

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, October 26, 2015
City Hall, Council Chambers
Meeting No. 20-15

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 October 12, 2015 City Council Workshop Minutes
2. Approval of October 12, 2015 City Council Meeting Minutes
3. Approval of October 19, 2015 City Council Workshop Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. Approval of a Resolution of Appreciation for Deborah Fideldy, Environmental and Natural Resources Commissioner

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 2015 Budget Adjustments for Debt Service Funds
3. Approval to Close Debt Service Funds
4. Approval of Annual Maplewood Historical Society Payment
5. Approval of Tax Base Revitalization Account Grant Agreement for Villages at Frost and English
6. Approval of the 2016 SCORE Funding Grant Application
7. Approval of a Temporary Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary
8. Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, County Road B Trail and Safety Improvements, City Project 14-02

H. PUBLIC HEARINGS

None

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Consider Approval of Fitness Pods Around Wicklander Pond
2. Consider Approval of Resolution Adopting 2016 Rates for Utilities

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 THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are 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:

Speak only for yourself, not for other council members or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.

Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other.

Be respectful of the process, keeping order and decorum. Do not be critical of council members, staff or others in public.

Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

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

A. CALL TO ORDER

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

B. ROLL CALL

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

C. APPROVAL OF AGENDA

Councilmember Abrams moved to approve the agenda as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS**1. Discussion of Kid City Project and Introduction Kid City Advisory Committee**

Parks & Recreation Director Konewko introduced the staff report. Recreation Manager Robbins presented the staff presentation and answered questions of the council. Shari Aronson and Chris Griffith with Z Puppet Rosenschnoz addressed the council to give additional information and answer questions of the council.

2. Work Plan for Environmental and Economic Development Department

Interim Environmental and Economic Development Director Carver and Economic Development Coordinator Martin gave the staff report and answered questions of the council.

F. ADJOURNMENT

Mayor Slawik adjourned the meeting at 6:51 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
7:00 p.m., Monday, October 12, 2015
Council Chambers, City Hall
Meeting No. 19-15

A. CALL TO ORDER

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

B. PLEDGE OF ALLEGIANCE

Mari Smith 8th grader at John Glenn Middle School led the council in the pledge of allegiance.

C. ROLL CALL

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

D. APPROVAL OF AGENDA

The following items were added to the agenda:

- N1 Meeting with Independent School District 622
- N2 Domestic Abuse Program Presentation by John Choi
- N3 Lights on After School Event by Roseville Schools
- N4 20 Year Celebration for Homestead at Maplewood
- N5 Suburban Family Ramsey County Collaborative Project

Councilmember Juenemann moved to approve the agenda as amended.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

E. APPROVAL OF MINUTES

1. Approval of September 28, 2015 City Council Workshop Minutes

Councilmember Abrams moved to approve the September 28, 2015 City Council Workshop Minutes as submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Approval of September 28, 2015 City Council Meeting Minutes

Councilmember Cardinal moved to approve the September 28, 2015 City Council Meeting Minutes submitted.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Approval of Proclamation for Red Ribbon Week

Councilmember Cardinal read the proclamation. Mari Smith, 8th grade student at John Glenn Middle School addressed the council give information about Red Ribbon Week and accepted the proclamation.

Councilmember Juenemann moved to approve the proclamation demonstrating the City of Maplewood's commitment to healthy, drug-free lifestyles by proclaiming October 26th through 30th as Red Ribbon Week.

Seconded by Councilmember Cardinal Ayes – All

The motion passed.

G. CONSENT AGENDA

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

Seconded by Councilmember Abrams Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Cardinal moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

\$ 479,236.51	Checks # 95828 thru # 95870 dated 9/22/15 thru 9/29/15
\$ 261,986.32	Disbursements via debits to checking account dated 09/21/15 thru 09/25/15
\$ 602,097.79	Checks #95871 thru #95907 dated 09/30/15 thru 10/06/15
\$ 665,740.09	Disbursements via debits to checking account dated 09/28/15 thru 10/02/15

\$ 2,009,060.71 Total Accounts Payable

PAYROLL:

\$ 524,260.48 Payroll Checks and Direct Deposits dated 09/25/15

\$ 1,495.33 Payroll Deduction check # 99101847 thru #99101849 dated 09/25/15

\$ 525,755.81 Total Payroll

\$ 2,534,816.52 GRAND TOTAL

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

2. Approval of Resolution Accepting 2016 Minnesota State Art Board Learning Grant

Councilmember Cardinal moved to approve the resolution of accepting the 2016 Minnesota State Arts Board Learning Grant. In addition, staff is requesting the City Council to direct the Finance Director to establish a program budget in the amount of \$107,960 for the Kid City Project.

Resolution 15-8-1260

Acceptance of 2016 Minnesota State Arts Board Learning Grant

WHEREAS, this grant contract is between the State of Minnesota, acting through its Board of the Arts (referred to as the “Board”), and City of Maplewood (referred to as the “Grantee”);

WHEREAS, Minnesota Statutes 2014, section 129D.04, authorizes the Board to distribute grants, loans, and other forms of assistance for artistic activities; and

WHEREAS, the Minnesota State Legislature in the 2015 Special Session, chapter 2, article 4, section 2, subdivision 3, appropriated \$26,819,000 from the arts and cultural heritage fund to Minnesota State Arts Board for fiscal year 2016 arts grant programs and services; and

WHEREAS, the Minnesota State Legislature in the 2015 Regular Session, chapter 77, article 1, section 24, subdivision 1, appropriated \$7,522,000 from the State’s general fund to the Minnesota State Arts Board for fiscal year 2016 arts grant programs and services; and

WHEREAS, the United States Congress, acting through the National Endowment for the Arts, has awarded \$741,100 to the Minnesota State Arts Board for fiscal year 2016 for arts programs and priorities in Minnesota;

WHEREAS, the Board has instituted a pilot grant program, Arts Learning, to broaden opportunities for Minnesotans to participate in the arts; and

Mayor Slawik closed the public hearing.

