements Phase 2, City Project 14-01.

Attachments

1. Resolution Requesting Ramsey County Board Approval of a Trail Easement
2. Location Map

RESOLUTION
Ramsey County Board Approval of a Trail Easement
Gladstone Improvements Phase 2
City Project 14-01

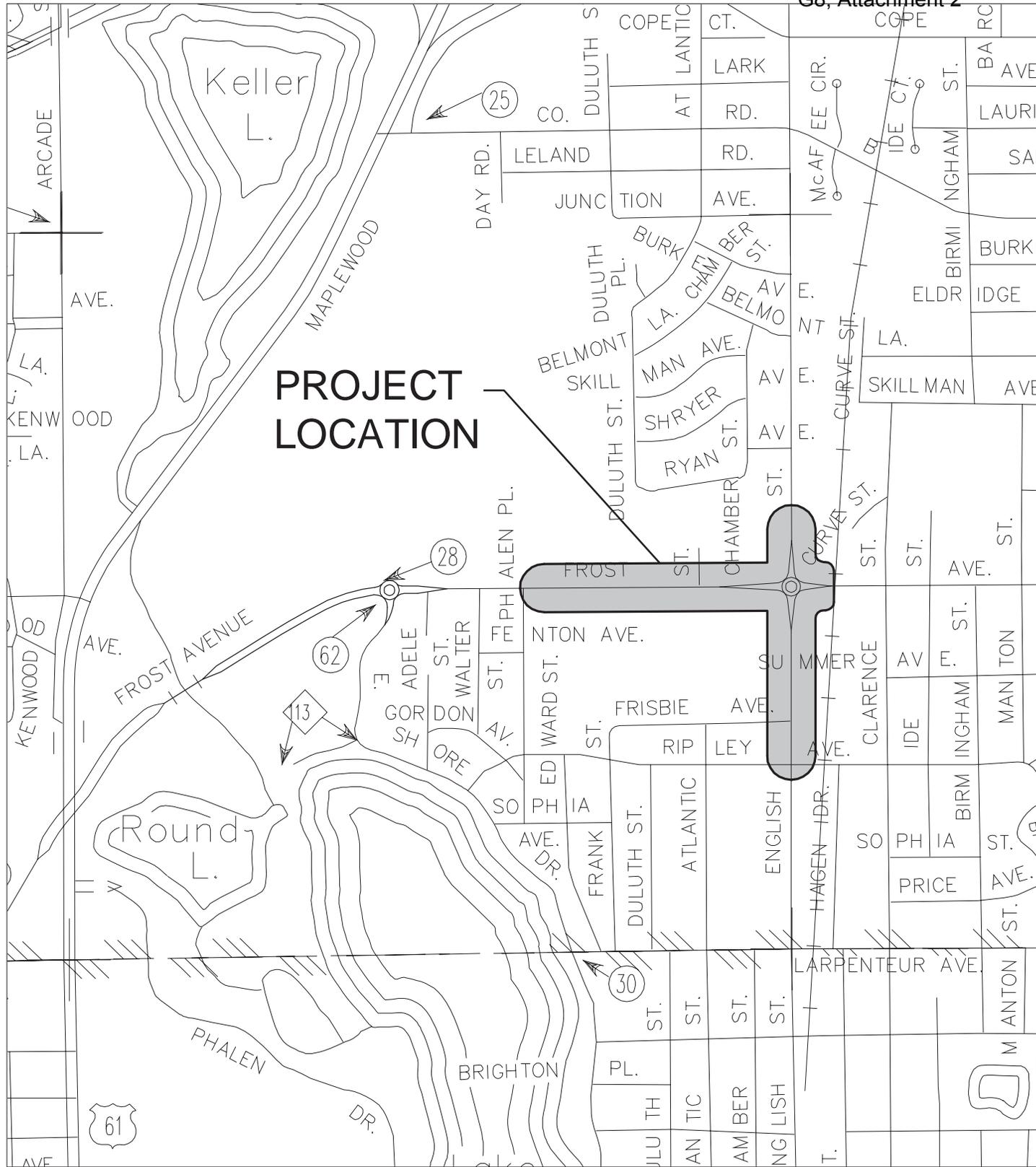
WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered Improvement Project 14-01, the Gladstone Improvements Phase 2, and let a construction contract pursuant to Minnesota Statutes, and

WHEREAS, the approved construction plans require a 15.00 foot wide permanent recreational trail easement over the property located at 1160 Frost Avenue, Parcel ID No. 162922420112, and

WHEREAS, the property located at 1160 Frost Avenue was tax-forfeited years ago and is currently owned by Ramsey County.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that the City of Maplewood requests the Ramsey County Board to grant and dedicate a permanent recreational trail easement over the northerly 15.00 feet of the property located at 1160 Frost Avenue.

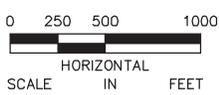
Adopted by the council on this 27th day of April 2015.



K:\TWC_Civil\Civil\Maplewood\160500045-Gladstone Phase 2\CADD\PLAN SHEETS\EXHIBITS\GLADSTONE_EXH-LOCATION MAP.dwg April 17, 2014 - 6:41am



City of Maplewood, Minnesota
Department of Public Works
Engineering Division



2550 UNIVERSITY AVE. WEST, SUITE 345N
ST. PAUL, MINNESOTA 55114
TEL. NO. (651) 645-4197
FAX. NO. (651) 645-5116

PROJECT LOCATION MAP
GLADSTONE PHASE 2 IMPROVEMENTS
CITY PROJECT 14-01
EXHIBIT 1

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Karen Haag, Citizen Services Director
DATE: April 16, 2015
SUBJECT: Approval of First Reading of Ordinance Amending Chapter 14, Article XVIII
Relating to the Sale of Tobacco-Related Products

Introduction

During the 2014 Minnesota Legislative sessions, the Minnesota Clean Indoor Air Act (MCIAA) was amended to include the use of electronic cigarettes within the definition of smoking, and to restrict the use of electronic cigarettes in certain types of facilities. Local government has retained the authority to adopt and enforce more stringent measures related to the use of electronic cigarettes.

Background

In the city's continuation of working with the North Suburban Tobacco Compliance Project, staff has reviewed the current ordinance relating to the sale of tobacco and tobacco-related products. In light of the amendments to the MCIAA, it has been determined that additional regulations should be incorporated into the existing ordinance to reduce the cost, harm and burden that tobacco and tobacco products play in our community.

Specifics of the proposed code amendments (Attachment 1) for Council approval include:

1. Prohibiting the sale of tobacco products by anyone under the age of 18
2. Restricting cigar package size to five (5) cigars and setting a minimum price for a single cigar to \$2.60
3. Prohibiting the sampling of electronic cigarettes in retail tobacco establishments
4. Imposing the same licensing and sales regulations on e-cigarettes as with any other tobacco products
5. Including the term "kiosk" in the current definition of "moveable places of business"

MN §461.19 dictates that in order for the governing body to consider adoption or substantial amendments to the ordinance current licensees must be given at least 30 days notice prior to the meeting when the proposed changes will be made. A letter including the proposed ordinance was sent via US Mail on March 27, 2015, notifying license holders that the first reading of the proposed ordinance would be on the council agenda April 27, 2015.

The proposed copy of the ordinance that was sent to license holders included the definition of "place of employment" that incorporated provisions prohibiting electronic cigarette smoking in places where smoking is currently prohibited by State law. This section has been removed from the proposed ordinance.

Attached you will find a list of the communities that have regulations that cover the use of e-cigs in tobacco shops. Some are governed by their tobacco licensing ordinance and some are through Clean Indoor Air ordinances.

Recommendation

Approve first reading of ordinance amending Chapter 14, Article XVIII relating to the sale of tobacco-related products.

Attached

Attachment 1: Ordinance Amending Chapter 14, Article XVIII Relating to the Sale of Tobacco-Related Products

Attachment 2: List of Communities That Have Regulations Covering the Use of E-cigs in Tobacco Shops

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER 14, ARTICLE XVIII OF THE CITY CODE OF ORDINANCES RELATING TO THE SALE OF TOBACCO RELATED PRODUCTS

The Maplewood City Council approves the following revision to the Maplewood Code of Ordinances:

ARTICLE XVIII. - TOBACCO-RELATED PRODUCTS

- Sec. 14-1371. - Recitals.**
- Sec. 14-1372. - Purpose.**
- Sec. 14-1373. - Definitions.**
- Sec. 14-1374. - License required.**
- Sec. 14-1375. - Basis for denial of license.**
- Sec. 14-1376. - Prohibited sales.**
- Sec. 14-1377. - Smoking prohibited.**
- Sec. 14-1378. - Compliance checks and inspections.**
- Sec. 14-1379. - Violations and penalty.**
- Secs. 14-1380—14-1400. - Reserved.**

ARTICLE XVIII. - TOBACCO-RELATED PRODUCTS

FOOTNOTE(S):

--- (10) ---

Editor's note— Ord. No. 920, §§ 1—9, adopted Mar. 26, 2012, amended Art. XVIII in its entirety to read as set out herein. Former Art. XVIII, §§ 14-1371, 14-1372, pertained to similar subject matter and derived from Ord. No. 823, § 10-22, adopted Feb. 25, 2002.

State Law reference— Authority of city to license and regulate the sale of tobacco, Minn. Stats. § 461.12.

Sec. 14-1371. - Recitals.

The Minnesota Legislature has enacted the Minnesota Clean Indoor Air Act (Minn. Stats., §§ 144.411 to 144.417), the purpose of which is to protect employees and the general public from the hazards of secondhand smoke by eliminating smoking in public places, places of employment, public transportation and at public meetings, and nothing in the Minnesota Clean Air Act prohibits the city from enacting and enforcing more stringent measures to protect individuals from secondhand smoke. Pursuant to this authority and for the purpose of protecting individuals from the hazards of secondhand smoke, the city has determined that it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a customer or potential customer for the purpose of sampling tobacco products or electronic delivery devices.

(Ord. No. 920, § 1, 3-26-2012)

Sec. 14-1372. - Purpose.

The city recognizes the public health hazards of exposure of individuals to secondhand smoke. This article is intended to regulate the sale, possession, and use of tobacco, ~~tobacco products, and~~ tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, to protect minors against the serious effects associated with the illegal use of tobacco, ~~tobacco products, and~~ tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products to protect individuals from the hazards of secondhand smoke and tobacco use, and to further the official public policy of the State of Minnesota as stated in Minn. Stats. §§ 144.391 and 144.412, as they may be amended from time to time.

(Ord. No. 920, § 2, 3-26-2012)

Sec. 14-1373. - Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Child-resistant packaging means packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015 and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.

Cigar means any roll of tobacco that is wrapped in tobacco leaf or in any substance containing tobacco, with or without a tip or mouthpiece, that is not a cigarette as defined in Minn. Stat. §297F.01, subd.3, as amended from time to time.

Compliance checks means the system the city uses to investigate and ensure that those authorized to sell tobacco, ~~tobacco products,~~ tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery ~~devices-products~~ are following and complying with the requirements of this article. Compliance checks shall involve the use of minors as authorized by this article.

Compliance checks shall also mean the use of minors who attempt to purchase tobacco, ~~tobacco products,~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery ~~devices-products~~ for educational, research and training purposes as authorized by state and federal laws. Compliance checks may also be conducted by other units of government for the purpose of enforcing appropriate federal, state or local laws and regulations relating to tobacco, ~~tobacco products,~~ tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery ~~devices-products~~.

Electronic delivery devices means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to stimulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic Delivery Device includes any component part of such a product whether or not sold separately. Electronic Delivery Device does not include any product that has been approved or otherwise certified by the United States Food and Drug Administration for legal sales for use in tobacco cessation treatment for other medical purposes, and is being marketed and sold solely for that approved purpose.

Individually packaged means the practice of selling any tobacco or tobacco product wrapped individually for sale. Individually-wrapped tobacco and tobacco products shall include, but [shall] not be limited to, single cigarette packs, single cigars, single bags or cans of loose tobacco in any form, and single cans or other packaging of snuff or chewing tobacco. Cartons or other packaging containing more than a single pack or other container as described in this definition shall not be considered individually packaged.

Indoor area means all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent. A 0.001 gauge window screen with an 18 by 16 mesh count is not considered a wall.

Loosies means the common term used to refer to a single or individually-packaged cigar or cigarette, or any other tobacco product that has been removed from its packaging and sold individually. The term "loosies" does not include individual cigars with a retail price, before any sales taxes, of more than \$~~2.00~~60 per cigar.

Minor means any natural person who has not yet reached the age of eighteen (18) years.

Moveable place of business means any form of business operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and not a fixed-address storefront or other permanent type of structure authorized for sales transactions.

Nicotine or lobelia delivery ~~devices-products~~ means any product containing or delivering nicotine or lobelia intended for human consumption, or any part of such a product, that is not tobacco or an electronic delivery device as defined in this section, not including any product that has been approved or otherwise certified for legal sale by the United States Food and Drug Administration for tobacco use cessation, harm reduction, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

Retail establishment means any place of business where tobacco, ~~tobacco products,~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery ~~devices~~ products are available for sale to the general public. The phrase shall include, but not be limited to, grocery stores, convenience stores, restaurants, and drug stores.

Sale means any transfer of goods for money, trade, barter or other consideration.

Self-service merchandising means open displays of tobacco, ~~tobacco products,~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery ~~devices-products~~ in any manner where any person shall have access to the tobacco, ~~tobacco products,~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery ~~devices products~~, without the assistance or intervention of the licensee or the licensee's employee. The assistance or intervention shall entail the actual physical exchange of the tobacco, ~~tobacco product,~~ tobacco-related device, electronic delivery device, or nicotine or lobelia delivery ~~device product~~ product between the customer and the licensee or employee. Self-service sales are interpreted as being any sale where there is not an actual physical exchange of the product between the clerk and the customer.

Smoking means inhaling or exhaling smoke from any lighted or heated cigar, cigarette, pipe, or any other ~~lighted or heated~~ tobacco or plant product, or inhaling or exhaling vapor from any electronic delivery device. Smoking also includes carrying a lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or plant product intended for inhalation.

~~Tobacco or tobacco products~~ means ~~and includes cigarettes and~~ any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

~~Tobacco-related devices~~ means ~~and includes any tobacco product as well as a pipes,~~ rolling papers, ashtrays, or other device intentionally designed or intended to be used in a manner which enables the chewing, sniffing or smoking of tobacco or tobacco products.

~~Vending machine~~ means any mechanical, electric or electronic, or other type of device which dispenses tobacco, ~~tobacco products or~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products upon the insertion of money, tokens or other form of payment directly into the machine by the person seeking to purchase the tobacco, ~~tobacco product or~~ tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product.

(Ord. No. 920, § 3, 3-26-2012)

Sec. 14-1374. - License required.

(a)

Generally. No person may directly or indirectly or by means of any device keep for retail sale, sell at retail, offer to sell or otherwise dispose of any tobacco, ~~tobacco products, or~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery ~~device~~ products at any place in the city unless a license has first been issued by the city as provided in this section.

(b)

Specifically.

(1)

Application. An application for a license ~~to sell tobacco, tobacco products, and tobacco-related devices~~ shall be made on a form provided by the city. The application shall contain the full name of the applicant, the applicant's residential and business addresses, and telephone numbers, the name of the business for which the license is sought, and any additional information the city deems necessary.

(2)

Action. Upon receipt of a completed application, the city clerk shall forward the application to the police department for investigation. The police department shall conduct an investigation of the applicant and application regarding the fitness of the applicant to hold a license pursuant to the standards set forth in this article, and report the results of its investigation to the city clerk within 30 days of receipt of the application. After the city finishes its investigation and reviews the finding, the application will be approved or denied by the city manager or his designee. If the application is approved, it will be issued by the city clerk. If the city manager or his

designee denies the application, notice of the denial shall be given to the applicant along with notification of the applicant's right to appeal the decision.

(3)

Fees. No license shall be issued under this article until the appropriate license or investigation fee is paid in full. The fee(s) shall be established by the city council by resolution from time to time.

(4)

Duration. Licenses issued under this division shall have a duration period of one year. The expiration date of such license is as may be imposed, set, established and fixed by the city clerk, from time to time.

(45)

Sanctions for violation. Shall be set by the city council at penalty phase not to be less than state mandated guidelines.

(56)

Transfers. All licenses issued under this article shall be valid only on the premises for which the license was issued and only for the person to whom the license was issued.

(67)

Moveable place of business. No license shall be issued to a moveable place of business. Only fixed-location businesses shall be eligible to be licensed under this article.

(78)

Display. All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

(89)

Renewals. The renewal of a license issued under this article shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days prior, but no more than 60 days before the expiration of the current license. The license holder is not entitled to an automatic renewal of the license.

(10)

Sale by minors. It shall be unlawful for any business licensed under this article to allow any person under the age of 18 years to sell, offer for sale, or attempt to sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products.

(Ord. No. 920, § 4, 3-26-2012)

Sec. 14-1375. - Basis for denial of license.

The following shall be grounds for denying the issuance of or renewal of a license under this article; if a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this section:

(1)

The applicant is under the age of 18 ~~years of age~~;

(2)

The applicant has been convicted within the past five years of any violation of a federal, state, or local law, ordinance provision, or other regulation relating to tobacco ~~products, or~~

tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products.

(3)

The applicant has had a license to sell tobacco, ~~tobacco products, or~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products revoked or suspended within the preceding 12 months of the date of application.

(4)

The applicant fails to provide any information required on the application, or provides false or misleading information.

(5)

The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation, from holding such a license.

(6)

Nonpayment by the property owner and/or applicant of any fees or charges owed to the city and/or county, including, but not limited to, utilities and property taxes.

~~(7)~~

~~If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this article.~~

(Ord. No. 920, § 5, 3-26-2012)

Sec. 14-1376. - Prohibited sales.

(a)

Generally. It shall be a violation of this article for any person to sell or offer to sell any tobacco, ~~tobacco product, or~~ tobacco-related device, electronic delivery device, or nicotine or lobelia delivery product:

(1)

To a minor;

(2)

By a vending machine;

(3)

By self-service;

(4)

As loosies;

(5)

~~If the tobacco or tobacco products c~~ontain~~ing~~ opium, morphine, jimsonweed, belladonna, strychnos, cocaine, marijuana, or other delirious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process; and/or

(6)

To any other person, in any other manner or form prohibited by federal or state law or regulation, or by local ordinance.

(b)

Specifically.

(1)

Cigars. It shall be a violation of this ordinance to sell, offer for sale, or otherwise distribute any cigar that is not within an original package containing fewer than five cigars, unless that package has a sales price of no less than \$2.60 per cigar contained within. Cigars to which price promotions or discounts apply shall not be excluded from this restriction.

(a) This section shall not apply to premium cigars as defined in Minnesota Statutes 297F.01, subdivision 13a.

(b) The minimum pricing established in this section shall be adjusted periodically for inflation at least every three years.

(c) The minimum retail sales price of an original package of five or more cigars shall be at least \$10.40, after any price promotions or discounts are taken into account and before the imposition of sales tax.

(2)

Liquid Packaging. It shall be a violation of this ordinance to sell any liquid, whether or not such liquid contains nicotine, intended for human consumption and use in an electronic delivery device, in packaging that is not child-resistant. Upon request, a licensee shall provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

(Ord. No. 920, § 6, 3-26-2012)

Sec. 14-1377. - Smoking prohibited.

Smoking shall not be permitted and no person shall smoke within the indoor area of any establishment with a tobacco license. Smoking for the purpose of sampling ~~It shall be unlawful for any of the following to occur in a licensed premise: the lighting, inhaling, exhaling or combination thereof of~~ tobacco, ~~tobacco products, or~~ tobacco-related devices, or electronic delivery devices is also prohibited by any person.

(Ord. No. 920, § 7, 3-26-2012)

Sec. 14-1378. - Compliance checks and inspections.

All licensed premises shall be open to inspection by the city police or other authorized city official during regular business hours. From time to time, but at least once per year, the city shall conduct compliance checks by engaging with the written consent of their parents or guardians, minors over the age of 15 years but less than 18 years to enter the licensed premise to attempt to purchase tobacco, ~~tobacco products or~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products. Minors used for the purpose of compliance checks shall be supervised by city designated law enforcement officers or other designated city personnel. Minors used for compliance checks shall not be guilty of unlawful possession of tobacco, ~~tobacco products or~~ tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products when those items are obtained as a part of the compliance check. No minor used in compliance checks shall attempt to use a false identification misrepresenting the minor's age, and all minors lawfully engaged in a compliance check shall answer all questions about the minor's age asked by the licensee or his or her employee and shall produce any identification, if any exists, for which he or she is asked.

(Ord. No. 920, § 8, 3-26-2012)

Sec. 14-1379. - Violations and penalty.

(a)

Misdemeanor prosecution. Nothing in this section shall prohibit the city from seeking prosecution as a misdemeanor for any alleged violation of this article.

(b)

Administrative penalties.

(1)

Licensees. Any licensee found to have violated this article, or whose employee shall have violated this article, shall be charged an administrative fine of \$250.00 for a first violation of this article; \$500.00 for a second offense at the same licensed premises within a 24-month period; and \$750.00 for a third or subsequent offense at the same location within a 24-month period. In addition, after the third offense the license shall be suspended for not less than seven consecutive days.

(2)

Other individuals. Other individuals, other than minors regulated by this article, found to be in violation of this article shall be charged an administrative fine of \$50.00.

(3)

Minors. Minors found in unlawful possession of or who unlawfully purchase or attempt to purchase, tobacco, ~~tobacco products~~, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery ~~devices~~products, shall be subject to an administrative fine, or may be subject to tobacco-related education classes, diversion programs, community services, or another penalty that the city believes will be appropriate and effective. The administrative fine or other penalty shall be established by city council ordinance upon the city council's consultation with interested parties of the courts, educators, parents and children to determine an appropriate penalty for minors in the city. This administrative fine or other penalty may also be established from time to time by the ordinance establishing fees and charges, as it may be amended from time to time.

(4)

Statutory penalties. If the administrative penalties authorized to be imposed by Minn. Stats. § 461.12, as it may be amended from time to time, differ from those established in this section, then the higher statutory penalties shall prevail.

(Ord. No. 920, § 9, 3-26-2012)

Secs. 14-1380—14-1400. - Reserved.

The Maplewood City Council approved this ordinance on _____, 2015.

