

**AMENDED AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, August 10, 2015  
City Hall, Council Chambers  
Meeting No. 15-15

**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 July 27, 2015 City Council Workshop Minutes
2. Approval of July 27, 2015 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Resolution Approving Commission & Board Appointments

**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 Temporary Lawful Gambling - Local Permit for the Church of St. Jerome, 380 Roselawn Avenue E
3. Acceptance of donation to Maplewood Police Reserve Unit from the Ramsey County Fair
4. Acceptance of Grant and Approval of Contract with Great River Greening for Fish Creek Pollinator Program
5. Approval to Submit Grant Applications to the Saint Paul Foundation and the Metropolitan Regional Arts Council (MRAC)

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Consider Approval of On-Sale Intoxicating Liquor License for Central Florida Restaurants, Inc – TGI Fridays, 3087 White Bear Avenue N
2. Consider Approval of a Resolution to Increase the Fireworks Sales Permit Fee for Exclusive Fireworks Retailers
3. Consideration of a Planned Unit Development Revision and Design Review for an Overflow Parking Lot, The Shores at Lake Phalen, 1870 East Shore Drive
4. Consideration of a Resolution Ordering Preparation of Feasibility Study, Bellaire Avenue Improvements (Beam to Lydia), City Project 15-16
5. Consideration to Approve Amendments to Cable Franchising Policies & Procedures
6. Consider Adoption of the City Council Strategic Objectives

**K. AWARD OF BIDS**

None

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

**M. ADMINISTRATIVE PRESENTATIONS**

1. Council Calendar Update

**N. COUNCIL PRESENTATIONS**

**O. ADJOURNMENT**

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

**RULES OF CIVILITY FOR OUR COMMUNITY**

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

**MINUTES  
MAPLEWOOD CITY COUNCIL  
MANAGER WORKSHOP**

6:00 P.M. Monday, July 27, 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 6:02 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. Discussion on Strategic Objectives, Continues**

City Manager Coleman introduced the staff report. Assistant City Manager/Human Resource Director Funk gave the specifics of the report.

**F. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 7:01 p.m.



## 2. Approval of July 13, 2015 City Council Meeting Minutes

Councilmember Juenemann moved to approve the July 13, 2015 City Council Meeting Minutes as submitted.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

## F. APPOINTMENTS AND PRESENTATIONS

### 1. Approval of Proclamation Designating September as Hunger Action Month

City Manager Coleman gave the staff report. Heather Olson, Corporate Engagement Manager for Second Harvest Heartland addressed the council to give additional information.

Councilmember Juenemann moved to approve the Proclamation Designating September as Hunger Action Month in Maplewood.

#### Proclamation September is Hunger Action Month

WHEREAS, hunger and poverty are issues of grave concern in the United States, the State of Minnesota and the City of Maplewood; and

WHEREAS, the City of Maplewood is committed to taking steps to raise awareness about the need to combat hunger in every part of our city and to provide additional resources that citizens of Maplewood need; and

WHEREAS, the City of Maplewood is committed to working with Second Harvest Heartland in educating people about the role and importance of food banks in addressing hunger and raising awareness of the need to devote more resources and attention to hunger issues; and

WHEREAS, more than one in 10 individuals in Minnesota rely on food provided by Second Harvest Heartland and Minnesota's Feeding America Food Banks annually; and

WHEREAS, Second Harvest Heartland distributed more than 89 million pounds of food in 2014 through its network of food shelves, pantries and other partner programs; and

WHEREAS, food banks across the country, including Second Harvest Heartland – will host numerous events throughout the month of September to bring awareness and attention to encourage involvement in efforts to end hunger in their local community;

NOW, THEREFORE, I, Nora Slawik do hereby recognize September, as HUNGER ACTION MONTH in our CITY OF MAPLEWOOD and I call this observance to the attention of our citizens.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**2. Approval of Resolution of Appreciation for Al Bierbaum – Planning Commission**

Economic Development Coordinator Martin gave the staff report.

Councilmember Juenemann moved to approve the Resolution of Appreciation for Planning Commissioner Al Bierbaum.

Resolution 15-7-1235  
Resolution of Appreciation

WHEREAS, Al Bierbaum has been a member of the Maplewood Planning Commission since February 8, 2010 and has served faithfully in that capacity to the present time; and

WHEREAS, the Planning Commission has appreciated Al's experience, insights and good judgment; and

WHEREAS, Al has freely given of his time and energy, without compensation, for the betterment of the City of Maplewood; and

WHEREAS, Al has shown sincere dedication to his duties and has consistently contributed his leadership, time and effort for the benefit of the City.

NOW, THEREFORE, IT IS HEREBY RESOLVED for and on behalf of the City of Maplewood, Minnesota, and its citizens that Al Bierbaum is hereby extended our gratitude and appreciation for his dedicated service.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**3. Recognition of League of Minnesota Cities Legislator of Distinction Awards for 2015**

- a. Senator Susan Kent
- b. Representative Peter Fischer

City Manager Coleman gave the staff report. Mayor Slawik gave additional information. Senator Susan Kent and Representative Fischer addressed the council to thank them for the recognition and give additional information.

**G. CONSENT AGENDA**

Councilmember Juenemann moved to approve consent agenda items G1-G6.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**1. Approval of Claims**

Councilmember Juenemann moved to approve the Approval of Claims.

**ACCOUNTS PAYABLE:**

\$ 253,078.53	Checks # 95392 thru # 95427 dated 07/08/15 thru 07/14/15
\$ 442,988.55	Disbursements via debits to checking account dated 07/06/15 thru 07/10/15
\$ 110,106.20	Checks #954285 thru #95469 dated 07/15/2015 thru 07/21/2015
\$ 378,776.51	Disbursements via debits to checking account dated 07/13/15 thru 07/17/15
<hr/>	
\$ 1,184,949.79	Total Accounts Payable

**PAYROLL**

\$ 545,263.72	Payroll Checks and Direct Deposits dated 07/17/15
\$ 1,495.33	Payroll Deduction check # 9995039 thru #9995041 dates 07/17/15
<hr/>	
\$ 546,759.05	Total Payroll
<hr/>	
<u>\$ 1,731,708.84</u>	<b>GRAND TOTAL</b>

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**2. Approval of a Conditional Use Permit Review, Our City, Our Neighborhood Church, 1812 North Saint Paul Road**

Councilmember Juenemann moved to approve to review the conditional use permit for Our City, Our Neighborhood Church, 1812 North Saint Paul Road, again in one year or sooner if a major problem arises.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**3. Approval of a Conditional Use Permit Review, Maple Hill Senior Living, 3030 Southlawn Drive**

Councilmember Juenemann moved to approve to the conditional use permit for Maple Hill Senior Living and review again in one year.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**4. Approval of Resolution Establishing Pay Rates for Temporary/Seasonal and Casual Part-Time Employees**

Councilmember Juenemann moved to approve to resolution establishing Pay Rates for Temporary/Seasonal and Casual Part-Time Employees effective August 1, 2015.

Resolution 15-7-1236

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

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal, casual part-time employees effective August 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**	\$9.00-15.00	per hour
Customer Service Assistant**	\$9.00-15.00	per hour
CSO	\$14.50-19.50	per hour
Election Judge	\$9.00-12.00	per hour
Election Judge - Assistant Chair	\$9.00-15.00	per hour
Election Precinct Chair	\$9.00-16.00	per hour
Engineering Aide	\$9.00-16.00	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	\$9.00-18.00	per hour
Intern	\$9.00-20.00	per hour
IT Technician	\$15.00-20.00	per hour





## Plan

Finance Director Bauman gave the staff report. City Manager Coleman gave additional information and answered questions of the council.

Councilmember Abrams moved to approve the resolution adopting the 2016-2010 Capital Improvement Plan.

Resolution 15-7-1238  
Resolution Adopting the  
2016-2020 Capital Improvement Plan

WHEREAS, the 2016-2020 Capital Improvement Plan coordinates the timing and financing of major equipment purchases and construction projects, and

WHEREAS, the 2016-2020 Capital Improvement Plan is a planning tool for City staff and elected officials, and

WHEREAS, it is important to follow the construction and financing schedule contained in the Capital Improvement Plan in order to fully utilize the City's engineering staff and manage the need for consultant engineers, and

NOW THEREFORE, BE IT RESOLVED, that the 2016-2020 Capital Improvement Plan is hereby adopted as a planning document, and

BE IT FURTHER RESOLVED, the construction and financing schedule contained in the Capital Improvement Plan will be followed to the greatest extent possible.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

### **3. Consideration of an Ordinance Amendment to Allow Temporary Exterior Sales in Business Commercial Districts – First Reading**

Economic Development Coordinator Martin gave the staff report and answered questions of the council. Director, Citizen Services/City Clerk Haag provided additional information.

Councilmember Juenemann moved to approve the first reading of the ordinance amending Section 44-511 adding an additional permitted use allowing temporary exterior sales in BC (business commercial) districts. Staff is to research days allowed for temporary exterior sales in a calendar year for council consideration at the second reading.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

### **4. Consideration of Improvements to City Hall Variable Air Volume Boxes,**

## Controls, and Systems Integration

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

Councilmember Abrams moved to approve the improvements to city hall variable air volume boxes, controls, and systems integration with Trane Building Services and approve the Public Works Director is authorized to sign the Trane Building Services proposal in order to proceed with improvements in the amount of \$75,477.00 and the Finance Director is authorized to make the appropriate budget adjustments to account for the purchase.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

### 5. Consideration of a Resolution Ordering Preparation of Feasibility Study, Lakewood/Sterling Area Street Improvements, City Project 15-11

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

Councilmember Abrams moved the resolution ordering the preparation of a Feasibility Study for City Project 15-11, Lakewood/Sterling Area Street Improvements.

#### Resolution 15-7-1239 Ordering Preparation of a Feasibility Study

WHEREAS, it is proposed to make improvements to the Lakewood/Sterling Area including that segment of Sterling Street from Londin Lane to Linwood Avenue, all of which is depicted in the attached map, hereby called City Project 15-11 and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to the city engineer for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost effective and feasible, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

FURTHERMORE, funds in the amount of \$60,000 are appropriated to prepare this feasibility report.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

### 6. Consideration to Change to the Rules of Procedure for City Council



Councilmember Cardinal moved to approve the 2015-2016 Collective Bargaining Agreement for International Association of Fire Fighters, Fire Fighters Local 4470- Fire Fighters and authorize the Mayor and City Manager to execute said contracts on behalf of the City.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

Councilmember Cardinal moved to approve the 2015-2016 Collective Bargaining Agreement for International Association of Fire Fighters, Fire Fighters Local 4470- Fire Officers and authorize the Mayor and City Manager to execute said contracts on behalf of the City.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATION**

1. Richard Currie

**M. ADMINISTRATIVE PRESENTATIONS**

**1. Council Calendar Update**

City Manager Coleman gave the update to the council calendar.

**N. COUNCIL PRESENTATIONS**

**1. National Night Out**

Councilmember Juenemann reminded residents to organize a neighborhood party for National Night Out on Tuesday, August 4<sup>th</sup>.

Councilmember Juenemann reported on a letter the council members received from Joe Fox that was addressed to the Fire Chief and Police Chief thanking them for their work at the Ramsey County Fair.

**2. Green Business Expo**

Councilmember Abrams reported on the planning meeting she attended earlier in the day for the Green Business Expo that will be held on October 27, 2015. She then reported on an article in Maplewood Living about the City of Maplewood holding a breakfast at the Maplewood Community Center called Energize Your Business that will be held on September 15, 2015.

### **3. Cable Commission**

Councilmember Abrams reported that there are two additional Cable Commission meetings, a By-Law Committee meeting, and a meeting of the Finance Committee in August.

### **4. St. Jerome's Anniversary**

Mayor Slawik announced that St. Jerome's Catholic Church is celebrating their 75<sup>th</sup> anniversary on August 9<sup>th</sup>. Councilmember Juenemann and Councilmember Koppen read the proclamation declaring August 9<sup>th</sup> as St. Jerome's Day in the City of Maplewood. There will be a celebration at St. Jerome's on August 9<sup>th</sup> from 10:00 a.m. to 4:00 p.m.

### **5. Lookout Park Neighborhood Meeting**

Mayor Slawik reported on the Lookout Park Neighborhood meeting she attended with Police Chief Schnell, Fire Chief Lukin and City Manager Coleman.

Councilmember Juenemann mentioned that September was declared Hunger Action Month in Maplewood. There will be drop sites for dropping off food contributions at the Maplewood Community Center, Nature Center, Public Works Building and City Hall.

### **ADJOURNMENT**

Mayor Slawik adjourned the meeting at 9:27 p.m.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Lois Knutson, Senior Administrative Assistant

**DATE:** August 4, 2015

**SUBJECT:** Resolution Approving Commission & Board Appointments

### **Introduction**

Currently there is one opening on the Environmental & Natural Resources Commission and there are three openings on the Parks & Recreation Commission. The openings are due to resignations and term expirations. 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. Staff has tallied the ballots.

### **Recommendation**

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

#### **Environmental & Natural Resources Commission** (one opening)

Ryan Ries or Russell Susag                      term expires September 30, 2018

#### **Parks & Recreation Commission** (three openings)

Russell Susag    term expires April 30, 2018

*\*Note: Recommendation will be modified to reflect the Council votes.*

#### Attachment:

1. Resolution for Appointment

**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:

Environmental & Natural Resources Commission

Ryan Ries or Russell Susag                      term expires September 30, 2018

Parks & Recreation Commission

Russell Susag    term expires April 30, 2018

*\*Note: Resolution will be modified to reflect the Council votes.*

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** August 4, 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:

\$ 440,525.75	Checks # 95470 thru # 95503 dated 07/28/15
\$ 557,510.81	Disbursements via debits to checking account dated 07/20/15 thru 07/24/15
\$ 346,618.29	Checks #95504 thru #95552 dated 08/04/15
\$ 270,021.30	Disbursements via debits to checking account dated 07/27/15 thru 07/31/15
\$ 1,614,676.15	Total Accounts Payable

PAYROLL

\$ 563,296.69	Payroll Checks and Direct Deposits dated 07/31/15
\$ 390.00	Payroll Deduction check # 9995489 thru #9995489 dated 07/31/15
\$ 563,686.69	Total Payroll
\$ 2,178,362.84	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**

07/23/2015

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
95470	07/28/2015	02780	THE ACTIVE NETWORK INC	CREDIT CARD PROCESSING HARDWARE	291.50
95471	07/28/2015	04137	THE EDGE MARTIAL ARTS	KARATE INSTRUCTION MAY-JULY	411.66
95472	07/28/2015	04206	H A KANTRUD	ATTORNEY SERVICES - AUGUST	8,000.00
95473	07/28/2015	00985	METROPOLITAN COUNCIL	WASTEWATER - AUGUST	245,317.42
95474	07/28/2015	01819	PAETEC	LOCAL PHONE SERVICE 06/15 - 07/14	694.30
95475	07/28/2015	05488	SUN LIFE FINANCIAL	PREMIUM - LIFE,LTD.STD - JULY	7,261.69
95476	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0371083	1,144.61
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0371999	905.16
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0294743	368.79
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0380041	344.19
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0395052	306.91
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0328559	256.37
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0373496	98.32
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0395065	88.84
	07/28/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0349366	80.14
95477	07/28/2015	04192	TRANS-MEDIC	EMS BILLING - JUNE	3,570.00
95478	07/28/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,971.71
	07/28/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	1,950.74
	07/28/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	629.25
	07/28/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	213.54
	07/28/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	205.94
	07/28/2015	01190	XCEL ENERGY	FIRE SIRENS	51.43
95479	07/23/2015	00001	ONE TIME VENDOR	K WELCHLIN PAYROLL ERROR 07/17/15	96.97
95480	07/28/2015	00090	AMERICAN RED CROSS	LIFEGUARDING & WATER SKILLS RENEW	54.00
95481	07/28/2015	04047	ASHLAND PRODUCTIONS	LIGHT TECH FOR BANQUET BOOKING	100.00
95482	07/28/2015	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	51.00
95483	07/28/2015	03153	BLUE RHINO STUDIO INC	REPAIR STAND FOR ENERGY BIKE	950.00
95484	07/28/2015	05507	COCA-COLA REFRESHMENTS	MDSE FOR RESALE	498.14
95485	07/28/2015	05489	MAPLEWOOD SENIOR LIVING LLC	TIF PAYMENT TO DEVELOPER 1ST HALF	80,682.50
95486	07/28/2015	00942	MARSDEN BLDG MAINTENANCE CO	JANITORIAL SERVICES - JULY	2,776.00
95487	07/28/2015	03853	METRO SOUND & LIGHTING INC	SOUND SYSTEM UPGRADE BANQUET RM	23,087.66
	07/28/2015	03853	METRO SOUND & LIGHTING INC	SOUND SYSTEM UPGRADE BANQUET RM	383.98
95488	07/28/2015	01089	MN UC FUND	QTR UNEMPLOYMENT - 2ND QTR	924.95
95489	07/28/2015	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - JUNE	3,355.13
	07/28/2015	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - JULY	1,000.00
95490	07/28/2015	05356	NORTH SUBURBAN ACCESS CORP	VIDEOGRAPHER SRVS - JUNE	961.40
95491	07/28/2015	00001	ONE TIME VENDOR	REIMB S FUNK RAIN GARDEN PLANTS	141.08
95492	07/28/2015	00001	ONE TIME VENDOR	REFUND P JOHNSON CLASS CANCELLED	68.00
95493	07/28/2015	05549	PERSONNEL EVALUATION, INC.	JV TESTS/ACHIEVER (4)	600.00
95494	07/28/2015	05167	PYROTECHNIC DISPLAY, INC.	FIREWORKS DISPLAY FOR JULY 4TH 2015	15,000.00
95495	07/28/2015	01345	RAMSEY COUNTY	USE OF INDOOR RANGE FACILITY	1,140.00
	07/28/2015	01345	RAMSEY COUNTY	USE OF INDOOR RANGE FACILITY	60.00
95496	07/28/2015	01345	RAMSEY COUNTY	VARIOUS EASEMENTS	244.00
95497	07/28/2015	04578	S & S TREE SPECIALISTS, INC	TREE INSPECTION SERVICES	380.00
95498	07/28/2015	03616	SIBLEY COVE, LTD PARTNERSHIP	TIF PMT TO DEVELOPER 1ST HALF 2015	30,992.90
95499	07/28/2015	05320	SUN BADGE CO	BADGES WITH CASE FOR D KVAM	165.55
95500	07/28/2015	05382	TURNING POINT CONSULTING GROUP	MARKETING FOR CITY 6/29 - 07/10	2,000.00
95501	07/28/2015	01669	TWIN CITIES TRANSPORT &	FORFEITED VEHICLE TOWING - JUNE	70.00
	07/28/2015	01669	TWIN CITIES TRANSPORT &	VEHICLE TOWING - JUNE	70.00
95502	07/28/2015	01698	GREATER TWIN CITIES UNITED WAY	2ND QTR PMT 2015	184.98
95503	07/28/2015	04179	VISUAL IMAGE PROMOTIONS	PROGRAM DISPLAY SIGN MCC - JUNE	325.00

34 Checks in this report.

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**440,525.75**

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

## Settlement

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/20/2015	MN State Treasurer	Drivers License/Deputy Registrar	42,282.97
7/20/2015	MN Dept of Revenue	Sales Tax	7,122.00
7/20/2015	U.S. Treasurer	Federal Payroll Tax	105,042.73
7/20/2015	P.E.R.A.	P.E.R.A.	95,111.05
7/21/2015	MN State Treasurer	Drivers License/Deputy Registrar	51,987.99
7/21/2015	MN Dept of Revenue	Fuel Tax	376.20
7/21/2015	MidAmerica	HRA Flex plan	13,770.93
7/21/2015	Labor Unions	Union Dues	3,570.28
7/21/2015	MN State Treasurer	State Payroll Tax	21,480.70
7/22/2015	MN State Treasurer	Drivers License/Deputy Registrar	69,446.84
7/22/2015	Delta Dental	Dental Premium	1,208.80
7/23/2015	MN State Treasurer	Drivers License/Deputy Registrar	28,251.40
7/23/2015	Empower - State Plan	Deferred Compensation	30,450.00
7/24/2015	MN State Treasurer	Drivers License/Deputy Registrar	84,547.90
7/24/2015	MN Dept of Natural Resources	DNR electronic licenses	831.50
7/24/2015	Optum Health	DCRP & Flex plan payments	1,622.36
7/24/2015	Federal Tax Payment	Health Care/HRA	407.16