Councilmember Cardinal moved to approve the Resolution Ordering the Improvement for the Bellaire Avenue Improvements, City Project 15-16.

Resolution 15-8-1261
Ordering Improvement

WHEREAS, a resolution of the City Council adopted the 14th day of September 2015, fixed a date for a council hearing on the proposed street improvements for the Bellaire Avenue Improvements, City Project 15-16, which is a joint public improvement project led by the City of North St. Paul (North St. Paul Project No. S.A.D. 16-01).

AND WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was duly held on October 12, 2015, and the council has heard all persons desiring to be heard on the matter and has fully considered the same;

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

1. That it is necessary, cost-effective and feasible, as detailed in the feasibility report, that the City of Maplewood make improvements to the Bellaire Avenue Improvements, City Project 15-16.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 12th day of October, 2015.
3. The North Saint Paul City Engineer, or his designee, is the designated engineer for this improvement and is hereby directed to prepare final plans and specifications as previously directed by the City Council at the September 14, 2015 council meeting.
4. The finance director was authorized to make the financial transfers necessary to implement the financing plan for the project by the city council at the September 12, 2015 council meeting. A project budget of \$93,250.00 was established. The approved financing plan is as follows and shall be implemented:

Special Assessments =	\$44,850.00
Utility Funds/G.O. Bonds =	\$48,400.00

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

I. UNFINISHED BUSINESS

1. **Consider Approval of Conifer Ridge Apartments, County Road D East, between Hazelwood Street North and Kennard Street**
 - a) **Planned Unit Development Revision**
 - b) **Public Easement Vacations**

- c) Lot Division
- d) Design Review
- e) Development Agreement

Economic Development Coordinator Martin gave the staff report and answered questions of the council.

The following people spoke:

1. Bob Fix, 1600 Legacy Parkway E. #4
2. Les Kotiello, 3003 Hazelwood Street

Councilmember Abrams moved to approve the resolution approving a revision to the Legacy Village planned unit development as it relates to the previously-approved rental townhomes and executive-office suites and clubhouse sites. Approval of this revision is based on the findings required by the ordinance and subject to the following conditions:

1. The development shall follow the plans date-stamped September 8, 2015, except where the city requires changes. The director of environmental and economic development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall comply with the requirements in the engineer's report dated - August 10, 2015 and the environmental report dated September 8, 2015 and October 5, 2015.
5. Prior to the issuance of a grading permit, the applicant must contribute \$20,000 to the city's tree preservation fund in order to comply with city ordinance.
6. The following changes are hereby made to the approved PUD conditions:
Apartments:
 - a. The project will be constructed according to the plans dated September 8, 2015 in all details, except as specifically modified by these conditions;
 - b. Overstory trees will be planted along Hazelwood Street and Kennard Street at an average of 30'-40' on center;
 - c. Visitor parking spaces for the rental apartments will be added or modified as follows:
 - i. Parking spaces or proof of parking spaces will be added so there is a total of at least 40 spaces to serve all three buildings.
 - d. The storage space areas of each building shall be reconfigured to allow as many units as possible to have at least 120 cubic feet for storage.
 - e. One studio apartment is allowed in each building with a minimum floor area of

580 square feet.

- f. An easement over the power line trail on this parcel will be provided to the city for access and maintenance.
- g. A natural wood chip trail shall be installed based on the plan dated September 23, 2015. This plan shall be revised to include connections to the Lake Links trail and the sidewalk along Hazelwood Street. This trail shall include benches and is required to be maintained properly and refreshed with new wood chips by the end of every June of odd-numbered years.
- h. The applicant shall submit plans for an interpretive sign to be reviewed and approved of by the Maplewood Heritage Preservation Commission. The plans shall include detailed information on the history of the Hajicek property, proposed text and graphics, and suggested placement of the sign along the Lake Links trail. Once the plans are approved by the Heritage Preservation Commission, the applicant shall construct the sign and install the sign in the approved location.
- i. The applicant shall submit plans for a development monument sign that is consistent in design with the existing monuments signs in Legacy Village.
- j. The applicant shall commit to a five-year maintenance plan with the City to ensure the removal and management of buckthorn on the site.

RESOLUTION 15-8-1262
Conditional Use Permit Revision Resolution
for a Planned Unit Development

WHEREAS, Peter Stalland of Conifer Ridge Apartments, LLC applied for a conditional use permit to revise the Legacy Village planned unit development by eliminating the use of a 1.5 -acre commercial building site and 11-acre townhomes development and propose instead an apartment complex.

WHEREAS, this permit applies to the 12.5-acre site in Legacy Village lying south of County Road D East between Hazelwood Street and Kennard Street. The legal description is:

Lot 1 Block 1, Legacy Village of Maplewood

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

1. On August 18, 2015, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approve the land use plan change.
2. On October 12, 2015 the city council discussed the conditional use permit revision. They considered reports and recommendations from the planning commission and city staff.