Nora Slawik, Mayor

ATTEST:

Karen Haag
City Clerk/Citizen Services/Communications

Director

List of Communities That Have Regulations Covering the Use of E-cigs in Tobacco Shops

Retail Licensing Regulations (Point-of-Sale Ordinance Restrictions)

Minnesota Cities

Retail Licensing Regulations (Point-of-Sale Ordinance Restrictions)

- o **City of Brooklyn Center**
Smoking prohibited in licensed establishments
- o **City of Edina**
Smoking and vaping lounges prohibited
- o **City of Ely**
Smoking/sampling prohibited in licensed establishments
- o **City of Hermantown**
Smoking/sampling prohibited in licensed establishments
- o **City of Little Canada**
Smoking/sampling e-cigarette specifically prohibited
- o **City of Mankato**
Smoking/sampling prohibited in licensed establishments
- o **City of Mounds View**
Smoking/sampling electronic cigarettes prohibited in licensed establishments
- o **City of North Mankato**
Smoking/sampling prohibited in licensed establishments
- o **City of North St. Paul**
Smoking/sampling prohibited in licensed establishments
- o **City of Northfield**
Smoking/sampling prohibited in licensed establishments
- o **City of Roseville**
Sampling prohibited in licensed establishments
- o **City of Savage**
Sampling Tobacco-Related Products (defined to include e-cigarettes) Prohibited in Retail Stores
- o **City of Sleepy Eye**
Smoking (defined to include use of e-cigs)/Sampling Prohibited in Retail Stores
- o **City of Shoreview**
Sampling prohibited in licensed establishments
- o **City of South St. Paul**
Sampling prohibited in licensed establishments
- o **City of West. St. Paul**
Sampling prohibited in licensed establishments
- o **City of Woodbury**
Use of E-cigarettes prohibited in licensed retail stores
Exception for Lounges licensed before June 24, 2014

Minnesota Counties

Retail Licensing Regulations (Applicable only in areas where counties license)

- o **Dodge County**
Smoking (defined to include use of e-cigs)/Sampling Prohibited in Retail Stores
- o **Houston County**
Smoking (defined to include use of e-cigs)/Sampling Prohibited in Retail Stores
- o **Isanti County**
Smoking (defined to include use of e-cigs) Prohibited in Retail Stores

- o **Marshall County**
Smoking (defined to include use of e-cigs)/Sampling Prohibited in Retail Stores
- o **Nobles County**
Smoking (defined to include use of e-cigs)/Sampling Prohibited in Retail Stores
- o **Renville County**
Smoking (defined to include use of e-cigs)/Sampling Prohibited in Retail Stores
- o **Traverse County**
Smoking (tobacco defined to include e-cigs)/Sampling Prohibited in Retail Stores

Smoke-free Workplace/Clean Air Regulations (County- or City-Wide Regulations)

Minnesota Cities

- o **City of Austin**
Use of electronic delivery devices generally prohibited in public places and places of employment in the City
No Exception for Retail Store Sampling
- o **City of Bloomington**
Use of electronic delivery devices generally prohibited in public places and places of employment in the City
Retail Store Sampling specifically prohibited
- o **City of Duluth**
Use of electronic delivery devices generally prohibited where smoking is prohibited by the Minnesota Clean Indoor Air Act
Retail Store Sampling specifically prohibited
- o **City of Edina**
The use of electronic delivery devices prohibited in all public places (defined to include retail stores)
- o **City of Mankato**
The use of electronic delivery devices prohibited in public places and places of work
No Exception for Retail Store Sampling
- o **City of St. Anthony**
The use of electronic delivery devices prohibited in public places and places of work
No Exception for Retail Store Sampling

Minnesota Counties

- o **Beltrami County**
Use of electronic delivery devices generally prohibited in public places and places of employment in the County
Retail Store Sampling:
 Nicotine Sampling Prohibited
 Non-Nicotine Sampling Permitted
- o **Marshall County**
Use of electronic delivery devices generally prohibited in public places and places of employment in the County
No Exception for Retail Store Sampling
- o **McLeod County**
Use of electronic delivery devices generally prohibited in public places and places of employment in the County
No Exception for Retail Store Sampling
- o **Olmsted County**
Use of electronic delivery devices generally prohibited in public places and places of employment in the County
No Exception for Retail Store Sampling

City of Maplewood Public Hearing Sign-Up Sheet

By putting your name and address on this sheet, you are requesting to address the Maplewood City Council on the following topic for up to five minutes.

Public Hearing: H1 - First Reading of Ordinance Amending Chapter 14, Article XVIII Relating to the Sale of Tobacco-Related Products

Date: April 27, 2015 Time: 7:00 PM

	Maplewood Resident	Maplewood Business	Other	Support	Opposed
1.	Eustacia Ivers	Steve Rush Holiday		X	X
2.		Steve Rush Holiday		X	X
3.	Michelle Jesser			X	
4.		Will Nickolsen, MD	Will Nickolsen, MD	X	
5.	Matt Smith		Cecily Fowler	X	
6.		Ann Barberi	Becky Mrochka	X	
7.	Marrri Smith			X	
8.	Francesca DeZarik			X	
9.	Ann Barberi	Ann Barberi	Cap O'Rourke	X	X

City of Maplewood Public Hearing Sign-Up Sheet

By putting your name and address on this sheet, you are requesting to address the Maplewood City Council on the following topic for up to five minutes.

Public Hearing: H1 - First Reading of Ordinance Amending Chapter 14, Article XVIII Relating to the Sale of Tobacco-Related Products

Date: April 27, 2015 Time: 7:00 PM

Support
Opposed

Maplewood Resident Maplewood Business Other

- | | | | | | |
|-----|-------------------------|---|--------------------------|--|----------|
| 10. | <u>Christina Thrill</u> | | | | |
| 11. | <u>Susan Sindt</u> | <u>3 Susan Sindt</u> | | | <u>X</u> |
| 12. | <u>Matty Turner</u> | <u>Business Consulting Network</u> | <u>Maplewood Tobacco</u> | | <u>X</u> |
| 13. | | <u>Fleming Minnesota - Kate Fleming</u> | | | <u>X</u> |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background

The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for

We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Jordan Amos	<i>Jordan Amos</i>	2224 Skillman Ave.	North Saint Paul	55109	04-19-15
LaVonne Cobb	<i>LaVonne Cobb</i>	2003 Somac Ridge	White Bear	55110	4-20-15
Morgan Swanson	<i>Morgan Swanson</i>	1927 Wornsworth Ave.	St. Paul	55116	4-20-15
Deely Pomroy	<i>Deely Pomroy</i>	2343 Carp. Ave. East	Maplewood	55105	4/20/15
Tina Melberg-Rubio	<i>Tina Melberg-Rubio</i>	1895 Marlboro Ave	Maplewood	55106	4/20/15
Scott Larson	<i>Scott Larson</i>	12824 Flag St. N.	Hux	55038	4/21/15
Alex Schwitz	<i>Alex Schwitz</i>	1237 County Rd C	Maplewood	55109	4/21/15
Mark Switzer	<i>Mark Switzer</i>	950 Valley Oaks Rd	Udell	55127	4/22/15
Rob Johnson	<i>Rob Johnson</i>	101 Primrose Ct	Madras Hts	55127	4/22/15
JON PELLAND	<i>Jon Pelland</i>	2330 HILD AVENUE	FOREST LAKE	55025	4/22/15
Mario Villa	<i>Mario Villa</i>	2189 Ash Street	UNION BEAR LAKE	55110	4/22/15
Alexander Swanson	<i>Alexander Swanson</i>	518 Jessamine Ave. W.	St. Paul	55117	4/22/15
Tyler Paris	<i>Tyler Paris</i>	119 Ridge Way	Mahomed	55115	4/23/15
Tyler Collman	<i>Tyler Collman</i>	6108 14th St N	Hugo	55088	4/23/15
Julie Lee	<i>Julie Lee</i>	3623 Sheridan Ave N	Mpls	55412	4/23/15
SAVANNAH LEE	<i>Savannah Lee</i>	9961 55th St. N	Lake Elmo	55042	4/23/15
EVELYN F.	<i>Evelyn F.</i>	7832 21st St N	DAKO TA	55128	4/24/15
S. KARA FAUST	<i>S. Kara Faust</i>	7832-21st St. N	OKDALE	55128	4/24/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Mike Martin		2078 Burr St.	Maplewood	55107	4/13/15
Tommy JR Em		65 Montana St.	St. Paul	55117	4/13/15
Perry David		1600 Lejour Ave	Maplewood	55109	4-14-15
Crista Rude		633 County Rd D	Maplewood	55109	4-14-15
Tolene Brubie		9425 Carpenter Ave E Apt D3 Maplewood	Maplewood	55109	4/14/15
Michael Blanzar		515 N. Asbury St. Apt 104 St. Paul, MN 55104	St. Paul		4/14/15
Adam Steller		2714 Sylvan St.	St. Paul	55117	4-14-15
Linda Fredette		2246 Skillman Ave E	St. Paul	55109	4-14-15
Jennifer Smedley		2145 5th St N #8 Nest Paws Minneapolis	St. Paul	55109	4-14-15
Patrick Hiland		2345 Lakeside St MN	Reserveville	55115	4-14-15
Jessica Campbell		4940 14th St. N Hugo MN	Hugo	55088	4-15-15
Gary Drwing		2507 Woodbridge St Reserveville	MN	55113	4-15-15
Joe Seier		2025 Hopkins Rd	Minnetonka	55305	4-15-15
Brian Sheehan		1000 N 5th St	MPLS	55411	4-16-15
Joe Hyla		8877 Pinehurst Ln	Stillwater	55080	4/16/15
Heather Satterson		3241 Midland Ave	WBL	55110	4/16/15
Greg Rat		3001 White Bear Ave (Garvin's since repositioning)	Maplewood	55119	4/16/15
Connor Wood		2750 Wilton Dr	Maplewood	55124	4/17/15
Dylan Hagan		2146 Century Ave N	Caldale	55128	4/17/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Milze Bandela	<i>Milze Bandela</i>	2255 Crais Place	Maplewood	55109	4-8-15
Jack Enselein	<i>Jack Enselein</i>	2343 Larpenour Ave F	Maplewood	55109	4-8-15
Austin Zeman	<i>Austin Zeman</i>	3115 Century Ave	Maplewood	55109	4-8-15
MIKE ATKINS	<i>Mike Atkins</i>	1966 Bush Ave.	SAINT PAUL	55109	4-8-15
Charles Vang	<i>Charles Vang</i>	1763 county rd C	Maplewood	55109	4-8-15
Karel Souis	<i>Karel Souis</i>	2054 Cypress Ln.	Maplewood	55109	4-8-15
Nick Carson	<i>Nick Carson</i>	57 Kipling St.	Maplewood	55109	4-8-15
Matt Beaudren	<i>Matt Beaudren</i>	37 Epling St.	Maplewood	55109	4-8-15
MARK GRIZZARD	<i>Mark Grizzard</i>	4097 HELENA ROAD N	OXFORD	55108	4-9-15
Lindsay Howard	<i>Lindsay Howard</i>	986 15th Ave SE #10	MSP	55412	4-9-15
Lucky Lee	<i>Lucky Lee</i>	1178 Jessie St.	St Paul	55130	4-9-15
Mary McCarthy	<i>Mary McCarthy</i>	1245 Birch Pond Trl	White Bear Lk	55110	4-9-15
Henry Young	<i>Henry Young</i>	2043 Lydia Ave	Maplewood	55109	4-9-15
Wally Boerum	<i>Wally Boerum</i>	4917 Birch Lake Cir.	White Bear	55110	9-10-15
Eddie Sears	<i>Eddie Sears</i>	2556 Duane St.	Maplewood	55109	4-10-15
Richard Edwards	<i>Richard Edwards</i>	1733 Ross Ave	St. Paul	55106	4/10/15
Danny Stutz	<i>Danny Stutz</i>	3627 Glen Oaks Ave	White Bear	55110	4/10/15
Peter Brady	<i>Peter Brady</i>	1309 E Hennipen Ave	Minneapolis	55414	4/10/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Borun Ny		1949 Wilson Ave	St. Paul	55109	4/10/15
Mark Debb		506 Iowa Ave	St. Paul	55110	4/19/15
FTC Follersbee		7530 9th St. N	Carvale	55128	4/10/15
Adam Cranston		2393 dale St. N	Roseville	55113	4/10/15
Haley Baisdel		2393 dale St. N	Roseville	55113	4/10/15
Lucky Lee		1178 Jessie St.	St. Paul	55130	4/10/15
Andy Roach		2580 3rd Ave E	N. St. Paul	55109	4-11-15
Jube Amundson		1855 Jackson St. N	Mpnd	55117	4-11-15
Shaya Cheloni			Mpnd	55119	4-11-15
Annal Jolliffe		6373 Quartz Ave	Mayer	55360	4-1-15
James Richards		13055 Hiwopas Trail WYN	Hugo	55038	4/11/15
RYN Joelenis		4783 Campbell Ave	White Bear	55110	4/11/15
TIFF RIDNER		2307 16th Ave. E. A	North St. Paul	55109	4-11-15
Nick Ansting			White Bear	55110	4-11-15
Tyler Handrickson			NSF	55109	4-11-15
David Lunda			White Bear	55110	4-12
David S. Boerhaeg		umm... about that...	St. Paul	55110	4-11
Chris Cleary		Col NO	St. Paul	55110	4-11

Petition to Allow the Sampling of Vapors in Maplewood

The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Ma Quisner		---	WBL mn	55110	4-12-15
Hamza Habib		3650 Hoffman rd	WBL	55110	4-12-15
Erick Buvire		---	Maplewood	55109	4/12/15
Yuelan Yang		---	Saint Paul	55103	4/12/15
Phung Maua		---	Saint Paul	55130	4/12/15
Sarah McBride		3912 Hoffman Rd #1B	WBL	55110	4/12/15
Jamie McBride		3912 Hoffman Rd #1B	WBL	55110	4/12/15
Chad Arizson		---	WBL	55110	4/12/15
Scott Petersen		4068 Jay Ln WBL	WBL	55110	4/12/15
Keith Buzas Jr		1053 County DE #204	V.H.	55109	4/10/15
Norod Aft		4070 White bear Lake mn	WBL	55109	4/12-15
THUR LINGS		1801 Kingsbury Way Woodbury MN	WBL	55125	4-12-15
Brent Wolfe		1325 South Birch Lake Blvd	WBL	55110	4-13-15
ROS JENSEN		1280 Westminister St #204	SF Paul	55130	4/13/15
Brittany Sargent		1280 Westminister St. #204	SF Paul	55130	4/13/15
Ross Weismann		2030 California	St Paul	55119	4/13/15
ANDREW BERGMAN		14094 5310 st n	SHILLINGTON	55068	4/13/15
Danewy Yang		1243 Clark Street	SF Paul	55130	4/13/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Jason Green		1237 Coegee Maplewood		55109	4/13/15
Josh Starke		2086 South Ave.	N. St. Paul	55109	4/13/15
AS Miller		235 Labore Rd	Little Canada	55115	4/13/15
Allen		658 Ivy Ave E.	St Paul	55106	4/13/15
Joel Howard		735 Labore Rd	Little Canada	55117	4/13/15
Samuel Tusa		746 Pennington Place	Vadnais Heights	55127	4/13/15
Anthony Spina		661 Lawson Ave	St Paul	55106	4/14/15
Louise		1800 Affair St	Maplewood	55109	4/14/15
Dwaine		1569 Soudwest Dr	Maplewood	55109	4/14/15
Anthony McHenry		1854 Beebe Rd	Maplewood	55109	4-14-15
Alex Watson		1890 Grotto St N	St Paul	55117	4-14-15
Dalton Stedman		1967 Coe Ave	Maplewood	55109	4-14-15
Laura Reed		Roberts Dr	Roberts	54003	4-14-15
Ben Brant		1120 Pym Ave	St Paul	55130	4-15-15
David Brink		1227 White Bear Ave	St Paul	55106	4-15-15
Matt		1294 County Rd 600	Maplewood	55109	4-15-15
Advanced		6489 Iowa St N	Oakdale	55128	4-15-15
Matt		2700 1st Ave E	N. St. Paul	55109	4-16-15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Charlie Meisner		2599 5th Ave e	N. St. Paul	55109	4-10-15
Dennis Green		2409 Ave	Maplewood	55109	4-10-15
Sandeep Kumar		3080 Arcade St	Little Canada	55109	4/10/15
Henry Gregoire		11639 Ravin St	Coon Rapids	55433	4/10/15
Jammar Jones		2055 Hwy 36	N. St. Paul	55109	4/10/15
Bob Cunningham		2987 Mayfair	WBL	55110	4/11/15
Lisa Xidney		1432 Hazel St N.	St Paul	55119	4/11/15
Choney Vandy		1566 Wilson Ave	St Paul	55106	4/11/15
JOE PEDIN		1708 MINNEHAHA AVE	St. Paul	55106	4/11/15
Pete Davids		2069 N. July St	N ST Paul	55109	4/11/15
Core Wilson		5952 Golfview Ave	Oakdale	55128	4/11/15
Toni Larson		6498 upper 53rd St N	Oakdale	55128	4/11/15
Ronald Soman		6498 upper 53rd St N	Oakdale	55128	4/11/15
M. Abrams-Leh		1836-5th Street	WBL	55110	4-11-15
PAUL TYLER		2409 AVE	MAPLEWOOD	55107	4/11-15
Ryan Canniff		3100 Glen Oak Ave	White Bear Lake	55110	4-11-15
Connor Woodhouse		1750 Wh. Hwy Drive	Maplewood	55129	4-11-15
Alina Ismaglova		400 Bemis Ave	St. Paul	55108	4-11-15

Fill out completely!
 Doesn't count unless everything is filled out!!
 Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
 The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
 We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Nousha Sheheen		7786 Donmore Rd.	Woodbury	55085	4/11/15
Jessica Cortez		15584 Empress Ave. N. #1	Hugo	55038	4/11/15
Touper Cortez		15584 Empress Ave. #7	Hugo	55038	4/11/15
Joe Knapp		1889 Couch Rd C East	Maplewood	55709	4/11/15
Kawatha		1708 4th St	White Bear	55110	4/11/15
Sobal		"	"	"	7-11-15
Chia Sabatine		1036 Decker St #1	St. Paul	55126	4-11-15
Anne M. Elliott		2240 Nevada Dr. S. #6	St. Louis Park	55424	4/11/15
Sarah Lind		481 Margate	St. Paul	55106	4/11/15
Tiffany Carter		1153 E. 5th St	St. Paul	55106	4-11-15
Bri Brom		15052-10 Emerald Ave. N	Hugo	55038	4/11/15
Nehal Khatib		3536 Milltop St	WBL	51108	4/11/15
Homayoun		20946 GREYHAW AVE	Chaddale	55128	4/11/15
Richard Smith		4089 Whiton ave	White Bear Heights	55127	4/12/15
Alysa Linner		1555 Otter Lake Road	Gem Lake	55110	4-12-15
Ryan Korolchuk		1957 Webster St	White Bear Lake	55710	4-12-15
Hawwa Babilo		3050 Hoffmann Rd	White Bear Lake	55110	4/12/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Jeff Washfield	<i>[Signature]</i>	5000 Georgia Lane	WBL	55110	4/11/15
Bryan Orman	<i>[Signature]</i>	1451 Greeley St #313	Stillwater	55082	4/12/15
Doris Orman	<i>[Signature]</i>	1451 Greeley St #313	Stillwater	55082	4/12/15
Sana Tolbert	<i>[Signature]</i>	1646 Denmark Ave	Maplewood	55109	4/12/15
Jackson Bond	<i>[Signature]</i>	184 Cottonwood Dr	Uadmoist Heights	55127	4/12/15
Jeff Blom	<i>[Signature]</i>	2322 Tart Lake Rd	Lino Lakes	55088	4/12/15
Miriam Schuman	<i>[Signature]</i>	6044 44th St North	Oakdale	55128	4/12/15
Abdulkarim Muse	<i>[Signature]</i>	2240 Skillman Ave E	North St Paul	55109	4/12/15
Nancy Babin	<i>[Signature]</i>	3834 St. Regis Dr. WBL 5516	WBL	55110	4/13/15
Soraya Yang	<i>[Signature]</i>	8934 Indiana Ave. Cottage Grove	Cottage Grove	55016	4/13/15
Kathre Gruber	<i>[Signature]</i>	6724 98th St South	Cottage Grove	55016	4/13/15
Jessica Ruiver	<i>[Signature]</i>	2122 Goodrich Ave	St. Paul	55105	4/13/15
Sarah Murphy	<i>[Signature]</i>	2253 Skillman Ave	North St. Paul	55109	4/13/15
Kim C. Steff	<i>[Signature]</i>	2845 Brewers Lane	Stillwater	55082	4/13/15
James Moier	<i>[Signature]</i>	2080 Prosperity Rd	Maplewood	55109	4/13/15
Jessica Maki	<i>[Signature]</i>	9319 Jarrod Ave S	Cottage Grove	55016	4/13/15
Charles W. Jensen	<i>[Signature]</i>	9191 Jarreau Ave S	Cottage Grove	55016	4/13/15
Charles W. Jensen	<i>[Signature]</i>	9052 Jensen Ave	Cottage Grove	55016	4/13/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Kenneth McAtreese	<i>Ken McAtreese</i>	6374 13th St N	Oakdale	55128	4-7-15
Dean Decfus	<i>Dean Decfus</i>	290 meadowood Ln	Vadnais Heights	55127	4-7-15
Tanya Sabadyn	<i>Tanya Sabadyn</i>	2434 Stewart ave	St. Paul	55116	4-7-15
Jeff Pickens	<i>Jeff Pickens</i>	839 century Ave N	Maplewood	55119	4-7-15
En Vittori	<i>En Vittori</i>	7786 Donmore Rd.	Woodbury	55125	4-7-15
Hattie Crech	<i>Hattie Crech</i>	1001 County Rd. D.E	St. Paul	55109	4-7-15
Nahe Diamond	<i>Nahe Diamond</i>	8971 Hinton Ave N	Cottage Grove	55216	4-7
Don Lonaway	<i>Don Lonaway</i>	932 Jarvis St	St. Paul Park	55117	4-7
Catherine Jaeger	<i>Catherine Jaeger</i>	1541 Sargeant Ave	St. Paul	55105	4-7
Jeff Brown	<i>Jeff Brown</i>	2630 OAKHILL CRT	MAPLEWOOD	55119	4/7
Alyssa Thomson	<i>Alyssa Thomson</i>	4922 Birch Lake Cir-	WBL	55110	4/7/15
Molly Aberg	<i>Molly Aberg</i>	4922 Birch Lake Cir.	W.B.L.	55110	4-7-15
Ashly Puchowski	<i>Ashly Puchowski</i>	2583 NEBRASKA	MAPLEWOOD	55119	4-7-15
Donna	Donna				
Ronnie Croft	<i>Ronnie Croft</i>	1100 89TH AVE	Roberts wa	54023	4-7-15
Jeff Rush	<i>Jeff Rush</i>	884 Ledgesone Drive	Mahometi	55115	4-7-15
Brian Dulmickblad	<i>Brian Dulmickblad</i>	1267 County Rd CE	Maplewood	55109	4/7/15
Erick Randall	<i>Erick Randall</i>	1504 Margaret	ST Paul	55106	4-7-15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Lorrie Kurkoski		1390 7th St NW Apt 11	New Brighton	55112	4/7/15
Billy Vang		1763 County road c.	Maplewood	55109	4/7/15
Tim Berglass		1280 Resete St.	St. Paul	55130	4/7/15
David Thor		1763 County R.C. Ave	Maplewood	55109	4/7/15
Kan Xiang		1080 8th St. N.	Stillwater	55082	4/7/15
Andren Lindsey		7154 Morris Dale Rd	St. Paul	55104	4/7/15
Robert Langley Jr		3149 N McKnight Rd	White Bear	55110	4/7/15
Annam		1570 Conservatory Ct	St Paul	65117	4/7/15
Erika Anderson		231 City Rd Co Roseville	Roseville	55113	4/7/15
Alex Young		736 Wilson Ave	St. Paul	55106	4/7/15
Quinn Thomson		2494 Burke Ave E.	N. St. Paul	55109	4/7/15
GREG BURME		1643 Laurie Rd E	Maplewood	55109	4/7/15
Joe Ona		1016 4th S	Stillwater	55082	4/7/15
Chase Abram		5409 Williams Ave	WBL	55110	4/7/15
Mark O'Brien		5760 Lexington Pkwy	St. Paul	55104	4/7/15
Jamian Kilgore		2375 7th St. N.	St. Paul	55109	4/7/15
Scott Jones		511 Sims Ave	St Paul	55109	4/7/15