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557,510.81

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

07/30/2015

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
95504	08/04/2015	05324	CHRISTIE BERNARDY	RETAINER FEE - JUNE	1,000.00
95505	08/04/2015	05114	BOLTON & MENK, INC.	PROJ 14-02 CNTY RD B TRAIL IMPRV	6,359.85
	08/04/2015	05114	BOLTON & MENK, INC.	PROJ 12-09 ARKWRIGHT-SUNRISE IMPR	1,249.00
95506	08/04/2015	02149	HEIDI CAREY	MARKETING & ADVERTISING - JULY	4,000.00
95507	08/04/2015	05339	CHRIS MASTELL TRAILER RENTALS	TRAILER PICKUP AND RENTAL	486.74
95508	08/04/2015	05215	CORESTRONG FITNESS LLC	SOCCER INSTRUCTION - SUMMER	840.00
95509	08/04/2015	03067	CRAIG RAPP LLC	LEADERSHIP TRAINING-RETREAT	300.00
95510	08/04/2015	04137	THE EDGE MARTIAL ARTS	KARATE INSTRUCTION MAY-JULY ADD'L	925.34
95511	08/04/2015	04572	ETTEL & FRANZ ROOFING CO.	REPAIR POOL ROOF LEAK	900.00
95512	08/04/2015	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 14-01 PROF SRVS THRU 06/30	3,401.26
	08/04/2015	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 09-08 PROF SRVS THRU 06/30	1,673.47
	08/04/2015	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 12-14 PROF SRVS THRU 06/30	1,101.07
95513	08/04/2015	04316	CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - JUNE	767.70
95514	08/04/2015	01160	NEWMAN TRAFFIC SIGNS	DECALS FOR SIGN FABRICATION	406.85
95515	08/04/2015	01409	S E H	MCC AQUATIC CENTER HVAC SYSTEM	6,307.82
95516	08/04/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	6,341.99
	08/04/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	1,338.03
	08/04/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	1,166.40
	08/04/2015	01574	T A SCHIFSKY & SONS, INC	RIVER ROCK-STORM REPAIR-MAPLE HILL	272.97
95517	08/04/2015	04845	TENNIS SANITATION LLC	RECYCLING FEE - JUNE	38,939.25
95518	08/04/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	22,317.57
	08/04/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	14,724.84
	08/04/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	9,426.04
	08/04/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	896.10
	08/04/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	104.48
	08/04/2015	01190	XCEL ENERGY	GAS UTILITY	60.73
	08/04/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	49.47
	08/04/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	15.46
95519	08/04/2015	02034	ASSOC FOR NONSMOKERS - MN	TOBACCO COMPLIANCE CHECK EXP	1,853.00
95520	08/04/2015	04848	AVESIS	MONTHLY PREMIUM - AUGUST	212.75
95521	08/04/2015	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	153.00
95522	08/04/2015	03130	CAMPBELL KNUTSON P.A.	LEGAL SERVICES - JUNE	11,138.59
95523	08/04/2015	05369	CINTAS CORPORATION #470	ULTRA CLEAN SERVICE - CITY HALL	366.31
	08/04/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	64.87
	08/04/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - PARK MAINT	57.86
95524	08/04/2015	05239	DAKOTA WOOD - GRINDING INC.	SCREENER RENTAL FOR SWEEPINGS	4,750.00
95525	08/04/2015	05547	FOREST TO FLOOR HARDWOOD	EAST RACQUETBALL FLOOR REFINISHING	2,385.00
95526	08/04/2015	02929	GLTC PREMIUM PAYMENTS	LTC MONTHLY PREMIUM - AUGUST	201.38
95527	08/04/2015	04846	HEALTHEAST	MEDICAL SUPPLIES	1,453.00
95528	08/04/2015	05368	HEALTHEAST VEHICLE SERVICES	DOCKING STATION INSTALLED	3,724.77
95529	08/04/2015	00827	L M C I T	VOLUNTEER ACCIDENT PLAN 7/15-7/16	1,088.00
95530	08/04/2015	03818	MEDICA	MONTHLY PREMIUM - AUGUST	171,449.59
95531	08/04/2015	03886	MN SECRETARY OF STATE - NOTARY	NOTARY APPLICATION - CHING LO	120.00
95532	08/04/2015	01126	NCPERS MINNESOTA	MONTHLY PREMIUM - AUGUST	480.00
95533	08/04/2015	02300	OAKDALE LOCKSMITHS	KEYS FOR DEPT STAFF	73.40
95534	08/04/2015	00001	ONE TIME VENDOR	REFUND PERFORMANCE POOL & SPA	337.00
95535	08/04/2015	00001	ONE TIME VENDOR	REFUND M PEINE TRANS MEDIC	184.35
95536	08/04/2015	00001	ONE TIME VENDOR	REFUND BEUTEL MEMBERSHIP	154.26
95537	08/04/2015	00001	ONE TIME VENDOR	REFUND A BORTZ TRANS MEDIC	99.61
95538	08/04/2015	00001	ONE TIME VENDOR	REFUND E SAUER TRANS MEDIC	96.46
95539	08/04/2015	00001	ONE TIME VENDOR	REFUND G WANDERSEE TRANS MEDIC	90.74
95540	08/04/2015	00001	ONE TIME VENDOR	REFUND M GROSSMAN TRANS MEDIC	89.02
95541	08/04/2015	00001	ONE TIME VENDOR	REFUND J BALLUFF TRANS MEDIC	88.44
95542	08/04/2015	00001	ONE TIME VENDOR	REFUND R LONG TRANS MEDIC	86.73
95543	08/04/2015	00001	ONE TIME VENDOR	REFUND R WURM TRANS MEDIC	85.67

G1, Attachments

95544	08/04/2015	00001	ONE TIME VENDOR	REFUND ASPHALT/CONCRETE BUY KNOX	28.00
95545	08/04/2015	01261	PHYSIO-CONTROL, INC.	EMS FEES - JUNE	738.67
95546	08/04/2015	01340	REGIONS HOSPITAL	EMS SUPPLIES	80.92
95547	08/04/2015	01418	SAM'S CLUB DIRECT	DAYCAMP SUPPLIES	431.27
	08/04/2015	01418	SAM'S CLUB DIRECT	VENDING MACHINE SUPPLIES	358.95
	08/04/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	207.98
	08/04/2015	01418	SAM'S CLUB DIRECT	DAYCAMP SNACKS	182.06
	08/04/2015	01418	SAM'S CLUB DIRECT	SUPPLIES FOR DAYCAMP	155.61
	08/04/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	47.96
	08/04/2015	01418	SAM'S CLUB DIRECT	CANDY FOR PARADE	39.92
95548	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	153.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	91.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	78.49
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	76.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	46.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	39.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	39.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	39.00
	08/04/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	14.00
95549	08/04/2015	01578	T R F SUPPLY CO.	SAFETY GLOVES & MISC SUPPLIES	3,521.70
	08/04/2015	01578	T R F SUPPLY CO.	MISC SUPPLIES	871.55
95550	08/04/2015	03825	VAN DYKE STREET HOMES	TIF PAYMENT TO DEVELOPER 1ST HALF	11,265.11
95551	08/04/2015	05013	YALE MECHANICAL LLC	SERVICE REPAIR TO CITY HALL AHU	495.37
	08/04/2015	05013	YALE MECHANICAL LLC	REPAIR OF AC & BOILER UNIT CITY HALL	183.25
	08/04/2015	05013	YALE MECHANICAL LLC	REPAIR OF AC & BOILER UNIT CITY HALL	183.25
95552	08/04/2015	05550	ZOLL MEDICAL CORP GPO	MEDICAL EQUIP	995.00

49 Checks in this report.

346,618.29

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

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
7/27/2015	MN State Treasurer	Drivers License/Deputy Registrar	25,914.29
7/27/2015	Empower - State Plan	Deferred Compensation	30,569.00
7/28/2015	MN State Treasurer	Drivers License/Deputy Registrar	18,289.95
7/29/2015	MN State Treasurer	Drivers License/Deputy Registrar	44,655.52
7/29/2015	Delta Dental	Dental Premium	2,071.90
7/30/2015	MN State Treasurer	Drivers License/Deputy Registrar	35,407.10
7/31/2015	MN State Treasurer	Drivers License/Deputy Registrar	62,530.93
7/31/2015	MN Dept of Natural Resources	DNR electronic licenses	649.03
7/31/2015	US Bank VISA One Card*	Purchasing card items	45,328.85
7/31/2015	Optum Health	DCRP & Flex plan payments	738.73
7/31/2015	ICMA (Vantagepointe)	Deferred Compensation	3,866.00
			<u><u>270,021.30</u></u>

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
07/21/2015	07/22/2015	UNIFORMS UNLIMITED INC.	\$23.40	MARK ALDRIDGE
07/09/2015	07/13/2015	OFFICE DEPOT #1090	\$98.85	REGAN BEGGS
07/16/2015	07/17/2015	AMAZON.COM	\$37.78	REGAN BEGGS
07/17/2015	07/20/2015	DELTA AIR 0068273446792	\$25.00	CHAD BERGO
07/18/2015	07/20/2015	AXEL S BONFIRE20358594	\$16.29	CHAD BERGO
07/19/2015	07/20/2015	SQ *TAXI SERVICE GOSQ.CO	\$17.94	CHAD BERGO
07/19/2015	07/21/2015	THE TIN FISH	\$18.69	CHAD BERGO
07/20/2015	07/21/2015	BROKEN YOLK CAFE	\$23.03	CHAD BERGO
07/20/2015	07/22/2015	TIN ROOF	\$17.69	CHAD BERGO
07/20/2015	07/22/2015	CURRANT RESTAURANT	\$28.79	CHAD BERGO
07/21/2015	07/22/2015	THE TIN FISH	\$20.85	CHAD BERGO
07/21/2015	07/22/2015	RICHARD WALKERS	\$19.63	CHAD BERGO
07/22/2015	07/22/2015	FILIPPIS PIZZA GROT	\$20.44	CHAD BERGO
07/22/2015	07/23/2015	HAND STYLUS	\$31.55	CHAD BERGO
07/22/2015	07/24/2015	GASLAMP ROCKIN BAJA	\$21.36	CHAD BERGO
07/22/2015	07/24/2015	WESTIN SAN DIEGO FB	\$26.52	CHAD BERGO
07/23/2015	07/24/2015	RICHARD WALKERS	\$20.03	CHAD BERGO
07/24/2015	07/24/2015	SAJA	\$29.30	CHAD BERGO
07/11/2015	07/13/2015	PALMETTO STATE ARMORY	\$606.65	BRIAN BIERDEMAN
07/13/2015	07/14/2015	PRIMARY ARMS LLC	\$64.33	BRIAN BIERDEMAN
07/13/2015	07/14/2015	IN *ON-TARGET PRODUCTIONS	\$39.90	BRIAN BIERDEMAN
07/13/2015	07/15/2015	MAD MATTER INC	\$217.56	BRIAN BIERDEMAN
07/22/2015	07/24/2015	BROWNELLS INC	\$420.30	BRIAN BIERDEMAN
07/17/2015	07/20/2015	LUNDS & BYERLYS-DS	\$10.89	OAKLEY BIESANZ
07/21/2015	07/22/2015	WALGREENS #3122	(\$12.90)	OAKLEY BIESANZ
07/16/2015	07/17/2015	CVS/PHARMACY #01751	\$20.66	NEIL BRENEMAN
07/16/2015	07/17/2015	PP*DAYTRIPPERS	\$278.25	NEIL BRENEMAN
07/22/2015	07/23/2015	DICK'S CLOTHING&SPORTING	\$53.54	NEIL BRENEMAN
07/09/2015	07/13/2015	THE HOME DEPOT 2801	\$8.74	JOHN CAPISTRANT
07/15/2015	07/20/2015	THE LODGE AT SUGAR LAKE I	\$317.34	NICHOLAS CARVER
07/13/2015	07/15/2015	MUSKA ELECTRIC CO.	\$310.00	SCOTT CHRISTENSON
07/14/2015	07/15/2015	THE TRANE COMPANY	\$730.00	SCOTT CHRISTENSON
07/14/2015	07/15/2015	THE TRANE COMPANY	\$742.50	SCOTT CHRISTENSON
07/17/2015	07/20/2015	G&K SERVICES AR	\$236.24	SCOTT CHRISTENSON
07/20/2015	07/21/2015	MENARDS OAKDALE	\$40.93	SCOTT CHRISTENSON
07/20/2015	07/22/2015	THE HOME DEPOT 2801	\$88.78	SCOTT CHRISTENSON
07/22/2015	07/24/2015	THE HOME DEPOT 2801	\$159.88	SCOTT CHRISTENSON
07/22/2015	07/24/2015	THE HOME DEPOT 2801	\$31.30	SCOTT CHRISTENSON
07/15/2015	07/16/2015	ICMA	\$1,134.00	MELINDA COLEMAN
07/20/2015	07/21/2015	ICMA ONLINE PURCHASES	(\$1,134.00)	MELINDA COLEMAN
07/20/2015	07/21/2015	ICMA ONLINE PURCHASES	\$1,134.00	MELINDA COLEMAN
07/10/2015	07/13/2015	BCA TRAINING EDUCATION	\$75.00	KERRY CROTTY
07/10/2015	07/13/2015	G&K SERVICES AR	\$27.16	CHARLES DEAVER
07/14/2015	07/15/2015	KNOWLAN'S MARKET #2	\$5.58	CHARLES DEAVER
07/14/2015	07/15/2015	OAKDALE RENTAL CENTER	\$428.00	THOMAS DEBILZAN
07/10/2015	07/13/2015	CERTIFIED LABORATORIES	\$2,523.72	TOM DOUGLASS
07/15/2015	07/16/2015	HENRIKSEN ACE HARDWARE	\$1.75	TOM DOUGLASS
07/16/2015	07/17/2015	FEDEX 780983562190	\$60.29	TOM DOUGLASS
07/16/2015	07/17/2015	FEDEX 780983550820	\$60.29	TOM DOUGLASS
07/16/2015	07/17/2015	THE TRANE COMPANY	\$250.00	TOM DOUGLASS
07/16/2015	07/17/2015	COMMERCIAL POOL & SPA SUP	\$277.25	TOM DOUGLASS
07/16/2015	07/17/2015	MUSKA ELECTRIC CO.	\$1,482.37	TOM DOUGLASS
07/17/2015	07/20/2015	G&K SERVICES AR	\$397.92	TOM DOUGLASS
07/17/2015	07/20/2015	STATE SUPPLY	\$983.28	TOM DOUGLASS
07/17/2015	07/20/2015	COMMERCIAL POOL & SPA SUP	\$38.60	TOM DOUGLASS

07/21/2015	07/22/2015	HENRIKSEN ACE HARDWARE	\$5.78	TOM DOUGLASS
07/21/2015	07/22/2015	CORE HEALTH & FITNESS	\$75.33	TOM DOUGLASS
07/21/2015	07/23/2015	THE HOME DEPOT 2801	\$24.85	TOM DOUGLASS
07/23/2015	07/24/2015	STATE SUPPLY	\$46.34	TOM DOUGLASS
07/23/2015	07/24/2015	STATE SUPPLY	\$194.87	TOM DOUGLASS
07/10/2015	07/13/2015	BEST BUY MHT 00000109	\$37.49	MICHAEL DUGAS
07/10/2015	07/13/2015	BLADE HQ	\$100.00	MICHAEL DUGAS
07/14/2015	07/15/2015	FRADOR BLACK DIRT & RECYC	\$74.99	DOUG EDGE
07/15/2015	07/17/2015	GARY CARLSON EQUIPMENT	\$44.47	DOUG EDGE
07/22/2015	07/24/2015	THE HOME DEPOT 2801	\$15.52	DOUG EDGE
07/17/2015	07/20/2015	THE HOME DEPOT 2801	\$8.10	ANDREW ENGSTROM
07/15/2015	07/16/2015	US FOODS 3F	\$237.56	CHRISTINE EVANS
07/21/2015	07/21/2015	COMCAST CABLE COMM	\$83.88	CHRISTINE EVANS
07/24/2015	07/24/2015	COMCAST CABLE COMM	\$328.70	CHRISTINE EVANS
07/14/2015	07/15/2015	MENARDS MAPLEWOOD	\$23.18	PAUL E EVERSON
07/16/2015	07/20/2015	DOLRTREE 3150 00031500	\$22.50	SHANN FINWALL
07/16/2015	07/20/2015	HC CENTRAL LIBRARY PARKIN	\$5.00	SHANN FINWALL
07/10/2015	07/13/2015	BEST BUY MHT 00000109	\$289.19	MYCHAL FOWLDS
07/10/2015	07/13/2015	AT&T*BILL PAYMENT	\$37.10	MYCHAL FOWLDS
07/11/2015	07/13/2015	BROTHER MALL	\$72.95	MYCHAL FOWLDS
07/15/2015	07/16/2015	CDW GOVERNMENT	\$671.80	MYCHAL FOWLDS
07/15/2015	07/16/2015	PAYPAL *EVERYDAYSOU	\$61.08	MYCHAL FOWLDS
07/15/2015	07/16/2015	B&H PHOTO, 800-606-6969	\$182.40	MYCHAL FOWLDS
07/19/2015	07/20/2015	AT SCENE LLC	\$675.00	MYCHAL FOWLDS
07/22/2015	07/22/2015	COMCAST CABLE COMM	\$68.95	MYCHAL FOWLDS
07/23/2015	07/24/2015	BROTHER MALL	\$170.22	MYCHAL FOWLDS
07/11/2015	07/13/2015	IDU*INSIGHT PUBLIC SEC	\$74.31	NICK FRANZEN
07/14/2015	07/15/2015	MICROSOFT *	\$499.00	NICK FRANZEN
07/18/2015	07/20/2015	IDU*INSIGHT PUBLIC SEC	\$534.50	NICK FRANZEN
07/21/2015	07/22/2015	TARGET 00011858	\$18.20	NICK FRANZEN
07/21/2015	07/22/2015	SHI CORP	\$1,398.00	NICK FRANZEN
07/18/2015	07/20/2015	HERBERGERS #0342	\$38.97	DEREK FRITZE
07/16/2015	07/20/2015	NM CLEAN 1	\$9.00	CLARENCE GERVAIS
07/09/2015	07/13/2015	A-1 LAUNDRY	\$19.28	CHRISTINE GIBSON
07/14/2015	07/16/2015	THE HOME DEPOT 2801	\$64.41	CHRISTINE GIBSON
07/15/2015	07/16/2015	TUNDRA SPECIALTIES INC	\$70.91	CHRISTINE GIBSON
07/20/2015	07/22/2015	BROADWAY RENTAL	\$240.00	CHRISTINE GIBSON
07/21/2015	07/22/2015	GRANDMAS BAKERY INC	\$18.00	CHRISTINE GIBSON
07/23/2015	07/24/2015	TARGET 00006940	\$43.58	JAN GREW HAYMAN
07/16/2015	07/20/2015	THE HOME DEPOT 2801	\$56.06	MARK HAAG
07/13/2015	07/14/2015	HENRIKSEN ACE HARDWARE	\$10.69	MILES HAMRE
07/22/2015	07/23/2015	CUB FOODS #1599	\$17.01	TIMOTHY HOFMEISTER
07/22/2015	07/23/2015	CVS/PHARMACY #01751	\$2.50	TIMOTHY HOFMEISTER
07/22/2015	07/23/2015	UNIFORMS UNLIMITED INC.	\$75.49	TIMOTHY HOFMEISTER
07/10/2015	07/13/2015	BATTERIES PLUS #31	\$59.36	DAVID JAHN
07/16/2015	07/20/2015	DALCO ENTERPRISES, INC	\$400.21	DAVID JAHN
07/11/2015	07/13/2015	BCA TRAINING EDUCATION	\$75.00	KEVIN JOHNSON
07/16/2015	07/17/2015	BCA TRAINING EDUCATION	\$75.00	KEVIN JOHNSON
07/10/2015	07/13/2015	FIRST SHRED	\$80.30	LOIS KNUTSON
07/10/2015	07/13/2015	URBAN LAND INSTITUTE	\$25.00	LOIS KNUTSON
07/13/2015	07/15/2015	THE OLIVE GARD00012005	\$130.78	LOIS KNUTSON
07/15/2015	07/17/2015	SUNCTRYAIR 3372108550964	(\$312.20)	LOIS KNUTSON
07/15/2015	07/17/2015	FIRST SHRED	\$94.60	LOIS KNUTSON
07/20/2015	07/21/2015	PIONEER PRESS SUBSCRIPTI	\$248.31	LOIS KNUTSON
07/22/2015	07/24/2015	OFFICE DEPOT #1090	\$181.46	LOIS KNUTSON
07/14/2015	07/15/2015	FEDEX 780970198650	\$57.62	NICHOLAS KREKELER