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

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

Approval is subject to the following conditions:

1. The development shall follow the plans date-stamped September 8, 2015, except where the city requires changes. The director of environmental and economic development may approve minor changes.
2. The proposed construction must be substantially started within one year of council approval or the permit shall end. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall comply with the requirements in the engineer's report dated June 1, 2006 August 10, 2015 and the environmental report dated September 8, 2015 and October 5, 2015.
5. Prior to the issuance of a grading permit, the applicant must contribute \$20,000 to the city's tree preservation fund in order to comply with city ordinance.

6. The following changes are hereby made to the approved PUD conditions:
Apartments:
- a. The project will be constructed according to the plans dated September 8, 2015 in all details, except as specifically modified by these conditions;
 - b. The storage space areas of each building shall be reconfigured to allow as many units as possible to have at least 120 cubic feet for storage.
 - c. One studio apartment is allowed in each building with a minimum floor area of 580 square feet.
 - d. An easement over the power line trail on this parcel will be provided to the city for access and maintenance.
 - e. A natural wood chip trail shall be installed based on the plan dated September 23, 2015. This plan shall be revised to include connections to the Lake Links trail and the sidewalk along Hazelwood Street. This trail shall include benches and is required to be maintained properly and refreshed with new wood chips by every June of odd-numbered years.
 - f. The applicant shall submit plans for an interpretive sign to be reviewed and approved of by the Maplewood Heritage Preservation Commission. The plans shall include detailed information on the history of the Hajicek property, proposed text and graphics, and suggested placement of the sign along the Lake Links trail. Once the plans are approved by the Heritage Preservation Commission, the applicant shall construct the sign and install the sign in the approved location.
 - g. The applicant shall submit plans for a development monument sign that is consistent in design with the existing monuments signs in Legacy Village.
 - h. The applicant shall commit to a five-year maintenance plan with the City to ensure the removal and management of buckthorn on the site.

Seconded by Councilmember Juenemann

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

The motion passed.

Councilmember Abrams moved to approve the resolution vacating two storm sewer easements on this site, since:

1. The easements would serve no public purpose after the applicant redevelops the property into Conifer Ridge.

This vacation is conditioned upon the following:

1. Provide the city with legal descriptions of the easement areas to be vacated and for the new areas to be dedicated for storm sewer purposes.

2. The applicant meets all and any conditions within Jon Jarosch's August 10, 2015 report.

RESOLUTION 15-8-1263
Public Easement Vacations Resolution

WHEREAS, Peter Stalland of Conifer Ridge Apartments, LLC applied for the vacation of two existing storm sewer easements.

WHEREAS, this request applies to the 12.5-acre site in Legacy Village lying south of County Road D East between Hazelwood Street and Kennard Street. The legal description is:

Lot 1 Block 1, Legacy Village of Maplewood

WHEREAS, the history of this vacation is as follows:

1. On August 18, 2015, the planning commission held a public hearing. The city staff published a hearing notice in the Maplewood Review and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission recommended that the city council approved the land use plan change.
2. On October 12, 2015 the city council discussed the public easement vacations. They considered reports and recommendations from the planning commission and city staff.

NOW, THEREFORE, BE IT RESOLVED that the city council approve the above-described vacations for the following reasons:

1. The easements would serve no public purpose after the applicant redevelops the property into Conifer Ridge.

This vacation is subject to:

1. Provide the city with legal descriptions of the easement areas to be vacated and for the new areas to be dedicated for storm sewer purposes.
2. The applicant meets all and any conditions within Jon Jarosch's August 10, 2015 report.

Seconded by Councilmember Juenemann

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

The motion passed.

Councilmember Juenemann moved to approve the lot division for Conifer Ridge, subject to the following conditions:

1. The applicant shall comply with the requirements in the city's engineering report dated August 10, 2015.
2. The applicant shall sign a developer's agreement with the city engineer before the issuance of a grading permit.
3. The applicant shall dedicate any easements and provide any written agreements that the city engineer may require as part of this lot division.
4. The applicant shall pay the city escrow for any documents, easements and agreements that the city engineer may require.
5. A cross access easement agreement shall be submitted to city staff covering the two parcels accessed from Hazelwood Street.

Seconded by Councilmember Abrams

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

The motion passed.

Councilmember Juenemann moved to approve the plans date-stamped September 8, 2015, for the Conifer Ridge apartment development. Approval is subject to the developer complying with the following conditions:

1. Obtain city council approval of a comprehensive land use plan amendment from MDR (medium density residential) to HDR (high density residential) to build apartments on this site.
2. Obtain city council approval of a revision to the previously-approved planned unit development for this project.
3. Obtain city council approval of the lot division for this project.
4. All requirements of the fire marshal and building official must be met.
5. The applicant shall obtain all required permits from the Ramsey-Washington Metro Watershed District.
6. All driveways and parking lots shall have continuous concrete curbing.
7. All requirements of the city engineer, or his consultants working for the city, shall be met regarding grading, drainage, erosion control, utilities and the dedication of any easements found to be needed. All conditions of the Maplewood engineering report dated August 10, 2015 must be complied with.