Petition to Allow the Sampling of Vapors in Maplewood

* All out of order please

4-

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Wendy Snyder		2116 Hawthorne Ave E	St Paul	MN	55119
Jeremy Marmus		1881 9th St	St. Paul	MN	55109
Charlie Bill		1881 9th St	WEL	MN	55110
Jane Doettcher		2005 Idle Street	Maplewood	MN	55109
Chris Patria		6040 128th Street North	Maplewood	55036	MN
Chuck Peterson		5924 polar bear Ln	WBL	55110	MN
Thomas Ramirez		2142 Barclay st	st Paul	55109	MN
Douglas Cook		2507 Bittersweet Lane	Maplewood	55109	MN
Stacy Darda		2461 Mesabi ave	North St. Paul	55109	
Joyce Jugh		29053 River Heights	St. Paul	55101	MN
Aron Campbell		2005 St. Paul Apt 4	N. St. Paul	55109	MN
Bret McDennell		2139 17th Ave East	N. St. Paul	55109	4-7
Tim Carroll		4842 wood Ave wbl	wbl	55110	4-8
Tim Haselberg		2079 15th Ave	N. St. Paul	55109	4/2/15
John Dinkelman		958 Connor Ave E	Maplewood	55109	4/7/15
Alex Osland		134 Maple bear Ave	WBL	55110	4/7/15
Chris Keith		8625 126th St N		55036	4/7/15
Malayna Lachner		2000 9th Ave. E. Apt. 210	North St. Paul	55109	4/7/15

Petition to Allow the Sampling of Vapors in Maplewood

*
 Will O'Connell
 O'Connell
 please

Summary and background
 The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
 We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Brian Bennett	[Signature]	5732 15th Ave. S	mpls.	55717	7/8/15
Judy Gauthier	Judy Gauthier	1053 Macdonald Ave	Wahl	65110	4/6/15
[Signature]	Jon Enginger	201 Heibel Cir.	Roseville	55113	4/8/15
Dawn Martin	[Signature]	1821 English St.	Maplewood	55109	4/8/15
Charolette Lang	Charolette Lang	3960 Gramsie Ct	Shoreview	55126	4/9/15
Matt A.	[Signature]	12643 Fontan 491 N	Hugo	55036	4/5/16
Jeff Blom	[Signature]	2327 Tart Lake Rd.	Hugo	55038	4/8/15
Elisabeth Muehling	[Signature]	3000 Grand Ave.	White Lake	55110	4/8/15
Hegeyan Nichol	[Signature]	3001 Edgerton St	White Canada	55117	4/8/15
Carissa Mackensen	Carissa Mtn	979 Agate St	Saint Paul	55106	4/8/15
City Stoltz	[Signature]	553 Al Gore St.	New Richmond	54510	4/8/15
Anthony Beasik	[Signature]	2306 Kingston Ave E	Maplewood	55109	4/8/15
Alex Schumacher	Alex Schumacher	6205 Upper 46th St N	Dakota Lake	55128	4/8/15
Anna Breen	Anna Breen	2130 Barabatz Ave.	St Paul	55109	4/9/15
Olivia Klante	Olivia Klante	2389 GALL AVE	MAPLEWOOD	55109	4/8/15
JIM HIGGINS	[Signature]	5913 RED PINE BLYD	WHITE BEAR LAKE	55110	4/9/15
Math Revier	[Signature]	1973 Hyacinth Ave	St. Paul MN	55119	4/8/15
Ray Beasik	Ray Beasik	7306 Kingston Ave E	Maplewood	55119	4-8-15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Dan Appeldorn	<i>[Signature]</i>	3465 Chandler Ad	Shoreview	55126	4-7-15
Tony Berwald	<i>[Signature]</i>	2247 hennepin ave	St Paul	55115	4-7-15
Tony Berwald	<i>[Signature]</i>	222 hennepin Ave S	Mapleolis	55401	4-7-15
Arienne Higgins	<i>[Signature]</i>	2573 LYDIA AVE E	MAPLEWOOD	55109	4/8/15
Shaundra Wrista	<i>[Signature]</i>	5913 Red Pine Blvd	White Bear Lake	55110	4/8/15
Pyan Nelson	<i>[Signature]</i>	13204 Pine Ridge Rd	BURNSVILLE	55337	4/8
Dave Berozik	<i>[Signature]</i>	7569 EAGLES NEST WAYS	Apple Valley	55124	4/8/15
Katie Laird	<i>[Signature]</i>	2306 Kingston Ave E	Maplewood	55109	4/8/15
Chris Schuest	<i>[Signature]</i>	3609 Snelling Ave	Minneapolis	55406	4-8-15
Tanya Preston	<i>[Signature]</i>	15740 Falcon Cir N	huso	55038	4-8-15
Lori Omon	<i>[Signature]</i>	4732 Humboldt Ave N	minneapolis	55110	4.8.15
Gina Neuspickle	<i>[Signature]</i>	1087 Kingsford St	SP	55106	4/8/15
Nicole Wind	<i>[Signature]</i>	2121 Arlington Ave	SP	55119	4/8/15
Anna Siler	<i>[Signature]</i>	1087 Kingsford St	SPK	55106	4/8/15
Janei Dean	<i>[Signature]</i>	1882 MESSEPIA AVE	Maplewood	55109	4/8/15
Deanne Stom	<i>[Signature]</i>	6040 W Broadway	New Hope	55420	4/8/15
Vicky Motz	<i>[Signature]</i>	4989 DIVISION AVE	White Bear Lake	55110	4/8/15
	<i>[Signature]</i>	1233 Euply ore	Maplewood	55109	4/8/15

[Handwritten notes and signatures in the left margin]

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Salvina Vu		1136 Jessamine Ave E	St. Paul	55106	4/8/15
Tyler Farnham		706 Georgian Ave E	St. Paul	55106	4/8/15
Doreane M Pent		2370 Cottage Dr. 61	N.S. Paul	55709	4/8/15
Thomas Kline		2348 66th Ave	N.S. Paul	55107	4/8/15
Karvin Carlson		1894 Birch Lk Ave	WBL	55110	4/8/15
Thomas Hope		2360 Lakeview Blvd	WBL	55110	4/8/15
Molly Felsing		2140 Barclay St. Apt 303	Maplewood	55109	4/8/15
Bill Dullinger		2140 Barclay St. Apt 303	Maplewood	55109	4/8/15
Cory Annis		2126 Heston Park Road	Oakdale	55109	4/8/15
Brian Dwyer		1948 WANDER ST	MAPLEWOOD	55109	4-9-15
T.J. Cooper		3595 Genesee Ave N	Oakdale	55128	4/8/15
Katherine Gralator		2106 Randy Ave	WBL	55110	4/8/15
Mary Bartley		3505 Centerline Rd	Map. Hs	55127	4/8/15
Devon Simonski		15024 Farnham Ave N	Hugo	55038	4/8/15
Robert Fehrmann		2705 15th Ave E	North St Paul	55109	4/8/15
Neic Bell		2115 Hazelwood St Unit A	Maplewood	55109	4/8/15
Ruth Bell		2115 Hazelwood St Unit A	Maplewood	55109	4/8/15
Roy Prohke		4924 Broadway Circle	WBL	55110	4-8-15

Petition to Allow the Sampling of Vapors in Maplewood

The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Kyle Henschel	<i>Kyle Henschel</i>	6877 Upper 28th St N.	Dakota	55128	4-8-15
Robert Hagglund	<i>Robert Hagglund</i>	910 Ledgestone Dr	Maplewood	55115	4-8-15
Wesley	<i>Wesley</i>	598 Summer Ave	Maplewood	55109	4-8-15
Melvene Thomas	<i>Melvene Thomas</i>	1001 Wilson Ave	St Paul	55106	4-8-15
Kangther	<i>Kangther</i>	280 Amy Circle	St Paul	55109	4/8/15
Joseph Ennis	<i>Joseph Ennis</i>	1668 Maryland Ave E	St Paul	55106	4/8/15
John Turner	<i>John Turner</i>	2300 Golfview Dr	WBL	55110	4/8/15
Kim Oman	<i>Kim Oman</i>	1666 Myrtle St	Maplewood	55109	4/8/15
Nathan Maki	<i>Nathan Maki</i>	3027 Lake St	Maplewood	55109	4-8-15
Stu Monra	<i>Stu Monra</i>	1600 Sherwood	St Paul	55106	4-8
Eric Larson	<i>Eric Larson</i>	Wedge Wood Dr	Maplewood	55115	4-8
Mike Helson	<i>Mike Helson</i>	2619 1st Ave East NSP	NSP	55109	4-8
Michelle Bohn	<i>Michelle Bohn</i>	1215 Flannery St.	St Paul	55106	4-8
Juan Morales	<i>Juan Morales</i>	2040 9th Ave.	N. St. Paul	55109	04-08-15
Tyler Lucas	<i>Tyler Lucas</i>	810 Grant Ave	Hudson	54016	4-8-15
Tommy Vang	<i>Tommy Vang</i>	344 Lawrence Ave E	St. Paul	55117	4-8-15
Riley Poe	<i>Riley Poe</i>	2831 Southland Dr.	Maplewood	55109	4-8-15
Ryan Hanson	<i>Ryan Hanson</i>	2831 Southland Dr.	Maplewood	55109	4/8/15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Robert Gilitzer		1904 Co. Rd F	WBL	55110	4/8/15
Michael Winkler		1581 Madison Ave	South Plain	55119	4-8-15
Cather Merel		4783 Campbell Ave	WBL	55110	4-8-15
Trevor Neal		4785 Campbell Ave	WBL	55110	
Brexy Hemmick		280 Old Wildflower RD	McInt	55115	4-8-15
Javed Berman		4783 Campbell Ave	WBL	55110	4-8-15
Anna Benschard		Eugene St.	WBL	55110	4/9/15
Felisa Adams		1935 Eugene St.	WBL	55110	4/9/15
Mareta Herbig		Olive Street	Coon Rapids	55112	4/9/15
Dustin Martin		4355 Victor Path	Hugo	55038	4/9/15
James Steben		2205 St. Jons Pl	Woodbury	55129	4/9/15
James Suh		7384 55th St. N.	Oakdale	55128	4/9/15
Remedea Miller		2340 Stillwater Ave	Maplewood	55119	4/9/15
Serek Gustafson		2627 Roth Place	WBL	55110	4/09/15
Chandler		12691 Foxhill Circle North	Hugo	55038	4/09/15
Max Corner		12691 Foxhill Circle North	Hugo	55038	4/09/15
Victoria Johnson		14391 FOOTS GREEN LN	HUGO	55038	4/9/15
Matt Wilth		1623 Dieter St.	St. Paul	55106	4/9/15

Petition to Allow the Sampling of Vapors in Maplewood

*Please fill out completely! - thank you!

Summary and background
 The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
 We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Peter Carole		1503 GRANVIEW AVE E	MAPLEWOOD	55107	4/9/2015
Michael Grgensen		3055 Eagan Dale Pl	Eagan	55121	4-9-15
Andrew Guinzardo		2503 17th ave e	NSP	55109	4/9/15
BRID WILLIAMS		11082 MINDEHARA	ST PAUL	55100	4-9-15
Ahno Almeida		985 Kilburn St	St Paul	55103	4-9-15
Michael Larson		300 Van Buren Ave	St Paul	55103	4/9/15
Paul Affron		1300 Conservatory Ct	st Paul	55117	04/20/15
Patrick Underhill		2819 south lawn Dr	Maplewood	55109	04/09/15
Steven Valenzien		2420 Hazlewood St	Maplewood	55109	4/9/15
Alex Howard		700 Swinburn St	Saint Paul	55118	4/9/15
Katie Klett		1339 Serp Lake Ct	Maplewood	55115	4-7-15
Serena Kames		11000 Sherbourne Ave	SAINT PAUL	55104	4/9/15
Justin Nolan					
Tim Jones		4843 Helena RD N	Oakdale	55128	04/09/15
Raina Gomez			Oakdale	55129	4/9/15
John Johnston		2075 East Hwy 36 NIKKASE PAUL	North St. Paul	55109	4/9/15
John Johnston		3149 N McKnight Rd	White Bear	55109	4/9/15
John Johnston		3139 N McKnight Rd	White Bear	55109	4/9/15
John Dolan		1917 Desto Street	Maplewood	55117	4/10/2015

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Mack Phillippe	<i>[Signature]</i>	2141 Conway St	Saint Paul	55119	4/17
ERICATEDOR	<i>[Signature]</i>	1901 CITY STREET	WBL	55110	4/17
Gina Breci	<i>[Signature]</i>	2632 1/2 Margaret St. No.	No. St. Paul	55109	4/18
Heather Ward	<i>[Signature]</i>	13110 69th St SE	Lisbon	55054	4/18
Gary Gallacher	<i>[Signature]</i>	1909 Flamingo st	Maplewood	55109	4/18
Mel K. Javed	<i>[Signature]</i>	3471 BUCKLEE RD	WBL	55110	4-18
Alex Johnson	<i>[Signature]</i>	1307 Victoria Dr. SW	Alexandria	56308	4-18
Arthur Webb	<i>[Signature]</i>	1309 WINSLET DR.	Alexandria	56308	4-18
Bernadette Meinke	<i>[Signature]</i>	3394 Buckbee Rd	WBL	55110	4-18
DORIS HOWARD	<i>[Signature]</i>	2536 Shryver Ave E	No St. Paul	55109	4/18/15
Stevie Howard	<i>[Signature]</i>	2536 Shryver Ave E	No St. Paul	55109	4/18/15
Kegan Heikonen	<i>[Signature]</i>	1147 Goodnow Trl N.	Maplewood	55078	4/19/15
CHONG YONG	<i>[Signature]</i>	1566 WILSON AVE	STP	55106	4/17/15
Jennifer Kebede	<i>[Signature]</i>	2040 9th Ave Apt 211	N. Saint Paul	55107	4/19/15
Kyle Schwane	<i>[Signature]</i>	4420 Georgia lane	White Bear Lake	55110	4/20/15
Steve Schwabe	<i>[Signature]</i>	2788 Spauld Ave	No. St. Paul	55109	4-20-15
TOM WOODRIS	<i>[Signature]</i>	5856 Bagberry Dr	White Bear	55110	4-20-15
Tommie Ruffalo	<i>[Signature]</i>	2415 Prairie St N	North St. Paul	55109	4-20-15

Petition to Allow the Sampling of Vapors in Maplewood

Summary and background
The Maplewood city council has proposed changes in the City Code of Ordinance relating to the Sale of Tobacco-Related Products. In particular, for the purpose of protecting individuals from the hazards of second-hand smoke and tobacco use, the city has determined it is in the best interest of the public to prohibit the lighting of tobacco or the use of an electronic delivery device in a retail establishment by a consumer or potential consumer for the purposes of sampling tobacco products or electronic delivery devices.

Action petitioned for
We, the undersigned, are opposed to the suggested changes to the current City Code of Ordinance in regards to limiting the use of electronic nicotine delivery devices for the purposes of sampling, because vapor is not smoke.

Printed Name	Signature	Address	City	Zip	Date
Austin Slater	<i>Austin Slater</i>	2532 Buffalo St	White Bear	55110	4/15
SUDEN SMITH	<i>Suden Smith</i>	4835 Debra St	White Bear	55110	4/15
Tucker Jensen	<i>Tucker Jensen</i>	1228 choke cherry Rd	Lino Lakes	55038	4/15
Maggie Youngbird	<i>Maggie Youngbird</i>	1793 Clearview Dr	St. Paul	55119	4/16
Susan Sindt	<i>Susan Sindt</i>	1445 Skillman Ave E	Maplewood	55109	4-16-15
Anthony Hall	<i>Anthony Hall</i>	953 Valley Oaks Road	Maplewood	55127	4-16
Sheryl Swanson	<i>Sheryl Swanson</i>	214 Mayfair Road	Wood Hills	55127	4-16
MICHAEL JAVOGE	<i>Michael Javoge</i>	1931 Siterwood Ave	St Paul	55119	4/16
Tonia Vasey	<i>Tonia Vasey</i>	758 Viking Dr	St Paul	55117	4/16
Hollie Smith	<i>Hollie Smith</i>	3473 Ebbot St	White Bear	55110	4-16-15
Julia Carson	<i>Julia Carson</i>	376 Labore Rd.	Little Canada	55117	4-16-15
Kristie Pritsonet	<i>Kristie Pritsonet</i>	1920 Minnepaha Ave E	St. Paul	55119	4-16-15
Nick Pritsonet	<i>Nick Pritsonet</i>	" "	" "	55119	4-16-15
Denise Hefstedt	<i>Denise Hefstedt</i>	1390 Funness Parkway	St. Paul	55119	4-16-15
Sandra C. Swanson	<i>Sandra Swanson</i>	2024 Memory Ln	U.S. Paul	55109	4-16-15
JEFF WINDA	<i>Jeff Winda</i>	2630 Oak Hill Ct	MAPLEWOOD	55119	4/17/15
Charrell Lindaka	<i>Charrell Lindaka</i>	2121 Mohawk Ave St Paul	" "	55119	4-17-15
Brady Swanson	<i>Brady Swanson</i>	4743 Mustard Ave WIL	White bear lakes	55110	4-19-15

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Karen Haag, Citizen Services Director
DATE: April 21, 2015
SUBJECT: Approval of Michelle J. Yeske as Liquor License Manager for Merwin Liquors, 1700 Rice Street N

Introduction

Michelle J. Yeske has submitted an application to assume the off-sale liquor license manager responsibilities for Merwin Liquors, 1700 Rice Street N

Background

For the purposes of this license application, a background investigation was conducted on Ms. Yeske. Nothing has been identified that would prohibit her from assuming the manager responsibilities for Merwin Liquors.

City staff will be making periodic onsite visits to ensure compliance to eliminate the sale of alcoholic beverages to underage persons, and compliance with the City's code of ordinances. In addition, the applicant has received a copy of the City Code and has familiarized herself with the provisions contained within it.

Budget Impact

None

Recommendation

It is recommended that the Council approve Michelle J. Yeske as the liquor license manager for Merwin Liquors, 1700 Rice Street N.

Attachments

None

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Shann Finwall, AICP, Environmental Planner
Joe Ballandby, Minnesota GreenCorps Member

DATE: April 21, 2015

SUBJECT: Approval of the Partners in Energy – Maplewood Energy Action Plan

Introduction

On November 24, 2014, the City Council adopted a Memorandum of Understanding (MOU) for the Partners in Energy planning phase and the formation of an Energy Action Team. Partners in Energy is a two-year community support service sponsored by Xcel Energy. The service offers communities the tools and resources necessary to develop and implement an energy action plan that outlines energy goals.

Background

Minnesota GreenCorps

Maplewood's GreenCorps member, Joe Ballandby, is serving as the City's Energy Ambassador, assisting in the coordination of the Partners in Energy service. Maplewood was chosen to be one of 40 Minnesota GreenCorps host sites for the 2014/2015 service year. The goal of Minnesota GreenCorps is to preserve and protect Minnesota's environment while training a new generation of environmental professionals. Joe Ballandby's service position with the City will focus on energy conservation and ends mid-August 2015.

Energy Action Team

The Energy Action Team includes a group of Maplewood residents, businesses, elected and appointed officials, and City staff committed to working on sustainability in the community. The Energy Action Team developed the Energy Action Plan (Attachment 1) during four workshops and one meeting held January through March 2015. The workshops took the group through a series of activities, starting with a review of community-wide energy use information and existing sustainability efforts in the community. Team members developed an energy vision and goals for action for the next 20 months (May 2015 through December 2016).

Discussion

Energy Action Plan

Partners in Energy offered Maplewood an opportunity to focus and go farther on existing energy priorities. The City has already implemented numerous actions related to energy and sustainability, and has committed leadership on these issues. Partners in Energy will allow the community to leverage additional resources for moving forward.

The Energy Action Plan will serve as a catalyst for future action. The goals outlined in the plan are intended to integrate with the City’s existing efforts and outreach channels. Following is a summary of the Energy Action Plan titled “Energize Maplewood! A Community Action Plan Towards Carbon Neutrality”:

- **Baseline Energy Analysis**

An early step in the planning process was to review the current energy use in the City of Maplewood. The Xcel Energy team calculated and presented community energy statistics from 2011 to 2013 to help the group understand how and where energy was used in the community.

Maplewood in total used 320 million kWh of electricity and 21 million therms of natural gas in 2013. The Regional Indicators Initiative, a voluntary city energy tracking project, shows that Maplewood’s total energy use is about average compared to other Twin Cities inner-ring suburbs that participate.

- **Energy Vision**

After reviewing the baseline energy analysis, the Energy Action Team created a vision for the plan. Themes emerged such as educational, community-led, and action-inspiring. There were also ideas that energy work had to be adaptable and easily implementable, while also visionary and forward thinking. The group developed the following vision for the Maplewood Energy Action Plan:

Educate and empower the community to participate in energy actions that will move Maplewood towards carbon neutrality.

- **Focus Areas**

Two primary focus areas emerged from the Energy Action Team that are inclusive across Maplewood residents and businesses, yet targeted in their overall approach in order to stay focused and actionable: 1) Direct outreach and energy coaching for high-profile businesses; and 2) Energy education and public events to motivate residential energy awareness and conservation. Follow is a summary of the focus areas, strategies for implementation, and goals for accomplishment:

Focus Area 1: Direct Outreach and Energy Coaching for High-Profile Businesses	
Strategy A:	Energy Efficiency in Businesses and Institutions
Goal	1) Save 400,000 kWh for local businesses and institutions 2) Save each participating business an average of \$1,750 per year
Strategy B:	Recommissioning and Green Building Code Outreach
Goal	1) Enroll 4 new buildings in the Green Building Code Incentive Program, saving a total of 208,000 kWh and 12,000 therms

Focus Area 2: Energy Education and Public Events to Motivate Residential Energy Awareness and Conservation	
Strategy A:	Energize Maplewood! Residential Energy Challenge
Goal	1) Enroll residents in an additional 500 energy actions, leading to annual savings of 220,000 kWh and 33,250 therms. Increase renewable energy subscriptions by an additional 267,000 kWh. 2) Save each participating resident an average of \$130 per year
Strategy B:	Home Improvement Store Energy Clinics
Goal	1) Motivate 40 additional residents to purchase efficient light bulbs.

- Energy and Outreach Goals

The following goals summarize the Energy Action Team's planning initiatives. The goals span the 20-month implementation horizon of May 2015 – December 2016.

- Save
 - 400,000 kWh for local businesses and institutions
 - Each participating business an average of \$1,750 per year
 - Enroll
 - Four new buildings in the Green Building Code Incentive Program
 - saving a total
 - 208,000 kWh
 - 12,000 therms
 - Residents in the Energy Challenge – motivating them to participate in an additional 500 energy efficiency or renewable energy actions
 - leading to
 - annual savings of 220,000 kWh
 - annual savings of 33,250 therms
 - increase in renewable energy subscriptions by an additional 267,000 kWh
 - each participating resident saving an average of \$130 per year
 - **Hitting these goals would reduce Maplewood's annual carbon footprint by 1.8 million pounds - approximately equivalent to the carbon emitted from 170 passenger vehicles per year.**
- Monitoring and Reporting

Xcel Energy will keep track of the community's outreach reports and energy and participation data. This information will be compiled into a summarized report which will be shared with the City Council, Energy Action Team, and the public.

- Recognition for Hitting Maplewood's Goals

If the City of Maplewood is on track to hit the goals outlined in this plan, Xcel Energy will provide additional support in the form of a sign-based recognition campaign to reward the City for its accomplishments. The City of Maplewood has numerous "leading by example" opportunities through work on our City facilities. This strategy will build on the City's efforts in order to: 1) Further educate the public about energy initiatives that have happened in the

City's built environment; and 2) Demonstrate the City as a leader in energy efficiency and renewable energy.

Memorandum of Understanding – Implementation Phase

Xcel Energy is preparing a MOU for the implementation phase of the Partners in Energy service project. The MOU will outline the commitments that Maplewood and Xcel Energy are making in the collaborative initiative including services and funding that will be provided by each party. Maplewood will provide a commitment to follow through with the Energy Action Plan as well as staff time and resources to implement the plan. Following is a summary of some of Xcel Energy's proposed commitments:

- Newsletter article support
- Collateral packet/talking points for business outreach
- Support in the development of recognition campaign and collateral for businesses participating in energy efficiency or renewable projects
- Tracking data for business participation
- Application development for the Green Building Code Incentive Program
- Development support for the Energy Challenge
- Ongoing tracking and reporting for the Energy Challenge
- Ongoing project management support for Energize Maplewood
- Case study development
- Signage funding – phased support award
- Xcel Energy conservation program rebates for energy strategies
- Anticipated stipend to fund an intern to serve as the new Energy Ambassador once the Minnesota GreenCorps service position ends in August 2015

The MOU will be presented to the City Council for approval during an upcoming City Council meeting.