07/14/2015	07/16/2015	BOEHMS CYCLING & FITNE	\$33.82	NICHOLAS KREKELER
07/15/2015	07/16/2015	UNIFORMS UNLIMITED INC.	\$34.99	NICHOLAS KREKELER
07/17/2015	07/20/2015	CUB FOODS, INC.	\$19.96	NICHOLAS KREKELER
07/20/2015	07/21/2015	UNIFORMS UNLIMITED INC.	\$15.00	NICHOLAS KREKELER
07/14/2015	07/15/2015	UNIFORMS UNLIMITED INC.	\$32.99	DAVID KVAM
07/22/2015	07/24/2015	HOLIDAY INNS	\$299.15	DAVID KVAM
07/13/2015	07/15/2015	ASPEN MILLS INC.	\$46.50	STEVE LUKIN
07/14/2015	07/14/2015	COMCAST CABLE COMM	\$173.72	STEVE LUKIN
07/16/2015	07/17/2015	EMERGENCY APPARATUS MAINT	\$329.69	STEVE LUKIN
07/20/2015	07/22/2015	ASPEN MILLS INC.	\$6.00	STEVE LUKIN
07/14/2015	07/15/2015	AMAZON MKTPLACE PMTS	\$16.99	GLEN MCCARTY
07/23/2015	07/24/2015	UNIFORMS UNLIMITED INC.	\$181.98	BRIAN MICHELETTI
07/10/2015	07/13/2015	BOUND TREE MEDICAL LLC	\$205.32	MICHAEL MONDOR
07/13/2015	07/15/2015	STOKKE'S MEAT MARKET	\$40.93	MICHAEL MONDOR
07/14/2015	07/16/2015	BOUND TREE MEDICAL LLC	\$1,887.54	MICHAEL MONDOR
07/17/2015	07/20/2015	BOUND TREE MEDICAL LLC	\$341.27	MICHAEL MONDOR
07/20/2015	07/21/2015	IN *BECKER FIRE & SAFETY	\$160.00	MICHAEL MONDOR
07/21/2015	07/22/2015	N AMERICA RESCUE PRODUCT	\$401.67	MICHAEL MONDOR
07/15/2015	07/16/2015	SUPERAMERICA 4022	\$7.06	MICHAEL NYE
07/14/2015	07/15/2015	MOGREN LANDSCAPING	\$128.70	ERICK OSWALD
07/15/2015	07/16/2015	BROCK WHITE 180	\$106.68	ERICK OSWALD
07/20/2015	07/22/2015	OAKDALE RENTAL CENTER	\$428.00	ERICK OSWALD
07/09/2015	07/13/2015	TURFWERKS EAGAN	\$57.70	STEVEN PRIEM
07/13/2015	07/14/2015	MILLS FLEET FARM 2700	\$20.25	STEVEN PRIEM
07/13/2015	07/15/2015	METRO PRODUCTS INC	\$72.60	STEVEN PRIEM
07/14/2015	07/15/2015	FACTORY MTR PTS #1	\$60.70	STEVEN PRIEM
07/14/2015	07/15/2015	AUTO PLUS LITTLE CANADA	\$248.01	STEVEN PRIEM
07/15/2015	07/16/2015	AUTO PLUS LITTLE CANADA	\$456.83	STEVEN PRIEM
07/15/2015	07/16/2015	AN FORD WHITE BEAR LAK	\$109.46	STEVEN PRIEM
07/15/2015	07/16/2015	BAUER BUILT TIRE 18	\$716.83	STEVEN PRIEM
07/16/2015	07/17/2015	POLAR CHEVROLET MAZDA	\$14.84	STEVEN PRIEM
07/20/2015	07/21/2015	TWIN CITIES TRANS & REC	\$70.00	STEVEN PRIEM
07/21/2015	07/22/2015	AN FORD WHITE BEAR LAK	\$462.81	STEVEN PRIEM
07/21/2015	07/23/2015	TRI-STATE BOBCAT	\$9.56	STEVEN PRIEM
07/22/2015	07/23/2015	AUTO PLUS LITTLE CANADA	\$139.52	STEVEN PRIEM
07/23/2015	07/24/2015	AN FORD WHITE BEAR LAK	\$99.30	STEVEN PRIEM
07/23/2015	07/24/2015	BAUER BUILT TIRE 18	\$667.62	STEVEN PRIEM
07/23/2015	07/24/2015	BAUER BUILT TIRE 18	\$1,381.50	STEVEN PRIEM
07/23/2015	07/24/2015	BAUER BUILT TIRE 18	\$18.60	STEVEN PRIEM
07/10/2015	07/13/2015	DALCO ENTERPRISES, INC	\$1,270.55	KELLY PRINS
07/14/2015	07/15/2015	CONTINENTAL RESEARCH COR	(\$42.58)	KELLY PRINS
07/20/2015	07/23/2015	DALCO ENTERPRISES, INC	\$805.67	KELLY PRINS
07/22/2015	07/24/2015	THE HOME DEPOT 2801	\$31.64	KELLY PRINS
07/17/2015	07/20/2015	HILLYARD INC MINNEAPOLIS	\$851.88	MICHAEL REILLY
07/22/2015	07/24/2015	RED WING SHOE #727	\$165.74	MICHAEL REILLY
07/10/2015	07/13/2015	G&K SERVICES AR	\$98.74	LORI RESENDIZ
07/12/2015	07/14/2015	POWDER BLUE PRODUCTIONS	\$26.70	LORI RESENDIZ
07/12/2015	07/13/2015	TACTICALGEARCOM	\$106.17	BRADLEY REZNY
07/10/2015	07/13/2015	THE WORKS	\$600.00	AUDRA ROBBINS
07/14/2015	07/15/2015	CTC*CONSTANTCONTACT.COM	\$60.00	AUDRA ROBBINS
07/16/2015	07/17/2015	TARGET 00011858	\$27.71	AUDRA ROBBINS
07/22/2015	07/23/2015	GRAND SLAM	\$650.00	AUDRA ROBBINS
07/14/2015	07/16/2015	GARY CARLSON EQUIPMENT	\$40.69	ROBERT RUNNING
07/15/2015	07/16/2015	ADVANCE SHORING COMPANY	\$195.50	ROBERT RUNNING
07/14/2015	07/15/2015	LILLIE SUBURBAN NEWSPAPER	\$155.25	DEB SCHMIDT
07/14/2015	07/15/2015	LILLIE SUBURBAN NEWSPAPER	\$175.50	DEB SCHMIDT

07/15/2015	07/17/2015	OFFICE DEPOT #1090	\$52.71	DEB SCHMIDT
07/13/2015	07/14/2015	CUB FOODS #1599	\$10.07	PAUL SCHNELL
07/15/2015	07/16/2015	IN *ENCOMPASS TELEMATICS,	\$598.00	PAUL SCHNELL
07/10/2015	07/13/2015	G&K SERVICES AR	\$648.82	SCOTT SCHULTZ
07/15/2015	07/16/2015	REPUBLIC SERVICES TRASH	\$596.55	SCOTT SCHULTZ
07/15/2015	07/17/2015	RED WING SHOE #727	\$127.49	SCOTT SCHULTZ
07/17/2015	07/20/2015	ON SITE SANITATION INC	\$57.00	SCOTT SCHULTZ
07/20/2015	07/22/2015	ON SITE SANITATION INC	\$1,690.00	SCOTT SCHULTZ
07/23/2015	07/24/2015	FLEXIBLE PIPE TOOL COMPAN	\$372.00	SCOTT SCHULTZ
07/10/2015	07/13/2015	GRAPHIC DESIGN	\$388.76	MICHAEL SHORTREED
07/13/2015	07/14/2015	UNIFORMS UNLIMITED INC.	\$307.44	MICHAEL SHORTREED
07/14/2015	07/15/2015	UNIFORMS UNLIMITED INC.	\$75.00	MICHAEL SHORTREED
07/14/2015	07/15/2015	UNIFORMS UNLIMITED INC.	\$175.99	MICHAEL SHORTREED
07/15/2015	07/16/2015	GRAFIX SHOPPE	\$3,212.00	MICHAEL SHORTREED
07/15/2015	07/16/2015	UNIFORMS UNLIMITED INC.	\$63.94	MICHAEL SHORTREED
07/16/2015	07/17/2015	DON'S PAINT & COLLISION	\$155.55	MICHAEL SHORTREED
07/17/2015	07/20/2015	UNIFORMS UNLIMITED INC.	\$70.00	MICHAEL SHORTREED
07/20/2015	07/21/2015	UNIFORMS UNLIMITED INC.	\$49.14	MICHAEL SHORTREED
07/21/2015	07/22/2015	UNIFORMS UNLIMITED INC.	\$379.73	MICHAEL SHORTREED
07/22/2015	07/24/2015	SCHULER SHOES	\$134.95	PAUL THEISEN
07/16/2015	07/17/2015	CABELAS RETAIL WOODBURY	\$42.84	PAUL THIENES
07/21/2015	07/22/2015	SKILLPATH SEMINARS MAIN	\$299.00	MICHAEL THOMPSON
07/21/2015	07/22/2015	SKILLPATH SEMINARS MAIN	\$34.17	MICHAEL THOMPSON
07/14/2015	07/16/2015	OFFICE DEPOT #1090	\$66.94	KAREN WACHAL
07/10/2015	07/13/2015	OFFICE DEPOT #1090	\$196.79	TAMMY WYLIE
07/21/2015	07/22/2015	PEAVEY CORP.	\$29.00	TAMMY WYLIE
07/22/2015	07/23/2015	BCA TRAINING EDUCATION	\$225.00	TAMMY WYLIE
07/14/2015	07/17/2015	FIRST SHRED	\$36.80	SUSAN ZWIEG
07/22/2015	07/23/2015	WAL-MART #3404	\$40.08	SUSAN ZWIEG
			\$45,328.85	

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>	Exp Reimb, Severance, Conversion incl in Amount
	07/17/15	ABRAMS, MARYLEE	616.69	185.70
	07/17/15	CARDINAL, ROBERT	430.99	
	07/17/15	JUENEMANN, KATHLEEN	551.12	120.13
	07/17/15	KOPPEN, MARVIN	430.99	
	07/17/15	SLAWIK, NORA	489.68	
	07/17/15	COLEMAN, MELINDA	5,425.56	
	07/17/15	FUNK, MICHAEL	4,679.30	
	07/17/15	KNUTSON, LOIS	2,503.61	
	07/17/15	CHRISTENSON, SCOTT	2,248.53	
	07/17/15	JAHN, DAVID	2,697.62	
	07/17/15	BURLINGAME, SARAH	2,380.50	
	07/17/15	RAMEAUX, THERESE	3,283.59	
	07/17/15	BAUMAN, GAYLE	4,977.29	
	07/17/15	OSWALD, BRENDA	1,942.60	
	07/17/15	ANDERSON, CAROLE	1,232.15	
	07/17/15	DEBILZAN, JUDY	2,257.97	
	07/17/15	RUEB, JOSEPH	3,180.20	
	07/17/15	ARNOLD, AJLA	1,867.10	
	07/17/15	BEGGS, REGAN	1,990.91	187.71
	07/17/15	HAAG, KAREN	4,660.99	
	07/17/15	LO, CHING	834.99	
	07/17/15	SCHMIDT, DEBORAH	3,248.90	
	07/17/15	SPANGLER, EDNA	1,322.88	
	07/17/15	CRAWFORD, LEIGH	1,888.37	
	07/17/15	LARSON, MICHELLE	2,020.38	
	07/17/15	MECHELKE, SHERRIE	1,212.22	
	07/17/15	MOY, PAMELA	1,763.84	
	07/17/15	OSTER, ANDREA	2,027.02	
	07/17/15	RICHTER, CHARLENE	1,224.78	
	07/17/15	VITT, SANDRA	1,547.62	
	07/17/15	WEAVER, KRISTINE	2,507.39	
	07/17/15	CARLE, JEANETTE	24.00	
	07/17/15	JAGOE, CAROL	24.00	
	07/17/15	MAHRE, GERALDINE	24.00	
	07/17/15	THOMALLA, CAROL	24.00	
	07/17/15	CORCORAN, THERESA	2,022.59	
	07/17/15	KVAM, DAVID	4,506.18	
	07/17/15	PALANK, MARY	3,223.26	2,770.00
	07/17/15	SCHNELL, PAUL	5,161.92	
	07/17/15	SHORTREED, MICHAEL	4,379.47	
	07/17/15	THOMFORDE, FAITH	1,836.37	
	07/17/15	WYLIE, TAMMY	1,781.97	
	07/17/15	ABEL, CLINT	3,252.91	
	07/17/15	ALDRIDGE, MARK	3,386.10	
	07/17/15	BAKKE, LONN	3,287.93	
	07/17/15	BARTZ, PAUL	4,457.28	
	07/17/15	BELDE, STANLEY	3,371.37	
	07/17/15	BENJAMIN, MARKESE	3,122.66	
	07/17/15	BIERDEMAN, BRIAN	4,246.83	
	07/17/15	BUSACK, DANIEL	5,978.95	
	07/17/15	CARNES, JOHN	2,839.02	

07/17/15	CROTTY, KERRY	3,986.44	
07/17/15	DEMULLING, JOSEPH	4,187.71	287.61
07/17/15	DUGAS, MICHAEL	5,307.80	
07/17/15	ERICKSON, VIRGINIA	3,315.98	
07/17/15	FISHER, CASSANDRA	1,535.19	
07/17/15	FORSYTHE, MARCUS	3,330.58	
07/17/15	FRITZE, DEREK	4,770.66	
07/17/15	GABRIEL, ANTHONY	3,539.32	
07/17/15	HAWKINSON JR, TIMOTHY	3,003.03	
07/17/15	HER, PHENG	2,941.86	
07/17/15	HIEBERT, STEVEN	3,148.56	
07/17/15	HOEMKE, MICHAEL	2,301.90	
07/17/15	HOFMEISTER, TIMOTHY	507.63	
07/17/15	JOHNSON, KEVIN	3,973.40	
07/17/15	KONG, TOMMY	3,064.41	
07/17/15	KREKELER, NICHOLAS	1,231.42	
07/17/15	KROLL, BRETT	3,252.91	
07/17/15	LANGNER, SCOTT	3,003.03	
07/17/15	LANGNER, TODD	3,210.95	
07/17/15	LYNCH, KATHERINE	2,941.86	
07/17/15	MARINO, JASON	3,691.36	
07/17/15	MCCARTY, GLEN	3,231.82	
07/17/15	METRY, ALESIA	5,549.59	
07/17/15	MICHELETTI, BRIAN	2,619.12	
07/17/15	MULVIHILL, MARIA	2,280.97	
07/17/15	NYE, MICHAEL	4,488.76	
07/17/15	OLDING, PARKER	2,324.42	43.45
07/17/15	OLSON, JULIE	3,064.41	
07/17/15	PARKER, JAMES	3,303.46	
07/17/15	PETERSON, JARED	2,001.94	
07/17/15	REZNY, BRADLEY	3,740.56	
07/17/15	SCHOEN, ZACHARY	2,804.10	
07/17/15	SLATER, BENJAMIN	3,669.00	
07/17/15	STEINER, JOSEPH	3,986.48	
07/17/15	SYPNIEWSKI, WILLIAM	3,612.38	
07/17/15	TAUZELL, BRIAN	3,303.46	
07/17/15	THEISEN, PAUL	3,231.82	
07/17/15	THIENES, PAUL	4,352.83	
07/17/15	VANG, PAM	2,047.85	
07/17/15	WENZEL, JAY	4,270.81	
07/17/15	XIONG, KAO	3,092.69	
07/17/15	ZAPPA, ANDREW	2,148.46	
07/17/15	ANDERSON, BRIAN	173.62	
07/17/15	BAHL, DAVID	382.50	
07/17/15	BASSETT, BRENT	154.33	
07/17/15	BAUMAN, ANDREW	4,743.52	
07/17/15	BOURQUIN, RON	1,294.82	
07/17/15	CAPISTRANT, JACOB	231.49	
07/17/15	CAPISTRANT, JOHN	420.00	
07/17/15	COREY, ROBERT	385.82	
07/17/15	CRAWFORD - JR, RAYMOND	3,492.55	
07/17/15	CRUMMY, CHARLES	332.66	
07/17/15	DABRUZZI, THOMAS	2,926.79	
07/17/15	DAWSON, RICHARD	3,587.39	
07/17/15	EVERSON, PAUL	5,142.01	
07/17/15	HAGEN, MICHAEL	360.10	
07/17/15	HALE, JOSEPH	974.01	
07/17/15	HALWEG, JODI	3,565.08	
07/17/15	HAWTHORNE, ROCHELLE	3,570.06	
07/17/15	HUTCHINSON, JAMES	630.00	
07/17/15	IMM, TRACY	421.17	

07/17/15	JANSEN, CHAD	154.33
07/17/15	JUREK, GREGORY	462.97
07/17/15	KANE, ROBERT	300.00
07/17/15	KERSKA, JOSEPH	1,818.01
07/17/15	KONDER, RONALD	1,491.82
07/17/15	KUBAT, ERIC	4,181.87
07/17/15	LINDER, TIMOTHY	4,111.49
07/17/15	LOCHEN, MICHAEL	42.88
07/17/15	MERKATORIS, BRETT	553.01
07/17/15	MONDOR, MICHAEL	3,958.19
07/17/15	MONSON, PETER	173.62
07/17/15	MORGAN, JEFFERY	668.64
07/17/15	NEILY, STEVEN	405.54
07/17/15	NIELSEN, KENNETH	202.50
07/17/15	NOVAK, JEROME	3,173.90
07/17/15	NOWICKI, PAUL	205.77
07/17/15	OLSON, JAMES	3,137.79
07/17/15	OPHEIM, JOHN	405.00
07/17/15	PACHECO, ALPHONSE	732.21
07/17/15	PETERSON, MARK	707.50
07/17/15	PETERSON, ROBERT	3,438.22
07/17/15	POWERS, KENNETH	434.10
07/17/15	RAINEY, JAMES	308.65
07/17/15	RANK, PAUL	617.30
07/17/15	RODRIGUEZ, ROBERTO	462.97
07/17/15	SEDLACEK, JEFFREY	3,695.18
07/17/15	STREFF, MICHAEL	3,137.79
07/17/15	SVENDSEN, RONALD	4,424.35
07/17/15	TROXEL, REID	498.98
07/17/15	GERVAIS-JR, CLARENCE	4,239.86
07/17/15	LUKIN, STEVEN	4,939.44
07/17/15	ZWIEG, SUSAN	1,238.02
07/17/15	CORTESI, LUANNE	2,020.44
07/17/15	SINDT, ANDREA	2,654.60
07/17/15	BRINK, TROY	2,555.66
07/17/15	BUCKLEY, BRENT	2,300.27
07/17/15	DEBILZAN, THOMAS	2,302.49
07/17/15	EDGE, DOUGLAS	2,690.18
07/17/15	JONES, DONALD	2,323.40
07/17/15	MEISSNER, BRENT	2,300.27
07/17/15	NAGEL, BRYAN	3,803.10
07/17/15	OSWALD, ERICK	2,395.97
07/17/15	RUIZ, RICARDO	1,902.67
07/17/15	RUNNING, ROBERT	2,555.66
07/17/15	TEVLIN, TODD	2,310.27
07/17/15	BURLINGAME, NATHAN	2,463.21
07/17/15	DUCHARME, JOHN	2,915.02
07/17/15	ENGSTROM, ANDREW	2,935.90
07/17/15	JAROSCH, JONATHAN	3,287.57
07/17/15	LINDBLOM, RANDAL	2,915.04
07/17/15	LOVE, STEVEN	3,929.30
07/17/15	THOMPSON, MICHAEL	4,952.44
07/17/15	ZIEMAN, SCOTT	1,112.00
07/17/15	JANASZAK, MEGHAN	1,985.97
07/17/15	KONEWKO, DUWAYNE	4,722.81
07/17/15	DELISLE JR, JACQUES	352.00
07/17/15	HAMRE, MILES	2,006.58
07/17/15	HAYS, TAMARA	2,057.25
07/17/15	HINNENKAMP, GARY	3,222.29
07/17/15	NAUGHTON, JOHN	2,425.70
07/17/15	NORDQUIST, RICHARD	2,287.20

07/17/15	ORE, JORDAN	2,125.95	
07/17/15	RANWEILER, GABRIEL	616.00	
07/17/15	SALCHOW, CONNOR	792.00	
07/17/15	BIESANZ, OAKLEY	1,601.91	
07/17/15	DEAVER, CHARLES	637.82	
07/17/15	GERNES, CAROLE	783.16	
07/17/15	HAYMAN, JANET	1,361.18	
07/17/15	HUTCHINSON, ANN	2,845.81	
07/17/15	SOUTTER, CHRISTINE	595.01	
07/17/15	WACHAL, KAREN	985.60	
07/17/15	GAYNOR, VIRGINIA	3,478.53	
07/17/15	KROLL, LISA	2,077.88	
07/17/15	FINWALL, SHANN	3,708.33	
07/17/15	LORENZ, DANIELA	1,102.50	
07/17/15	MARTIN, MICHAEL	3,338.93	
07/17/15	BRASH, JASON	2,855.87	
07/17/15	CARVER, NICHOLAS	4,473.03	
07/17/15	SWAN, DAVID	2,939.57	
07/17/15	SWANSON, CHRIS	1,951.57	
07/17/15	WEIDNER, JAMES	1,584.00	
07/17/15	WELLENS, MOLLY	1,898.61	
07/17/15	BALLESTRAZZE, THAD	320.00	
07/17/15	BJORK, BRANDON	1,360.00	
07/17/15	BRENEMAN, NEIL	2,533.34	
07/17/15	ETTER, LAURA	42.00	
07/17/15	GORACKI, GERALD	23.75	
07/17/15	GUENTHER, THOMAS	360.00	
07/17/15	JACOBS, ROCHELLE	75.00	
07/17/15	KONEWKO, QUINN	411.25	
07/17/15	KONG, KATELYNE	91.51	
07/17/15	LARSON, KATELYN	666.00	
07/17/15	LARSON, MARIAH	467.50	
07/17/15	MOUA, CHEE	45.00	
07/17/15	ROBBINS, AUDRA	3,570.21	
07/17/15	ROBBINS, CAMDEN	99.75	
07/17/15	RYCHLICKI, NICHOLE	551.00	
07/17/15	SIEVERT, ALEXIS	518.50	
07/17/15	SLAWIK, VICTORIA	490.00	
07/17/15	TAYLOR, JAMES	3,400.88	
07/17/15	VUKICH, CANDACE	773.50	
07/17/15	ADAMS, DAVID	2,185.60	
07/17/15	HAAG, MARK	2,975.52	
07/17/15	JENSEN, JOSEPH	1,815.47	
07/17/15	SCHULTZ, SCOTT	3,727.15	
07/17/15	WILBER, JEFFREY	1,933.99	
07/17/15	BARAHONA, FREYA	360.00	
07/17/15	DIONNE, ANN	672.01	
07/17/15	EVANS, CHRISTINE	2,049.31	
07/17/15	GIBSON, CHRISTINE	2,136.91	56.94
07/17/15	HOFMEISTER, MARY	1,355.96	15.24
07/17/15	KUHN, MATTHEW	258.75	
07/17/15	MILLER, KAREN	7.50	
07/17/15	RUZICHKA, JANICE	237.50	
07/17/15	SKRYPEK, JOSHUA	227.50	
07/17/15	SMITH, CORTNEY	282.50	
07/17/15	ST SAUVER, CRAIG	462.00	
07/17/15	THOMASSON, NANCY	47.25	
07/17/15	WISTL, MOLLY	832.78	
07/17/15	BAUDE, JANE	26.65	
07/17/15	BAUDE, SARAH	14.06	
07/17/15	BEAR, AMANDA	288.75	