8. Repeat this review in two years if the city has not issued a building permit for this project by that time.
9. Any identification or monument signs for the project must meet the requirements of the city sign ordinance and the PUD approval. Identification or monument signs shall be designed to be consistent with similar signs existing in Legacy Village.
10. The setbacks are approved as proposed.
11. The applicant shall:
 - a. Install reflectorized stop signs at all driveway connections to Hazelwood Street and Kennard Street.
 - b. Install and maintain an in-ground lawn irrigation system for all landscaped areas.
 - c. Install all required trails, sidewalks and carriage walks.
 - d. Install any traffic signage within the site that may be required by staff.
 - e. Provide a revised landscaping plan for staff approval which includes the required overstory trees along Hazelwood Street and Kennard Street and detailing how screening requirements are being met for the parking lots facing residential areas. The landscape plan shall also incorporate native plantings, subject to the approval of the city's naturalist.
 - f. Provide revised building elevations for staff approval incorporating design elements at the foundation and first floor level of brick or stone into the buildings and adding architectural features to the gable areas of the buildings.
 - g. Provide a screening plan to staff for approval for any visible utility meters on the outside of the building.
 - h. Provide a detailed soils analysis to the building official and city engineer prior to applying for building permits to ensure that there is proper soil stability for construction.
 - i. The applicant will provide two additional quotes for buckthorn removal to be done by a licensed contractor with a licensed herbicide applicator. If chemicals are used it should be done by a licensed herbicide applicator through the Department of Agriculture.
12. The applicant shall ensure that site lights do not exceed a .4-foot-candle spillover at all property lines.
13. Prior to the issuance of a building permit, the applicant shall provide the city with cash escrow or an irrevocable letter of credit for the exterior landscaping and site improvements. Staff shall determine the dollar amount of the escrow.
14. All work shall follow the approved plans. The director of environmental and economic development may approve minor changes.

15. The applicant shall work with staff to maximize the amount of additional parking to be shown on the site plan.

Seconded by Councilmember Abrams

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

The motion passed.

Councilmember Juenemann moved to approve the terms of the Development Agreement with Peter Stalland of Conifer Ridge Apartments LLC for development of LEGACY VILLAGE, LOT 1, BLOCK 1, Parcel ID 03-29-22-12-0025, and authorize the Mayor and City Manager to execute the agreement signifying City Council approval. The City Attorney is authorized to approve the final format of the agreement and also approve minor modifications to the agreement.

Seconded by Councilmember Abrams

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

The motion passed.

2. Consider Approval of 2016 Charitable Gambling Awards

City Manager Coleman gave the staff report.

Councilmember Cardinal moved to approve the suggested award amounts.

Organization	Amount Requested	Proposed Award
Ashland Productions	\$3,000.00	\$800.00
Boy Scouts of America Pack 9471	\$2,500.00	\$1,450.00
Carver Elementary PTO	\$5,000.00	\$930.00
CHILD Inc	\$1,200.00	\$440.00
Dispute Resolution Center	\$3,000.00	\$790.00
District 622 Education Foundation	\$2,500.00	\$1,680.00
Ecumen Lakeview Commons	\$350.00	\$0.00
Erickson Merkel Foundation	\$1,000.00	\$0.00
Friends of Maplewood Nature	\$2,800.00	\$1,280.00
Fusion Drumline Parent Booster Organization	\$1,900.00	\$780.00
Hmong American Education Fund	\$3,500.00	\$810.00
ISD 622 Northern Lights Show Choir	\$6,000.00	\$1,260.00
LENA Youth Connect, Inc.	\$1,000.00	\$420.00
Maple Tree Monastery Childcare Center	\$1,430.00	\$0.00

Maplewood Area Historical Society	\$7,065.00	\$3,793.00
Maplewood Monarchs S.O. Team	\$3,500.00	\$810.00
Maplewood Police Reserves	\$5,000.00	\$3,530.00
Maplewood Youth Scholarship Fund	\$3,500.00	\$2,347.00
Minnesota Krampus	\$2,000.00	\$0.00
North High School Robotics Team	\$5,000.00	\$2,040.00
Ramsey County Care Center	\$1,550.00	\$400.00
Ramsey County Fair	\$3,800.00	\$2,150.00
St. Jerome Catholic School	\$1,457.88	\$280.00
Tubman Family Alliance	\$1,200.00	\$710.00
Weaver Elementary School	\$5,000.00	\$1,280.00
Webster Elementary School	\$2,500.00	\$1,050.00
White Bear Area YMCA	\$5,000.00	\$970.00
TOTALS:	\$81,752.88	\$30,000.00

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

3. Consider Approval of Change to City Code of Ordinances – Second Reading

- a) **Ordinance Adopting the Republication of the City Code of Ordinances**
- b) **Ordinance Repealing Chapter 8, Article V Pertaining to Billiard Parlors and Poolrooms Licenses**
- c) **Ordinance Repealing Chapter 14, Article XIV Pertaining to Private School Licenses**
- d) **Ordinance Repealing Chapter 14, Article XVI Pertaining to Tanning Facilities**
- e) **Ordinance Repealing Chapter 42, Article I and Article II Pertaining to Taxi Cab Licenses**

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

Councilmember Cardinal moved to approve the second reading of the ordinances and direct staff to proceed with the next code supplementation.

Ordinance No. 954

An Ordinance Adopting and Enacting the Republication of the City Code of Ordinances; Providing for the Repeal of Certain Ordinances Not Included Therein; Providing a Penalty for the Violation Thereof; Providing for the Manner of Amending Such Code; and Providing When Such Code and this Ordinance Shall Become Effective

BE IT ORDAINED BY THE CITY OF MAPLEWOOD:

Section 1. The Code entitled "The Maplewood City Code," published by Municipal Code Corporation, consisting of Chapters 1 through 44, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before December 10, 2012, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine of not more than \$1,000.00 or imprisonment for not more than 90 days or by both fine and imprisonment. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the City of Maplewood may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the City of Maplewood to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after December 10, 2012 that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This ordinance shall become effective upon the second reading and subsequent publication of the same.