Budget Impact

There is no cost to participate in the Partners in Energy program. Implementation of Maplewood's Energy Action Plan will require staff time and community involvement.

Recommendation

Approve the Maplewood Energy Action Plan (Attachment 1). The plan outlines energy goals for action during the next 20 months (May 2015 through December 2016).

Attachment

1. Maplewood Energy Action Plan: Energize Maplewood! A Community Action Plan Towards Carbon Neutrality



PARTNERS IN ENERGY
AN XCEL ENERGY COMMUNITY PARTNERSHIP

ENERGIZE MAPLEWOOD!

A Community Action Plan Towards Carbon Neutrality

April 22, 2015



Contents

Executive Summary	i
Introduction	1
Who Are We? – Community Background	1
Commitment to Sustainability	2
The Case for a Community Energy Action Plan	3
Xcel Energy Partners in Energy	6
Where Are We Now? – Baseline Energy Analysis	6
Maplewood’s Current Energy Use.....	6
Past and Present Energy Initiatives in Maplewood.....	10
Local Outreach and Communication Channels	13
Opportunities.....	14
Barriers.....	14
Where Do We Want To Go? – Maplewood’s Energy Vision and Goals	16
Maplewood’s Energy Vision	16
Focus Areas	16
Energy and Outreach Goals.....	17
How Are We Going To Get There? – Strategies	19
Identifying and Prioritizing Energy Strategies.....	19
Implementation Steps and Strategies.....	21
Focus Area 1: Direct Outreach and Energy Coaching for High-Profile Businesses and Institutions ...	21
Focus Area 2: Energy Education & Public Events to Motivate Residential Energy Awareness and Reduction.....	30
How Are We Going To Stay On Course? – Monitoring and Reporting	34
Operational Actions and Tracking	34
Changing Course: Corrective Action	34
External Communication and Reporting.....	35
Ongoing Energy Action Team Support.....	35
Recognition for Hitting Maplewood’s Goals.....	35
Beyond the Plan Horizon.....	36
Appendix 1: Glossary of Terms	37

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

Appendix 2: Planning Workshop Details 39

Appendix 3: Supporting Assumptions for Energy Goals..... 41

Appendix 4: Maplewood Land Use Map 42

Appendix 5: Partners in Energy Planning Memorandum of Understanding 43

Executive Summary



"Midwinter" by Kevin T. Houle via CC 2.0

The City of Maplewood has embraced environmental stewardship as a core community value, and has been implementing programs and policies that advance local sustainability for many years. Some of the City's numerous actions include signing the Mayor's Climate Protection Agreement in 2008, joining the GreenStep Cities program in 2010, adopting Minnesota's first Green Building Code program in 2013, and investing in solar energy production at City facilities. These efforts and others have brought **added awareness to the impact of the community's energy use** on environmental priorities.

The launch of Xcel Energy Partners in Energy offered the City **an opportunity to better align and leverage the resources and knowledge of Xcel Energy with Maplewood's goals and core community assets**. Partners in Energy is a two-year community support program that facilitates community energy planning and implementation support for targeted, community-specific energy goals. Maplewood is the second community in Minnesota to participate, and is leading the way for other cities statewide.

The City's track record of sustainability leadership made it a strong candidate for Partners in Energy. Some of the reasons include:

- Maplewood has developed a reliable outreach network through other environmental programs
- Maplewood's previous experience with environmental outreach allows the City to build on lessons learned.
- The City's coordination of support from sources such as Minnesota GreenCorps allows more leverage of Xcel Energy resources

The Maplewood City Council approved the Partners in Energy Memorandum of Understanding (MOU) and the formation of an Energy Action Team on November 24, 2014. The MOU approves the initial planning phase of the program, which will be carried out from January to April 2015. Phase Two, implementation of the Energy Action Plan will begin in May 2015.

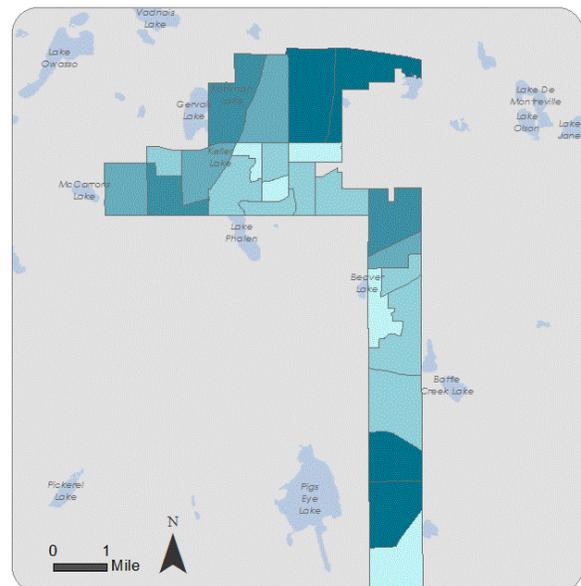


Figure 1. Maplewood High Residential Energy Use

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

The Partners in Energy Planning Process

Maplewood Energy Action Team participants developed this energy plan during a series of four workshops and one meeting held January through March 2015. These workshops took the group through a series of activities, starting with a review of community-wide energy use information and existing sustainability efforts in the community. Team members developed their vision for how this energy plan would best serve the community's future, and developed and refined strategies for how to get started. With the help of baseline energy data, the group developed goals for action for the next 20 months.

The 14-member Energy Action Team consisted of a range of voices from across the community, from committed and experienced residents, large and small businesses, elected and appointed leadership, and experienced City staff. A strong theme of discussion was that **these efforts should build on the experience and success of the Maplewood's leadership by example.** The group also emphasized that inclusivity across the community, with a strong interest in educational initiatives, would be important. In addition, the **voices of experienced local businesses and community educators ensured that the group considered the pragmatic needs of the community.**

Vision and Goals

The energy vision developed by the Energy Action Team is the catalyst from the City to meet longer range energy goals. Many themes emerged during discussion:

- a desire to be educational, community-led, and action-inspiring;
- a desire for adaptable and easily implementable actions,
- visionary direction towards future generations, carbon neutrality, and grid independence.



Figure 2. Maplewood Energy Vision

The final energy vision states that Maplewood's energy action plan will:

Educate and empower the community to participate in energy actions that will move Maplewood towards carbon neutrality.

The following energy and cost saving goals were developed out of the Energy Action Team's plan. The goals span the 20-month implementation horizon of May 2015 – December 2016.¹

- **Save 400,000 kWh for local businesses and institutions.**

¹ These goals are calculated based on energy use data from 2013, participation goals, and average savings information.

- **Save each participating business an average of \$1,750 per year.**
- **Enroll 4 new buildings in the Green Building Code Incentive Program for recommissioning studies, saving a total of 208,000 kWh and 12,000 therms.**
- **Motivate residents to participate in an additional 500 energy efficiency or renewable energy actions, leading to annual savings of 220,000 kWh and 33,250 therms. Increase renewable energy subscriptions by an additional 267,000 kWh.**
- **Save each participating resident an average of \$130 per year.**

Reaching these goals would reduce Maplewood's annual carbon footprint by 1.8 million pounds, approximately equivalent to the carbon emitted from 170 passenger vehicles per year.

Focus Areas

This 20-month program implementation horizon will focus on two broad areas: assisting local businesses with direct energy programs and coaching, and City-wide education and outreach campaigns to motivate local residents to reduce their energy impact.

Local business outreach will initially focus on the high-profile (and high-use) sectors of auto dealerships and restaurants, and build off of Maplewood's existing communication channels to local businesses through the City's solid waste programs and stormwater partnerships with the watershed districts. This outreach will also help solicit and review applications for the Green Building Code Incentive Program.

City-wide education and outreach will leverage existing community networks to bring awareness and motivate action. **At the heart of this effort will be a community-wide energy competition** that will challenge residents to join teams or enroll to compete to have the biggest impact, supported by energy use and program participation data from Xcel Energy. This focus area will also leverage homeowner energy clinics to promote energy-saving best practices for homes.

Energize Maplewood! Focus Areas & Strategies

Direct Outreach and Energy Coaching for High-Profile Businesses & Institutions

- *Energy Efficiency and Renewable Energy in Auto Dealerships and Restaurants*
- *Outreach to Maplewood Congregations*
- *Green Building Code Incentive Program Outreach*

Energy Education and Public Events to Motivate Residential Energy Awareness and Reduce Consumption

- *Energize Maplewood! Energy Challenge*
- *Home Improvement Store Energy Clinics*

Future Efforts

The Energy Action Team discussed how this plan should be **a catalyst for future action**. The goals over 20-months of new programs may seem small, but they are ambitious new initiatives that reflect a deeper level of community engagement than has been possible in the past. The lessons learned with support from Xcel Energy on implementation will help Maplewood further understand its capacity and opportunities for progress, with the aim of building a network of committed participants for ongoing efforts.

During the 20-months of implementation **there will be built in opportunities for reflection, with a catalog of key lessons and achievements at the end of the process**. As an additional incentive, upon successful adoption of the Energy Action Plan and completion of Maplewood's goals, Xcel Energy will **sponsor educational signage** as recognition of Maplewood's energy achievements on sites across the City.

Introduction



Maplewood Nature Center

The City of Maplewood is committed to environmental stewardship as a core value of our community. The City has taken numerous actions to date, including signing the Mayor's Climate Protection Agreement in 2008, joining the GreenStep Cities program in 2010, and investing in solar energy projects at City facilities. These efforts and others have brought attention to the impact of the City's energy use on environmental priorities. The City has brought an invigorated focus to energy efficiency and renewable energy implementation and awareness, and is ready to commit to the next set of actions that will drive community change and impact even further.

To that end, the City of Maplewood joined the Xcel Energy Partners in Energy process in November 2014. Beginning in 2014, Xcel Energy has offered Partners in Energy to communities. Maplewood was the second community in Minnesota to participate, and is leading the way for other communities statewide. The purpose of Partners in Energy is to better align and leverage the resources and knowledge of Xcel Energy with Maplewood's goals and core community assets and to develop a plan that provides custom and targeted support for energy programs in Maplewood. This process was facilitated by Xcel Energy, and included a group of committed stakeholders (Energy Action Team) representing residents, small and large businesses, City staff, and elected and appointed leadership.

This plan provides background on the City of Maplewood's energy and sustainability efforts and the Partners in Energy planning process that took place between January and March 2015. The plan outlines a series of energy goals and focus areas developed by the Energy Action Team for implementation. These focus areas are intended to integrate with the City's existing efforts and outreach channels, such as the launch of Maplewood's Green Building Code Incentive Program and a recent Environmental Assistance Grant from the Minnesota Pollution Control Agency to assist with building recommissioning services. This plan focuses on a concentrated, coordinated 20-month effort to roll out new programs in the City. The intent is to learn from the successes and community response to this implementation process in order to build further action towards a carbon neutral Maplewood.

Who Are We? – Community Background

The City of Maplewood, Minnesota is located in Ramsey County, bordering a section of the northern and eastern sides of Saint Paul. Maplewood has a population of 39,765, making it the 22nd most populated city in Minnesota and second largest city in Ramsey County. Twenty-three percent of the population is under 18 years old, and 15 percent of the population is 65 years or older.

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

Housing

In the residential sector, 26% of Maplewood's 15,561 housing units are multiunit structures. Between 2008-2012 Maplewood's homeownership rate was 72.4%. More than 90% of Maplewood's 2030 land-use plan is dedicated to residential land uses. Maplewood's housing stock has a diverse range in value. Of the 13 neighborhoods identified in the City's comprehensive plan, the Hillside, Vista Hills, Highwood, and Kohlman Lake neighborhoods have more expensive homes, with older, smaller homes located in the neighborhoods of Western Hills, Parkside, and Gladstone. Fifty-eight percent of the City's housing stock has been built since 1970.²

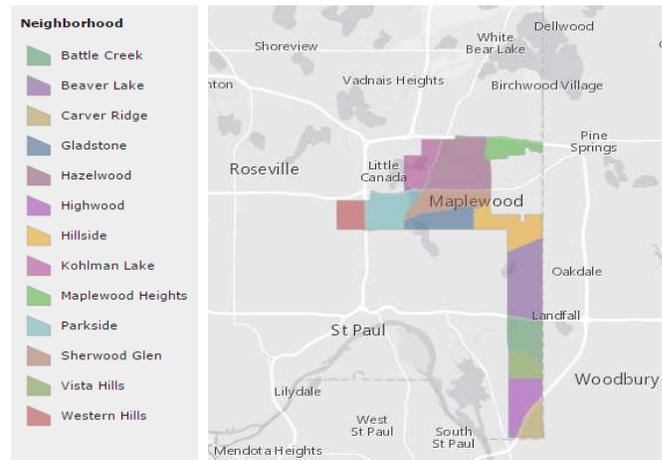


Figure 3. Maplewood's Thirteen Neighborhoods

Employment and Education

The median household income from 2008-2012 was \$57,822. Eleven percent of residents are living in poverty. The City of Maplewood identifies 3M, St. John's Hospital, Best Buy, Slumberland, Macy's, Kohl's, and Maplewood Mall as the City's largest employers. As of 2007 there were 3,197 businesses in Maplewood.

Maplewood residents are served by both school districts 622 and 623. There are ten public elementary schools, three public middle schools, and three public high schools. There are also four private schools for grades K-8.³

Commitment to Sustainability

The City of Maplewood has embraced environmental stewardship as a core community value, and has been implementing programs and policies that advance local sustainability for many years. Some of the City's numerous actions include signing the Mayor's Climate Protection Agreement in 2008, joining the GreenStep Cities program in 2010, adopting Minnesota's first Green Building Code program in 2013, and investing in solar energy production at City facilities.



School "Tolby®" Energy Education Campaign

² Source: City of Maplewood 2030 Comprehensive Plan, *Chapter 4: Housing*. Available at <http://www.ci.maplewood.mn.us/DocumentCenter/View/1479>

³ These four schools are St. Jerome, Hill Murray, Presentation of the Blessed Virgin Mary, and Mounds Park Academy.

Maplewood's 2030 Comprehensive Plan outlines the City's sustainability vision as follows:

- Maplewood, in order to ensure stewardship of its environment, will promote sustainable development and practices for the preservation, design and maintenance of its natural and built environments. Developments and practices should maintain or enhance economic opportunity and community well-being while protecting and restoring the natural environment that people, economies, and ecological systems depend on.

The Comprehensive Plan outlines goals that will help the City realize the sustainability vision including making energy efficiency and conservation a priority through building code improvements and city operations and promoting sustainable building practices such as green building standards. Adoption of the Energy Action Plan is a tool for action and implementation of these goals. It also represents an important partnership between the City, City stakeholders, and Xcel Energy which will serve as a catalyst for long term changes.

The Case for a Community Energy Action Plan

Xcel Energy Partners in Energy offered an opportunity for Maplewood staff to focus and go farther on existing energy priorities. The City had already implemented numerous actions related to energy and sustainability, and had committed leadership on these issues. Partners in Energy allowed the community to leverage additional resources for moving goals forward.

Maplewood staff met with Xcel Energy to discuss participation logistics on October 15, 2014. Then, Partners in Energy was introduced to both the Housing and Economic Development Commission on November 12, 2014 and the Environmental and Natural Resources Commission on November 17, 2014. The Maplewood City Council approved the Partners in Energy Memorandum of Understanding (MOU) and the formation of an Energy Action Team on November 24, 2014.

The Energy Action Team developed this Energy Action Plan during a series of four workshops and one meeting held January through March 2015. These workshops took the group through a series of activities, starting with a review of community-wide energy use information and existing sustainability efforts in the community. Team members developed their vision for how this energy plan would best serve the community's future, and developed and refined strategies for how to get started. With the help of baseline energy data, the group developed goals for action for the next 20 months, May 2015-Dec 2016.

The Energy Action Team brought together a range of voices from across the community, from committed residents, large and small businesses, elected and appointed leadership, and experienced City staff. A strong theme of discussion was that these efforts should build on the experience and success of the work the City of Maplewood has done to lead by example. The group also emphasized the idea of inclusivity across the community, with a strong interest in educational initiatives to reach out to additional groups. In addition, the voices of experienced local businesses and community educators ensured that the group considered the pragmatic needs of the community.

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

The Energy Action Team accomplished these efforts during a compressed timeframe; the planning process was expedited to maximize implementation assistance from Maplewood's Minnesota GreenCorps member and Energy Ambassador. A summary of each workshop is below, and additional detail is included in an Appendix.

- **Workshop 1 (January 29, 2015):** Kickoff and welcome, review of Maplewood sustainability initiatives, energy visioning activity, and review of baseline energy data.
- **Workshop 2 (February 10, 2015):** Energy vision review, additional baseline energy data, focus area brainstorming and clustering.
- **Workshop 3 (February 26, 2015):** Strategy clustering and refinement, feasibility impact assessment and prioritization activity in small groups.
- **Workshop 4 (March 12, 2015):** Refine goals and tactics, review additional program participation data, discuss tracking. A follow up meeting on March 24, 2015, reviewed draft strategies and goals with City staff and available team members.
- **Review Work Session (March 24, 2015):** A smaller group reviewed strategies and tactics for each focus area.

Once the Energy Action Plan is finalized, Xcel Energy Partners in Energy supports an initial 20-month (May 2015-Dec 2016) implementation timeframe to accomplish the goals set out in this plan.



Maplewood Energy Action Team at a Planning Workshop

MAPLEWOOD'S ENERGY ACTION TEAM

The Energy Action Team was formed from a varied group of Maplewood residents, businesses, elected and appointed officials, and City staff committed to working on sustainability in the community.

1. City Council Representative

- a. Kathleen Juenemann

2. Housing and Economic Development Commission Representative

- a. Spencer Gansluckner

3. Environmental and Natural Resources Commission Representatives

- a. Mollie Miller
- b. Tom Sinn

4. Resident Members at Large

- a. Matt Ledvina
- b. Julie Smendzuik-O'Brien

5. Business Members

- a. 5-8 Club - Jill Skogheim
- b. Maplewood Mall – Jennifer Lewis
- c. 3M – Bill Boyd

6. Staff Members

- a. Nick Carver, Building Official
- b. Shann Finwall, Environmental Planner
- c. Chris Swanson, Environmental Specialist
- d. Joe Ballandby, Minnesota GreenCorps Member
- e. Ann Hutchinson, Lead Naturalist
- f. Ginny Gaynor, Natural Resources Coordinator

7. Xcel Energy Representatives

- a. Tami Gunderzik, Partners in Energy Program Manager
- b. Yvonne Pfeifer, DSM Community Manager
- c. Jake Sedlacek, Community Relations Manager

8. Center for Energy and Environment (Facilitators)

- a. Jenny Edwards, Innovation Exchange Director
- b. Emma Struss, Community Energy Coordinator

Xcel Energy Partners in Energy

Xcel Energy is the main electric and gas utility serving the City of Maplewood, with a small portion of the City serviced by North St. Paul through the Minnesota Municipal Power Agency. In the summer of 2014, Xcel Energy launched Partners in Energy to support communities with developing and implementing energy action plans. Maplewood was chosen as the second city in the state to participate in Partners in Energy. Xcel Energy approached Maplewood because of their past sustainability efforts.

The content of this plan is driven heavily from a series of four planning workshops. The process is supported with information around energy use and past program participation from Xcel Energy, facilitation services, and development of this planning document.

Partners in Energy will work with the City of Maplewood to coordinate support for the implementation of the plan. When the goals and strategies are finalized, Xcel Energy will develop a Memorandum of Understanding that outlines support Xcel Energy can provide to help implement and celebrate the energy action goals.

Where Are We Now? – Baseline Energy Analysis

Maplewood's Current Energy Use

An early step in the Partners in Energy planning process was to review the current energy use in the City of Maplewood. The Xcel Energy team calculated and presented community energy statistics from 2011-2013 to help the group understand how and where energy is used in the community.^{4 5}

Maplewood in total used 320 million kWh of electricity and 21 million therms of natural gas in 2013, as well as 320 million kWh of electricity and 16 million therms of natural gas in 2012. The Regional Indicators Initiative, a voluntary city energy tracking project, shows that Maplewood's total energy use is about average compared to the other Twin Cities inner-ring suburbs that participate (shown in Figure 4). Data are from 2012, the most recent year available through the Regional Indicators Initiative.

⁴ The majority of Maplewood residents have Xcel Energy as their electric and gas provider while a small portion of the community is served by North St. Paul Municipal Utility. Only data from Xcel Energy was used to calculate the City's baseline energy use.

⁵ All energy data presented through this process was developed for planning purposes and may contain variations from data obtained through other sources. All energy and program data presented here complies with Xcel Energy's Minnesota data privacy policies (all summary statistics must contain at least 15 entities, and no single entity can be responsible for more than 15 percent of the total or they will be removed from the summary).

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

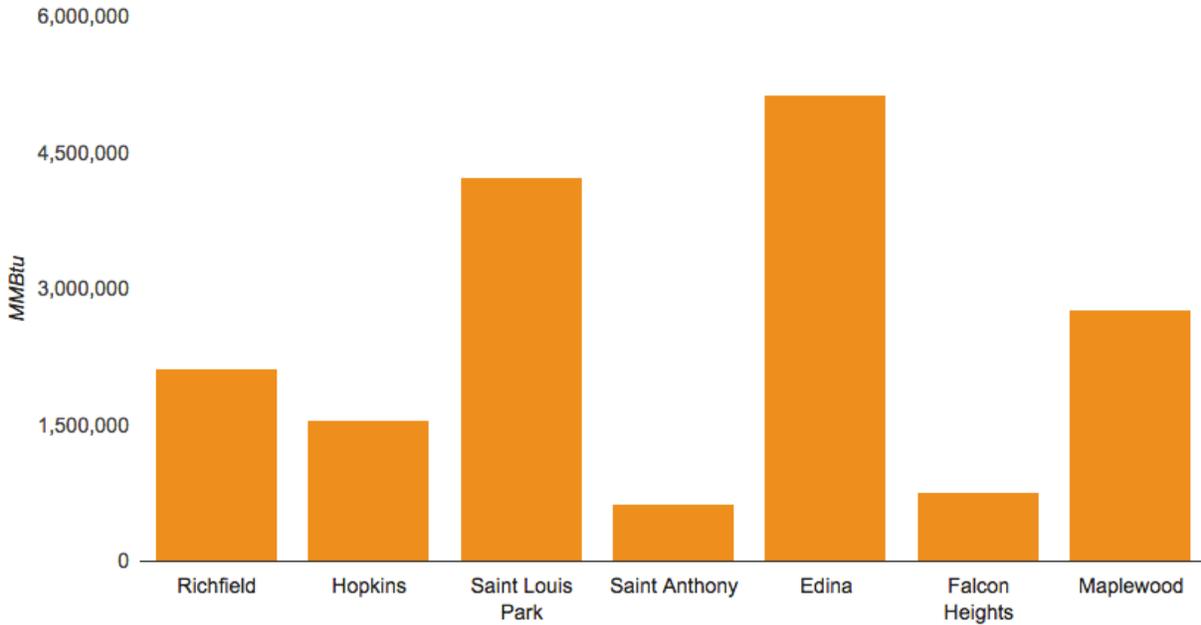


Figure 4. Maplewood 2012 Total Energy Use Compared to Other Inner-Ring Suburbs (Source: Regional Indicators Initiative)

The Regional Indicators Initiative also lets a city compare its energy use based on relative population. The figure below compares Maplewood’s residential energy use per capita.