07/17/15	BESTER, MICHAEL	104.64
07/17/15	BLANKENFELD, RUSSELL	40.00
07/17/15	BUTLER, ANGELA	264.63
07/17/15	CRANDALL, KRISTA	42.53
07/17/15	CURLEY, ELAINE	40.00
07/17/15	DEMPSEY, BETH	140.25
07/17/15	ERICKSON-CLARK, CAROL	37.50
07/17/15	GARTNER, DARYL	29.75
07/17/15	GRUENHAGEN, LINDA	243.52
07/17/15	GUSTAFSON, BRENDA	202.00
07/17/15	HAASCH, ANGELA	142.50
07/17/15	JOHNSON, BARBARA	392.27
07/17/15	LAMSON, ELIANA	27.38
07/17/15	MCKILLOP, AMANDA	73.13
07/17/15	NITZ, CARA	384.79
07/17/15	OHS, CYNTHIA	186.00
07/17/15	RANEY, COURTNEY	953.77
07/17/15	REHLING-ANDERSON, LORIE	153.00
07/17/15	RESENDIZ, LORI	2,809.47
07/17/15	RICHTER, DANIEL	210.65
07/17/15	ROLLERSON, TERRANCE	45.57
07/17/15	ROMERO, JENNIFER	23.50
07/17/15	SCHERER, KATHLENE	88.38
07/17/15	SCHREIER, ROSEMARIE	301.09
07/17/15	SMITH, ANN	124.80
07/17/15	SMITH, JEROME	161.75
07/17/15	SMITLEY, SHARON	104.60
07/17/15	SYME, LAUREN	71.83
07/17/15	TREPANIER, TODD	244.14
07/17/15	TRUONG, CHAU	28.00
07/17/15	TUPY, MARCUS	96.00
07/17/15	WAGNER, JODY	216.00
07/17/15	WALLNER, KRISTIN	40.00
07/17/15	YANG, JUDY	110.00
07/17/15	BILJAN, MERANDA	127.50
07/17/15	BOSLEY, CAROL	105.75
07/17/15	BUTLER-MILLER, JADE	127.51
07/17/15	CHRISTAL, JENNIFER	147.50
07/17/15	ELLISON, LELIA	126.00
07/17/15	FRANZMEIER, EILEEN	166.25
07/17/15	LANGER, CHELSEA	28.50
07/17/15	MOSLOSKI, JESSICA	76.50
07/17/15	AUSTIN, CATHERINE	128.00
07/17/15	CRAWFORD, SHAWN	437.50
07/17/15	DOUGLASS, TOM	2,238.15
07/17/15	DUNKEL, TYLER	121.50
07/17/15	HEINTZ, JOSHUA	64.00
07/17/15	KRECH, ELAINE	726.88
07/17/15	LOONEY, RAYJEANIA	160.00
07/17/15	MAIDMENT, COLIN	930.36
07/17/15	MALONEY, SHAUNA	277.00
07/17/15	PRINS, KELLY	2,005.40
07/17/15	REILLY, MICHAEL	2,059.40
07/17/15	STEFFEN, MICHAEL	102.00
07/17/15	COUNTRYMAN, BRENDA	1,190.00
07/17/15	PRIEM, STEVEN	2,585.69
07/17/15	WOEHRLE, MATTHEW	2,365.71
07/17/15	XIONG, BOON	1,665.07
07/17/15	BERGO, CHAD	2,907.76
07/17/15	FOWLDS, MYCHAL	4,096.38
07/17/15	FRANZEN, NICHOLAS	3,328.24

## G1, Attachments

	07/17/15	KREGER, JASON	4,973.52	4,477.64
9995035	07/17/15	WELCHLIN, KATHLEEN	1,305.00	
9995036	07/17/15	CHRISTOPHER, KYLE	131.25	
9995037	07/17/15	KRECH, TRAVIS	310.25	
9995038	07/17/15	CRAYNE, WILLIAM	103.50	
			545,263.72	

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Karen Haag, Director Citizen Services  
**DATE:** July 29, 2015  
**SUBJECT:** Approval of a Temporary Lawful Gambling - Local Permit for the Church of St. Jerome, 380 Roselawn Ave E

**Introduction**

An application for a temporary Lawful Gambling – local permit has been submitted by Reverend Cletus Basekela, on behalf of the Church of St. Jerome, 380 Rosealwn Ave in Maplewood.

This permit will be used for the church's annual Fall Festival & Booya, held on Sunday, September 20, 2015 from 10:00am to 5:00pm. Gambling activity will consist of Bingo and Pull-Tabs, and proceeds from the event will be used to raise funds to help off-set the increasing cost of maintaining St Jerome School and Church.

**Budget Impact**

None

**Recommendation**

Staff recommends that Council approve the temporary Lawful Gambling permit for the Church of St. Jerome's annual Fall Festival & Booya on Sunday, September 20, 2015.

## MEMORADUM

**TO:** Melinda Coleman, City Manager

**FROM:** Paul Schnell, Police Chief

**DATE:** August 3, 2015

**SUBJECT:** Approval of Resolution Accepting Donation to Maplewood Police Reserves from Ramsey County Fair

### **Introduction**

The Maplewood Police Department's Reserve Unit has received a donation of \$425 from the Ramsey County Agricultural Society/Fair Board. City Council approval is required before the donation can be accepted.

### **Background**

For the past several years, following the close of the Ramsey County Fair, the Fair Board has made a donation to the City's Reserve Unit. In addition to the \$425 donation, the Fair Board submitted a letter of appreciation acknowledging the service and commitment of our Reserves. The \$425 is designated for use by the Reserves for equipment or other needs, such as uniforms.

### **Budget Impact**

The receipt of the donated funds assists the City in funding Reserve Unit needs.

### **Recommendation**

Approval of the resolution accepting the donation made by the Ramsey County Fair Board.

### **Attachments**

1. Resolution
2. Letter from Ramsey County Agricultural Society/Fair Board

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

WHEREAS, the Ramsey County Agricultural Society/Fair Board has presented to the Maplewood Police Department a donation in the amount of \$425; and

WHEREAS, this donation is intended for the purpose of Maplewood Police Reserve Unit equipment and/or needs; and

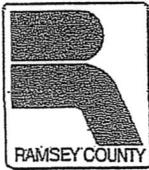
WHEREAS, the Maplewood City Council is appreciative of the donation and commends the Ramsey County Agricultural Society/Fair Board for their civic efforts,

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

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

Passed by the Maplewood City Council on August 10, 2015.

# Ramsey County Agricultural Society



July 22, 2015

## Ramsey County Fair Board

2020 White Bear Av.  
Maplewood, MN 55109

Paul P. Schnell  
Police Chief, City of Maplewood

Steve Lukin  
Fire Chief, City of Maplewood

### Officers:

Ron Erickson  
President  
(651) 776-4254  
Sharon Stillings  
Vice President  
(651) 633-8577  
Joe Fox  
Secretary  
(651) 777-6514  
Jill Bruhn  
Co-Treasurer  
(612) 709-2049  
Robert Reistad  
Co-Treasurer  
(651) 774-4594

### Directors:

Kat Christopherson  
Catherine Dahir  
Jodie Grabarski  
Donita Haack  
Mike Lund  
Al Pearson  
Ron Suiter  
Lisa Theis  
Kathy Travis  
Gary Unger

Dear Paul and Steve;

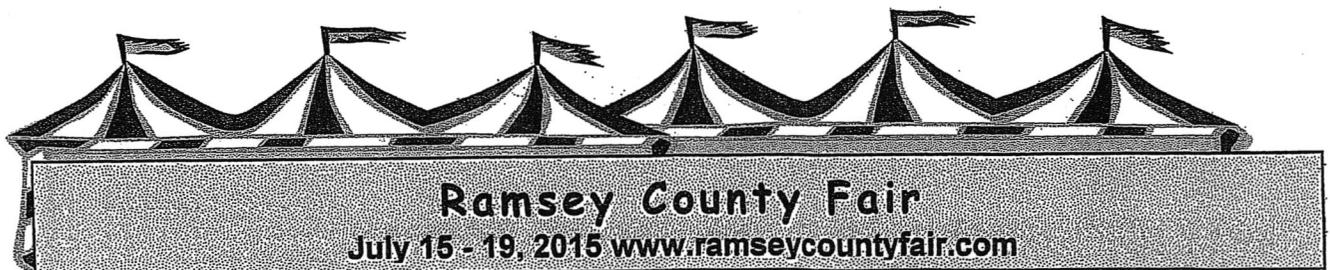
Just a brief note to thank both of you and your staff(s) for all of your cooperation during the recent Ramsey County Fair. I am well aware how an event of this nature can really add an additional burden to your workload which is always busy at this time of the year with vacations and all. The White Bear Ave. parade and the fireworks are two events during the fair that definitely adds to your busy schedule.

I need to tell you, Paul, that the Police Reserves and Police and especially the Officer who was on duty and Chad Hermonson were most cooperative and have really been positive about their assignment to the county fair. I have enclosed a financial contribution which I hope can be used by the reserves for equipment or other needs of their choice. Without a doubt it is your kind of contribution and cooperation that a county fair still exists in Ramsey County. The dates for the fair next year are – July 13-17, 2016. Thank you again for your cooperation.

Sincerely,

  
Joe Fox  
Secretary/Manager

C.C. Mayor Nora Slawik  
City Manager Melinda Coleman  
Police Reserve Chad Hermonson



## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** DuWayne Konewko, Parks and Recreation Director  
Ginny Gaynor, Natural Resources Coordinator

**DATE:** August 10, 2015

**SUBJECT:** Acceptance of Grant and Approval of Contract with Great River Greening for Fish Creek Pollinator Program

### Introduction

Great River Greening (GRG), a nonprofit partner working with the City at the Fish Creek Natural Area, has received grant funding from the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR) for projects at the Fish Creek site. A portion of the grant includes \$34,000 for pollinator education at Fish Creek Natural Area taught by Maplewood Nature Center naturalists.

### Background

Great River Greening has received funding from Minnesota Environment and Natural Resources Trust Fund for two projects: 1) pollinator conservation, monitoring, and education, and 2) a study of techniques to improve resilience of bur oak communities to changing climate conditions. Maplewood's Fish Creek Natural Area is one of four sites where they would like to conduct these studies and activities.

The City's partners on this project include three organizations. **Great River Greening** is a nonprofit organization that leads community-based restoration projects. They have been an essential partner at the Fish Creek site, securing funding and leading buckthorn removal and prairie restoration at the site. The prairie seeding at the site was completed in June 2015. **Xerces Society** is a nonprofit organization that protects wildlife through the conservation of invertebrates and their habitat. Dr. Lee Frelich from the **University of Minnesota** is Research Associate and Director of the University of Minnesota Center for Forest Ecology.

### ***Pollinator Monitoring and Education Project***

Great River Greening desires to contract with Maplewood Nature Center to complete the Fish Creek pollinator education portion of the grant. The Nature Center would design and deliver a pollinator education program for 800 K-12 students at Fish Creek over the 3-year period of the grant. In addition, Nature Center staff would assist Great River Greening and Xerces Society present four specialized pollinator trainings and six bee surveys at the Fish Creek site. The grant period is July 2015 through June 30, 2018. The amount of the contract is \$34,000, to help cover staff costs, equipment, bussing for students, and materials.

In addition to pollinator education, this portion of the grant provides funds for Great River Greening to enhance the prairie restoration at the Fish Creek site by adding prairie plugs to

increase plant species diversity. Great River Greening would do this with school groups and community volunteers, in coordination with City staff. The grant also provides funding for Xerces Society to develop a Minnesota Citizen Science Pollinator Monitoring Guide.

### ***Accelerated Migration of Bur Oak Ecotypes for Climate Resilience Project***

The grant provides funding for Great River Greening and Dr. Lee Frelich from the University of Minnesota, to study assisted migration of bur oak at four sites in the metro, including the Fish Creek site. This study will compare early growth and survival of oaks grown from seed from three different locations – local seed source (from seven county metro area), southern seed source (200-300 miles south, e.g. Des Moines, IA), and northwestern seed source (from northwest Minnesota or eastern North Dakota). In accepting the grant, the City would agree to let the partners plant oak seedlings on approximately one acre at the Fish Creek site. This planting fits with restoration plans for the site which call for areas of oak savanna and oak woodland. The initial study period is three years. If funding is secured beyond this, the study could continue longer term.

### **Budget Impact**

There will be an increase in temporary seasonal wages, and supplies in the Nature Center budget which will be covered by the grant revenue. The total increase amount will be \$34,000 over the three year grant period.

### **Recommendation**

Staff recommends council approves acceptance of the grant to conduct activities at the Fish Creek site including pollinator education, monitoring, and habitat enhancement, and study of techniques to improve resilience of bur oak communities. Staff further recommends council approves the attached contract with Great River Greening for pollinator education and that council directs the Finance Director to increase the Nature Center budget by the amount of the grant, over the three year grant period.

### **Attachments**

1. Contract with Great River Greening

For internal Greening use:

Agreement #: SC \_\_\_\_\_

**Great River Greening  
Services Agreement**

**Project Number:** LFSH01**Project Name:** Citizen Engagement for Pollinator Habitat Restoration and Monitoring at Fish Creek

This Agreement is by and between *Great River Greening*, (hereinafter Greening) and City of Maplewood (hereinafter Provider). Together Greening and the Provider may be referred to as the “Parties” and separately, each may individually be referred to as the “Party.”

Greening has entered into a Contract/Agreement with State of Minnesota to complete Metro Conservation Corridors Phase VIII - Enhancing Restoration Techniques for Improved Climate Resilience and Pollinator Conservation (the “Agreement”); Greening desires to contract with Provider to complete a portion for the tasks of said Agreement;

It is hereby agreed upon between Greening and Provider to complete a portion of the tasks of said Agreement;

**1. Authorized Representatives**

**Greening Agent**

Great River Greening

**Project Manager**

Wiley Buck

**Address**

35 West Water Street, Suite 201

Saint Paul, MN 55107

**Contact Phone Number**

(651) 665-9500 x-15

**Email Address**

wbuck@greatrivergreening.org

**Provider**

City of Maplewood

**Authorized Contact**

Ann Hutchinson

**Address**

2659 East 7th Street

Maplewood, MN 55119

**Contact Phone Number**

651-249-2172

**Email Address**

ann.hutchinson@ci.maplewood.mn.us

2. **Work to be Performed.** The description of the work to be performed, the time period for completion and payment amount are described in detail in Exhibit “A” attached hereto and incorporated herein by reference. All work is to be satisfactorily completed by June 30, 2018.
3. **Default.** Failure to complete the agreed upon tasks described in Exhibit “A” within the requisite time period or failure to perform any other term or condition of this Agreement within the standards of professional performance shall constitute a breach. Upon a breach, written notice of such breach will be provided to Provider. If the breach is not cured to the satisfaction of Greening within seven (7) days after notice is given, Provider will be considered in default. Upon default, Greening will pay Provider for only satisfactorily completed work.
4. **Adoption of Agreement and Contract.** Provider acknowledges that Greening has entered into the aforementioned Agreement/Contract and Provider agrees to be bound by all terms and conditions imposed on the in the Contract; and to the extent required the terms and conditions of the Contract are incorporated herein by reference.
5. **No Greater Rights/Payment.** Provider acknowledges and agrees that Greening’s ability to pay is directly derived from the Agreement/Contract and that Provider has no greater rights to payment than Greening’s rights under the Agreement/Contract. Provider acknowledges and agrees that if for any reason payment is withheld from Greening, that Greening’s obligation to pay Provider will be reduced by the same dollar amount or percentage.

For internal Greening use:

Agreement #: SC \_\_\_\_\_

6. **Grant Specific Language.** Whereas the Minnesota Legislature under Minnesota Laws M.L. 2015, Ch. 76, Sect. 2, Subd. 08f appropriated \$400,000 to the Commissioner of MN-DNR for “Metro Conservation Corridors Phase VIII - Enhancing Restoration Techniques for Improved Climate Resilience and Pollinator Conservation” for an agreement with Great River Greening to pilot and evaluate innovative restoration techniques aimed at improving the resilience of bur oak communities to changing climate conditions and enhancing prairie management to benefit pollinators with the help and engagement of citizen volunteers. Provider acknowledges that partial funding for this project is provided by the Minnesota Environment and Natural Resources Trust fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). The Provider agrees to acknowledge the Trust Fund’s financial support for this Work in any statement, press release, bid solicitation, project publications, and other public communications and outreach related to the work completed using the Trust Fund appropriation.



Deliveries hereunder shall comply in every respect with:

MN-DNR Operational Order #113 Invasive Species

([http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf))

MN-DNR Operational Order #59 Pesticide and Pest Control

([http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_59.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_59.pdf));

MN-DNR Division of Fish and Wildlife Pest and Pest Control Guidelines

([http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/faw\\_pest.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/faw_pest.pdf));

DNR Pollinator Best Management Practices and Habitat Restoration Guidelines

([http://files.dnr.state.mn.us/natural\\_resources/npc/2014\\_draft\\_pollinator\\_bmp\\_guidelines.pdf](http://files.dnr.state.mn.us/natural_resources/npc/2014_draft_pollinator_bmp_guidelines.pdf)); and

The current version (dated October 2014) of Minnesota Board of Water & Soil Resources’ Native Vegetation Establishment and Enhancement Guidelines

([http://www.bwsr.state.mn.us/native\\_vegetation/seeding\\_guidelines.pdf](http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf)).

7. **Payment Process.** Greening agrees to pay \$34,000 for services. Payment will be made according to schedule in Exhibit A. In order to secure payment, Provider will submit requests for payment to Greening in conformance with all applicable requirements under the Agreement/Contract. Greening will pay Provider within thirty (30) days of Greening receiving payment requests under the Agreement/Contract.
8. **Independent Contractor.** Provider acknowledges that he/she is not an employee of Contactor and is being hired as an independent contractor.
9. **Insurance/Indemnification.** Provider shall defend, indemnify and hold Greening harmless from and against any and all liabilities, losses, damages, claims, costs and expenses, including, without limitation, the cost of defense and attorneys’ fees, relating to, arising out of or due to a breach of any term or condition of this Agreement. Provider represents and warrants that he has secured appropriate comprehensive general liability insurance for his performance of the terms and conditions of this Agreement according to attached insurance rider.
10. **No Other Terms.** This Agreement constitutes the entire agreement between the parties, and there are no terms other than those contained herein and in the exhibits attached hereto.
11. **Premises.** The premises shall be part of this Agreement for all purposes.
12. **Amendments.** This Agreement may only be amended in writing and executed by both parties.

For internal Greening use: Agreement #: SC

13. **Governing Law.** This Agreement shall be governed by the laws of the State of Minnesota.

**Contractor Authorized Representative  
Great River Greening**

**Provider Authorized Representative  
Provider Name**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Deborah Karasov

Name:

Title: Executive Director

Title:

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

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

Grant Manager / Assistant \_\_\_\_\_

Finance Director \_\_\_\_\_

**EXHIBIT A – WORK TO BE PERFORMED**

- 1) In collaboration with Great River Greening and Xerces Society, assist with and host (4) workshops for training leaders of Fish Creek public monitoring, including co-leading the field training component. The specialized training courses for the more serious participants will cover plant and pollinator symbiosis, pollinators and native plants and the relationship between the two, biology, identification, conservation, habitat restoration, and introduction to a continental citizen-science monitoring project: Bumble Bee Watch (<http://bumblebeewatch.org/>).
- 2) In collaboration with Xerces Society, assist with 6 pollinator citizen science monitoring days at Fish Creek; surveying for bumble bees and other pollinators in the restored and remnant areas of the site.
- 3) Between the training workshops and citizen science monitoring, engage 150 citizen scientists. Co-recruit citizens with Greening and Xerces Society. Conduct onsite education and outreach to these school groups and families about native plant restoration, pollinator conservation, and kid-friendly citizen science projects.
- 4) Design and deliver an interpretation program for 800 distinct K-12 east-metro students and others, engaging them in pollinator observation, catch-and-release insect capture, bee photography, and habitat restoration. Interpretation program will include field trip to Fish Creek, and time in the classroom preparing for the field trip.
- 5) Assist Xerces Society to develop a Minnesota Citizen Science Pollinator Monitoring Guide. Incorporate this tool in the specialized training courses, school group outreach, and public monitoring.
- 6) Provide written 6-month progress reports by February 1 and August 1 of each year, to Greening. Co-write with Greening a final report by August 1, 2018.