Ordinance No. 955

An Ordinance Repealing all Provisions of the Municipal Code Chapter 8- Amusements and Entertainment, Article V Pertaining to Billiard Parlors and Poolrooms Licenses

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MAPLEWOOD THAT:

Section 1. Chapter 8, sections 8-131 through 8-144 of the Maplewood City Code relating to Billiard Parlors and Poolrooms are hereby REPEALED IN THEIR ENTIRETY.

Section 2. This ordinance shall take effect after publishing in the official newspaper.

Ordinance No. 956

An Ordinance Repealing all Provisions of the Municipal Code Chapter 14- Businesses and Licensing, Articles XIV

Pertaining to Private School Licenses

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MAPLEWOOD THAT:

Section 1. Chapter 14, sections 14-1196 through 14-1230 of the Maplewood City Code relating to Private Schools are hereby REPEALED IN THEIR ENTIRETY.

Section 2. This ordinance shall take effect after publishing in the official newspaper.

Ordinance No. 957
An Ordinance Repealing All Provisions of Chapter 14,
Article XVI of the Code of Ordinances Pertaining to
Tanning Facilities

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MAPLEWOOD THAT:

Section 1. Chapter 14, sections 14-1296 through 14-1301 of the Maplewood City Code relating to Tanning Facilities are hereby REPEALED IN THEIR ENTIRETY.

Section 2. This ordinance shall take effect after publishing in the official newspaper.

Ordinance No. 958
An Ordinance Repealing all Provisions of the Municipal
Code Chapter 42- Vehicles for Hire, Articles I and II
Pertaining to Taxi Cab Licenses

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MAPLEWOOD THAT:

Section 1. Chapter 42, sections 42-26 through 42-93 of the Maplewood City Code relating to Vehicles for Hire are hereby REPEALED IN THEIR ENTIRETY.

Section 2. This ordinance shall take effect after publishing in the official newspaper.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

**4. Consider Approval of an Ordinance Amending Chapter 20, Article IV
Pertaining to Fireworks – Second Reading**

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

Councilmember Abrams moved to approve the second reading of amendments to Chapter 20, Article IV – Fireworks.

Ordinance No. 959
An Ordinance Amendment to Chapter 20, Article IV – Fireworks

BE IT ORDAINED by the Mayor and City Council of the City of Maplewood that Chapter 20, Article IV – Fireworks is hereby amended to read as follows:

ARTICLE IV. - FIREWORKS Sec. 20-96. - Purpose.

It is the purpose of this article to govern the possession, use, sale, storage, exportation and display of fireworks in the city.

Sec. 20-97. - Definitions.

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

Consumer Fireworks means wire or wood sparklers of not more than 100 grams of mixture per item, other sparkling items which are nonexplosive and nonaerial and contain 75 grams or less of chemical mixture per tube or a total of 500 grams or less for multiple tubes, snakes and glow worms, smoke devices, or trick noisemakers which include paper streamers, party poppers, string poppers, snappers, and drop pops, each consisting of not more than 0.25 grains of explosive mixture. The term also includes toy pistols, toy guns, in which paper caps containing 0.25 grains or less of explosive compound are used and toy pistol caps which contain less than 0.20 grains of explosive mixture.

Consumer Fireworks Retail Sales (CFRS) Area means the portion of a consumer fireworks retail sales facility or store, including the immediately adjacent aisles, where consumer fireworks are located for the purpose of retail display and sale to the public.

Consumer Fireworks Retail Sales Facility means a permanent or temporary building or structure, CFRS stand, tent, canopy, or membrane structure that is used primarily for the retail display and sale of consumer fireworks to the public.

Consumer Fireworks Retail Sales Stand means a temporary or permanent building or structure that has a floor area not greater than 800 ft, other than tents, canopies, or membrane structures, that is used primarily for the retail display and sale of consumer fireworks to the public.

Distributor means any person selling fireworks to wholesalers and retailers for resale.

Fire Marshal means the chief fire inspector of the fire department.

Fireworks Display means large fireworks designed primarily to produce visible or audible effects by combustion, deflagration, or detonation. This term includes, but is not limited to, salutes containing more than 2 grains of explosive materials, aerial shells containing more than 40 grams of pyrotechnic composition, and other display pieces which exceed the limits of explosive materials for classification as “consumer fireworks.”

Manufacturer means any person engaged in the manufacture of fireworks.

Retailer means any person purchasing fireworks for resale to consumers.

Store means a building classified as a mercantile occupancy that contains a variety of merchandise and that is not used primarily for the retail sales of consumer fireworks.

Tent means a temporary membrane structure, with or without sides, including canopies.

Sec. 20-98. - Consumer fireworks

- (a) Consumer fireworks for sale to the general public shall be understood to mean fireworks legal for sale and use in the state under Minn. Stats. § 624.20.
- (b) No individual, firm, partnership, corporation or association shall possess for retail sale in the city, sell or offer for sale at retail or use or possess any fireworks other than consumer fireworks. The use of consumer fireworks is not permitted on public property.

Sec. 20-99. - Permit for sale or distribution.