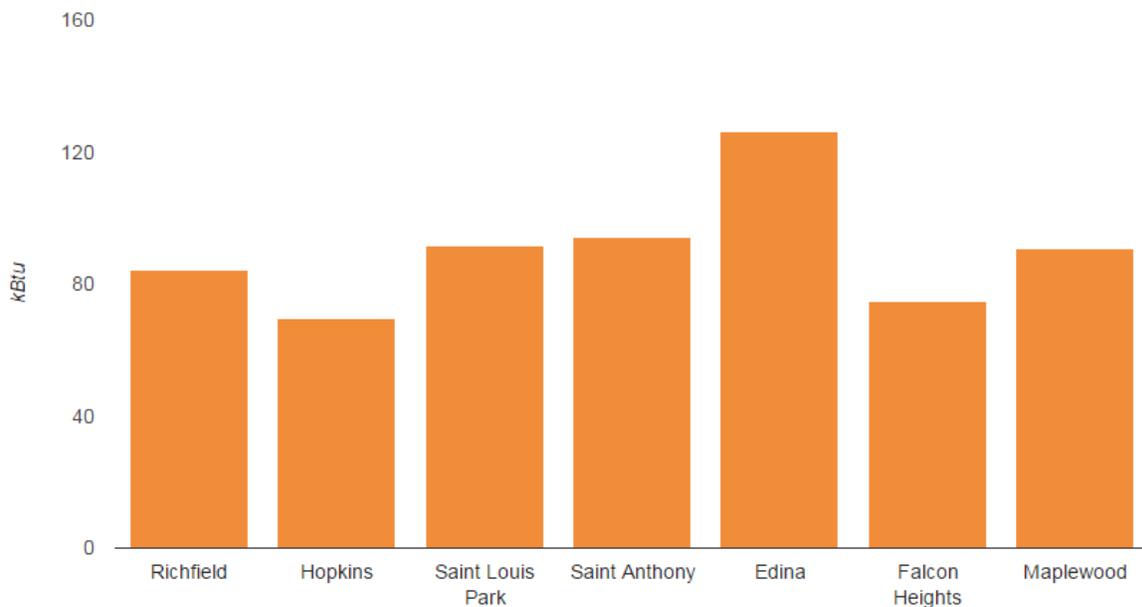


Figure 5. Maplewood 2012 Residential Energy Use per capita (Source: Regional Indicators Initiative)

The majority of the electricity tracked for Maplewood was used by commercial and industrial accounts (63%) while the remainder (37%) was used for residential accounts. A small percentage of electricity (less than 0.1%) is used for streetlights. However, commercial and industrial premises make up only 9% of the total premises, and residential account for 91% (see below).

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality



Figure 6. Maplewood 2013 Electricity Use and Premise Count by Sector

Conversely, the majority of the natural gas use tracked for the community was used by residential accounts (54%) while commercial and industrial customers used the remaining 46%. Similar to electricity service, commercial and industrial premises make up a small portion (7%) of the total premises, and residential accounts for 93% (see below).

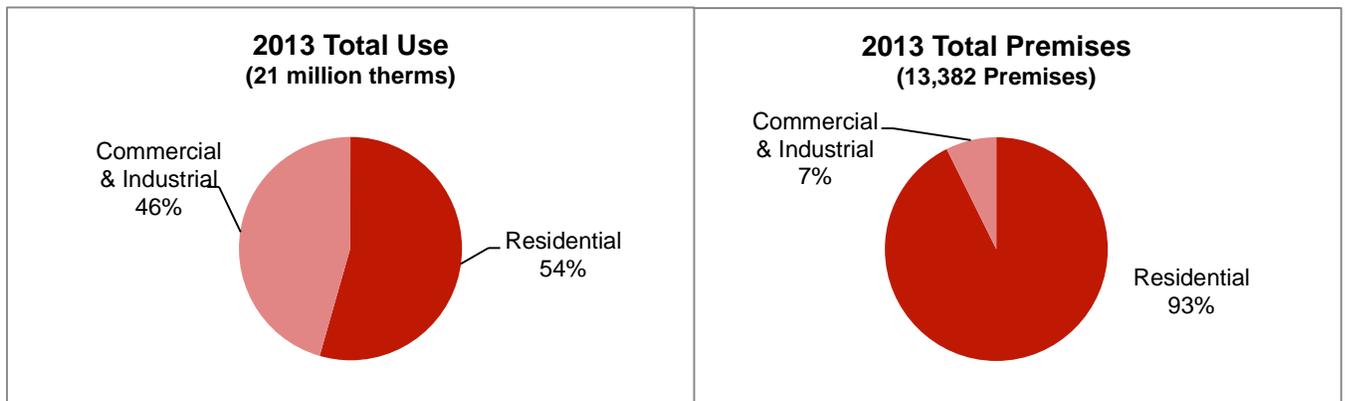


Figure 7. Maplewood 2013 Natural Gas Use and Premise Count by Sector

The graphs below show how electricity and natural gas demand change month to month in the City of Maplewood, for the years 2011-2013. Demand changes seasonally with temperature (most natural gas use is in the winter) and with other factors such as the length of the day (electricity use from lighting is higher during winter months). Note that data are not normalized to account for weather conditions year to year, so reflect the Community's actual metered use.

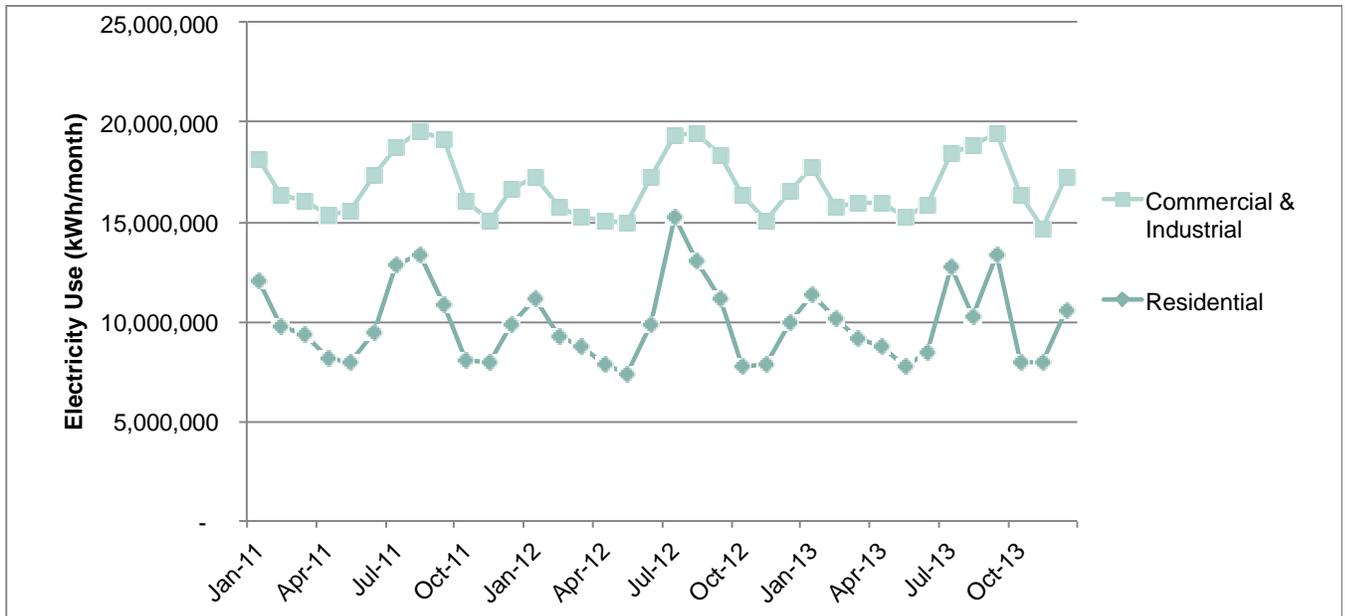


Figure 8. Monthly Electricity Use From Xcel Energy Customers in the City of Maplewood (2011-2013)

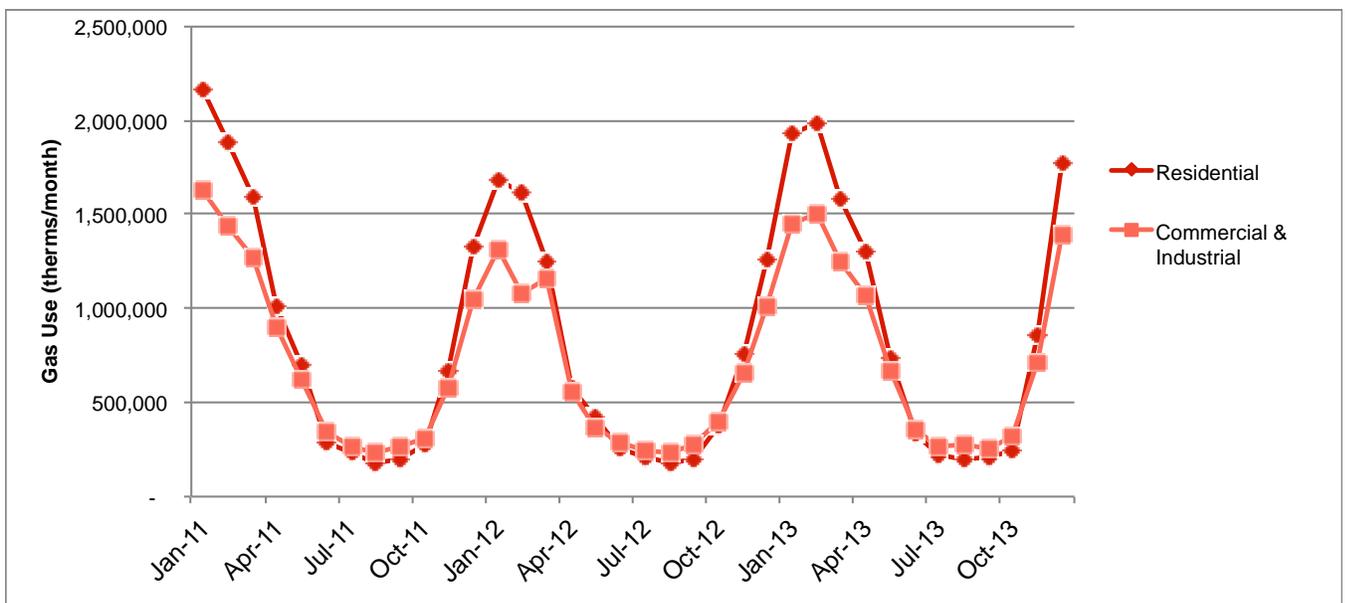


Figure 9. Monthly Natural Gas Use From Xcel Energy Customers in the City of Maplewood (2011-2013)

The Partners in Energy planning process also provides energy use information mapped across the community. The maps below show how total energy use is distributed across census block groups. The maps helped inform team members of clusters of energy and initiated an interest in community engagement in targeted areas.

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

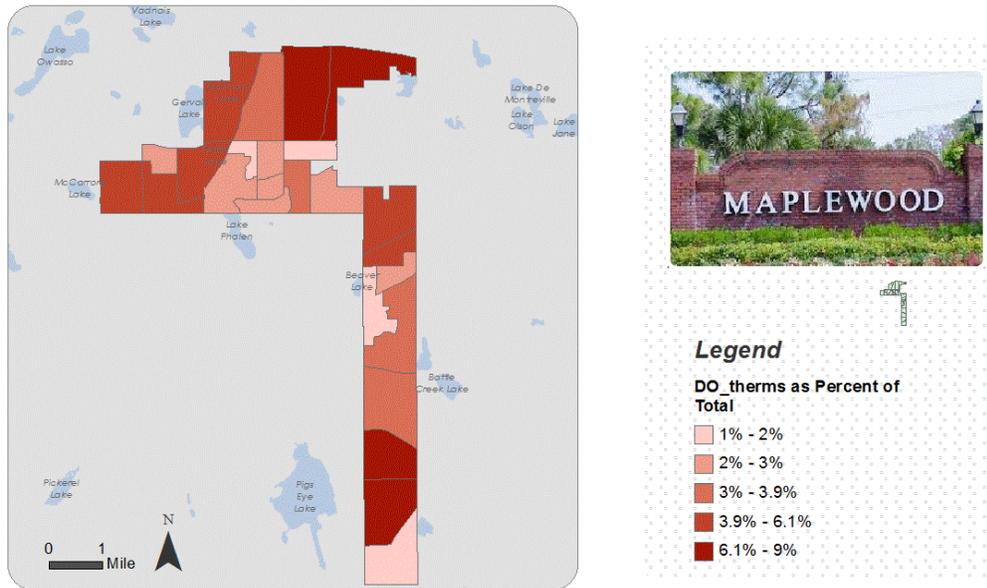


Figure 10. Maplewood Residential Natural Gas Use

Past and Present Energy Initiatives in Maplewood

Beginning with the Mayor’s Climate Protection Agreement in 2008, the City of Maplewood has led on numerous energy and sustainability initiatives that serve the community. Maplewood has focused on both improving energy efficiency and promoting local renewable energy production. In 2011 the City passed a Renewable Energy Ordinance to allow small wind turbines, geothermal heat pumps, and solar panels to be

located both in residential and commercial zoning districts. Also in 2011, the City completed a solar awning on the Maplewood Nature Center that consists of eight, 3’x 4’ solar panels.



Maplewood City Hall Ground Mounted Solar Arrays

In 2012 the City further demonstrated its commitment to renewable energy by installing two more solar projects on the City Hall Campus. One solar project is a ground mounted solar array with 261 panels and 180 reflective panels located in front of City Hall and the other solar project is roof-mounted with 216 panels and 19 reflective panels on the Maplewood Community Center.

In 2013 Maplewood became the first city in the country to adopt the International Green Construction Code (Maplewood Green Building Code). All City-financed buildings are required to be constructed under the code. In 2014 the City's South Fire Station was the first building constructed under the Green Building Code.



Maplewood South Station Fire Department

Two existing City programs were highlighted that could serve as a good basis for Maplewood's energy plan. First, the City has additional staff capacity of a Minnesota GreenCorps member through August 2015, who is available to conduct outreach and lay program groundwork during the implementation stage. Second, the City has received a grant to help with the City's Green Building Code Incentive Program (recommissioning studies). These opportunities are targeted at commercial customers, and would benefit from additional outreach.

The City's strong track record of sustainability leadership positioned it well to be an early community partner for Xcel Energy Partners in Energy. Some of the reasons include:

- Maplewood has built an outreach network through other environmental programming.
- Maplewood's previous experience with environmental outreach allows the City to build on lessons learned.
- The City's coordination of support from sources such as Minnesota GreenCorps allows more leverage of Xcel Energy resources.

See the following page for a full list of City initiatives from 2008 through the present.

MAPLEWOOD ENERGY INITIATIVES (2008 – PRESENT)

2008

- *Mayor's Climate Protection Agreement*
- *Green Team Created (Serves as Steering Committee for Energy and Sustainability Policies and Initiatives)*
- *Sustainable Maplewood Capstone Project*

2009

- *State Energy Code Adopted (Previous State Energy Code Dated Back to 1999)*
- *Energy Efficiency and Conservation Block Grant (American Recovery and Reinvestment Act)*
- *Energy Efficiency and Conservation Strategy*

2010

- *Community Energy Efficiency Sweeps – Partnership with Xcel Energy*
- *GreenStep Cities Participation*
- *Sustainable Operations*

2011

- *Living Streets Demonstration Project (Bartelmy/Meyer)*
- *Renewable Energy Ordinance*
- *Nature Center Solar Panels (Cooperatively Developed by the MN DNR Solar Grant Program through the Clean Water, Land, Legacy Amendment)*
- *Organized Trash Hauling*

2012

- *Living Streets Policy*
- *City Hall and Community Center Solar Panels (Made Possible by the US Department of Energy and the MN Department of Commerce through the American Recovery and Reinvestment Act of 2009)*

2013

- *Regional Indicators Initiative*
- *Green Building Code*

2014

- *City Leadership Group on Commercial Energy Competitiveness*
- *Environmental Assistance Grant for the Green Building Code Incentive Program*
- *Great Plains Institute Grant for the Green Building Code Incentive Program*
- *Minnesota GreenCorps - Energy Focus*
- *Partners in Energy*
- *Energy Education Programming*

Local Outreach and Communication Channels

Engaging the community is critical to reaching the City's energy goals. Below are some of the major ways that residents and businesses currently receive City updates. The Energy Action Team can use these communication channels to help deliver resources and information, as well as promote the implementation of the Energy Action Plan. The events listed include National Night Out, which is a successful avenue for reaching out to residents.

LOCAL OUTREACH CHANNELS

Publications

- *Maplewood Living* (monthly)
- *Seasons Newsletter* (quarterly)
- *Parks and Rec Brochure* (quarterly)
- *Lillie Suburban Press*
- *City of Maplewood Website*

TV Channels

- *Maplewood TV, Channel 16*

Social Media and Email

- *Maplewood Facebook Page*
- *Maplewood Twitter Feed*
- *Email Blasts to City Mailing List*

Events

- *Waterfest (May 31st)*
- *Light Up Maplewood (July 4th)*
- *Ramsey County Fair (July 15-19)*
- *National Night Out (August 4)*
- *Green Business Forum (September)*

Community Spaces

- *Maplewood Mall*
- *Maplewood Community Center*
- *Maplewood Nature Center*
- *Harambee Elementary School*



Changing Climate, Changing Perspective

By Virginia Gaynor,
Natural Resources Coordinator

The brutally cold days of January 2014 linger in the bones and memories of many Maplewood residents. When the mercury drops to -20° F, it is hard to think about global warming. But understanding climate change requires taking on a long-term, global perspective.

The earth's climate has always shifted between cycles of warming and cooling. Climate change during the past 150 years differs from previous cycles in two ways. The rate of change is unprecedented and according to 97% of climate scientists, the rate of change is due in part to human activities.

Documented changes in global climate include:

1. An increase in average global temperatures by 1.4° F over the past century;
2. In 2013 we saw the highest levels of carbon dioxide in the atmosphere in three million years; and

3. Oceans are warming and sea levels are rising since the late 1900's.

In Minnesota, average temperatures have increased 1° F in the south, and 2° F in the north over the past century, with most of that increase in the past 30 years. The average number of days with high dew points is increasing. And the quantity of precipitation is increasing in some areas with more large rain events while other areas are experiencing droughts.

Small changes in temperature can create large shifts in weather and climate. Models predict that by mid-century, Minnesota summers will be more like Kansas summers. Ecologists believe that the boreal forests of northern Minnesota will be replaced by maple and oak forests. Wildlife species such as moose will follow the boreal forest habitat north to Canada. The warmer temperatures will favor more invasive insect pests and plants. Health issues will increase due to heat stress, allergies, poor air quality, and diseases including more tick-borne diseases.

What is the City doing?
Maplewood City Council signed the Mayor's

Climate Protection Agreement in 2008, making a formal commitment to reduce greenhouse gas emissions. Since then the City has completed numerous projects to increase energy efficiency and reduce emissions, using the GreenSlap Cloves program as a framework. Larger site events have already had a significant impact on stormwater management and the City is adopting new design standards to address that (see page two). The City is participating in research such as the Regional Indicators project (see page two). At Maplewood's Fish Creek site, St. Thomas University is studying trees planted from local seed sources vs. southern Minnesota seed sources.

What can residents do?
Explore climate change issues this year by attending a climate or phenology program (see pages 2 and 3). At home, try one of the on-line tools to calculate your family's carbon footprint and pick one or two things to reduce your impact. The Environmental Protection Agency (EPA) has a calculator and kits of tips for families at www.epa.gov/climatechange/ wjyd.

Select References:
www.epa.gov/climatechange
www.dhs.gov/climatechange
www.nationalgeographic.com Sept. 2013

Leading Causes of Greenhouse Gas Emissions in USA



Seasons, Maplewood's Quarterly Environmental Newsletter

Opportunities

Maplewood Staff Connections

City staff serving on the Energy Action Team are well connected with Maplewood's businesses and community organizations through other projects. There are numerous communication channels in place to reach local businesses in Maplewood (through outreach, licensing, and so forth). These connections can be leveraged to encourage participation in energy programs.

Sustainable Maplewood

The City of Maplewood has a long history of engaging in sustainability efforts. This environmental work has been communicated to the public under the umbrella of "Sustainable Maplewood". Connecting "Energize Maplewood!" to a familiar logo should help build trust and interest in the campaign faster than introducing an entirely new brand to the public.



Community Spaces

Maplewood has valuable community spaces that could be used for events or program outreach. Opportunities for outreach include:

- Maplewood Mall - Energy Action Team member Jennifer Lewis said energy displays are a possibility.
- Maplewood Community Center - The Community Center has banquet rooms and facilities available for energy events and education. Additional outreach is possible through the Community Center's existing programming.
- Maplewood Nature Center - Energy education programming is a possibility according to Lead Naturalist Ann Hutchinson
- Harambee Community Cultures / Environmental Science School where Environmental and Natural Resources Commissioner Mollie Miller has connections.

Barriers

Minnesota GreenCorps Position Ending

Maplewood's Minnesota GreenCorps member and Energy Ambassador will be a great asset for conducting outreach until the Minnesota GreenCorps service ends in August 2015. After that date there will be a significant decrease in the amount of staff time available to connect directly with the community. Energy

Action Team members voiced their concerns during the final two workshops on how the end of the Minnesota GreenCorps position will affect goal attainment.

Restaurants

During discussions Energy Action Team members identified barriers associated with Strategy 1, targeting restaurants and auto dealerships. Those familiar with the industry shared that restaurant owners are often very busy and hard to reach. Furthermore it was noted that restaurants are often solicited to engage in energy upgrades from untrustworthy sources. This may make it harder to gain the owner's trust.

Further barriers associated with restaurant outreach include:

- Decision makers time constrained with other day-to-day business priorities and focus
- Competition to invest limited capital in more customer-facing projects
- Corporate owned chains make decisions at their headquarters, so limited impact in working with the site personnel
- Hard to prioritize replacing technologies that are currently working and getting the job done
- Restaurant owners rarely convene with one another, presenting little opportunity to present at meetings or other group functions

Congregations

A congregation's educational programming often mimics an academic calendar. Therefore attendance and opportunities to engage congregants at adult forums or committee meetings is limited during the summer months. This might be challenging for Maplewood's Energy Ambassador who is only available through summer 2015.

Residents

Energy is not a topic that most residents think about on a daily basis. Reaching and engaging residents must overcome barriers such as:

- Identifying effective outreach avenues and finding the appropriate time to explain
- Finding the time for high-touch outreach such as door knocking
- Upfront cost of some programs and services
- Challenging schedules and follow through to schedule an appointment
- Language barriers for residents who might not be fluent in English.

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality



Themes from Maplewood's Energy Vision

Where Do We Want To Go? – Maplewood's Energy Vision and Goals

This section describes the major themes and commitments that emerged from Maplewood's energy planning process, which include the energy vision to help guide future community action, the team's focus areas, and the proposed goals for outreach and energy targets over the 20-month implementation time horizon.

Maplewood's Energy Vision

The community vision provides a picture of where Maplewood wants to go, and how this

Energy Action Plan will help move the community toward that end. The vision provides direction for developing goals, implementing strategies, creating partnerships, and engaging the entire community.