**PRELIMINARY SCHEDULE AND ESTIMATED EXPENSES**

Time period for completion	Estimated Costs								Total
	K-12 education @ Fish Creek, \$650/session	# of sessions	Specialized training sessions:	# of sessions	Citizen Science Bumble Bee Surveys	# of sessions	Materials:	Bussing: \$200 per session	
July 1- December 31, <b>2015</b>	\$3900	6	\$650	1	\$650	1	\$779	\$1,200	\$7179
January 1- December 31, <b>2016</b>	\$6500	10	\$1300	2	\$1300	2	\$1363	\$ 2,000	\$12,463
January 1, to December 31, <b>2017,</b>	\$6500	10	\$650	1	\$1950	3	\$1363	\$ 2,000	\$12,463
January 1- June 30, <b>2018</b>	\$ 1300	2					\$195	\$400	\$1895
<b>TOTALS</b>	<b>\$18200</b>	<b>28</b>	<b>\$2,600</b>	<b>4</b>	<b>\$3,900</b>	<b>6</b>	<b>\$3,700</b>	<b>\$5,600</b>	<b>\$34,000</b>

## **PAYMENT**

Maplewood Nature Center will invoice Great River Greening as follows:

1. Invoices may be submitted monthly based on incurred expenses and programs delivered.
2. The total payment to Provider will not exceed \$34,000.
3. The above schedule contains estimated expenses and work schedule. The actual expenses may be above or below those figures without an amendment to this contract. The work schedule may also be adjusted.
4. The final \$1000 payment will not be made until all commitments are fulfilled.
5. Expenses incurred for bussing, materials and equipment may be reimbursed. Materials and Equipment expenses may include but shall not be limited to: bussing, nets and field equipment, printed materials, cameras, porta-potty and tent rentals.

**EXHIBIT B - Indemnity and Insurance Rider**

Project: Citizen Engagement for Pollinator Habitat Restoration and Monitoring at Fish Creek

*Provider shall obtain Insurance with limits at least equal to those specified below.*

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>	
<b>COMMERCIAL GENERAL LIABILITY</b>		
Occurrence Form	Bodily Injury/Property Damage (CSL)	
Comprehensive Form	Each Occurrence	\$1,000,000
Premises/Operations	General Aggregate	\$2,000,000
Products/Completed Operations	Products comp./OPS Aggregate	\$2,000,000
Contractual Liability	Personal & Advertising Injury	\$1,000,000
Independent Contractors		
Personal Injury		
Explosion/Collapses/Underground (XCU)		
General Aggregate applies on a "per project" basis		
<b>AUTOMOBILE</b>		
Any Automobile	Bodily Injury (Per Person)	\$1,000,000
All Owned Automobiles	Bodily Injury (Per Accident)	\$1,000,000
Hired Automobiles	Property Damage	\$1,000,000
Non-owned Automobile	or Bodily Injury/Prop Damage CSL	\$1,000,000
<b>WORKERS' COMPENSATION AND EMPLOYERS LIABILITY</b>		
(Must Extend To Every Employee, Including Owners)	Coverage "A"	Statutory
	Coverage "B"	
	Each Accident	\$100,000
	Disease-Policy Limit	\$500,000
	\$100,000	Diseases-Each Employee

Provider shall indemnify and hold Great River Greening harmless from and against any claims, losses, damages and injuries including legal fees, arising out of provider's operations, unless caused by the sole negligence of Great River Greening, its employees and/or agents.

The commercial General Liability coverage must include Great River Greening and Project Partner in the Contract Documents, as ADDITIONAL INSUREDS. The insurance policy to which this Additional Insured endorsement is added shall apply on a primary basis, and the Additional Insured's own CGL policy shall be noncontributory.

The Additional Insured Endorsement must be ISO form CG 2010 or its equivalent and provide Products/Completed Operations coverage. Products/Completed Operations coverage shall remain in effect for at least two (2) years from the date of acceptance of the project.

It is understood and agreed that the Insurance coverages and limits, required above, shall not limit the extent of Provider's responsibilities and liabilities specified within the Contract Documents or by law.

Limits of liability beyond those required above by Great River Greening, or any type of Insurance not described above which any Provider normally requires for its own protection, or which Provider is required by law to carry, shall be Vendor's responsibility and at Vendor's own expense.

The policies obtained and maintained to provide the specified Insurance must provide that the required coverage and limits will not be altered, cancelled or allowed to expire without at least 30 days prior written notice to Great River Greening.

Before beginning any work under this subcontract, PROVIDER and SUB-PROVIDERS will provide to Great River Greening Insurance certificates showing compliance with these insurance specifications.

For internal Greening use:

Agreement #: SC \_\_\_\_\_

**Great River Greening  
Services Agreement**

**Project Number:** LFSH01**Project Name:** Citizen Engagement for Pollinator Habitat Restoration and Monitoring at Fish Creek

This Agreement is by and between *Great River Greening*, (hereinafter Greening) and City of Maplewood (hereinafter Provider). Together Greening and the Provider may be referred to as the “Parties” and separately, each may individually be referred to as the “Party.”

Greening has entered into a Contract/Agreement with State of Minnesota to complete Metro Conservation Corridors Phase VIII - Enhancing Restoration Techniques for Improved Climate Resilience and Pollinator Conservation (the “Agreement”); Greening desires to contract with Provider to complete a portion for the tasks of said Agreement;

It is hereby agreed upon between Greening and Provider to complete a portion of the tasks of said Agreement;

**1. Authorized Representatives****Greening Agent**

Great River Greening

**Project Manager**

Wiley Buck

**Address**

35 West Water Street, Suite 201

Saint Paul, MN 55107

**Contact Phone Number**

(651) 665-9500 x-15

**Email Address**

wbuck@greatrivergreening.org

**Provider**

City of Maplewood

**Authorized Contact**

Ann Hutchinson

**Address**

2659 East 7th Street

Maplewood, MN 55119

**Contact Phone Number**

651-249-2172

**Email Address**

ann.hutchinson@ci.maplewood.mn.us

2. **Work to be Performed.** The description of the work to be performed, the time period for completion and payment amount are described in detail in Exhibit “A” attached hereto and incorporated herein by reference. All work is to be satisfactorily completed by June 30, 2018.
3. **Default.** Failure to complete the agreed upon tasks described in Exhibit “A” within the requisite time period or failure to perform any other term or condition of this Agreement within the standards of professional performance shall constitute a breach. Upon a breach, written notice of such breach will be provided to Provider. If the breach is not cured to the satisfaction of Greening within seven (7) days after notice is given, Provider will be considered in default. Upon default, Greening will pay Provider for only satisfactorily completed work.
4. **Adoption of Agreement and Contract.** Provider acknowledges that Greening has entered into the aforementioned Agreement/Contract and Provider agrees to be bound by all terms and conditions imposed on the in the Contract; and to the extent required the terms and conditions of the Contract are incorporated herein by reference.
5. **No Greater Rights/Payment.** Provider acknowledges and agrees that Greening’s ability to pay is directly derived from the Agreement/Contract and that Provider has no greater rights to payment than Greening’s rights under the Agreement/Contract. Provider acknowledges and agrees that if for any reason payment is withheld from Greening, that Greening’s obligation to pay Provider will be reduced by the same dollar amount or percentage.

For internal Greening use:

Agreement #: SC

6. **Grant Specific Language**. Whereas the Minnesota Legislature under Minnesota Laws M.L. 2015, Ch. 76, Sect. 2, Subd. 08f appropriated \$400,000 to the Commissioner of MN-DNR for “Metro Conservation Corridors Phase VIII - Enhancing Restoration Techniques for Improved Climate Resilience and Pollinator Conservation” for an agreement with Great River Greening to pilot and evaluate innovative restoration techniques aimed at improving the resilience of bur oak communities to changing climate conditions and enhancing prairie management to benefit pollinators with the help and engagement of citizen volunteers. Provider acknowledges that partial funding for this project is provided by the Minnesota Environment and Natural Resources Trust fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR). The Provider agrees to acknowledge the Trust Fund’s financial support for this Work in any statement, press release, bid solicitation, project publications, and other public communications and outreach related to the work completed using the Trust Fund appropriation.



Deliveries hereunder shall comply in every respect with:

MN-DNR Operational Order #113 Invasive Species

([http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_113.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf))

MN-DNR Operational Order #59 Pesticide and Pest Control

([http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder\\_59.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_59.pdf));

MN-DNR Division of Fish and Wildlife Pest and Pest Control Guidelines

([http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/faw\\_pest.pdf](http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/faw_pest.pdf));

DNR Pollinator Best Management Practices and Habitat Restoration Guidelines

([http://files.dnr.state.mn.us/natural\\_resources/npc/2014\\_draft\\_pollinator\\_bmp\\_guidelines.pdf](http://files.dnr.state.mn.us/natural_resources/npc/2014_draft_pollinator_bmp_guidelines.pdf)); and

The current version (dated October 2014) of Minnesota Board of Water & Soil Resources’ Native Vegetation Establishment and Enhancement Guidelines

([http://www.bwsr.state.mn.us/native\\_vegetation/seeding\\_guidelines.pdf](http://www.bwsr.state.mn.us/native_vegetation/seeding_guidelines.pdf)).

7. **Payment Process**. Greening agrees to pay \$34,000 for services. Payment will be made according to schedule in Exhibit A. In order to secure payment, Provider will submit requests for payment to Greening in conformance with all applicable requirements under the Agreement/Contract. Greening will pay Provider within thirty (30) days of Greening receiving payment requests.
8. **Independent Contractor**. Provider acknowledges that he/she is not an employee of Contactor and is being hired as an independent contractor.
9. **Insurance/Indemnification**. Provider shall defend, indemnify and hold Greening harmless from and against any and all liabilities, losses, damages, claims, costs and expenses, including, without limitation, the cost of defense and attorneys’ fees, relating to, arising out of or due to a breach of any term or condition of this Agreement. Provider represents and warrants that he has secured appropriate comprehensive general liability insurance for his performance of the terms and conditions of this Agreement according to attached insurance rider.
10. **No Other Terms**. This Agreement constitutes the entire agreement between the parties, and there are no terms other than those contained herein and in the exhibits attached hereto.
11. **Premises**. The premises shall be part of this Agreement for all purposes.
12. **Amendments**. This Agreement may only be amended in writing and executed by both parties.
13. **Governing Law**. This Agreement shall be governed by the laws of the State of Minnesota.

For internal Greening use:

Agreement #: SC

**Contractor Authorized Representative  
Great River Greening**

**Provider Authorized Representative  
Provider Name**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Deborah Karasov

Name:

Title: Executive Director

Title:

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

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

Grant Manager / Assistant \_\_\_\_\_

Finance Director \_\_\_\_\_

**EXHIBIT A – WORK TO BE PERFORMED**

- 1) In collaboration with Great River Greening and Xerces Society, assist with and host (4) workshops for training leaders of Fish Creek public monitoring, including co-leading the field training component. The specialized training courses for the more serious participants will cover plant and pollinator symbiosis, pollinators and native plants and the relationship between the two, biology, identification, conservation, habitat restoration, and introduction to a continental citizen-science monitoring project: Bumble Bee Watch (<http://bumblebeewatch.org/>).
- 2) In collaboration with Xerces Society, assist with 6 pollinator citizen science monitoring days at Fish Creek; surveying for bumble bees and other pollinators in the restored and remnant areas of the site.
- 3) Between the training workshops and citizen science monitoring, engage 150 citizen scientists. Co-recruit citizens with Greening and Xerces Society. Conduct onsite education and outreach to these school groups and families about native plant restoration, pollinator conservation, and kid-friendly citizen science projects.
- 4) Design and deliver an interpretation program for 800 distinct K-12 east-metro students and others, engaging them in pollinator observation, catch-and-release insect capture, bee photography, and habitat restoration. Interpretation program will include field trip to Fish Creek, and time in the classroom preparing for the field trip.
- 5) Assist Xerces Society to develop a Minnesota Citizen Science Pollinator Monitoring Guide. Incorporate this tool in the specialized training courses, school group outreach, and public monitoring.
- 6) Provide written 6-month progress reports by February 1 and August 1 of each year, to Greening. Co-write with Greening a final report by August 1, 2018.

**PRELIMINARY SCHEDULE AND ESTIMATED EXPENSES**

Time period for completion	Estimated Costs								Total
	K-12 education @ Fish Creek, \$650/session	# of sessions	Specialized training sessions:	# of sessions	Citizen Science Bumble Bee Surveys	# of sessions	Materials:	Bussing: \$200 per session	
July 1- December 31, 2015	\$3900	6	\$650	1	\$650	1	\$779	\$1,200	\$7179
January 1- December 31, 2016	\$6500	10	\$1300	2	\$1300	2	\$1363	\$ 2,000	\$12,463
January 1, to December 31, 2017,	\$6500	10	\$650	1	\$1950	3	\$1363	\$ 2,000	\$12,463
January 1- June 30, 2018	\$ 1300	2					\$195	\$400	\$1895
<b>TOTALS</b>	<b>\$18200</b>	<b>28</b>	<b>\$2,600</b>	<b>4</b>	<b>\$3,900</b>	<b>6</b>	<b>\$3,700</b>	<b>\$5,600</b>	<b>\$34,000</b>

## **PAYMENT**

Maplewood Nature Center will invoice Great River Greening as follows:

1. Invoices may be submitted monthly based on incurred expenses and programs delivered.
2. The total payment to Provider will not exceed \$34,000.
3. The above schedule contains estimated expenses and work schedule. The actual expenses may be above or below those figures without an amendment to this contract. The work schedule may also be adjusted.
4. The final \$1000 payment will not be made until all commitments are fulfilled.
5. Expenses incurred for bussing, materials and equipment may be reimbursed. Materials and Equipment expenses may include but shall not be limited to: bussing, nets and field equipment, printed materials, cameras, porta-potty and tent rentals.

**EXHIBIT B - Indemnity and Insurance Rider**

Project: Citizen Engagement for Pollinator Habitat Restoration and Monitoring at Fish Creek

*Provider shall obtain Insurance with limits at least equal to those specified below.*

<u>TYPE OF INSURANCE</u>	<u>LIMITS OF LIABILITY</u>	
<b>COMMERCIAL GENERAL LIABILITY</b>		
Occurrence Form	Bodily Injury/Property Damage (CSL)	
Comprehensive Form	Each Occurrence	\$1,000,000
Premises/Operations	General Aggregate	\$2,000,000
Products/Completed Operations	Products comp./OPS Aggregate	\$2,000,000
Contractual Liability	Personal & Advertising Injury	\$1,000,000
Independent Contractors		
Personal Injury		
Explosion/Collapses/Underground (XCU)		
General Aggregate applies on a "per project" basis		
<b>AUTOMOBILE</b>		
Any Automobile	Bodily Injury (Per Person)	\$1,000,000
All Owned Automobiles	Bodily Injury (Per Accident)	\$1,000,000
Hired Automobiles	Property Damage	\$1,000,000
Non-owned Automobile	or Bodily Injury/Prop Damage CSL	\$1,000,000
<b>WORKERS' COMPENSATION AND EMPLOYERS LIABILITY</b>		
(Must Extend To Every Employee, Including Owners)	Coverage "A"	Statutory
	Coverage "B"	
	Each Accident	\$100,000
	Disease-Policy Limit	\$500,000
	\$100,000	Diseases-Each Employee

Provider shall indemnify and hold Great River Greening harmless from and against any claims, losses, damages and injuries including legal fees, arising out of provider's operations, unless caused by the sole negligence of Great River Greening, its employees and/or agents.

The commercial General Liability coverage must include Great River Greening and Project Partner in the Contract Documents, as ADDITIONAL INSUREDS. The insurance policy to which this Additional Insured endorsement is added shall apply on a primary basis, and the Additional Insured's own CGL policy shall be noncontributory.

The Additional Insured Endorsement must be ISO form CG 2010 or its equivalent and provide Products/Completed Operations coverage. Products/Completed Operations coverage shall remain in effect for at least two (2) years from the date of acceptance of the project.

It is understood and agreed that the Insurance coverages and limits, required above, shall not limit the extent of Provider's responsibilities and liabilities specified within the Contract Documents or by law.

Limits of liability beyond those required above by Great River Greening, or any type of Insurance not described above which any Provider normally requires for its own protection, or which Provider is required by law to carry, shall be Vendor's responsibility and at Vendor's own expense.

The policies obtained and maintained to provide the specified Insurance must provide that the required coverage and limits will not be altered, cancelled or allowed to expire without at least 30 days prior written notice to Great River Greening.

Before beginning any work under this subcontract, PROVIDER and SUB-PROVIDERS will provide to Great River Greening Insurance certificates showing compliance with these insurance specifications.

## AGENDA REPORT

**TO:** Melinda Coleman, City Manager

**FROM:** DuWayne Konewko, Parks & Recreation Director  
Paul Schnell, Chief of Police

**SUBJECT:** Approval to Submit Grant Applications to the Saint Paul Foundation and Metropolitan Regional Arts Council (MRAC)

**DATE:** August 10, 2015

### Introduction

In support of *Kid City* and the City's Integrated Youth Development initiative, staff is requesting approval from council to apply for the following grants:

1. The Saint Paul Foundation - \$50k request over a two year period
2. F.R. Bigelow Foundation - \$50k request over a two year period
3. Mardag Foundation - \$30k request over a two year period
4. Metropolitan Regional Arts Council (MRAC) - \$10k for a one year period

### Background

*Kid City*, is a youth-driven public art program that mobilizes kid citizens to work in partnership with artists and the City to revitalize Maplewood. *Kid City* responds to risk factors faced by our youth, many of whom are from the city's fastest growing populations (Latino, East African, Hmong, and Karen), receive free and/or reduced lunches, and are at-risk of dropping out of school.

Through the following three phases, *Kid City* will help the entire community reimagine Maplewood at a critical point in its evolution:

- Pop-up Laughter Museums that bridge communities through the universal act of laughter.
- A Kid Council that uses improv and theatre techniques to dream up solutions to the City's challenges.
- Dream Window installations of residents' hopes and dreams for the future.

Maplewood will partner with Z Puppets Rosenschnoz, led by Shari Aronson and Chris Griffith who are award-winning Minneapolis multidisciplinary artists specializing in innovative, interactive experiences for families and youth.

### Budget

The City is required to provide a 10% match to any of these grants if awarded. Funding for the match amount would come from the PAC fund. Monies are available in this account for the match. Staff will also be reaching out to local businesses for financial support to help offset this match.

### Recommendation

Staff is recommending that the City Council authorize the City Manager and staff to make grant applications to the following: The Saint Paul Foundation, F.R. Bigelow Foundation, Mardag Foundation, and the Metropolitan Regional Arts Council.

**Attachments**

None

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

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

**DATE:** August 4, 2015

**SUBJECT:** Consider Approval of On-Sale Intoxicating Liquor License for Central Florida Restaurants, Inc – TGI Fridays, 3087 White Bear Avenue N

**Introduction**

An application for an On-Sale Intoxicating Liquor license was submitted to the City on July 7, 2015 by Jacob Steen of Larkin Hoffman Attorneys, on behalf of Central Florida Restaurants, Inc, in relation to a change of ownership of TGI Fridays, located at 3087 White Bear Avenue.

**Background**

For the purposes of this license application, a background investigation was conducted on the following corporate officers with a share of 5% or more in Central Florida Restaurants, Inc, and establishment manager:

- Harkiran S. Randhawa,
- Anil S. Yadav,
- Ali Navaie,
- Akaash A. Yadav,
- Michael V. Flores,
- Leo R. Thomas, Sr.
- John Dorow (manager)

Nothing was been indentified during any of these investigations that would prohibit the issuance of this license.

In addition to the on-sale intoxicating liquor license, Central Florida Restaurants, Inc has also applied for licenses to operate on Sunday and until 2:00am during all days of the week.

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(s) have received a copy of the City Code and have familiarized themselves with the provisions contained within it.

**Recommendation**

It is recommended that the Council approve an On-Sale Intoxicating Liquor License for Central Florida Restaurants, Inc – TGI Fridays, 3087 White Bear Avenue N

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

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

**DATE:** August 4, 2015

**SUBJECT:** Consider Approval of a Resolution to Increase the Fireworks Sales Permit Fee for Exclusive Fireworks Retailers

### Introduction

The City of Maplewood currently issues Retail Fireworks Sales permits to retailers selling non-explosive and non-aerial consumer fireworks, legal in MN. Permits for retail firework sales are typically applied for to be used during the early summer months, in preparation for the 4th of July holiday, after which sales cease.

The fee which the City charges for these permits are dictated by MN §624.20 subd.1(d), allowing cities to charge the following maximum amount fees:

- \$350 for exclusive fireworks sales
- \$100 for fireworks sales made in conjunction with the sale of other merchandise

Currently, retailers engaging in exclusive fireworks sales in Maplewood are required to pay a \$200 fee for a temporary sales permit.

After reviewing applications from past years, staff has determined that the City issues an average of nine (9) Retail Fireworks Sales permits, annually. Five (5) of these permits are issued to retailers engaging in exclusive fireworks sales.

### Background

The duties and responsibilities of regulating retail firework sales within the City are shared collaboratively with the City Clerk and the Fire departments. Applications are submitted to the office of the City Clerk, and permits are issued following inspection and approval from the Fire Marshal.

In recent years, staff has experienced an increase in incidents that have resulted in additional time and energy spent, both administratively in processing the permit applications and in the Fire Department by conducting an increasing number of follow-up inspections throughout the sales period to ensure regulations are followed appropriately.

To compensate the increase in time spent processing and approving permits for exclusive firework sales permits, staff is requesting an increase in the permit fees, to the maximum allowed amount by MN §624.20 subd.1(d) of \$350.00.

### Budget Impact

None

**Recommendation**

Staff requests Council approve the resolution below, increasing the permit fee for retailers engaging in exclusive fireworks sales to the maximum allowed amount by MN §624.20 subd.1(d) of \$350.00.