- (a) No person may sell, hold for sale, import, distribute or offer for sale, as specialty retailer or retailer, any fireworks in the city unless such person has first obtained the appropriate permit.
- (b) The fire marshal shall enforce this article. All permit applications shall be submitted to the office of the city clerk at least fifteen (15) days in advance of the date of the sales or retail display. The applications shall be promptly delivered to the planning department and the fire marshal for their review.
- (c) The application for a permit under this section shall contain the following information:
 - (1) The name, address, date of birth, and telephone number of the applicant;
 - (2) The address and the phone number of the location where the consumer fireworks will be sold;
 - (3) The nature of the site: Building () Vehicle () Tent () other ()
 - (4) The type of consumer fireworks to be sold;
 - (5) The estimate of the quantity of consumer fireworks;
 - (6) A letter from the property owner granting permission to the applicant for use of the property;
 - (7) A statement that applicant understands that the persons selling and purchasing fireworks must be at least 18 years of age;
 - (8) A proof of insurance policy of public general liability in the amount of \$300,000; property damage in the amount of \$100,000 and workers' compensation in the amount of \$50,000;
 - (9) A floor plan designating the area of the sales display, storage for commercial purposes, along with a list documenting the name, weight, and quantity of the fireworks within the building, exits, extinguisher locations, sales counter and the material safety data sheets. The plan shall also include the following:
 - a. minimum distance from public ways, buildings, other consumer fireworks retail sales facilities, fuel dispensing stations and other combustibles;
 - b. vehicle access and parking areas;
 - c. location and type of portable fire extinguishers;
 - d. means of egress;
 - (10) A statement that the retail structure is in compliance with National Fire Protection Association Standards 1124 (2003 edition).
- (d) An applicant for a permit shall pay to the city a refundable annual fee, per location, as established from time to time by the city council but not to exceed the statutory

fee limits. The expiration date of such permit is as may be imposed, set, established and fixed by the city clerk, from time to time.

- (e) Following an inspection of the location where the consumer fireworks are to be sold, the city clerk shall issue a retailer permit if the conditions for permit approval are satisfied and the location of the property is zoned either commercial or industrial.
- (f) No retail permit shall be issued for any period of time in excess of one year, and any permit may be revoked by the city clerk when it shall appear that the permittee has violated any of the sections of this article or has engaged in activities contradictory to the best interest of the residents of the city. The permit issued shall be nontransferable either to a different person or location.

Sec. 20-100. - Retail sales or storage.

- (a) The sale of consumer fireworks only shall occur within the approved permanent and temporary facilities defined in Chapter 7, National Fire Protection Association (NFPA) 1124 (2003 edition). Permanent buildings and structures include stores and consumer fireworks retail sales (CFRS) facilities. Temporary facilities include CFRS stands, tents, canopies, membrane structures. No fireworks may be sold at retail without a retail permit. The permit shall be posted at each location where the retail sale takes place, and a list of all consumer fireworks sold at the location shall be available upon request.
- (b) The requirements of Chapter 7 of NFPA 1124 will not apply to CFRS facilities or stores where the total quantity of consumer fireworks on hand does not exceed 125 lb (net) of pyrotechnic composition, or, in a building protected throughout with an approved automatic sprinkler system installed in accordance with NFPA 13, *Standards for the installation of sprinkler systems*, 250 lb (net) of pyrotechnic composition. Where the actual weight of the pyrotechnic composition of consumer fireworks is not known, 25 percent of the gross weight of the consumer fireworks, including the packaging, shall be permitted to be used to determine the weight of the pyrotechnic composition.
- (c) At all places where fireworks are stored, sold or displayed, the words "No Smoking" shall be posted in letters at least four inches in height at each entrance or within 10 ft of every aisle directly serving the retail area in a store. Smoking and/or any discharge of any object that could cause a spark or open flame is prohibited within 50 feet of any fireworks stock.
- (d) No fireworks shall be stored, kept, sold or discharged within 50 feet of any gasoline pump or gasoline bulk station or any building in which gasoline or volatile liquids are sold in quantities in excess of one gallon, except in stores where cleaners, paints and oils are handled in sealed containers only.
- (e) All fireworks permittees shall keep and maintain upon the premises a minimum of two portable extinguishers with a minimum rating of 2A, at least one of which shall be of the pressurized water type. Temporary consumer fireworks retail stands less than 200 ft² shall be required to have only one portable fire extinguisher.
- (f) A sales clerk who is at least 18 years of age shall be on duty to serve consumers at the time of purchase or delivery. Every sales clerk shall distribute with each sale a one-page information sheet from the city containing firework safety guidelines. It shall be the responsibility and expense of the permittee to obtain a copy of the information sheet from the city and make the appropriate number of copies for distribution. All fireworks sold and shipped to consumers within the city shall be

sold and shipped only by an individual, firm, partnership or corporation holding the proper permit.

- (g) All fuses must be covered. A consumer fireworks device shall be considered as having a covered fuse if the fireworks device is contained within a packaged arrangement, container, or wrapper that is arranged and configured such that the fuse of the fireworks device cannot be touched directly by a person handling the fireworks without the person having to puncture or tear the packaging or wrapper, unseal or break open a package or container, or otherwise damage or destroy the packaging material, wrapping, or container within which the fireworks are contained. Individual consumer fireworks items displayed for sale in temporary CFRS stands where the interior is not accessible to the public shall not be required to have covered fuses.
- (h) Aisles shall have a minimum clear width of 48 inches. The required width of aisles shall be maintained unobstructed at all times the facility is occupied by the public. In temporary CFRS stands where the interior is not accessible to the public, the minimum clear width shall be no less than 28 inches.
- (i) To provide for visual access of the retail sales area, partitions, counters, shelving, cases, and similar space dividers shall not exceed 6 ft in height above the floor surface. Merchandise on display or located on shelves or counters or other fixtures shall not be displayed to a height greater than 6 ft above the floor surface within the CFRS area. Where located along the perimeter of the consumer fireworks retail sales area, the maximum height of sales displays shall be limited to 12 ft. In temporary CFRS stands where the interior is not accessible to the public, the maximum height of sales display shall be limited to 8 ft.