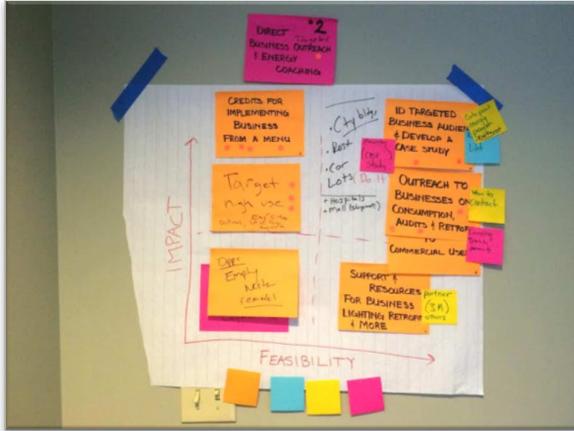
Members of the Maplewood Energy Action Team developed themes for important components of Maplewood's energy future and for the energy plan. Themes emerged such as educational, community-led, and action-inspiring. There were also ideas that energy work had to be adaptable and easily implementable, while also visionary and forward looking. Some themes included the impact on future generations, carbon neutrality, and renewable energy. Elements of the group visioning activity are shown in the word cloud above.

The group developed the following vision for the Maplewood Energy Action Plan:

Educate and empower the community to participate in energy actions that will move Maplewood towards carbon neutrality.

Focus Areas

Two primary focus areas emerged from the Energy Action Team that are inclusive across Maplewood residents and businesses, yet targeted in their overall approach in order to stay focused and actionable.



Brainstorm from Maplewood Workshop 3

Focus Area 1: Direct Outreach and Energy Coaching for High-Profile Businesses and Institutions

This area will target local businesses and institutions with technical guidance, and build off of Maplewood's existing channels to local businesses through the Environmental and Economic Development Departments. Local businesses were an important sector for the Energy Action Team from the beginning because of a commitment to economic development. In addition, the commercial and industrial sectors use 63% of the electricity and 46% of

the natural gas at fewer than 10% of the locations. The stakeholder team used its strong representation from local businesses and the Housing and Economic Development Commission to bring knowledge and experience to the table.

Focus Area 2: Energy Education & Public Events to Motivate Residential Energy Awareness and Conservation

Maplewood has existing channels for community outreach to residents. This focus area will leverage those outreach channels and bring energy, knowledge, and awareness to the table. The strong themes supporting this focus area were that efforts be community-driven and accessible to all residents. There was also a strong awareness that motivational tactics need to go beyond just information, to a call to action. The team had great participation from motivated and aware citizens, and community assets such as the Nature Center, with experience in environmental education programming.

Energy and Outreach Goals

The following goals summarize the Energy Action Team's planning initiatives. The goals span the 20-month implementation phase of May 2015 – December 2016.⁶

- **Save 400,000 kWh for local businesses and institutions**
- **Save each participating business an average of \$1,750 per year**
- **Enroll 4 new buildings in the City recommissioning assistance program saving a total of 208,000 kWh and 12,000 therms**
- **Motivate residents to participate in an additional 500 energy efficiency or renewable energy actions, leading to annual savings of 220,000 kWh**

⁶ These goals are calculated based on energy use data from 2013, participation goals, and average savings information.

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

and 33,250 therms. Increase renewable energy subscriptions by an additional 267,000 kWh.

- **Save each participating resident an average of \$130 per year**

Achieving these goals would reduce Maplewood's annual carbon footprint by 1.8 million pounds, approximately equivalent to the carbon emitted from 170 passenger vehicles per year.

Additional supporting assumptions used to calculate Maplewood's energy goals are included in Appendix 3.

How Are We Going To Get There? – Strategies



Strategy Brainstorm from Workshop 2

The Energy Action Team developed a set of core strategies within each focus area. These strategies are focused on activities that will take place over the 20-month implementation phase. The strategies provide focused, targeted areas of action that the City, community, and Xcel Energy will jointly support. In addition, the hope is that the lessons learned, tools developed, and community awareness that will be forged during implementation of these strategies will lead to further action, beyond the current implementation time period.

Energize Maplewood! Focus Areas, Strategies & Goals

Focus Area 1: Direct Outreach and Energy Coaching for High-Profile Businesses	
Strategy A:	Energy Efficiency in Businesses and Institutions
Goal	1) Save 400,000 kWh for local businesses and institutions 2) Save each participating business an average of \$1,750 per year
Strategy B:	Recommissioning and Green Building Code Outreach
Goal	3) Enroll 4 new buildings in the Green Building Code Incentive Program, saving a total of 208,000 kWh and 12,000 therms
Focus Area 2: Energy Education and Public Events to Motivate Residential Energy Awareness and Reduction	
Strategy A:	Energize Maplewood! Residential Energy Challenge
Goal	4) Enroll residents in an additional 500 energy actions, leading to annual savings of 220,000 kWh and 33,250 therms. Increase renewable energy subscriptions by an additional 267,000 kWh. 5) Save each participating resident an average of \$130 per year
Strategy B:	Home Improvement Store Energy Clinics
Goal	6) Motivate 40 additional residents to purchase efficient light bulbs.

Identifying and Prioritizing Energy Strategies

The Energy Action Team developed energy strategies by first examining community energy data, brainstorming, and prioritizing possible actions, then assessing the impact and feasibility of different options. First, Xcel Energy shared available data on local energy use and program activity that had already occurred within the City. Figure 11 and Figure 12 below show natural gas and electricity use by different business types for 2013. Note that some classifications represent business ownership, not the energy user. While local business classification data were not necessarily complete, when this information combined

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

with local community knowledge, it gave a snapshot to help focus on priority areas. This information helped the group identify priority business types to begin its focus.

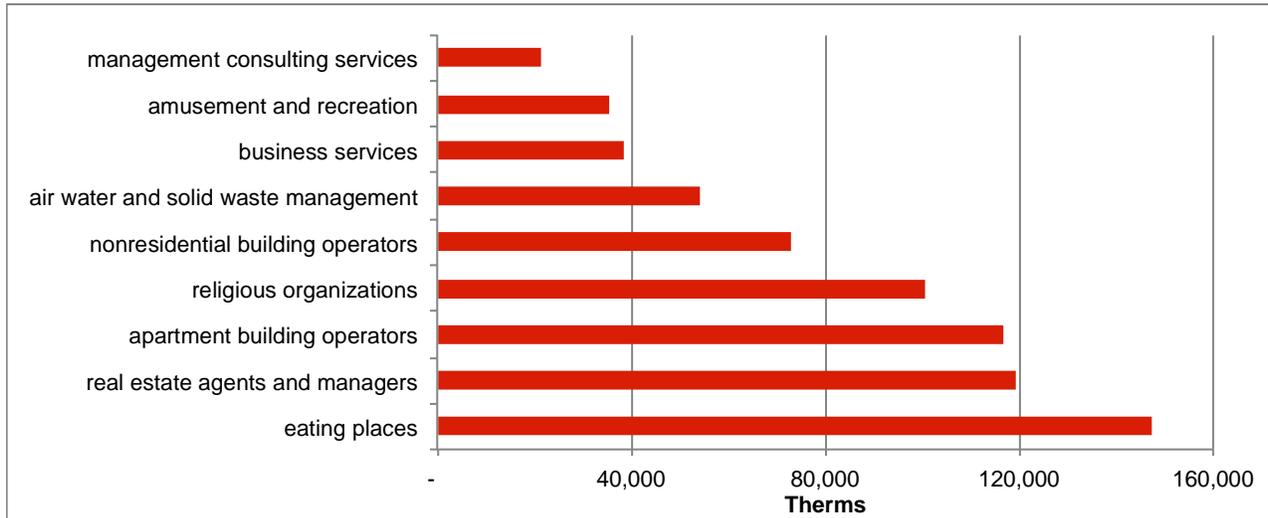


Figure 11. Natural Gas Use for Different Business Types With Available SIC Codes (2013)

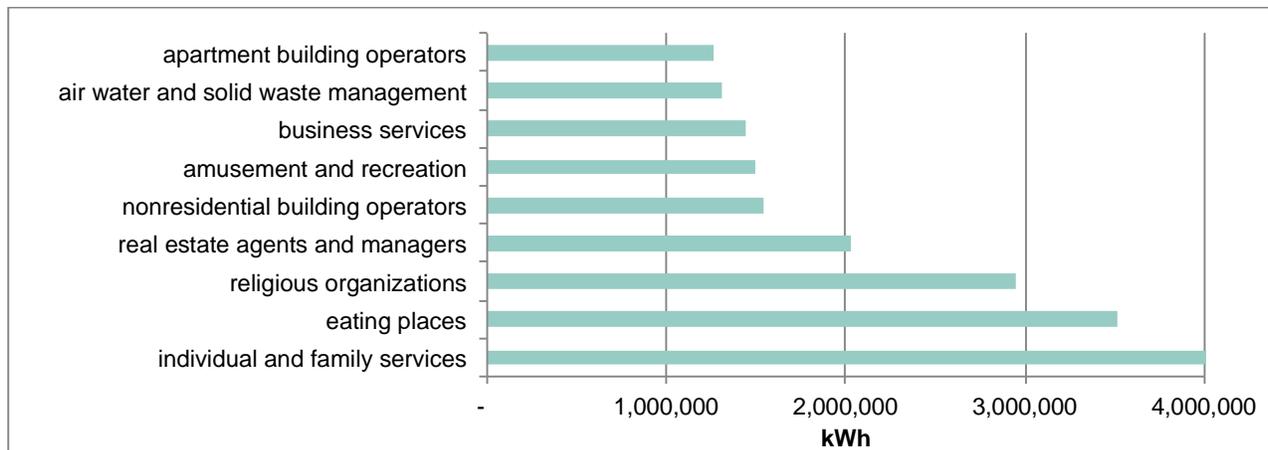


Figure 12. Electricity Use for Different Business Types with Available SIC Codes (2013)

Similar information helped the group understand the most effective programs in the community in previous years. Figure 13 and Figure 14 below show the Xcel Energy programs that helped Maplewood residents and businesses save the largest amount of electricity in recent years.

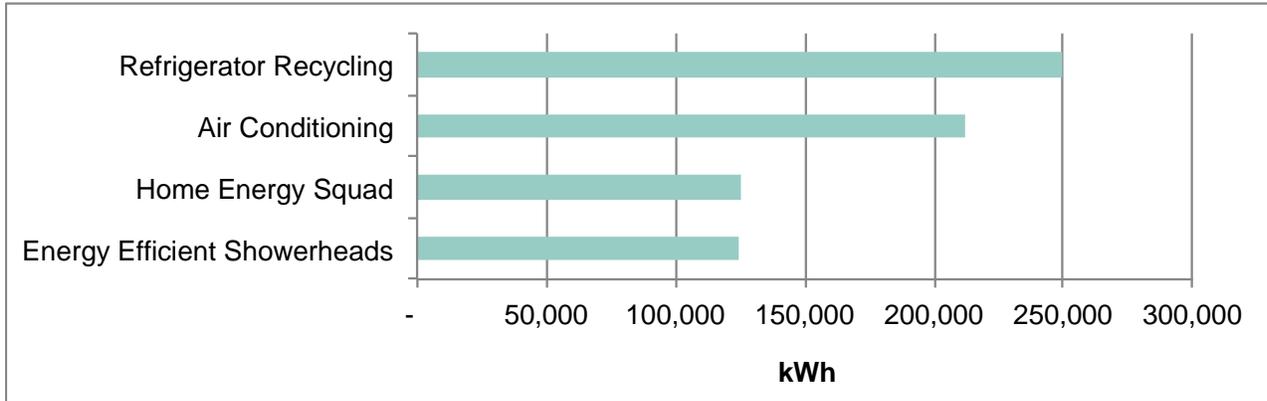


Figure 13. Largest Xcel Energy Electricity Saving Programs for Residents in 2012 & 2013 (by electricity saved)

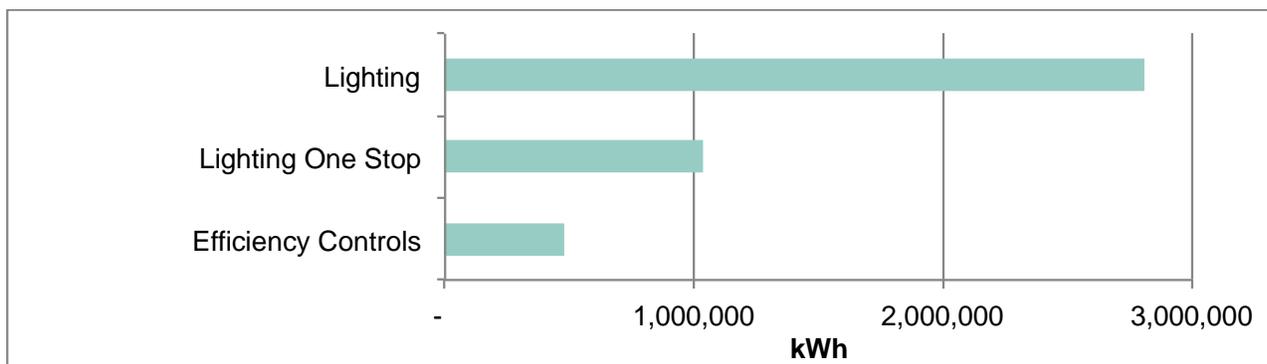


Figure 14. Largest Xcel Energy Electricity Saving Programs for Businesses in 2012 & 2013 (by electricity saved)

In addition, an estimated 360 residential customers participated in the Windsource® program, which allows customers to purchase blocks of renewable energy on their electricity bill. These customers subscribed to approximately 1 million kWh, or just under 1% of total use.

The following sections outline in more detail the proposed strategies, timelines, and next steps for moving the plan forward.

Implementation Steps and Strategies

The implementation of Maplewood’s Energy Action Plan will occur during two phases:

- Phase 1: May-August 2015
- Phase 2: September 2015 – December 2016

The first phase of plan implementation takes place during Maplewood’s Minnesota GreenCorps member service dates, ending August 2015.

Focus Area 1: Direct Outreach and Energy Coaching for High-Profile Businesses and Institutions

Information, resources, and encouragement will be provided to businesses and institutions in Maplewood to increase energy efficiency and renewable energy projects. This will be accomplished through outreach

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

messaging that is relevant to a particular business or institution, with specific actions and saving estimates that are tailored and more meaningful to those organizations.

The first strategy will focus on three specific institutions and businesses for targeted engagement: restaurants, auto dealerships, and congregations. This focus area will also use these and other established outreach channels to help implement and leverage the City's two grants from the Minnesota Pollution Control Agency and Great Plains Institute to support the Green Building Code Incentive Program (recommissioning studies and Green Building Code education).

Direct outreach will include:

- Notifications through community newsletters
- Direct mail/email
- One-on-one meetings

This direct outreach will also build on the City's existing processes for permitting, solid waste management programs, and stormwater management partnerships with watershed districts.

Strategy 1: Auto Dealerships and Restaurants

Both auto dealerships and restaurants have been identified as high profile local business types that provide good opportunities for energy efficiency improvements. A targeted campaign also offers the City a chance to champion and recognize the accomplishments of local businesses.



Auto Lots (Credit: Devin Berg via CC)

Energy Use Baseline

Auto dealerships and restaurants combined accounted for approximately 7% of Maplewood's total commercial and industrial electricity use, and 6.5% of commercial and industrial natural gas use tracked for the community in 2013. This amounts to 4.5% of total community electricity and 3% of total community natural gas in 2013.

The table below shows baseline energy use and premise information for 2013.⁷

BASELINE ENERGY USE: AUTO DEALERS AND RESTAURANTS IN MAPLEWOOD			
<i>Business Type</i>	<i>Number of Premises</i>	<i>2013 Energy Use</i>	<i>Average Premise Use</i>
Restaurants	47	7,349,333 kWh 404,760 therms	156,368 kWh 8,611 therms
Auto Dealerships	27	7,278,698 kWh	269,581 kWh

How & When: Tactics & Timeline

This strategy will channel auto dealerships and restaurants into existing programs and recognize achievements. Below is a list of initial energy efficiency and renewable energy programs that have been assessed as having the strongest potential for the identified business types. These programs will provide a set of initial actions presented to each business, though additional actions may be desired by each business. The table below shows Maplewood program participation in 2012 and 2013, and estimations for average annual savings that have been achieved by participants across Minnesota. (There is a large range of potential savings, and these numbers are not specific to auto dealers or restaurants.) Program descriptions are included in the Glossary of Terms in Appendix 1.

PROGRAM PARTICIPATION: AUTO DEALERS AND RESTAURANTS IN MAPLEWOOD			
<i>Program</i>	<i>Participants (2012+2013)</i>	<i>Average MN kWh Savings (Production)</i>	<i>Average MN therms savings</i>
Cooling Efficiency	5 Auto Dealers 5 Restaurants	10,000 kWh	---
One-Stop Efficiency Shop [®] Lighting Retrofits	12 Auto Dealers	25,000 kWh	---
Lighting Efficiency	3 Auto Dealers	37,000 kWh	---
Solar*Rewards [®]	10 Commercial + Industrial Total	(30,000 kWh) ⁸	---

⁷ A premise is the location of electricity or natural gas service. In most cases it is a facility location, though there can be multiple premises per building, and multiple premises per individual debtor.

⁸ Represents estimated average statewide C&I production.

Implementation Steps

Phase 1: Outreach (May-Aug 2015)

May-June 2015

- Contact the businesses in each group that have already participated to solicit case studies (Xcel Energy)
- Contact energy program providers and other experts to identify high-value solutions for specific business types (e.g., verify which programs would be the most beneficial and when is the most beneficial time to contact) (Xcel Energy + Minnesota GreenCorps Member)
- Review Maplewood permitting, business solid waste programs, and stormwater management processes to identify leverage points in existing activities (review with local community champions)
- Develop a plan to engage the local business trades as partners in outreach to these segments

Responsible Parties

- Xcel Energy
- Minnesota GreenCorps Member
- Maplewood City Staff
- Housing and Economic Development Commission
- Local champions

Possible Partners

- Local Chamber of Commerce
- Community Organizations, e.g., the local Rotary Club
- MN Restaurant Association

July-Aug 2015

- Work with local business champions to develop outreach and messaging approaches based on initial contacts and specific motivations identified for each business type. Examples include:
 - Comparison scorecard for targeted business type (e.g., compare average Maplewood restaurants to those in another city or to peers within the City)
 - Tailored list of program resources and assistance through implementation
 - Case study of a local business
 - Challenge or call to action for local business to hit participation goals, etc.
 - Focus on cost savings versus energy savings
- Work with local business champions to define outreach channels that will be most effective, for example:
 - Direct mail to targeted customers
 - Existing City outreach channels for sustainability efforts
 - Peer-to-peer networking, etc.
 - Materials for display at participating businesses to recognize the business’s achievements (restaurant table cards or posters at auto dealers)
- Design a campaign to auto dealers and restaurants to enhance initial awareness of efforts by these groups.

Phase 2: Follow up and Implementation (Sept 2015 – Dec 2016)

Phase 2 occurs after the City's Minnesota GreenCorps position has ended. This will create a new challenge to ensure the launch and outreach campaign is successful. Xcel Energy anticipates assisting the City with a Phase 2 stipend to fund a new Energy Ambassador for the remaining 15-month implementation phase. Additional detail will be available in the implementation MOU.

Sept 2015

- Launch outreach campaign

Oct – Dec 2015

- Contact all identified businesses
- Follow through and monitor “launch period” outreach campaign
- Review progress and make adjustments as needed at end of launch period

Jan 2016 – Dec 2016

- Continue with outreach campaign after any necessary adjustments
- Deliver recognition to business participants and leaders when goals are hit through:
 - Providing annual award
 - Spotlighting individual businesses in promotional material
 - Giving away window decal or table tent signage for local businesses to display

Goals

Outreach Goals:

Auto Dealers

- Outreach to all 19 auto dealers
- Follow up with 10 auto dealers
- Implement projects at a minimum of 5 auto dealers

Restaurants

- Outreach to 47 identified restaurant premises
- Follow up with 24 restaurants
- Implement projects at a minimum of 12 restaurants

Energy and Cost Savings Goals:

- Save 255,000 kWh for local businesses
- Save each participating business an average of \$1,750 per year

Strategy 2: Local Congregations

Maplewood’s local congregations have a unique opportunity to engage a wide cross-section of Maplewood residents, as well as implement energy savings opportunities within their own facilities. Congregation facilities vary widely, and can include large auditoriums or schools. For local congregations where environmental stewardship or community investment is an important priority, this strategy will provide them with tangible and measureable goals.

The proposed implementation steps for local congregations are similar to those proposed for auto dealers and restaurants, though messaging and outreach channels will be different.

Energy Use Baseline

Congregations accounted for approximately 1.5% of Maplewood’s electricity use, and 1% of Maplewood’s natural gas use in 2013. Congregations range in size significantly and there is similarly a large range in their energy use.

BASELINE ENERGY USE: CONGREGATIONS IN MAPLEWOOD			
	<i>Number of Premises</i>	<i>2013 Energy Use</i>	<i>Average Premise Use</i>
Congregations	32	3,100,000 kWh	97,000 kWh

How & When: Tactics and Timeline

This strategy will increase awareness of the existence and benefits of local efficiency efforts (and other sustainability programs). It will also connect to the Energy Challenge (see below) to enlist congregations as team sponsors. Some of the most promising efficiency measures for congregations include lighting and programmable thermostats to respond to fluctuating schedules. Larger congregations could be good targets for Maplewood’s Green Building Code Incentive Program. In 2012 and 2013, six congregations saved energy from lighting and energy efficiency programs and five additional signed up for the air conditioning “Savers Switch” program.

Phase 1: Outreach (May-Aug 2015)

May-June 2015

- Contact the congregations in Maplewood that have already participated to document experiences and solicit case studies (Xcel Energy)

Responsible Parties

- Maplewood’s Minnesota GreenCorps Member
- Local champions with congregation contacts
- Xcel Energy

Possible Partners

- Minnesota Interfaith Power and Light
- Metro CERTS
- Local Watershed Districts

- Contact energy program providers and other experts to identify high-value energy solutions for congregations (e.g., verify which programs would be the most beneficial) (Xcel Energy and Minnesota GreenCorps Member)
- Contact local or other (non-Maplewood) congregations to identify key messages that have worked (e.g., related to care for creation and environmental stewardship versus a business case). Use this information to develop messaging. (Minnesota GreenCorps Member)
- Contact possible partners to identify participation interest and coordination possibilities (Minnesota GreenCorps Member)

July-Aug 2015

- Develop outreach and messaging approaches based on initial contacts and specific motivations identified for congregations. Examples include:
 - Comparison scorecard for congregations (e.g., compare average Maplewood congregation to a church property in another city or to peers within the City)
 - Tailored list of program resources and assistance through implementation
 - Case study of a local congregation
 - Connect with the residential focus area team kicking off the fall congregation energy challenge to see if congregations would be interested in programs for church property
- Define outreach channels that will be most effective, for example
 - Direct mail to targeted customers - e.g., the letter going out to congregations inviting them to join in the Energy Challenge (see Focus Area 2)
 - Existing City outreach channels for sustainability efforts
 - Peer-to-peer networking with other congregations
 - Presentations at adult forums or congregation committees and circles
 - Meetings with congregation staff members - e.g., parish administrators to go over program options
 - Attendance at property committee meetings during the active part of the faith community's calendar (usually Sept-May for churches)
 - Outreach messaging with faith-based meaning - e.g., how energy efficiency and renewable energy relates to environmental stewardship and care for creation
 - Use of the University of Minnesota solar mapping tool to identify solar potential of specific sites⁹

Phase 2: Follow Up and Implementation (Sept 2015 – Dec 2016)

Phase 2 occurs after the City's Minnesota GreenCorps position has ended. This will create a new challenge to ensure the launch and outreach campaign is successful. Xcel Energy anticipates assisting the

⁹ See reference at <http://solar.maps.umn.edu/app/>

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

City with a stipend to fund a new Energy Ambassador for the remaining Phase 2 15-month implementation. Additional detail will be available in the Implementation Memorandum of Understanding.