**RESOLUTION \_\_\_\_\_**

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the permit fee for Retail Fireworks Sales permit, for exclusive fireworks sales be \$350.00.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Michael Martin, AICP, Economic Development Coordinator

**DATE:** August 5, 2015

**SUBJECT:** Consideration of a Planned Unit Development Revision and Design Review for an Overflow Parking Lot, The Shores at Lake Phalen, 1870 East Shore Drive

### Introduction

Greg Johnson of Maplewood Senior Living, LLC, is requesting approval of a conditional use permit (CUP) revision for a planned unit development (PUD) to add 16 surface parking spaces to the Shores of Lake Phalen, an assisted living development located at 1870 East Shore Drive.

### Background

On August 9, 2010, the city council approved the following for this site:

1. A lot split
2. A conditional use permit (CUP) for the planned unit development
3. Site, building and landscape plans
4. A wetland buffer variance
5. The creation of a tax increment financing (TIF) housing district

### Discussion

During the annual review of this permit in 2014 staff discovered an overflow parking lot had been installed to serve the Shores at Lake Phalen development. This lot did not meet the city's basic standards for parking lot construction and crossed over a property line. The property this lot crosses into is slated as a second phase of the Shores development.

The existing and approved planned unit development for this site allows flexibility from the city's zoning ordinances. Parking lots next to other residential properties are supposed to have a setback of at least 20 feet. The proposed parking lot is setback five feet from the site property line. Staff feels this request for flexibility is acceptable since there will be a phase two development that is related to the Shores development. This is also the only part of the site where a parking lot could be built and not impact a wetland or buffer area. Because of its proximity to Lake Phalen this property is limited to having 40 percent of the site be covered with impervious surfaces. Currently, 33.3 percent of the site is covered by impervious surfaces. With the overflow parking lot, 36.4 percent of the site will be covered by impervious surfaces.

The applicant did state in the original 2010 approval that a reduction in the number of spaces the city required would be workable for this development however this has not proved true as additional spaces are needed for employees to park. Approving this overflow lot keeps cars from parking on the street and ensures that the lot that was installed last year is removed and all standards of construction are met. The parking stalls are proposed to be 9' wide which is allowed for employee parking. Staff is recommending a sign be installed marking this lot for employees only.

### **Department Comments**

#### *Engineering*

See Jon Jarosch's staff report attached to this report.

### **Commission Review**

The planning commission recommended approval of the proposed revision at its meeting on July 21, 2015. The commission did add a condition requiring the applicant to add more spaces to the parking lot if possible. After this meeting, the applicant's engineer submitted a letter to the city stating the proposed configuration maximizes the amount of parking spaces that can be added to the site.

The community design review board recommended approval of the proposed revision at its meeting on July 28, 2015.

### **Budget Impact**

None.

### **Recommendations**

1. Approve the revised conditional use permit for a planned unit development resolution to allow an additional 16 parking spaces be added to the property located at 1870 East Shore Drive. Approval is based on the findings required by ordinance and subject to the following conditions (additions are underlined and deletions are crossed out):
  - 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 June 7, 2010 review and the city engineering department's July 10, 2015 review regarding the overflow parking lot.
  - b. All construction shall follow the plans date-stamped May 24, 2010, and with revisions as noted in this approval and the overflow parking lot shall follow the plans date-stamped July 2, 2015. The city council may approve major changes to the plans. City staff may approve minor changes to the plans.

- c. The project is approved with 28 underground and ~~24~~ 40 surface parking spaces. This is a parking reduction of ~~158~~ 142 parking spaces (210 parking spaces are required per city code).
  - d. The project is approved with a 147 square foot floor area reduction in the required unit floor area for the memory care and assisted living studio units (580 square foot units are required per city code; 433 to 578 square foot units are proposed).
  - e. The project is approved with a 20-foot front yard setback along Frost Avenue for the one-story dining room and kitchen portion of the building (30-foot front yard setback required per city code).
  - f. The project is approved with a 5-foot side yard setback along the south property line for the overflow parking lot (20-foot side yard setback is required per city code)
  - g. The project is approved with storage space of not less than 30 cubic feet for the memory care and transitional care units (120 cubic feet of storage area per unit required per city code).
  - h. All signs on the property must be approved by the community design review board.
  - i. Approval is conditioned on the owner constructing or funding a Gladstone neighborhood entry monument sign at the intersection of Frost Avenue and East Shore Drive.
  - j. Approval is conditioned on the applicant implementing interior or exterior signage which reflects the previous use of the property as the St. Paul Tourist Cabin site.
  - k. The approved landscape plan and tree preservation requirements shall be subject to monitoring by city staff to assure compliance. Minor modifications to these plans shall be subject to review by staff while major modifications shall require city council approval.
  - l. 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.
  - m. The city council shall review this permit in one year.
  - n. Approval is conditioned on the owner submitting a revised site plan for the overflow parking lot showing location, size, and species of trees that will be removed due to the construction of the parking lot. Applicant must follow the city's tree preservation and replacement requirements.
  - o. A sign shall be installed indicating the overflow parking lot is for employee parking only.
2. Approve the plans date-stamped July 10, 2015 for the proposed parking lot at the Shores at Lake Phalen, 1870 East Shore Drive. Approval is subject to the applicant doing the following:
- a. Repeat this review in two years if the city has not issued permits for this project.

- b. Submit a revised site plan for the overflow parking lot showing location, size, and species of trees that will be removed due to the construction of the parking lot. Applicant must follow the city's tree preservation and replacement requirements.
- c. If lighting is added to this parking lot, a photometric plan must be submitted to staff for approval to ensure compliance with ordinance.
- d. All sod and required native plantings must be restored to existing conditions.

### **Citizen Comments**

Staff surveyed the 24 property owners within 500 feet of this site for their comments. There was one reply and it was in favor of the project.

#### For

If they are already doing it might as well let them do it right and meet requirements. But communicate that no more parking will be allowed. Was at original meetings saying there was not enough parking. (Mindy Mac Runnel, 1890 Adele Street North)

### **Reference Information**

#### Site Description

Site Size: 4.41 acres  
Existing Use: Senior/Assisted Living Apartments

#### Surrounding Land Uses

North: Parkway Drive  
South: Vacant Land  
West: Parkview Court apartments  
East: East Shore Drive

#### Planning

Land Use Plan designation: High Density Residential (hdr)  
Zoning: Planned Unit Development (pud)

#### Application Date

The city received the complete application for a conditional use permit on July 2, 2015. The 60-day review deadline for a decision is August 31, 2015. As stated in Minnesota State Statute 15.99, the city is allowed to take an additional 60 days if necessary in order to complete the review of the application.

**Attachments**

1. Conditional Use Permit Resolution
2. Location Map
3. Land Use Plan Map
4. Jon Jarosch's Engineering Report, dated July 10, 2015
5. Applicant's Letter of Request, dated June 26, 2015
6. Applicant's Additional Information Submittal
7. Applicant's Site Plan
8. Draft Planning Commission Minutes, July 21, 2015
9. Draft Community Design Review Board Minutes, July 28, 2015
10. Plan Set (separate attachment)

## CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Greg Johnson of Maplewood Senior living, LLC, applied for a revised conditional use permit for a planned unit development to create 16 additional parking spaces at 1870 East Shore Drive.

WHEREAS, this permit applies to the property at 1870 East Shore Drive. The legal description is:

LOT 1, BLOCK 1, THE SHORE OF LAKE PHALEN, RAMSEY COUNTY, MINNESOTA THAT LIES NORTHERLY OF THE FOLLOWING DESCRIBED LINE: COMMENCING AT THE SOUTHWEST CORNER OF SAID LOT 1, THENCE NORTH 27 DEGREES 23 MINUTES 03 SECONDS WEST, ALONG THE SOUTHWESTERLY LOT LINE OF SAID LOT 1, A DISTANCE OF 509.1 FEET TO THE POINT OF BEGINNING OF THE LINE TO BE DESCRIBED; THENCE NORTH 64 DEGREES 53 MINUTES 46 SECONDS EAST A DISTANCE OF 105.83 FEET; THENCE SOUTH 61 DEGREES 19 MINUTES 41 SECONDS EAST, A DISTANCE OF 74.90 FEET TO A POINT ON THE EASTERLY LINE OF SAID LOT 1 AND THERE TERMINATING. (PIN 16-29-22-31-0029)

WHEREAS, on July 21, 2015, the planning commission held a public hearing. The city staff published notice in the Maplewood Review and sent a notice to the abutting property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered reports and recommendations from the city staff. The planning commission recommended that the city council \_\_\_\_\_ this request.

WHEREAS, on July 21 2015, the city council reviewed this request after considering the recommendations of staff and the planning commission.

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

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

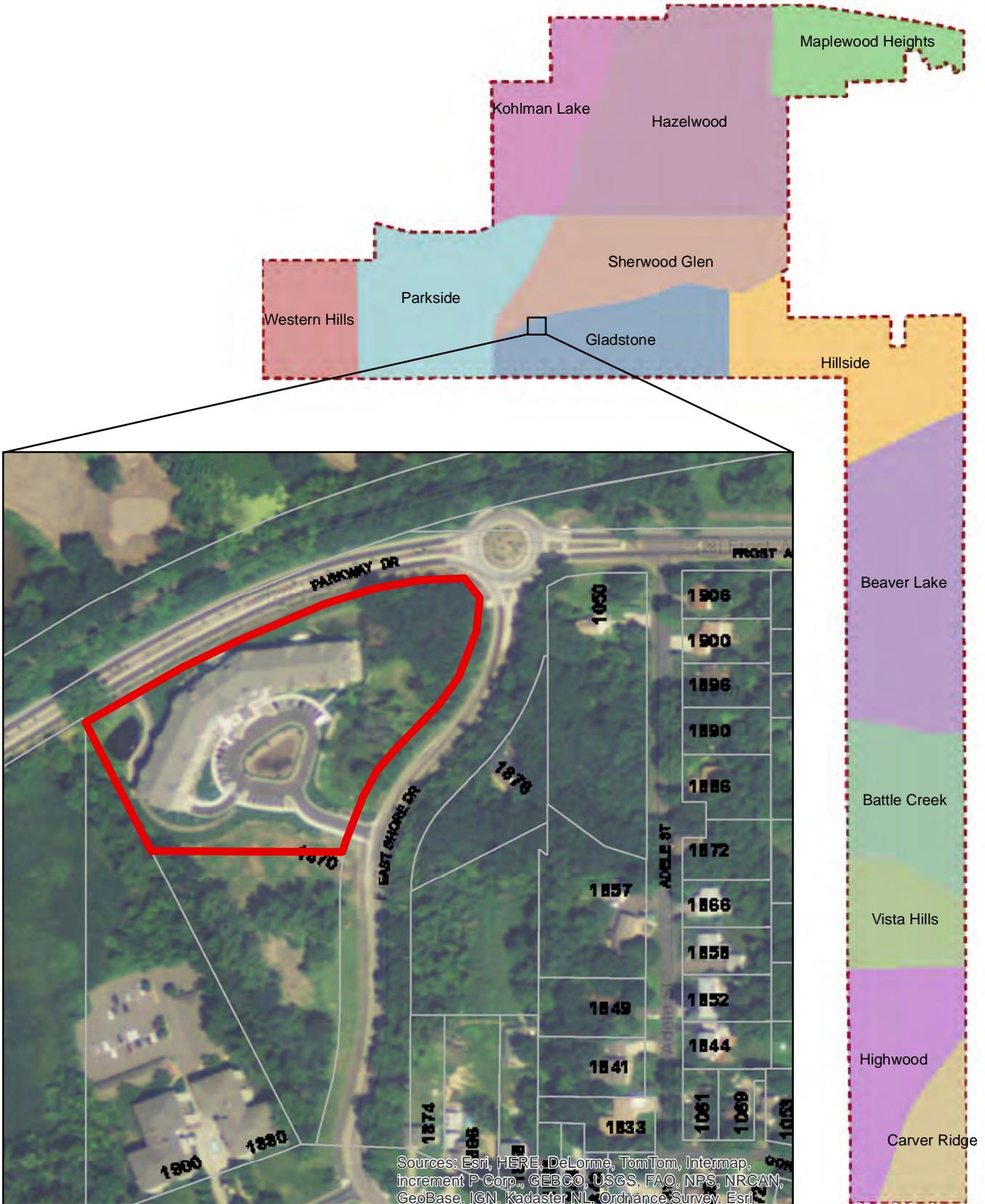
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional cost for public facilities or services.
8. The use would maximize the 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 (additions are underlined and deletions are crossed out):

- 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 June 7, 2010 review and the city engineering department's July 10, 2015 review regarding the overflow parking lot.
- b. All construction shall follow the plans date-stamped May 24, 2010, and with revisions as noted in this approval and the overflow parking lot shall follow the plans date-stamped July 2, 2015. The city council may approve major changes to the plans. City staff may approve minor changes to the plans.
- c. The project is approved with 28 underground and 24 40 surface parking spaces. This is a parking reduction of ~~458~~ 142 parking spaces (210 parking spaces are required per city code).
- d. The project is approved with a 147 square foot floor area reduction in the required unit floor area for the memory care and assisted living studio units (580 square foot units are required per city code; 433 to 578 square foot units are proposed).
- e. The project is approved with a 20-foot front yard setback along Frost Avenue for the one-story dining room and kitchen portion of the building (30-foot front yard setback required per city code).
- f. The project is approved with a 5-foot side yard setback along the south property line for the overflow parking lot (20-foot side yard setback is required per city code)
- g. The project is approved with storage space of not less than 30 cubic feet for the memory care and transitional care units (120 cubic feet of storage area per unit required per city code).
- h. All signs on the property must be approved by the community design review board.
- i. Approval is conditioned on the owner constructing or funding a Gladstone neighborhood entry monument sign at the intersection of Frost Avenue and East Shore Drive.
- j. Approval is conditioned on the applicant implementing interior or exterior signage which reflects the previous use of the property as the St. Paul Tourist Cabin site.

- k. The approved landscape plan and tree preservation requirements shall be subject to monitoring by city staff to assure compliance. Minor modifications to these plans shall be subject to review by staff while major modifications shall require city council approval.
- l. 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.
- m. The city council shall review this permit in one year.
- n. Approval is conditioned on the owner submitting a revised site plan for the overflow parking lot showing location, size, and species of trees that will be removed due to the construction of the parking lot. Applicant must follow the city's tree preservation and replacement requirements.
- o. A sign shall be installed indicating the overflow parking lot is for employee parking only.

The Maplewood City Council \_\_\_\_\_ this resolution on \_\_\_\_\_, 2015



## The Shores at Lake Phalen

Planned Unit Development Revision - Overview Map



### The Shores at Lake Phalen

Planned Unit Development Revision - Land Use Map

### Legend



High Density Residential



Park

Low Density Residential

**Engineering Plan Review**

**PROJECT:** The Shores of Lake Phalen – Parking Lot  
**PROJECT NO:** 15-13

**COMMENTS BY:** Jon Jarosch, P.E. – Staff Engineer

**DATE:** 7-10-2015

**PLAN SET:** Engineering plans dated 6-23-2015

The applicant is proposing to add a 16 stall parking lot at the Shores of Lake Phalen. The applicant is requesting a conditional use permit revision to install this lot.

The installation of this parking lot will require the applicant to meet the City's stormwater quality, rate control, and other stormwater management requirements.

This review does not constitute a final review of the plans, as the applicant will need to submit construction documents for final review. The following are engineering review comments on the design and act as conditions prior to issuing permits.

**Drainage and Stormwater Management**

- 1) As this project is creating more than 5,000 square feet of new impervious surface, the applicant shall meet the requirements set forth in the City's stormwater ordinance. This includes maintaining pre-improvement flow rates and providing water quality treatment for the new impervious surfaces. The current drainage plan for this parking lot depicts the runoff being directed onto adjacent property. This plan does not meet the requirements of the City's ordinance. The plans shall be revised to meet the ordinance. It should be noted that the existing infiltration basin, in the center of the existing parking lot, appears to have been oversized and has additional water quality capacity available.
- 2) A grading and erosion control plan shall be provided to depict how the proposed parking lot ties into the site and neighboring property. If grading is proposed on the neighboring property, the applicant shall obtain necessary rights of entry or temporary easements and provide a copy of such to the City prior to the issuance of a grading permit.

**Grading and Erosion Control**

- 3) All slopes shall be 3H:1V or flatter.
- 4) The existing infiltration basin shall be protected from sedimentation throughout construction.

- 5) Inlet protection devices shall be installed on all existing and proposed onsite storm sewer until all exposed soils onsite are stabilized.
- 6) All pedestrian facilities shall be ADA compliant.
- 7) The total grading volume (cut/fill) shall be noted on the plans.
- 8) All emergency overland overflows shall contain adequate stabilization to prevent soils from eroding during large storm events.
- 9) The applicant shall satisfy the requirements of all other permitting agencies. Please provide copies of other required permits and approvals.

- END COMMENTS -

# Maplewood Senior Living, LLC

June 26, 2015

City of Maplewood  
Michael Martin  
1902 county Road B. East  
Maplewood, MN 55109

Re; Additional Parking at the Shores of Lake Phalen

To whom it may concern,

Maplewood Senior Living is requesting the addition of 16 parking stalls on our property. We have been operating at the Shores of Lake Phalen for the past two and a half years, as our building began to fill we noticed that the number of surface parking stalls were inadequate to handle our parking needs. We installed a temporary lot to the south to handle this over flow as we were receiving pressure about the parking situation.

We were anticipating an addition onto our current facility in the very near future and expressed this to City staff. Our time line has been extended for the second phase, thus creating the need to add a more permanent solution and adding 16 parking stalls to the property.

The building has stabilized and the daily traffic flow has remained constant. On a typical day, we average 6-8 cars in the current overflow parking area and feel the number of proposed stalls will more than adequately handle the necessary parking.

We thank you in advance for your consideration and look forward to discussing this with you

Respectfully,

A handwritten signature in black ink, appearing to read 'Greg Johnson', written over a horizontal line.

Greg Johnson  
Treasurer

720 Mahtomedi Ave, Mahtomedi MN 55115 \* (651) 775-3690



1870 East Shore Drive  
Maplewood, MN 55109  
P: 651-777-7784  
F: 651-344-0622

[www.TheShoresOfLakePhalen.com](http://www.TheShoresOfLakePhalen.com)

July 22, 2015

To Whom It May Concern,

In regards to the proposed parking lot I would like to offer my comments. I have been here at The Shores of Lake Phalen since it first opened. At that time staff was parking on all three shifts on East Shore Drive as our parking lot was reserved for our tenants and their families/visitors. The Fire Marshall visited us and told us we needed to stop parking on the street. A temporary parking lot was put in and staff was then able to park off street. On any given day there are 8-10 cars parked in the temporary lot and when we have an event, it is full.

Please consider approving a permanent lot on our existing property. Based on our current parking needs, it will handle our day to day parking.

Sincerely,

A handwritten signature in black ink that reads 'Barb Ruppe'.

Barbara Ruppe, Executive Director

**Greg Johnson**

---

**From:** Todd Erickson <todd@tericksonllc.com>  
**Sent:** Monday, July 27, 2015 10:40 AM  
**To:** Greg Johnson  
**Subject:** Maplewood

Greg,

As requested I revisited the layout of the additional proposed parking for your facility in Maplewood and found that the current layout nets the most number of stalls.

Rotating the stalls has the effect of eliminating stalls on the southeast end and would gain only one stall. I also looked at aligning the stalls with the south property line and it nets only 14 stalls and create a steep grade issue with the proposed lot.

Grades are also an issue and the current layout allows for a transition between the sidewalk and new lot, where as rotating it or added additional stalls closer to the existing sidewalk would create the need for retaining walls and railing.

Please let me know if you have any questions.

Thanks!