Sec. 20-101. - Exportation from city.

Nothing in this article shall prohibit wholesalers, distributors, importers, specialty retailers, or manufacturers from storing, selling, shipping or otherwise transporting fireworks by the United States Department of Transportation to any person outside the city.

Sec. 20-102. - Use and Possession.

All use, display, or discharge of consumer fireworks is strictly prohibited in the area on, below, above, within, or in close proximity to the following:

- (a) Recreational areas, roadways, streets, highways, bicycle lanes, pedestrian paths, sidewalks, rights-of-way, lakes, rivers, waterways and all other property owned or leased by the city, the county, or the state and located in whole or in part within the city limits;
- (b) Private property within the city limits that has conspicuously posted written signs or notices that no fireworks discharge is allowed;
- (c) Within 300 feet of any consumer fireworks retail sales facility or storage area;
- (d) Within, into or at a motor vehicle or from a motor vehicle;
- (e) At or near any persons or animals;
- (f) Any property, area or structure or material that, by its physical condition or the physical conditions in which it is set, would constitute a fire or personal safety hazard; and
- (g) Upon order of the fire marshal if dry conditions exist within the city limits.

Sec. 20-103. Fireworks display permit.

- (a) A fireworks display may be conducted only by a fair association, amusement park or other public or private organization and only after a permit for the display has first been secured. The application for the permit shall be submitted to the city clerk at least 15 days in advance of the date of the display. The permit fee shall be set by the city council from time to time.
- (b) The application for a fireworks display permit under this section shall contain the following information:
 - (1) The name of the organization sponsoring the fireworks display, including the name, address and phone number of a contact person representing that organization;
 - (2) The name and certification number of the certified operator that will be supervising the display;
 - (3) The date, time of day and exact location of the proposed display;
 - (4) A diagram of the grounds where the display will be held. The diagram must show the point at which the fireworks are to be discharged; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained;
 - (5) The approximate number and types of fireworks to be discharged;
 - (6) Proof of a bond or certificate of insurance in the amount of at least \$1,000,000 dollars;
- (c) The application shall be promptly forwarded to the planning department and fire marshal for their review.
- (d) The permit shall be valid for the duration of the display event only and shall not be transferrable.
- (e) All indoor fireworks displays must receive a permit from the Minnesota State Fire Marshal Division.

Sec. 20-104. - Criminal penalty.

Any individual who or firm, partnership or corporation that violates any section of this article is guilty of a misdemeanor and, upon conviction, shall be punished in accordance with section 1-15.

Sec. 20-105. - Civil penalty; additional remedies.

- (a) If an individual, firm, corporation or partnership is found guilty of violating any of the sections of this article, that entity's permit shall be revoked or suspended by the city clerk.
- (b) No individual, firm, corporation or partnership shall possess any fireworks for sale within the city, other than those authorized in this article. The fire marshal, law enforcement officer, code enforcement officer, deputies or designees may at reasonable hours enter and inspect the permittee's premises, building or permanent structure to determine compliance with this article. If any retailer has in his possession any fireworks in violation of this article, his permit shall be revoked and all such fireworks seized, and the fireworks in violation of this article shall be kept to be used as evidence. If any person has in his possession any fireworks in violation of this article, a warrant may be issued for the seizure of fireworks, and the fireworks shall be safely kept to be used as evidence. Upon conviction of the

offender, the fireworks shall be destroyed, but if the offender is discharged, the consumer fireworks shall be returned to the person in whose possession they were found; provided, however, that nothing in this article applies to the transportation of fireworks by regulated carriers.

- (c) Nothing in this article shall apply to or prohibit any employees of the state department of natural resources or the United States Fish and Wildlife Service from possessing fireworks for control of game birds and animals; to prohibit any law enforcement officer from possessing fireworks in the performance of his duties; or to prohibit any organization from sponsoring and conducting, in connection with any public celebration, an officially supervised and controlled fireworks display.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

5. Consider Approval of an Ordinance Amending Chapter 28 – Peddlers, Solicitors and Vendors – Second Reading

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

Councilmember Cardinal moved to approve the second reading of the amendments to Chapter 28 – Peddlers, Solicitors and Vendors.

Ordinance No. 960
An Ordinance Amending Chapter 28 – Peddlers,
Solicitors and Vendors

BE IT ORDAINED by the Mayor and City Council of the City of Maplewood that Chapter 28, Peddlers, Solicitors and Vendors is hereby amended to read as follows:

Chapter 28 - PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS

ARTICLE I. - IN GENERAL

Sec. 28-1. - Definitions.

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

Peddler means any person with no fixed place of business within the city, who goes from house- to- house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares or merchandise, or other personal property that the person is carrying or otherwise transporting.

Person means any natural individual, group, organization, corporation, partnership, or similar association.

Regular business day means any day during which the city hall is normally open for the purpose of conducting public business. Holidays defined by state law shall not be considered regular business days.