Sept - 2015

- Initiate a broader campaign with an information table during coffee hours and/or presentations at adult forums/committees

Oct – Nov 2015

- Follow through and monitor “launch period” outreach campaign
- Review progress and make adjustments as needed at end of launch period
- Connect with congregations about upgrade needs before the annual budget is approved in January

December-January 2016

- Outreach break for congregations due to religious holidays (e.g. Advent, Christmas, Epiphany, and Hanukkah)

February-May 2016

- Follow-up with congregations who participated in the residential portion of the Energy Challenge
- Conduct reminder calls/emails about program opportunities
- Provide an incentive to have congregations follow through with an upgrade between May 2016 and December 2016

May-Aug 2016

- Identify congregations for case studies

September-November 2016

- Contact congregations with case studies and a summary of program participation/ education that occurred over the last 1.5 years to document accomplishments.

Goals

Outreach Goals:

- Outreach to all 21 congregations¹⁰
- Follow up with 10 congregations
- Implement actions at 5 congregations

¹⁰ Xcel Energy premise records and additional research indicate a total of 32 premises and 21 unique names within the City of Maplewood.

Energy and Cost Savings Goals:

- Reach an energy target of 155,000 kWh (5% of energy use) through energy efficiency or renewable energy
- Save all participating congregations a combined \$12,000 per year (if energy efficiency is implemented)

These energy savings goals combine with the local business outreach for a total goal to save 400,000 kWh for local businesses and institutions.

Strategy 3: Green Building Code Incentive Program Outreach

This strategy will leverage grants from the Minnesota Pollution Control Agency and Great Plains Institute that will allow the City to set up a rotating fund to help support the cost of building recommissioning studies and project implementation. In 2012 and 2013, program data show no premises participated in a recommissioning study in Maplewood, though others may have since that time. The City will be conducting outreach to building owners to advertise the program. Xcel Energy can provide support in the form of marketing materials, information on recommissioning and providers, and assistance with participant screening.

Responsible Parties

- Xcel Energy
- Maplewood City Staff

Possible Partners

- MN Pollution Control Agency
- Great Plains Institute
- Metro Clean Energy Resource Teams

How & When: Tactics & Timeline***Implementation Steps*****Phase 1 (May-August 2015)**

- Develop outreach materials and information sheet and help identify promising potential targets (City Staff)
- Develop grant agreement including 36-month energy data release to the City of Maplewood for public use
- Develop application process and screening criteria for high-potential building types (Xcel Energy and City Staff)
- Announce program launch in the summer edition of Seasons (City Staff supported by Xcel Energy)
- Conduct targeted outreach to high-potential building types (Minnesota GreenCorps Member)

Phase 2 (Sept 2015 – February 2017)

- Assess business interest in the funding opportunity and make outreach adjustments as needed (City Staff supported by Xcel Energy)

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

- Case study/web promotion to document results (perhaps through CERTS)

Goals

Outreach Goals:

- Number of buildings reached: 50
- Solicit interest from 10 buildings
- Number of buildings that complete a recommissioning study: 4

Energy and Cost Savings Goals

- Enroll four new buildings in the City recommissioning assistance program saving a total of 208,000 kWh and 12,000 therms

Focus Area 2: Energy Education & Public Events to Motivate Residential Energy Awareness and Conservation

This focus area will target outreach and education to Maplewood residents. The goal is to increase their awareness of energy conservation and sustainability efforts and increase local awareness of energy efficiency and renewable energy programs.

Strategy 1: Energize Maplewood! Residential Energy Challenge

This strategy will develop an overarching campaign to challenge and track energy savings throughout Maplewood. The target will be Maplewood residents who are Xcel Energy customers or parishioners at local congregations. Residents will be able to form and join self-selected teams, for example, their neighborhood, school, or Maplewood congregation. A team with at least 15 participants will have their combined energy use and program participation tracked. Progress will be publicized over a year, and rewards given to the winners in various categories. Opportunities will also be given for individual residents to participate who do not wish to join a team.

Energy Use Baseline

The residential sector accounted for approximately 37% of all the electricity and 54% of all natural gas tracked for the community in 2013. There are approximately 15,000 residential premises in the City of Maplewood served by Xcel Energy.

Responsible Parties

- Local Champions
- Xcel Energy
- Event Coordinators

Possible Partners:

- Maplewood Nature Center
- Team Champions: Congregations, Schools, Neighborhood Groups, Community Clubs (e.g. Rotary)
- Maplewood Mall
- 3M's Solar Community Initiative for 3M Employees

BASELINE ENERGY USE: RESIDENTIAL PREMISES

	<i>Number of Premises</i>	<i>Total 2013 Energy Use</i>	<i>Average 2013 Premise Use</i>
Residential Premises	15,000	118,000,000 kWh 11,000,000 therms	7,867 kWh 733 therms

How & When: Tactics & Timeline

This challenge will aim to increase resident awareness of energy use and drive participation in energy efficiency programs through increased awareness and competition. Below is a list of the energy efficiency and renewable energy programs with the highest participation in Maplewood in 2013, which can form the basis for outreach. The table below shows Maplewood program participation in 2013, and the average savings per participation. Program descriptions are included in the Glossary of Terms in Appendix 1.

In addition to team recognition there will be a component for Maplewood residents who participate in energy education or event planning. Names will be collected and a prize will be awarded quarterly during the 20-month implementation phase.

PROGRAM PARTICIPATION: MAPLEWOOD RESIDENTS

<i>Program</i>	<i>Participants (2013)</i>	<i>Average Maplewood kWh Savings (Production)</i>	<i>Average Maplewood therms savings</i>
Efficient Showerheads	1,353	65	38
Home Energy Squad	82	860	108
Insulation Rebates	55	101	135
Refrigerator Recycling	157	1,067	---
Residential Cooling	180	664	---
Residential Heating	221	149	414
WindsorSource®	367	(2,900)	---
Solar*Rewards®	8 Residential (2012 + 2013)	(6,600) ¹¹	---

¹¹ This represents an estimated average statewide production value for residential Solar*Rewards®, not specific to the Community.

Implementation Steps

Phase 1 (May-Aug 2015)

- Conduct initial outreach to community leaders and potential teams to assess interest and capacity for participation
- Identify program opportunities at Nature Center
- May-June: Design challenge rules and technical support needed (e.g., how goals will be set, how winners determined, what is required to sign up)
- May-June: Set up outreach channels (e.g. facebook page)
- July: Pilot challenge with one or two groups (e.g. City Staff)
- July: Finalize campaign messaging and materials
- August: Launch initial kickoff at National Night Out (August 4)

Phase 2 (Sept 2015-December 2016)

Phase 2 occurs after the City's Minnesota GreenCorps position has ended. This will create a new challenge to ensure the launch and outreach campaign is successful. Xcel Energy anticipates assisting the City with a Phase 2 stipend to fund a new Energy Ambassador for the remaining 15-month implementation. Additional detail will be available in the Implementation Memorandum of Understanding.

Challenge Kickoff and Launch (cont.)

- September 2015: Continued enrollment and sign up
- October 2015: Planned beginning for competition, which will last one year
- Home Energy Squad at the Maplewood Mall
- Home Energy Squad discount for a high volume sign-up within a neighborhood

Ongoing Challenge Management (Oct 2015 – Oct 2016)

- Set monthly schedule of reporting (monthly)
- Schedule events and other venues to provide feedback to participants:
 - Information tables at community events
 - Outreach partnership through the Nature Center
- Schedule 3-4 "bonus" or incentive periods throughout the year – e.g. limited buy down of program cost (available to all customers, but targeted advertising to challenge participants)

Goals

From May 2015-December 2016 increase program participation by 25% in Maplewood's residential sector. Enroll residents in an additional 500 energy efficiency actions, leading to annual savings of 220,000 kWh and 33,250 therms.

Increase renewable energy subscriptions by 25% for an additional 267,000 kWh.

Save participating residents an average of \$130 per year on energy efficiency savings.

Strategy 2: Home Improvement Store Energy Clinic

This strategy is currently underway through the Maplewood Environmental and Natural Resources Commission to partner with local home improvement stores and groups such as Habitat for Humanity to increase energy efficiency upgrades to homes. Xcel Energy can support these efforts by providing additional materials (i.e., subsidized energy efficient light bulbs) and engagement tools for energy clinics.

How & When: Tactics & Timeline

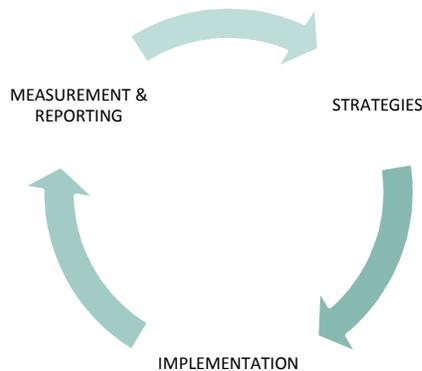
Initial Steps

- Outreach to Home Depot and Menards about schedule and opportunities for collaboration
- Outreach to Habitat for Humanity and Brush with Kindness about program interest
- Identify key class topics based on schedule of events
- Support content development and information on utility programs

Goals:

- Number of Energy Clinics: 6
- Number of residents engaged: 60
- Number of residents purchasing light bulbs: 40

How Are We Going To Stay On Course? – Monitoring and Reporting



The City of Maplewood is dedicated to achieving the goals outlined in this plan and recognizes consistent communication, tracking, and accountability are essential for success. This section outlines the monitoring and reporting structure agreed upon by the Energy Action Team members during the final group planning workshop.

Operational Actions and Tracking

During workshop four, members of the Energy Action Team confirmed that continuing to hold in-person meetings would be a challenge to schedule and too much of a time commitment. The team's preferred way of receiving updates during plan implementation is through email. General updates will go out to Energy Action Team members on a monthly basis from the Minnesota GreenCorps member and future Energy Ambassador. The City will manage a Partners in Energy webpage where all of the approved documents will be placed for the Energy Action Team members and the public to view.

Outreach metrics will be reported from the community to Xcel Energy monthly to ensure efforts are being tracked throughout the process. Xcel Energy will keep track of the community's outreach reports, energy data, and program participation data. This information will be compiled into a summarized report and shared with Maplewood's Energy Action Team quarterly.

Changing Course: Corrective Action

As with all plans, it is assumed that flexibility and changing expectations based on early tracking will be required to a certain extent. Important check-in points during implementation will be:

- Mid-point check-in during Phase I (early July 2015) to ensure that outreach and feedback is going as planned, with possible course correction based on information
- End of Phase I (late August 2015) to review and assess resources for Phase II (post Minnesota GreenCorps member service)
- Regular (weekly) feedback during early launch period of outreach campaigns and resident challenge to ensure that interest and coordination is moving forward as anticipated

If modifications to the monitoring and reporting structure above are needed:

- A discussion between the Energy Action Team and Xcel Energy will be held to discuss the best course of action

- New expectations for communication and tracking will be clearly documented and implemented

External Communication and Reporting

To keep Maplewood energized about the goals outlined in this plan, residents, businesses, and community groups will have to be continually engaged in the process. External communication and reporting will occur on a variety of platforms. The primary location for Energy Challenge updates and case studies will be on Maplewood's website. Information will also be distributed via city newsletters and mailers when opportunities arise. Updates to Maplewood's City Council will occur quarterly or yearly when the data summary reports are available.

Ongoing Energy Action Team Support

The support and insight of the Maplewood Energy Action Team is crucial for the ongoing success and momentum during implementation. Feedback and check in with the group will be valuable for implementation. Individual members will be involved in advising and conducting outreach on individual strategies. In addition, should the Energy Action Team members wish to continue as a full group, they could convene quarterly as a whole group for updates on plan progress, facilitated by Xcel Energy Partners in Energy.

Recognition for Hitting Maplewood's Goals

If the City of Maplewood is on track to hit the goals outlined in this plan, Xcel Energy will provide additional support in the form of a sign-based recognition campaign to reward the City for its accomplishments.

The City of Maplewood has numerous "leading by example" opportunities through work on its own facilities. This strategy will build on the City's efforts in order to 1) further educate the public about energy initiatives that have happened in the City's built environment and 2) demonstrate the City as a leader in energy efficiency and renewable energy.

Proposed recognition process could begin in May of 2015, after the City adopts the Energy Action Plan, with a majority of the recognition occurring after the City meets its energy goals (May 2016). The reward chosen by the Energy Action Team consists of developing, producing, and installing educational signage to highlight Maplewood's sustainability initiatives located on its City Hall campus. The areas that will require signs are: solar panels, updated boiler, Green Step Cities recognition, watershed, etc. (anticipated 10 signs)

The locations and content for the campus signs will be decided by Maplewood City staff. City staff will draft up each sign's layout and appearance for review by Xcel Energy, with costs covered by Xcel Energy up to a fixed amount per sign. Signs will be installed starting in the summer of 2015 through fall of 2016, coordinating with the City's requirements for that process. Signs will be developed and installed as the following milestones are reached:

- 1) Energy Action Plan Approval in April 2015 (1 Sign at City Hall Solar Site)

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

- 2) One-Third of energy goal reached (three signs)
- 3) Two-thirds of energy goal reached (three signs)
- 4) Full goal reached (three signs)

The signs will carry both the City of Maplewood and Xcel Energy's logo and include pictures and descriptions of why the highlighted sustainability initiative is important.

Beyond the Plan Horizon

Call out lessons and successes that the community can look for in the 20 months that will lead to better implementation in 2017 and thereafter.

Appendix 1: Glossary of Terms

Account: Generally refers to a single customer account, or debtor (see below).

Community Data Mapping: a baseline analysis of energy data in a geospatial (map) format across the community.

Debtor: Refers to a single customer account, which could have multiple premises and/ or multiple meters associated with it.

Demand Side Management (DSM): modification of consumer demand for energy through various methods, including education and financial incentives. DSM aims to encourage consumers to decrease energy consumption, especially during peak hours or to shift time of energy use to off-peak periods, such as nighttime and weekend.

Efficient Showerheads: A DSM program that provides Xcel Energy customers with low-flow showerheads.

Energy Action Plan: a written plan that includes an integrated approach to all aspects of energy management and efficiency. This includes both short- and long-term goals, strategies, and metrics to track performance.

Goals: the results toward which efforts and actions are directed. There can be a number of objectives and goals outlined in order to successfully implement a plan.

kWh (kilowatt-hour): a unit of electricity consumption

Maplewood Green Building Program: Maplewood's green building program helps promote sustainable building practices in the City. The City leads by example by applying the International Green Construction Code to all city funded building projects.

Home Energy Squad (HES): a partnership between Xcel Energy and CenterPoint Energy to help customers reduce energy use.

Metro Clean Energy Resource Teams (CERTs): An Twin Cities based organization that empowers communities and their members to adopt energy efficiency and renewable energy technologies and practices for their homes, businesses, and local institutions.

Minnesota GreenCorps: The Minnesota GreenCorps Program is an AmeriCorps program coordinated by the Minnesota Pollution Control Agency. As a statewide program, its goal is to protect and preserve Minnesota's environment while training a new generation of environmental professionals.

Minnesota GreenStep Cities: Minnesota GreenStep Cities is a voluntary challenge, assistance, and recognition program to help cities achieve their sustainability and quality-of-life goals.

One-Stop Efficiency Shop® Lighting Retrofits: a full-service lighting rebate program available to small businesses in Xcel Energy's Minnesota service territory with an electric demand of 400 KW or less.

Premise: a unique identifier for the location of electricity or natural gas service. In most cases it is a facility location. There can be multiple premises per building, and multiple premises per individual debtor.

Recommissioning: An energy efficiency service focused on identifying ways that existing building systems can be tuned-up to run as efficiently as possible.

Refrigerator Recycling: A DSM program that provides an incentive if customers recycle their second refrigerator.

Solar*Rewards®: A program from Xcel Energy that offers incentives and rebates for installation of photovoltaic (PV) solar panels.

Therm: a unit of natural gas consumption

Windsource®: A program from Xcel Energy that allows customers to purchase blocks of wind energy as their electricity source.

Appendix 2: Planning Workshop Details

Maplewood developed this Energy Action Plan during a series of four workshops and one work session held January through March 2015. These workshops focused on where the group was starting from (reviewing existing efforts in the community, and energy use baseline information), a vision for where the community wants to go and developing and refining strategies for how to get started.

- Workshop 1 (January 29, 2015):** At the first workshop Energy Action Team members got acquainted and Tami Gunderzik from Xcel Energy introduced the team to Partners in Energy. City of Maplewood staff Shann Findwall and Minnesota GreenCorps Member Joe Ballandby shared past and present energy initiatives in Maplewood to help frame future discussions. The team then worked through an energy visioning activity and Energy Ambassador Joe Ballandby was given the responsibility of drafting an energy vision statement based upon the group's discussion. The workshop then closed with an initial look at Maplewood's baseline energy data.
- Workshop 2 (February 10, 2015):** At the second workshop the Energy Action Team began with a discussion around the proposed energy vision statement. This discussion primarily focused on the use of "carbon neutral" vs "carbon free" and/or sustainable". The team voted in support of using "carbon neutral" and Joe Ballandby was given the task to revise the statement for the third workshop. Following the visioning discussion Maplewood's energy baseline was examined. The team was especially interested in the residential electricity use map that showed southern Maplewood homes using more energy. Then the team brainstormed energy saving strategies. Strategy themes clustered around: education, financial incentives for businesses, and energy coaching.



- Workshop 3 (February 26, 2015):** This workshop started by taking the top 14 proposed strategies from workshop 2 and sorting them under three focus area categories: Direct Business Outreach & Energy Coaching, Institutions, and Energy Education & Public Events. By the end of the process the team had resorted the proposed strategies under two focus areas eliminating the need for "institutions". Then the team divided up into three groups and rated each strategy by feasibility and impact. The discussions centered around this

workshop further narrowed down 14 strategies to six.

- Workshop 4 (March 12, 2015):** During workshop 4 the Energy Action Team looked at additional program participation data to assist in creating goals and choosing appropriate tactics for the following six strategies: Maplewood Car Dealerships, Residential, Congregations, Restaurants,

MAPLEWOOD ENERGY ACTION PLAN

ENERGIZE MAPLEWOOD! A Community Action Plan Towards Carbon Neutrality

Green Building Code, and City Hall Demonstration Projects. At the end of the workshop the team divided into two groups to further discuss planning details related to each focus area.

- **Work Session 4.5 (March 24, 2015):** Between workshop 4 and the March 24th meeting, Partners in Energy facilitators drafted strategies tactics and goals based upon the discussions from the four workshops. During the 4.5 meeting, team members had the opportunity to respond to the draft strategies and adopt them. During this meeting a request was made to include tactics around clean and renewable energy.

Appendix 3: Supporting Assumptions for Energy Goals

CALCULATING MAPLEWOOD ENERGY GOALS

1) Save 400,000 kWh for local businesses and institutions

Assumptions:

Restaurants in Maplewood used an average of 156,000 kWh in 2013; Goal is to reach 12 restaurants, and save an assumed average of 7% energy at each from program measures, for a total of 131,000 kWh.

Auto Dealers in Maplewood used an average of 270,000 kWh in 2013; Goal is to reach 5 auto dealers, and save an assumed average 25,000 kWh at each for a total of 125,000 kWh.

Congregations in Maplewood used an average of 97,000 kWh in 2013, and a total of 3,100,000; The goal is to save an average of 5% energy across all congregations through direct outreach and engagement in the Energize Maplewood team challenge, for a total of 155,000.

2) Save each participating business an average of \$1,750 per year

Assumptions: Average savings on energy bills is \$0.10 per kWh saved

3) Enroll 4 new buildings in the City recommissioning assistance program saving a total of 208,000 kWh and 12,000 therms

Assumptions: The largest 50 commercial buildings tracked for the Community used an average of 742,000 kWh and 42,000 therms in 2013. Assume recommissioning brings 7% savings on electricity and gas for each of the 4 buildings, this would save 207,760 kWh and 11,760 therms

4) Residents participate in an additional 500 energy actions, leading to annual savings of 220,000 kWh and 33,250 therms. Increase renewable energy subscriptions by an additional 266,000 kWh.

Assumptions:

In 2013 there were 2,435 residential efficiency actions. Assume that the distribution of the 500 additional actions is the same as the relative program distribution in 2013, which leads to annual additional savings of about 131,500 kWh and 25,000 therms.

Assume additional savings would result from behavioral changes from the energy challenge. The enrollment goal was 15 teams of 15, for a total of 225 participants. Assume that average energy use from 2013 will reduce by 5%, giving 88,000 kWh and 8,250 therms saved.

Assume renewable energy subscriptions also increase by 25% over the 2013 baseline of 1,064,300 kWh

5) Save each participating resident an average of \$130 per year

Assume a total of 350 total participants, and energy costs of \$0.10/kWh and \$0.75/therm

Appendix 5: Partners in Energy Planning Memorandum of Understanding

Memorandum of Understanding Phase 1 – Plan Development

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

Congratulations on being selected to participate in Xcel Energy's Partners in Energy program. This program is designed to provide your community with the tools and resources necessary to develop and implement an energy action plan that reflects the vision your community has for shaping energy use and supply in its future. Program participation is intended to span 24 months with the initial 4-6 months dedicated to developing of a strategic energy action plan and the remaining time focused on the implementing that plan.

The intent of this Memorandum of Understanding (MOU) is to confirm Maplewood's intent to participate in the initial plan development phase of the Partners in Energy program and outline the commitment that your community and Xcel Energy are making to this collaborative initiative. The primary objective of this phase of the program is to develop your energy action plan.

In order to achieve this Xcel Energy will provide:

- Consulting support to assist in identifying potential community stakeholders, and constructing or delivering an invitation or informational announcement regarding the planning process.
- Data analysis of community energy use and Xcel Energy program participation to the extent that it is legally and technically prudent and feasible. The results can be used to identify potential opportunities to implement plan strategies. Xcel Energy will attempt to integrate data provided by Maplewood into the analysis if feasible.

XCEL ENERGY PARTNERS IN ENERGYMemorandum of Understanding
Plan Development Phase

- Professional facilitation of five plan development work sessions with the community stakeholder group to develop the energy action plan's vision, focus areas, goals and implementation strategies.
- Assistance as needed in synthesizing the community and program data collected with the vision of the community to identify attainable goals that align with suitable strategies and tactics.
- Development of the documented energy action plan that will incorporate inputs from the stakeholder planning team and will be accessible to the community.
- Commitment to delivering an actionable and complete energy action plan within four months of the Maplewood City Council's review of the MOU (four months from November 24, 2014) and Xcel Energy signing this MOU.

Although participation in the Plan Development phase of Partners in Energy program requires no monetary contribution Maplewood does agree to provide:

- A single contact point to work with recruiting stakeholders, coordinating planning meeting logistics, and coordinate distribution of deliverables and lead participation of the community.
- Meeting facilities to host the stakeholder group during development of the plan.
- Identification of existing community energy plans or programs that could be leveraged in successful development and delivery of this plan.
- Good-faith evaluation of the recommendations and analysis provided and fair consideration of the potential strategies and tactics identified that align with the Maplewood's goals.
- Commitment to delivering an actionable and complete energy plan within four months of the Maplewood City Council's review of the MOU (four months from November 24, 2014) and Xcel Energy signing this MOU.
- Public distribution of the work products developed with the support of the Xcel Energy's Partners in Energy program.

XCEL ENERGY PARTNERS IN ENERGY

Memorandum of Understanding
Plan Development Phase

**Resource Commitment Summary
Plan Development Phase**

Maplewood	Xcel Energy
<ul style="list-style-type: none"> • Single point of contact • Meeting facilities • Access to existing energy-related plans and programs • Involvement in developing implementation strategies • Commitment to completing the plan development • Agreement that the energy plan resulting from this work will be available to the public 	<ul style="list-style-type: none"> • Assistance identifying and recruiting stakeholders • Analysis of community energy use and program participation • Facilitation of planning sessions • Training and guidance developing goals and strategies • Documentation and delivery of the energy action plan • Commitment to completing the plan development

The MOU for the Implementation Phase of the Partners in Energy program will be developed upon completion of your energy action plan and will outline your goals and the resource commitment from Xcel Energy and Maplewood.