Todd

--

Todd A. Erickson, PE (MN, WI)  
[todd@tericksonllc.com](mailto:todd@tericksonllc.com)  
[www.ericksoncivilsite.com](http://www.ericksoncivilsite.com)

612-309-3804

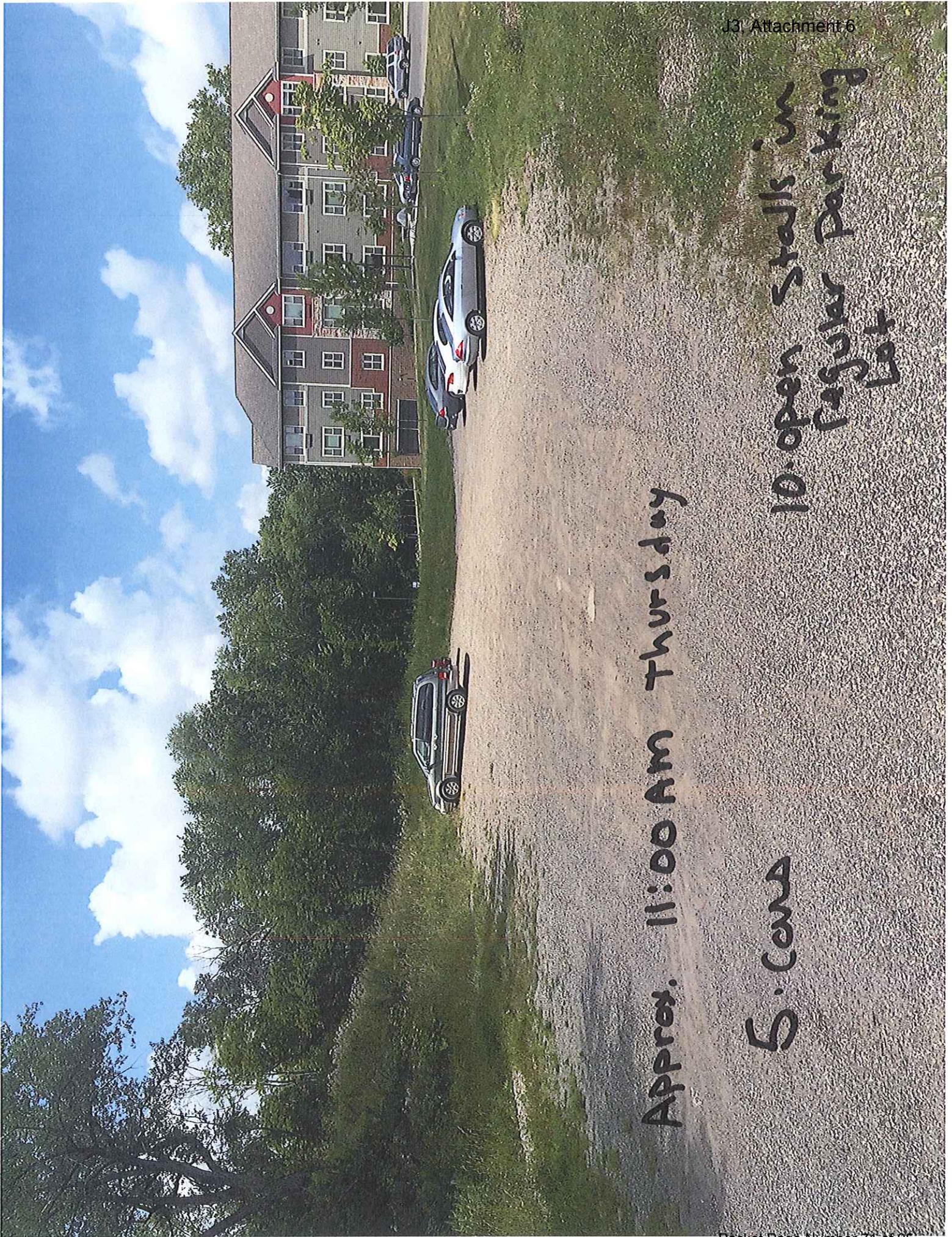
333 North Main Street, Suite 201  
Stillwater, MN 55082



Approx. 11:00 AM Thursday

S. COND

10 open stalls in  
regular parking  
lot





Approx 1:00 Pm Monday

10. Cars

1. Bus

11. Open Stalls in Regular Parking

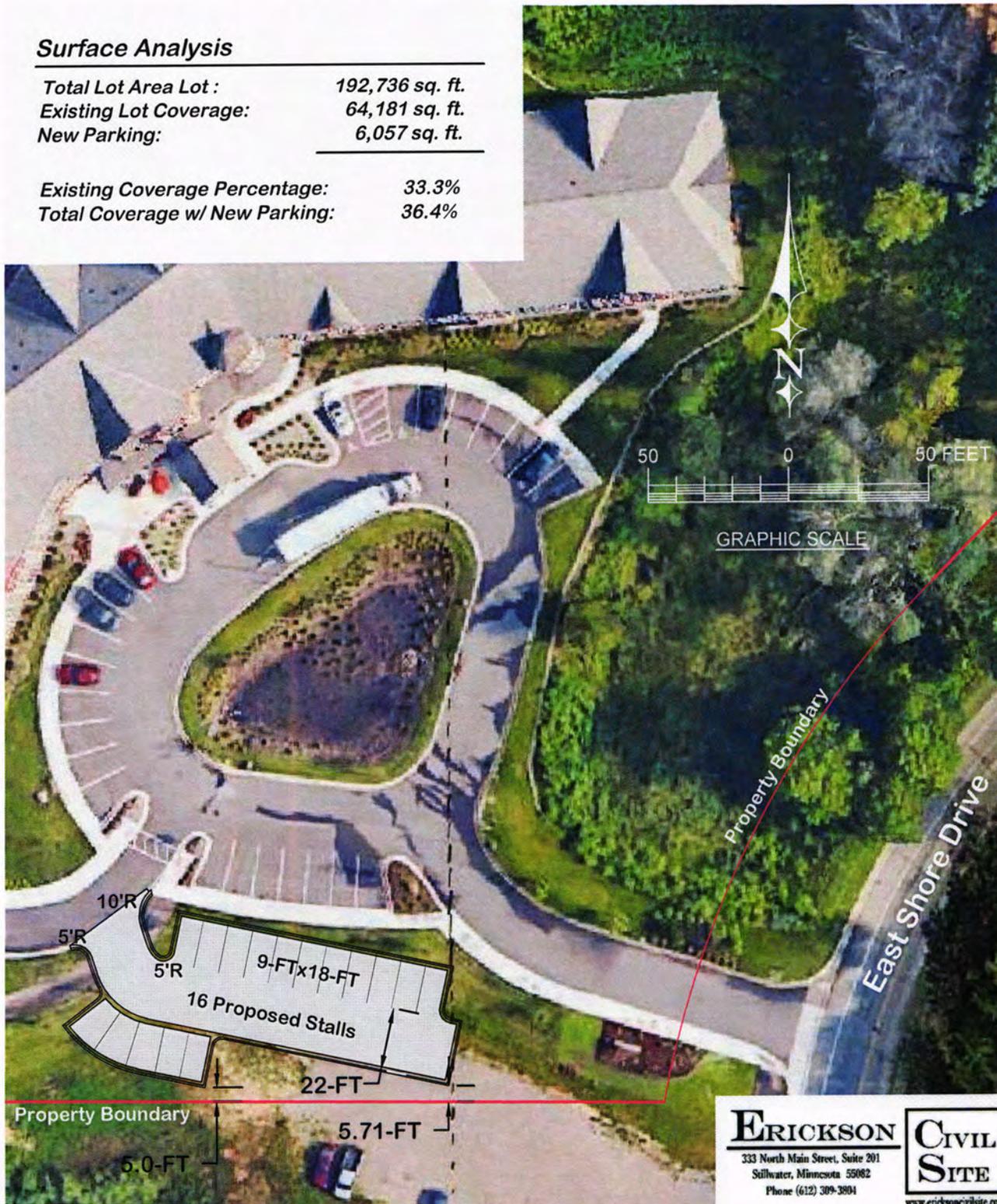
# Hearth - Maplewood

## Proposed Parking Lot Expansion

### Surface Analysis

Total Lot Area Lot :	192,736 sq. ft.
Existing Lot Coverage:	64,181 sq. ft.
New Parking:	6,057 sq. ft.

Existing Coverage Percentage:	33.3%
Total Coverage w/ New Parking:	36.4%



**ERICKSON CIVIL SITE**  
333 North Main Street, Suite 201  
Stillwater, Minnesota 55082  
Phone (612) 309-3804  
www.ericksoncivilsite.com

May 26th, 2015

**DRAFT  
MINUTES OF THE MAPLEWOOD PLANNING COMMISSION  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, JULY 21, 2015**

**5. PUBLIC HEARING**

**a. 7:00 p.m. or later: Approval of Planned Unit Development Revision for Overflow Parking Lot, The Shores at Lake Phalen, 1870 East Shore Drive**

- i. Economic Development Coordinator, Mike Martin gave the report and answered questions of the commission.
- ii. Greg Johnson, Maplewood Senior Living, LLC, representing The Shores of Lake Phalen, 1870 East Shore Drive, Maplewood, addressed and answered questions of the commission.

Chairperson Arbuckle opened the public hearing.

- 1. Jason Zerwas, 1866 East Shore Drive, Maplewood, addressed the commission. Mr. Zerwas was unhappy that there isn't enough parking for this development and it's difficult to maneuver delivery trucks and campers when there are so many cars are parked on the street. As someone who lives in this area the 16 parking stalls are not enough to take care of the parking problem.

Chairperson Arbuckle closed the public hearing.

Commissioner Kempe wanted to offer an amendment to the staff conditions as a letter p. stating

The applicant and applicants engineer will work with staff to expand parking beyond the 16 spaces to 26 or more. Commissioner Kempe amended it again to expand the parking beyond the 16 parking spaces to the maximum allowed.

Seconded by Commissioner Tripler.  
Arbuckle,

Dahm, Desai,

Ayes – Chairperson

Commissioner's

Kempe & Tripler

Nays – Commissioner Ige

Commissioner Tripler moved to approve the revised conditional use permit for a planned unit development resolution to allow an additional 16 parking spaces be added to the property located at 1870 East Shore Drive. Approval is based on the findings required by ordinance and subject to the following conditions (additions are underlined and deletions are crossed out, **new conditions are in bold and underlined**):

- 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 June 7, 2010 review and the city engineering department's July 10, 2015 review regarding the overflow parking lot.
- b. All construction shall follow the plans date-stamped May 24, 2010, and with revisions as noted in this approval and the overflow parking lot shall follow the plans date-stamped July 2, 2015. The city council may approve major changes to the plans. City staff may approve minor changes to the plans.
  - c. The project is approved with 28 underground and ~~24~~ 40 surface parking spaces. This is a parking reduction of ~~158~~ 142 parking spaces (210 parking spaces are required per city code)
  - d. The project is approved with a 147 square foot floor area reduction in the required unit floor area for the memory care and assisted living studio units (580 square foot units are required per city code; 433 to 578 square foot units are proposed).
  - e. The project is approved with a 20-foot front yard setback along Frost Avenue for the one-story dining room and kitchen portion of the building (30-foot front yard setback required per city code).
  - f. The project is approved with a 5-foot side yard setback along the south property line for the overflow parking lot (20-foot side yard setback is required per city code).
  - g. The project is approved with storage space of not less than 30 cubic feet for the memory care and transitional care units (120 cubic feet of storage area per unit required per city code).
  - h. All signs on the property must be approved by the community design review board.
  - i. Approval is conditioned on the owner constructing or funding a Gladstone neighborhood entry monument sign at the intersection of Frost Avenue and East Shore Drive.
  - j. Approval is conditioned on the applicant implementing interior or exterior signage which reflects the previous use of the property as the St. Paul Tourist Cabin site.
  - k. The approved landscape plan and tree preservation requirements shall be subject to monitoring by city staff to assure compliance. Minor modifications to these plans shall be subject to review by staff while major modifications shall require city council approval.
  - l. 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.
  - m. The city council shall review this permit in one year.
  - n. Approval is conditioned on the owner submitted a revised site plan for the overflow parking lot showing location, size and species of trees that will be removed due to the construction of the parking lot. Application must follow city's tree preservation and replacement requirements.

- o. A sign shall be installed indicating the overflow parking lot is for employee parking only.
- p. **If site conditions and ordinance requirements allow, the applicant shall maximize the amount of parking spaces that can be added to the overflow parking lot.**

Seconded by Commissioner Dahm.  
Arbuckle,  
Dahm, Desai,

Ayes – Chairperson  
Commissioner’s  
Kempe & Trippler  
Nay – Commissioner Ige

The motion passed.

Commissioner Ige voted nay because he didn’t think the original proposal was handled correctly to begin with regarding the amount of units and the parking that should have been provided when originally built and he still doesn’t believe the parking problem is going to be resolved.

This item goes to the community design review board for July 28, 2015 and is tentatively scheduled for the August 10, 2015 City Council meeting.

**DRAFT**  
**MINUTES OF THE MAPLEWOOD COMMUNITY DESIGN REVIEW BOARD**  
**1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA**  
**TUESDAY, JULY 28, 2015**

**6. DESIGN REVIEW**

**b. Approval of Design Review, Shores at Lake Phalen – Parking Lot, 1870 East Shore Drive**

- i. Economic Development Coordinator, Michael Planner gave the presentation on the Shores at Lake Phalen Parking Lot, 1870 East Shore Drive and answered questions of the board.
- ii. Maplewood Senior Living, Greg Johnson 1870 East Shore Drive, Maplewood, addressed and answered questions of the commission.

Boardmember Ledvina moved to approve the plans date-stamped July 10, 2015, for the proposed parking lot at the Shores at Lake Phalen, 1870 East Shore Drive. Approval of subject to the applicant doing the following:

- a. Repeat this review in two years if the city has not issued permits for this project.
- b. Submit a revised site plan for the overflow parking lot showing location, size, and species of trees that will be removed due to the construction of the parking lot. Applicant must follow city's tree preservation and replacement requirements.
- c. If lighting is added to this parking lot, a photometric plan must be submittal to staff for approval to ensure compliance with ordinance.
- d. All sod and required native plantings must be restored to existing conditions.

Seconded by Boardmember Burger.

Ayes – Chairperson Kempe,  
Boardmember's  
Burger,  
& Ledvina

Abstention –  
Boardmember  
Shankar

The motion passed

This item goes to the city council on August 10, 2015.

Boardmember Shankar abstained because he did not approve of the design layout of the parking lot.

Boardmember Burger had to leave the meeting at 6:30 p.m.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

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

**DATE:** July 23, 2015

**SUBJECT:** Consideration of a Resolution Ordering Preparation of Feasibility Study, Bellaire Avenue Improvements (Beam to Lydia), City Project 15-16

### **Introduction**

The City Council will consider initiating a pavement improvement project, identified within the attached map, by approving the attached resolution ordering the preparation of a feasibility study.

### **Background / Discussion**

The City of North Saint Paul is leading a pavement improvement project as depicted in the attached map. A short segment of the project is a border street with Maplewood, specifically on Bellaire Avenue from Beam Avenue to Lydia Avenue. There are thirteen (13) properties in Maplewood that front this segment.

This project was identified in the approved 2016-2020 CIP with a total estimate Maplewood share of about \$100,000. The improvements are proposed for 2016. Joint neighborhood meetings this year with North Saint Paul would be coordinated however Maplewood would conduct its own Public Hearing and Assessment Hearing for the project. A joint powers agreement is being drafted and would be brought to the council for approval prior to a construction contract award in order to outline the terms similar to past border street projects.

The anticipated schedule for this year is as follows:

- August 14 Mail questionnaire to residents along with open house notice
- August 25 Maplewood/NSP joint open house meeting with residents at NSP city hall
- Sept. 1 NSP Council receives feasibility/authorizes prep of plans & specs
- Sept. 14 Maplewood Council receives feasibility/authorizes prep of plans & specs
- Fall Public Hearing and consider ordering of improvement

### **Budget Impact**

Maplewood's total share was estimated at \$100,000 in the CIP document. It is requested that \$8,000 be authorized at this time for preliminary work.

**Recommendation**

It is recommended the council approve the attached Resolution Ordering the Preparation of a Feasibility Study for City Project 15-16, Bellaire Avenue Improvements.

**Attachments**

1. Resolution Ordering Preparation of Feasibility Study
2. Project Location Map

RESOLUTION  
ORDERING PREPARATION OF A FEASIBILITY STUDY

WHEREAS, it is proposed to make improvements to Bellaire Avenue from Beam Avenue to Lydia Avenue in a joint project with North Saint Paul of which the project area is depicted in the attached map, hereby called City Project 15-16 and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

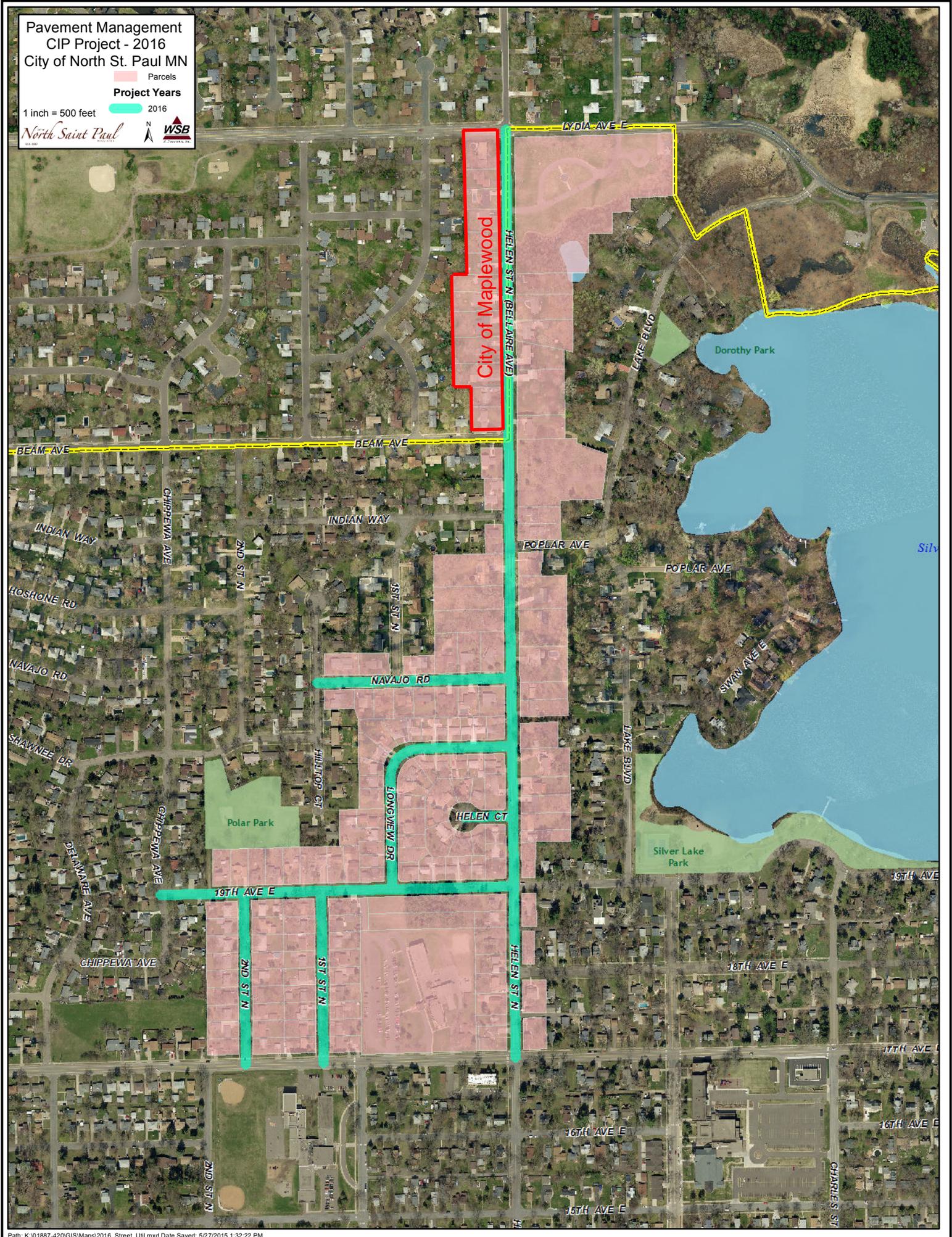
That the proposed improvement be referred to the city engineer or his designee for study and that he is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost effective and feasible, and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

FURTHERMORE, funds in the amount of \$8,000 are appropriated to conduct preliminary engineering and prepare a feasibility report.

Approved this 10<sup>th</sup> day of August, 2015.

Pavement Management  
CIP Project - 2016  
City of North St. Paul MN

Parcels  
Project Years  
2016  
1 inch = 500 feet



## MEMORANDUM

TO: City Council

FROM: Melinda Coleman, City Manager and H. Alan Kantrud, City Attorney

DATE: August 3, 2015

SUBJECT: Consideration to Approve Amendments to Cable Franchising Policies and Procedures

### **Introduction and Background**

The City of Maplewood is a member-city in the Ramsey-Washington Suburban Cable Commission, which includes a group of a dozen cities in the immediate area. The group is governed by a JPA entered into in 1995. As part of its organizational procedures, the Commission adopted “policies and procedures” related to franchising. This was done in 2000. The Cable Commission has updated those procedures and is seeking approval from the member cities of those updates now. The vast majority of the constituent cities have already passed these.

### **Discussion**

When the policies and procedures were originally put in place, in 2000, the cable landscape and technology were quite different than the environment that exists today. The policies were really written without regard to competition per se and largely parroted state law regarding franchising requirements.

Two needs are addressed in this update:

First, the changes make explicit what was implicit in the old policy - that the Commission can issue an RFP for an initial franchise on behalf of the communities.

Second, the prior policy contained a number of provisions and terms that no longer comply with state or federal law. For example, the policy defined “cable service” as including Internet service; the FCC has clearly declared that Internet service *is not* cable service. The modifications attempt to make the policy consistent with existing law. Similarly, applicants were required to provide information that assumed that applicants would be building a cable system using technology from the year 2000.

Staff has reviewed the deleted text and cleaned up the version sent for review, which has not been objected to by the attorney working with the Commission that drafted the changes, so what you see in the ‘body’ of the text will be the new working copy (of the Commission). Staff has only added one substantive requirement which is called out in Minnesota Statute as an enumerated item that is required in all franchise applications but is comfortable with the text as presented now. Staff is available for any questions you may have.

**Recommendation**

Staff asks that the Council approve this updated Cable Commission Policy on Franchising Procedures.

**Attachments**

1. Red-lined version of updated “policies and procedures” of the Cable Commission

May 11, 2000  
Updated May, 2015

**THE RAMSEY/WASHINGTON COUNTIES SUBURBAN  
 CABLE COMMUNICATIONS COMMISSION II**

**POLICIES AND PROCEDURES  
 GOVERNING APPLICATION, REVIEW AND RECOMMENDATIONS  
 REGARDING GRANT OF COMPETITIVE CABLE FRANCHISES**

**Preamble**

The Ramsey/Washington Counties Suburban Cable Communications Commission II (the "Commission"), on behalf of White Bear Township and the Cities of Birchwood Village, Dellwood, Grant, Lake Elmo, Mahtomedi, Maplewood, North St. Paul, Oakdale, Vadnais Heights, White Bear Lake, and Willernie (collectively, the Member Cities"), administers the cable television Franchises between the Member Cities and the current cable franchisee. The Commission, acting pursuant to a Joint and Cooperative Agreement and authority delegated by the Member Cities thereunder, is responsible for receiving and reviewing cable Franchise applications and for making recommendations to its Member Cities. Only the Member Cities may grant a Franchise.

Modern telecommunications policy, law and regulations encourage the emergence of competition in all telecommunications markets, including competition in the provision of cable services. ~~Increased competition in the provision of all forms of telecommunications and video services is expected, including in the provision of cable television service.~~ The emergence of such competition could increase the quality and availability of enhanced telecommunications and video services via Cable Systems, encourage lower rates, encourage better customer service, and generally benefit consumers. Policies and procedures regarding application for and review of applications for competitive cable Franchises will streamline the processing of requests to construct broadband Cable Systems.

In view of the foregoing, the Commission has formulated policies and procedures that govern the submission and review of cable Franchise applications submitted by Applicants seeking to provide Cable Service in all the Member Cities. Pursuant to these Policies and Procedures the Commission has delineated the information which must be provided in an application for a competitive Franchise, detailed a process for review of such application and negotiation of the terms of a Franchise agreement, and provided for the presentation of a formal recommendation regarding the grant of such Franchises to the Member Cities.

**Section 1. Definitions**

"Applicant" shall mean a Cable Company that files an Application with the Commission.

"Application" shall mean the information, documentation, and data, of the form and substance required herein, filed by a Cable Company with the Commission requesting the Commission's consideration regarding any recommendation to grant competitive Franchises in the Member Cities.

"Application Fee" shall mean a fee which is intended to cover all costs incurred by the Commission and the Member Cities related to processing Applications up to and including the grant of a Franchise (if any) including, but not limited to, staff and attorney's time in reviewing and considering an Application and related information, negotiating the terms and conditions of Franchises, and preparing recommendations, Franchises and other documentation related to such Applications.

"Cable Company" shall mean any person or entity owning a significant interest in, controlling, operating, managing or leasing a Cable System or any components thereof in the Public Rights-of-Way within the state or any person seeking a Franchise to do so.

"Cable Service" shall mean (1) the one-way transmission to Subscribers of video programming or other programming services; and (2) Subscriber interaction, if any, which is required for the selection or use of such video programming or other programming services; and shall also include any video programming service for which a franchise from a local government is required under state law. ~~For purposes of these Policies and Procedures, "Cable Service" includes, but is not limited to, the provision of Internet service over a Cable System.~~

"Cable System" shall ~~refer to a facility that is a mean~~ refer to a facility that is a mean ~~"cable system" under federal law or a cable communications system under state law.~~ "cable system" under federal law or a cable communications system under state law. ~~the facility of a Cable Company consisting of a set of closed transmission paths and associated signal generation, reception and control equipment that is designed to provide Cable Service, which includes video programming and which is provided to multiple Subscribers within the Member Cities, but such term does not include: (1) a facility that only serves to retransmit the television signals of one or more television broadcast stations; (2) a facility that serves Subscribers without using any Public Rights of Way; (3) a facility of a common carrier which is subject, in whole or in part, to the provisions of Title II of the Communications Act, except that such facility shall be considered a System if such facility is used in the transmission of video programming directly to Subscribers, unless the extent of such use is solely to provide interactive on-demand services; (4) an open video system that complies with 47 U.S.C. § 573; (5) any facilities of any electric utility used solely for operating its electric utility system; or (6) a translator system which receives and rebroadcasts over the air signals. A reference to a Cable System in these Policies and Procedures refers to any part of such System including, without limitation, converters.~~ The foregoing definition of "System" shall not be deemed to circumscribe or limit the valid authority of the Member Cities to regulate or franchise the activities of any other communications system or provider of communications service to the full extent permitted by law.

"Franchise" shall mean any nonexclusive authorization granted by each of the Member Cities in the form of a Franchise, privilege, permit, license or other municipal authorization to construct, own, control, operate, maintain, or manage a Cable System within the Public Rights-of-Way to provide Cable Service within a Member City.

"Institutional Network" shall mean a ~~discrete communications network constructed or operated by the cable operator and which is generally available only to subscribers who are not residential subscribers, provided by a Cable Company to institutions designated by the Commission or the Member Cities, as provided in a Franchise ordinance.~~ discrete communications network constructed or operated by the cable operator and which is generally available only to subscribers who are not residential subscribers, provided by a Cable Company to institutions designated by the Commission or the Member Cities, as provided in a Franchise ordinance.

"Policies and Procedures" shall mean these policies and procedures governing the Commission's processing of Applications for Franchises.

"Public Rights-of-Way" shall mean the surface, the air space above the surface, and the area below the surface of any public street, highway, lane, path, alley, sidewalk, avenue, boulevard, drive, concourse, bridge, tunnel, park, parkway, waterway, dock, bulkhead, wharf, pier, easement or similar property or waters within a Member City in which the Member City now or hereafter holds any property interest, including, but not limited to, any riparian right, which, consistent with the purposes for which it was created, obtained or dedicated, may be used for the purpose of installing, operating and maintaining a Cable System. No reference in these Policies and Procedures to a "Public Right-of-Way" shall be deemed to be a representation or guarantee by a Member City that its interest in or other right to control the use of such property is sufficient to permit use of the property for the purpose of installing, operating and maintaining a Cable System.

"Subscriber" shall mean any person or entity who receives cable service via a Cable System.

~~Headline and Subtitle~~

**Section 2. Applicability of Policies and Procedures**

These Policies and Procedures apply to every Cable System and every Cable Company, including a Cable Company which constructs, operates and/or maintains a Cable System or provides Cable Service in whole or in part through facilities owned, controlled, managed or operated by another provider, that seeks to operate within the territorial limits of one or more Member Cities.

Authority: Minn. Stat. § 238.03

**Section 3. Franchise Requirement**

Subd. 1. In accordance with state and federal law, ~~each of the a~~ Member Cities ~~shall require~~ a Franchise of any Cable Company or Cable System providing Cable Service within its territorial limits.

Subd. 2. Nothing in these Policies and Procedures shall be construed to limit the Member Cities' or the Commission's authority to construct, purchase, and operate a Cable System or otherwise provide any telecommunications or Cable Services either for internal purposes or for sale to the public. Rather, these policies are meant to govern the process for issuing a franchise for Member Cities so long as they are part of the Commission. This does not hinder or assign the inherent authority of Member Cities to pursue their own franchises independent of the Commission.

Authority: Minn. Stat. § 238.08

**Section 4. Application for Franchise**

Subd. 1. On its own initiative, should the Commission determine it is in the interests of Member Cities to seek Franchise Applications, or in the event a Member City or the Commission receives notice that a Cable Company is interested in applying for a Franchise in the a Member City, the Commission shall publish a notice of intent to Franchise within a reasonable time and in accordance with Minn. Stat. § 238.081, Subd. 1, which requires publishing notice of intent to Franchise each week for two

successive weeks, allowance of 20 days from initial publication for submission of Applications and a public hearing at least seven days before introduction of the Franchise into proceedings of a Member City.

Subd. 2. Review of Applications. Applications for a competitive Franchise shall contain such information as is required below in these Policies and Procedures and shall be submitted to the Commission. Review by the Commission of any Applications pursuant to these Policies and Procedures and final determination by the Member Cities regarding whether to Franchise such Applicant(s) may be based on any relevant factors. Such relevant factors include any factor that the Commission is required to consider under state or federal law, and may include any other factor the Commission is permitted to consider, including include comparisons of the level-the and quality and capabilities of the Cable System that will be constructed; whether the application satisfies nature of Cable Services proposed by the Applicant to that provided by the incumbent Cable Company, the cable-related needs and interests of the community and institutions, as identified solely by the Member Cities and the Commission, whether the application adequately provides for capacity, facilities, equipment or financial support for public, educational and government (PEG) use of the system (including institutional network use); whether the applicant is financially, technically and legally able to perform; whether the application evinces an intent to improperly discriminate or deny service to any person, group or persons; and whether the grant is otherwise in the interest of the public. and information regarding industry trends, state of the art technologies, services and other related information.

Subd. 3. Public Hearing on Applications. A public hearing before the Commission affording reasonable notice and a reasonable opportunity to be heard with respect to an Application shall be scheduled in accordance with Minn. Stat. § 238.081, Subd. 6. The Commission may schedule additional hearings as may be appropriate prior to action on an application.

Subd. 4. Negotiation of Franchise Terms. During the period prior to the public hearing on the Application(s), the responsible Commission employee(s) and Applicant(s) may negotiate specific Franchise terms and conditions for recommendation and presentation to the Commission and ultimately the Member Cities. In addition, during this period the responsible Commission employee(s) shall review the Application(s) and may request such additional information necessary to make final recommendations to the Commission and ultimately the Member Cities.

Subd. 5. Determinations. Determinations by the responsible Commission employee(s) regarding the qualifications of Applicant(s) and recommendations to the Member Cities regarding grant of a Franchise shall be made based on information provided by the Applicant(s) as required herein and such other information relevant to consideration of the Application, which the responsible Commission employee(s) deem relevant in their sole discretion. The responsible Commission employee(s) may, in their sole discretion, consider information developed during any negotiations with the Applicant(s) and any information or evidence adduced by the incumbent Cable Company. After the public hearing referenced in Subd. 3, the responsible Commission employee(s) shall issue written recommendations to the Commission for review and possible transmittal to the Member Cities. These recommendations may include Franchise documents to be potentially recommended to the Member Cities for adoption. If Franchise documents have not been negotiated, or the Commission determines that additional or different terms and conditions are appropriate, Commission may direct responsible employees to engage in further negotiations, and to require preparation of revised recommendations and reports. The Commission will adopt final recommendations for transmittal to Member Cities.

Subd. 6. Award of Franchise. A Franchise may be awarded only by an ordinance adopted by each Member City.

Subd. 7. Costs of Reviewing Application and Issuing Franchise. The Applicant shall pay the Application Fee required below. The Application Fee is required for the purpose of reimbursing the Member Cities and the Commission for all costs associated with processing Applications pursuant to these Policies and Procedures through and including any granting of a Franchise. Any portion of the Application Fee which remains after payment of all the Member Cities' and the Commission's costs will be reimbursed to the Applicant. Should the Application Fee not cover the expenses of the Member Cities and the Commission, those unreimbursed expenses shall be reimbursed prior to any consideration of the Franchises by the Member Cities. A successful Applicant shall be fully responsible to reimburse the Member Cities and the Commission for all costs of awarding the competitive Franchises(s).

Subd. 8. Franchising Nonprofit or Municipally-owned System. Nothing contained in this Section prohibits the Member Cities from franchising a nonprofit or municipally-owned system. The municipality or nonprofit entity shall be considered an Applicant subject to these Policies and Procedures.

Subd. 9. Time for Action. The Commission shall conduct proceedings in a manner that comports with state and federal law as may be applicable.

Authority: Minn. Stat. § 238.081

**Section 5. Information Required in Application**

An Application for a competitive Franchise must be signed by an authorized officer or principle of the Cable Company and be notarized and must include at least the following. To the extent that an Application includes a proposed Franchise and other proposed agreements that provide the information requested, the Application may reference the relevant portion of those documents:

- (1) A statement that the Applicant seeks to construct a Cable System and to provide Cable Services within specifically identified Member Cities;
- (2) The name, street address, e-mail address and telephone number of the individuals who are authorized to provide and certify information on behalf of the Applicant;
- (3) a description of the technology that will be utilized by the Cable System to deliver Cable Services; the total bandwidth that initially will be used for delivery of Cable Services from the curb to the home; the total activated channel numbers that will be available to subscribers initially; the number of unique linear programming services that will be available in each format offered (e.g., SD, UHD, HD, 3D) (and whether there are limits as to the number of channels that may be viewed simultaneously); and to the extent relevant, plans for analog and digital channel capacity, including both the total number of analog and digital channels capable of being energized in the system and the number of analog and digital channels to be energized immediately;
- (4) a statement of the television and radio signals for which permission to

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carry will be requested from the Federal Communications Commission, or any other required regulatory agency;

(5) to the extent not included in response to Subdivision 5(3), a description of the proposed system design and planned operation, including at least the following items:

- (i) the general area for location of antennae and the head end, or description of programming delivery plan if otherwise;
- (ii) the schedule for activating two-way capacity and any other system capacity to be activated in conjunction with the Cable System;
- ~~(iii) the type of automated services to be provided;~~  
~~the type of automated services to be provided;~~
- (iv) the minimum number of video channels, other Cable Services, and other kinds of services to be made available to residents;
- (v) the number and type of channels and services to be made available for community/access programming including a description of differences in the quality, accessibility, recordability or functionality of PEG channels as compared to linear broadcast channels; whether the channels would be available to every subscriber, or only subscribers to certain packages; whether any special equipment is required to view the PEG channels; and whether there are any charges to PEG programmers or Member Cities proposed with respect to PEG; whether signals would be carried in HD or SD or simulcast; and any video on demand provided; and
- ~~(vi) a plan for provision of facilities and equipment for PEG (including transport paths from points of signal origination to the subscriber), and funding of PEG facilities and staff for community/access programming and/or a plan for interconnection and provision of such programming in cooperation with the incumbent Cable Company;~~
- ~~(vi)(vii) a schedule of charges for facilities and staff assistance for access cable broadcasting;~~

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(6) plans for the provision of an Institutional Network and capacity for public, educational and government use of an Institutional Network, or an alternative proposed method for providing for the same;

Comment [HK1]: I understand that you consider this as embedded in (v) but I do not read it that way AND the statute calls it out in this particular language...

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(7) any other facilities, services, equipment or financial support that applicant proposes to provide (such as courtesy service drops to schools or public buildings) in addition to the support described above and the franchise fee described below;

(8) a comparison of the Applicant's proposal for PEG use (including institutional network use) as compared to requirements in existing franchises regarding PEG use; and whether (and why) Applicant contends that its proposal, if accepted would be no more favorable, or less burdensome than the requirements in the existing franchise.

~~and services or other "in kind" services and the terms, conditions and technical standards under which particular service is to be provided to governmental, educational, and other institutional entities;~~

~~(7) a list of all institutions receiving Institutional Network service;~~

- (9) a schedule of proposed rates in relation to the services to be provided, and a proposed policy regarding unusual or difficult connection of services;
- (10) a time schedule for construction of the ~~entire~~ system with the time sequence for wiring the various parts of the areas to be served. This information should be shown on a map, and the map should clearly show any area identified in the request for proposals for which the applicant does not seek a franchise. Conditions or limitations on the construction of the system to serve the entire proposed franchise area should be noted;
- (11) information supporting and indicating the Applicant's financial, technical and legal qualifications and experience in the cable communications field, if any;
- (12) an identification of the municipalities in which the Applicant either owns or operates a Cable System, directly or indirectly, or has outstanding Franchises for which no system has been built;
- (13) detailed plans for financing of the proposed system, which must indicate every significant anticipated source of capital and significant limitations or conditions with respect to the availability of the indicated sources of capital;
- (14) a statement of ownership detailing the corporate organization of the Applicant, if any, including the names and addresses of officers and directors and the number of shares held by each officer or director, and intracompany relationship including a parent, subsidiary or affiliated company;
- (15) a statement of a form and substance acceptable to the Member Cities and the Commission indemnifying the Member Cities and the Commission fully against any claims or liabilities alleged as the result of the Member Cities' and the Commission's exercise of these Policies and Procedures, including any such claims or liabilities alleged or asserted by the incumbent Cable Company;
- (16) an agreement to pay the Member Cities and/or the Commission a Franchise fee in the same percentage of gross revenues as the incumbent providers, and on the same base;
- (17) the proposed Franchise term;
- (18) whether Applicant is willing to agree to terms required under state law, and if not, the terms to which it objects, the basis for the objection, and how it proposes to address the state law requirement, if at all;
- (19) a notation and explanation of omissions or other variations with respect to the requirements of the Application; and
- (20) submission of an Application Fee in the amount of ~~\$50~~40,000.
- (21) Such other information as may be required under state law.

(22) If the Applicant claims that the Application is submitted pursuant to, and is subject to the deadlines for action under FCC regulations governing issuance of competitive franchises, the Application must so state clearly, and shall also include all information required by federal law.

~~(8)~~ Authority: Minn. Stat. § 238.081, Subd. 2 and 4.

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**MEMORANDUM**

**TO:** City Council

**FROM:** Melinda Coleman, City Manager  
Mike Funk, Assistant City Manager, HR Director

**DATE:** August 5, 2015

**SUBJECT:** Consider Adoption of the City Council Strategic Objectives

**Introduction**

The purpose of this discussion is to review the Strategic Initiatives, Key Outcome Indicators [Measures], and the Targets [Goals]. City Staff recommends consideration to approve the Strategic Plan summary.

**Background**

Staff presented the five (5) strategic priorities and Key Outcome Indicators at the June 22, July 13, and July 27, 2015 Council Workshops. It is recognized that this document is significant in that it establishes a strategic focus for the future of the community; therefore the City Council directed staff to bring this item back for further discussion.

**Budget Impact**

There is no estimated budgetary impact projected for this discussion.

**Recommendation**

Staff recommends the following motion: "A motion to approve the 2016-2019 Strategic Plan Summary; and to request staff to prepare Action Plans [Strategic Initiatives]".

**Attachments**

1. Strategic Plan Summary Original
2. Strategic Plan Summary Final

## City of Maplewood- Strategic Plan Summary 2016-17

Strategic Priority	Key Outcome Indicator (KOI)	Target	Strategic Initiatives/Action Plans
<b>Financial Sustainability</b>	Reserve funding-facilities and equipment	All critical items identified in asset mgmt. plan funded in 3 yrs	TBD
	General Fund reserves	40% of Gen. Fund operating revenues	
	Budget	Positive change to net assets-all gov't'l funds-excluding future bonded items	
<b>Coordinated Communication</b>	Citizen engagement	3 new engagement tools implemented	TBD
	Communication	Determination made regarding most effective modalities	
	Feedback from diverse communities	--Most effective methods for feedback determined --One new approach implemented	
<b>Effective Governance</b>	Decisions	80% of goals accomplished yearly	TBD
	Council meeting decorum	90% compliance w/ rules of decorum/group charter	
	Survey results	___% rate good/excellent customer service	
<b>Targeted Redevelopment</b>	Gladstone area redevelopment	--3 parcels Maplewood Bowl completed --Partnerships in place-trailer park --50% agree to relocation-auto repair	TBD
	Vacant commercial space	50% of sq. ft. back in productive use	
	Century Ave. corridor	Shared vision w/Oakdale, Ramsey & Washington counties and stakeholders (prior to infrastructure)	
<b>Operational Effectiveness</b>	Performance measures	Five core effectiveness measures-all departments	TBD
	Collaboration/shared services	Two new executed service agreements-one internal, one external	
	Survey results	80% or greater favorable rating on service delivery	

## City of Maplewood- Strategic Plan Summary 2016-19

Strategic Priority	Key Outcome Indicator (KOI) <small>[Measures]</small>	Target <small>[Goals]</small>	Strategic Initiatives <small>[Action Plans]</small>
<b>Financial Sustainability</b>	Reserve funding-facilities and equipment	Critical items currently identified in asset mgmt plan funded in 3 years	City Staff
	General Fund reserves	40% of Gen. Fund operating revenues	
	Budget	Positive change to net assets-all govt'l funds-excluding future bonded items	
<b>Coordinated Communication</b>	Citizen engagement	3 new engagement tools implemented	
	Coordinated Communication	Determination made regarding most effective modalities	
	Feedback from diverse communities	--Most effective methods for feedback determined --One new approach implemented	
<b>Effective Governance</b>	Decisions	80% of goals accomplished yearly	City Staff
	Council meeting decorum	Compliance with council approved "Rules of Civility".	
	Advisory Board/Commissions	Create annual initiatives/work plans to support city's strategic plan	
<b>Targeted Redevelopment</b>	Gladstone area redevelopment	-3 parcels Maplewood Bowl completed -Seek relocation agreements for auto repair uses	City Staff
	Vacant commercial space	50% of sq. ft. back in productive use	
	Redevelopment corridors	-Priorities include: Century Avenue Corridor and Larpenteur Avenue -Shared vision w/Oakdale, Ramsey & Washington counties and stakeholders	
<b>Operational Effectiveness</b>	Performance measures	Each department identifies five (5) core effectiveness/performance measures	City Staff
	Collaboration/shared services	Two new executed service agreements (public/public and/or public/private)	
	Survey results	Use survey responses to shape service delivery outcomes and/or goals	

# City of Maplewood

## City Council Meeting Sign-Up Sheet

### For Agenda Items and Visitor Presentations

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

Date: August 10, 2015

	<u>Name - First &amp; Last</u> <small>(please print clearly)</small>	<u>Address</u>	<u>Agenda Item</u>
1.	✓ Sharon Jackelen	2001 Chambers	V.P.
2.			
3.	✓ Bob Zick	Inside Insight News Hour	L (VP)
4.	✓ Mark D Bradley	2164 Woodlyn Ave Maplewood	V.P.
5.			
6.			
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11.			
12.			
13.			
14.			
15.			

**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** August 10, 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. August 14<sup>th</sup> (Special Meeting)
  - a. Workshop - Canvas Election Results
  
2. August 24<sup>th</sup>
  - a. Workshop – Preliminary Budget Discussion
  - b. City Council Meeting – Discuss Century Link Franchise
  
3. September 14<sup>th</sup>
  - a. Workshop – 2016 Budget Discussion
  
4. September 28<sup>th</sup>
  - a. City Council Meeting – Set 2016 Preliminary Levy Increase

**Budget Impact**

None.

**Recommendation**

No action required.

**Attachments**

None.