All communications pertaining to this agreement shall be directed to Shann Finwall on behalf of Maplewood and Tami Gunderzik on behalf of Xcel Energy.

Thank you again for your continued interest in Xcel Energy’s Partner in Energy program. We look forward to assisting Maplewood in the development of an action energy plan.

For Maplewood:

For Xcel Energy:

Date: _____

Date: _____

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Martin, AICP, Planner

DATE: April 22, 2015

SUBJECT: Approval of a Resolution Calling Public Hearing to Modify Development Program and Establish TIF District No. 1-13 for Villages at Frost-English, 1955 English Street

Introduction

On May 12, 2014, the city council adopted a resolution expressing the intent to create and administer a Tax Increment Finance District for Development of the Villages at Frost-English. At the April 13, 2015 city council meeting approvals were granted for the development of Phase 1 of the Villages project.

Discussion

This item has been placed on the agenda to call a public hearing to discuss the establishment of a Tax Increment Financing (TIF) district. Sherman Associates has submitted a TIF Application. A public hearing is required prior to the consideration of TIF financing. The city's financial consultant, Springsted, Inc. has prepared the attached timeline for the consideration of TIF. The analysis of the district and the financial needs of the developer and development are currently being analyzed and a report on the district and the internal rate of return for the development proposal will be presented to the city council prior to the public hearing. This action is to call a public hearing for May 26, 2015 to consider this action. The city council is not, and cannot at this time, approve TIF for this project. This is the start of the process to consider the issues related to the proposed project.

Budget Impact

Adopting the attached resolution will have no impact on the city's budget. The proposed TIF plan which is to be reviewed on May 26, 2015 will outline the financing of the of the Villages at Frost-English Phase multi-family building and the city's proposed Gladstone Public Improvements – Phase 2.

Recommendation

The city council should adopt the attached resolution calling for a Public Hearing on May 26, 2015 on Establishing TIF District No. 1-13 for Villages at Frost-English, 1955 English Street.

Attachments

1. Resolution Calling for Public Hearing
2. TIF Timeline

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF
MAPLEWOOD, MINNESOTA

HELD: April 27, 2015

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Maplewood, Ramsey County, Minnesota, was duly held at the City Hall on Monday, the 27th day of April, 2015 at 7:00 p.m. for the purpose, in part, of calling a public hearing on the proposed adoption of a Modification to the Development Program for Development District No. 1, and the proposed establishment of Tax Increment Financing (Redevelopment) District No. 1-13 therein and the proposed adoption of a Tax Increment Financing Plan therefor.

The following Council Members were present:

and the following were absent:

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED
ADOPTION OF A MODIFICATION
TO THE DEVELOPMENT PROGRAM FOR
DEVELOPMENT DISTRICT NO. 1 AND THE PROPOSED
ESTABLISHMENT OF TAX INCREMENT FINANCING
DISTRICT (REDEVELOPMENT) NO. 1-13 THEREIN AND
THE PROPOSED ADOPTION OF A TAX INCREMENT
FINANCING PLAN THEREFOR

BE IT RESOLVED by the City Council (the "Council") of the City of Maplewood, Minnesota (the "City"), as follows:

1. Public Hearing. This Council shall meet on Tuesday, May 26, 2015, at approximately 7:00 p.m., to hold a public hearing on the following matters: (a) the proposed adoption of a Modification to the Development Program for Development District No. 1, (b) the proposed establishment of Tax Increment Financing (Redevelopment) District No. 1-13 therein, and (c) the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, both inclusive, as amended and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act").

2. Notice of Hearing; Program Modification and Plan. The City Manager is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Modification to the Development Program and Tax Increment Financing Plan on file in the Manager's Office at City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Manager is hereby directed to mail a notice of the public hearing and a copy of the Tax Increment Financing Plan to Ramsey County and Independent School District No. 622 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed tax increment financing district.

The motion for the adoption of the foregoing resolution was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) SS.
COUNTY OF RAMSEY)

I, the undersigned, being the duly qualified and acting Manager of the City of Maplewood, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Maplewood, Minnesota duly called and held, as such minutes relate to the calling of a public hearing on the City's development district and tax increment financing district.

WITNESS my hand this ____ day of April, 2015.

Manager

EXHIBIT A

CITY OF MAPLEWOOD
COUNTY OF RAMSEY
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING
ON ESTABLISHMENT OF TAX INCREMENT FINANCING
(REDEVELOPMENT) DISTRICT NO. 1-13
WITHIN DEVELOPMENT DISTRICT NO. 1

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Maplewood, Ramsey County, Minnesota, will hold a public hearing on Tuesday, May 26, 2015, at 7:00 p.m., at the Maplewood City Hall, 1830 East County Road B, in the City of Maplewood, Minnesota, relating to the proposed adoption of a Modification to the Development Program for Development District No. 1, the proposed establishment of Tax Increment Financing (Redevelopment) District No. 1-13 and the proposed adoption of a Tax Increment Financing Plan therefor, within Development District No. 1, pursuant to Minnesota Statutes, Sections 469.124 to 469.133, inclusive, as amended and Section 469.174 through 469.1794, inclusive, as amended. Copies of the Modification to the Development Program and the Tax Increment Financing Plan as proposed to be adopted will be on file and available for public inspection at the office of the City Manager at City Hall.

The property proposed to be included in Tax Increment Financing (Redevelopment) District No. 1-13 is described in the Tax Increment Financing Plan on file in the office of the City Manager.

A map of Development District No. 1 and Tax Increment Financing (Redevelopment) District No. 1-13 is set forth below:

[INSERT MAP of Development District No. 1, and Tax Increment Financing (Redevelopment) District No. 1-13]

All interested persons may appear at the hearing and present their view orally or in writing.

Dated: April 27, 2015.

BY ORDER OF THE CITY COUNCIL

/s/ Melinda Coleman
Manager

City of Maplewood, Minnesota
Tax Increment Financing (Redevelopment) District
(Proposed Maplewood Bowl Redevelopment Project)

Schedule of Events		
Date	Event	Responsible Party
April 2015	Evaluate Developer information, complete analysis and draft TIF Plan	Springsted
April – May 2015	Completion of Blight Study	Blight Consultant
April – May 2015	Drafting of the Contract for Private Development	City, Attorney
Creation of TIF District		
Prior to Thursday, April 9	County Commissioner receives Notification Letter (at least 30 days prior to publication of public hearing notice)	Springsted
Monday, April 13 or 27	City Council adopts resolution calling for Public Hearing	City, Attorney, and Springsted
Prior to Wednesday, April 22, 2015	County and School District <u>receive</u> impact letters & draft TIF plan (at least 30 days prior to public hearing)	Springsted
Tuesday, May 5, 2015	City Planning Commission reviews TIF documents	City, Attorney, and Springsted
Wednesday, <i>May 13, 2015</i> Deadline: May 6	Publication of notice of public hearing in the Ramsey County - Maplewood Review (10-30 days prior to public hearing)	Springsted
Wednesday, May 13, 2015	Housing and Economic Development Commission reviews TIF documents	Springsted
Tuesday, May 26, 2015 at 7:00 pm	City Council holds public hearing, and adopts resolution establishing TIF District	City, Attorney, and Springsted
Tuesday, May 26, 2015	Review and approval of Contract for Private Development	City, Attorney, Springsted
After Public Hearing	State filing and request for county certification	Springsted

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, City Engineer / Public Works Director
Alan Kantrud, City Attorney
Steve Lukin, Fire Chief

DATE: April 20, 2015

SUBJECT: East Metro Public Safety Training Center, City Project 09-09, Approval of Resolution Awarding Contract for Completion of Burn Room Thermal Liner

Introduction

The council will consider approval of the attached resolution awarding a contract to Janhke & Sons Construction, Inc. (DBA WHP Trainingtowers) in the amount of \$108,553 for completion of the Burn Room Thermal Liner systems as part of the East Metro Public Safety Training Center, City Project 09-09.

Discussion

During the initial Phase 1 work on the East Metro Public Safety Training Center the City solicited bids for and awarded a contract for installation of a thermal liner system to protect structural walls in the training buildings during live burn training activities. Expansion of the commercial wing on the tower building is nearly complete and is ready for additional burn rooms to be lined with the same thermal liner system.

The thermal liner is required for protection of the structural walls in the burn building and training tower where live burn training will be conducted. During solicitation of bids for the initial liner work in 2014, only one bid was received and the contract was awarded to Janhke & Sons Construction, Inc. (DBA WHP Trainingtowers). The additional liner installation is required to be the same material and also utilize the same installation methods thus according to the City Attorney a bidding process is not required for this additional work and additional reasoning is supplied in the attached Resolution consistent with the sole-provider exception to Minn. Stat. 471.345. The City obtained a proposal from WHP Trainingtowers dated February 4, 2015, and has determined that the proposal meets the requirements of the project and is within the engineer's estimate as summarized below.

Company	Cost
WHP Trainingtowers Proposal	\$108,553
Engineer's Estimate	\$150,000

The overall performance of WHP during the initial work, including workmanship and conformance to the project schedule, met the project Steering Committee's expectations and provisions of the previous contract.

Budget Impact

The original budget adopted in May 2012 for this Phase 1 project was \$4.335 million. Since that time additional SPRWS funding and MnDOT signal contributions total \$208,900. The revised financing plan has been amended to reflect the 2014 additional bonding bill allocation of \$1.65 million of which a portion is for the remaining Phase 1 commercial wing of the burn tower and additional burn liner. The costs associated with this Thermal Liner contract are estimate to be \$108,553. This cost is within the budgeted amount for this work. Therefore, no budget adjustment is required at this time.

Recommendation

It is recommended that the council approve the attached resolution awarding a contract to Janhke & Sons Construction, Inc. (DBA WHP Trainingtowers) in the amount of \$108,553 for completion of the Burn Room Thermal Liner systems as part of the East Metro Public Safety Training Center, City Project 09-09.

Attachments

1. Resolution Authorizing Award of Contract (DBA WHP Trainingtowers)

**RESOLUTION
AWARDING CONTRACT**

WHEREAS, WHP Trainingtowers submitted bid pricing for additional liner material necessary to accommodate the commercial wing of the burn tower for the East Metro Public Safety Training Center, and

WHEREAS, during the initial bidding process for the liner in the burn building (as part of an earlier phase), only one contractor responded to the request for a calcium silicate based liner system. WHP Trainingtowers was that contractor and they were able to fully meet the requirements of the specifications, and

WHEREAS, during the original bidding process for the liner in the burn building, the member departments had the option to select two different liner types (different strength and temperature ratings), one for the gas burn prop areas and one for the Class A burn areas. The departments chose to use a single system instead of two different strength/temperature ratings, in part to avoid the potential for members replacing damaged panels with the wrong temperature rating in a given area. In addition, the single type allows consistency with a full 15-year warranty on the liner throughout the facility, and

WHEREAS, the facility needs to maintain excess liner material on hand and be able to maintain the system with staff from the member departments. Having a single system is critical for having consistency in replacement of damaged panels when considering there are multiple departments who are members of the facility and who may be completing maintenance on the liner panels, and

WHEREAS, the mounting hardware is part of a system and is unique to each manufacture's product. When damaged panels need to be replaced, the panels need to be the same material to maintain the integrity of the system and the 15-year warranty provided by the manufacturer, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that Jahnke & Sons Construction (DBA WHP Trainingtowers) is the sole source manufacturer and installer of the thermal liner system used at the East Metro Public Safety Training Center for the 2015 Burn Room Thermal Liner project – City Project 09-09, and the mayor and city manager are hereby authorized and directed to enter into a contract with said contractor for and on behalf of the city in the amount of \$108,553.00.

Adopted by the council on this 27th day of April 2015.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, City Engineer/ Public Works Director
Steven Love, Assistant City Engineer
Jon Jarosch, Civil Engineer II

DATE: April 17, 2015

SUBJECT: Resolution Receiving Bids and Awarding Construction Contract, Gladstone Improvements Phase 2, City Project 14-01

Introduction

Final plans and specifications for the above referenced project have been completed and were advertised for bids. The bid opening was held at 10:00 a.m. on Friday, March 20, 2015. The City Council will consider receiving the bids and awarding a construction contract.

Background

Throughout 2013, city staff and a proposed developer of the Maplewood Bowl Site worked on an application to the Metropolitan Council for available grant dollars. The city was officially awarded \$1.9 million from the Metropolitan Council. Of this award, \$900,000 is planned for infrastructure improvements along Frost Avenue/English Street.

The feasibility report was ordered at the May 12, 2014, City Council meeting. On June 9, 2014 the feasibility report was accepted and authorization was given to proceed with the preparation of plans and specifications.

Drawing cues from the Gladstone Neighborhood Master Plan, the second phase of Gladstone is proposed to include improvements along Frost Avenue from Phalen Place (the terminus of Phase I) and extend easterly to the roundabout at English Street. The improvements will include the burial of power lines, streetscaping (similar to what was installed on Frost Avenue during Phase 1), pavement replacement and reconditioning, sidewalks, trails, new stormwater initiatives, Gladstone Savanna and Flicek Park enhancements, and utility improvements. A mill and overlay of English Street from the Gateway Trail to Ripley Avenue is also included in this project. A copy of the plans is available in the office of the City Engineer. If approved, it is anticipated that construction would begin in May of 2015 and be completed in the fall 2015.

Discussion**Public Outreach**

The general concept of Gladstone Phase 2 was presented to city boards and commissions for input in 2014. The boards and commissions were generally pleased with the design concept. They also provided very useful input that staff and the consultant have incorporated into the final design.

An informational neighborhood meeting was held with area property owners on October 7, 2014 to discuss the general design concept and receive input on the proposed project. This meeting resulted in a number of changes to the final design to better fit the needs of the area. A plan review open house was held on February 4, 2015. At this meeting, area property owners were able to view the plans and provide feedback on the final design.

City staff has also been available to property owners to answer questions regarding the project by phone, email, and individual meetings. A number of mailings have also been sent to area residents explaining the project and soliciting feedback.

Award of Construction Contract

Final plans and specifications for the Gladstone Improvements Phase 2 were approved and authorization given to advertise for sealed bids on February 23, 2015. Bids were received, opened and read on March 20, 2015.

Two valid bids were received and tabulated. A summary of the bids is shown in Exhibit 1. Both bids have been checked and tabulated for accuracy.

Analysis of Bids

The Engineer's Estimate for the project Base Bid is \$2,289,857.50. As seen below, the low bid from Park Construction Company of \$2,253,133.30 is approximately 1.6% less than the engineer's estimate.

Any combination of bid alternates plus base bid resulted in Park Construction Company being the lowest overall bidder. Therefore, only Park Construction Company's bids were analyzed during the determination of which bid alternates should be awarded.

Park Construction Company's bid for Bid Alternate 1 came in 47.5% higher than the Engineer's estimate. As such, it is not recommended that Bid Alternate 1 be awarded at this time. Bid Alternate 1 included a replacement of the parking lot at Flicek Park, along with the replacement of the existing baseball field with a soccer field. Despite the bid coming in slightly under the Engineer's estimate for Bid Alternate 2, staff is not recommending awarding Bid Alternate 2. Subsequent to the project being sent out for bids, it was determined that the crossing at Atlantic Street would be redundant and not cost-effective given the dedicated pedestrian crossings proposed at English Street and near the east end of Flicek Park.

Park Construction Company's bid for Bid Alternate 3 came in \$13,799.30 over the Engineer's estimate at \$130,160.30. Staff finds this bid reasonable for the proposed work and is recommending awarding Bid Alternate 3. Bid Alternate 3 represents a significant amount of plantings within the Gladstone Savanna.

BID TABULATION – EXHIBIT 1					
	Contractor	Base Bid	Bid Alternate 1 Flicek Park	Bid Alternate 2 Atlantic Street Crosswalk	Bid Alternate 3 Gladstone Savanna Plantings
1	PARK CONSTRUCTION COMPANY	\$2,253,133.30	\$325,737.25	\$37,979.50	\$130,160.30
2	T.A. SCHIFSKY AND SONS, INC.	\$2,499,684.80	\$246,519.04	\$52,555.00	\$135,340.00
	ENGINEER'S ESTIMATE	\$2,289,857.50	\$220,827.00	\$41,575.00	\$116,361.00

The combination of the Base Bid and Bid Alternate 3 from Park Construction Company results in a total proposed contract amount of \$2,383,293.60. For reference, the Engineer's estimate for the Base bid and Bid Alternate 3 is \$2,406,218.50. The City has worked successfully with Park Construction Company in the past; most recently as a subcontractor on the Arkwright-Sunrise Area Improvement project.

Budget Impact

The total project budget was approved at the June 9, 2014 City Council meeting in the amount of \$3,425,000. No changes to the total project budget are recommended at this time. The amounts dedicated from each funding source have been adjusted to reflect additional grant monies received as well as to better reflect the final improvement plan (shown below). It should be noted that no assessments are proposed as part of this project.

The following is the proposed financing plan:

<u>Funding Source</u>	<u>Amount</u>
Metropolitan Council Grant (LCDA)	\$ 900,000
Ramsey County CDB Grant	\$ 250,000
MCES I&I Grant	\$ 25,000
Sanitary Sewer Fund	\$ 121,500
Environmental Utility Fund	\$ 285,000
St. Paul WAC Fund	\$ 109,500
Park Development Fund	\$ 235,000
Street Light Utility Fund	\$ 564,000
Developer Contributions	\$ 155,000
T.I.F.	\$ 351,000
Street Reconstruction Bonds	\$ 429,000
Total	\$3,425,000

Recommendation

It is recommended that the City Council approve the attached Resolution Receiving Bids and Awarding Construction Contract, Gladstone Improvements Phase 2, City Project 14-01 to Park Construction Company.

Attachments

1. Resolution: Award of Bid
2. Location Map

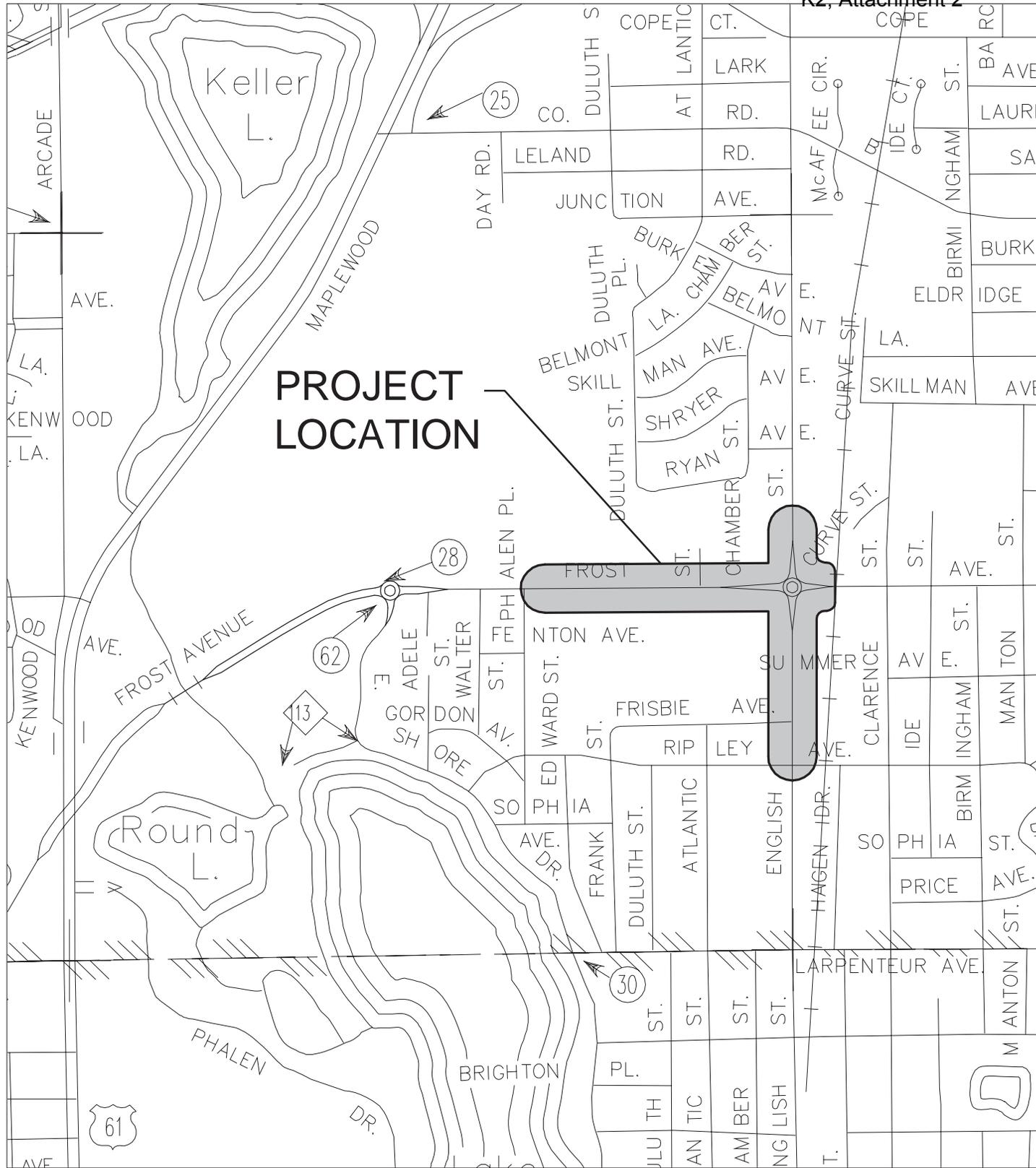
**RESOLUTION
RECEIVING BIDS AND AWARDING CONSTRUCTION CONTRACT**

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA, that the bid of Park Construction Company for the Base Bid + Bid Alternate 3 in the amount of \$2,383,293.60 is the lowest responsible bid for the construction of Gladstone Improvements Phase 2, City Project 14-01, and the mayor and city manager are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the city.

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

<u>Funding Source</u>	<u>Amount</u>
Metropolitan Council Grant (LCDA)	\$ 900,000
Ramsey County CDB Grant	\$ 250,000
MCES I&I Grant	\$ 25,000
Sanitary Sewer Fund	\$ 121,500
Environmental Utility Fund	\$ 285,000
St. Paul WAC Fund	\$ 109,500
Park Development Fund	\$ 235,000
Street Light Utility Fund	\$ 564,000
Developer Contributions	\$ 155,000
T.I.F.	\$ 351,000
<u>Street Construction Bonds</u>	<u>\$ 429,000</u>
Total	\$3,425,000

Adopted by the council on this 27th day of April 2015.



K:\TWC_Civil\Civil\Maplewood\160500045-Gladstone Phase 2\CADD\PLAN SHEETS\EXHIBITS\GLADSTONE_EXH-LOCATION MAP.dwg April 17, 2014 - 6:41am



City of Maplewood, Minnesota
Department of Public Works
Engineering Division



2550 UNIVERSITY AVE. WEST, SUITE 345N
ST. PAUL, MINNESOTA 55114
TEL. NO. (651) 645-4197
FAX. NO. (651) 645-5116

PROJECT LOCATION MAP
GLADSTONE PHASE 2 IMPROVEMENTS
CITY PROJECT 14-01
EXHIBIT 1

MEMORANDUM

TO: City Council
FROM: Melinda Coleman, City Manager
DATE: April 21, 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. May 4th , 4:00 – 6:30 pm
Workshop – Council Staff Retreat, Part 2 at Gladstone Fire Station
2. May 11th
Workshop – 2014 Audit Report; MCC Asset Management Plan;
Discussion/Consideration of Council/Employee Solicitation Policy
3. May 26th
Meeting date changed from May 25th for Memorial Day Holiday
Workshop – Business Outreach Plan
City Council Meeting – Gas Franchise Fee Ordinance

Budget Impact

None.

Recommendation

No action required.

Attachments

None.