Solicitor means any person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of taking or attempting to take orders for the purchase of any goods, wares, products, merchandise, or other personal property, or service of which he or she may be carrying or transporting samples, or that may have been described in a catalog or by other means, and for which delivery or performance shall occur at a later time.

Transient merchant means any person, individual, co-partnership, limited liability company, and corporation, both as principal and agent, who engage in, do, or transact any temporary and transient business in the city, either in one locality, or in traveling from place to place in the city, selling goods, wares, and merchandise; and who, for the purpose of carrying on such business, hire, lease, occupy, or use a building, structure, vacant lot, parking lot, motor vehicle, trailer, tent, boxcar, or any street, alley or other place within the city for the exhibition and sale of such goods, wares, and merchandise.

Sec. 28-2. – Exceptions to definitions.

For the purpose of the requirements of this ordinance, the terms peddler, solicitor and transient merchant shall not apply to any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property, to a retailer of the item(s) being sold by the wholesaler. The terms also shall not apply to any person who makes initial contacts with other people for the purpose of establishing or trying to establish a regular customer delivery route for the delivery of perishable food and dairy products such as baked goods and milk, nor shall they apply to any person making deliveries of perishable food and dairy products to the customers on his or her established regular delivery route. In addition, persons conducting the type of sales commonly known as garage sales, rummage sales or estate sales shall be exempt from the definitions of peddlers, solicitors, and transient merchants, as shall be anyone conducting an auction as a properly licensed auctioneer, newspaper delivery or any officer of the court conducting a court ordered sale. Exemption from the definitions for the scope of this ordinance shall not excuse any person from complying with any other applicable statutory provision or local ordinance.

Sec. 28-3. - Hours.

No peddler, solicitor or transient merchant shall engage in any related activities within the city between the hours of 9:00 p.m. and 8:00 a.m.

Sec. 28-4. - Prohibited activities.

No peddler, solicitor, transient merchant or other person engaged in other similar activities shall conduct business in any of the following manner:

- (a) Calling attention to his or her business or the items to be sold by means of blowing any horn or whistle, ringing any bell, crying out, or by any other noise, so as to be unreasonably audible within an enclosed structure.

- (b) Obstructing the free flow of traffic, either vehicular or pedestrian, on any street, sidewalk, alleyway, or other public right-of-way.
- (c) Conducting business in a way as to create a threat to the health, safety, and welfare of any specific individual or the general public.

Sec. 28-5. - Placard or sign prohibiting peddlers, solicitors and transient merchants.

- (a) Any resident of the city who wishes to exclude peddlers, solicitors and transient merchants from premises occupied by him may place upon or near the usual entrance to such premises a printed placard or sign bearing the following notice: "Peddlers, Solicitors and Transient Merchants Prohibited."
- (b) Such placard shall be at least 4 inches long and 4 inches wide, and the printing thereon shall not be smaller than 48-point type.
- (c) No peddler, solicitor or transient merchant shall enter in or upon any premises or attempt to enter in or upon any premises where such placard or sign is displayed.
- (d) No person, other than the person occupying such premises, shall remove, injure or deface such placard or sign.

Secs. 28-6—28-35. - Reserved.

ARTICLE II. - PERMITS

Sec. 28-36. - Required; exception.

- (a) No person shall conduct business as a transient merchant within the city limits without first having obtained the appropriate license from the county as may be required by Minnesota Statutes Chapter 329 as it may be amended from time to time, if the county issued a license for the activity.
- (b) It shall be unlawful for any transient merchant to transact any transient business in the city without first having obtained a permit for this purpose from the city clerk.
- (c) Peddlers and solicitors shall be exempt from the permit requirement.
- (d) No permit shall be required for any person to sell or attempt to sell, or to take or attempt to take orders for any product grown, produced, cultivated, or raised on a farm or garden occupied, rented, or used and cultivated by themselves.

Sec. 28-37. - Contents of application.

An application for a permit to conduct business as a transient merchant shall be made at least seven (7) regular business days before the applicant desires to begin conducting a business operation within the city. Application for a permit shall be made on a form approved by and available from the office of the city clerk. All applications shall be submitted to the city clerk and shall include the following information:

- (a) The applicant's full legal name.
- (b) Any and all other names under which the applicant has or does conduct business, or to which the applicant will officially answer to.
- (c) Full address of applicant's permanent residence.
- (d) Telephone number of applicant's permanent residence.
- (e) Full legal name of any and all business operations owned, managed, or operated by applicant, or for which the applicant is an employee or an agent.
- (f) Full address of applicant's regular place of business, if any exists.

- (g) Any and all business-related telephone numbers of the applicant, including cellular phones and facsimile (fax) machines.
- (h) The type of business for which the applicant is applying for a permit.
- (i) The dates during which the applicant intends to conduct business. If the applicant is applying for a daily permit, the number of days he or she will be conducting business within the city.
- (j) Any and all addresses and telephone numbers where the applicant can be reached while conducting business within the city, including the location where the vendor intends to set up his or her business.
- (k) A statement as to whether or not the applicant has been convicted within the last five (5) years of any felony, gross misdemeanor or misdemeanor for violating any state or federal statute or any local ordinance, other than minor traffic offenses.
- (l) A statement as to whether or not the applicant has had a license or permit to conduct business as a transient merchant revoked or denied within the past five (5) years.
- (m) Proof of any required county license.
- (n) Written permission of the property owner or the property owner's agent for any location to be used.
- (o) A general description of the items to be sold.
- (p) Any and all additional information as may be deemed necessary by the city council.
- (q) The applicant's driver's license number or other acceptable form of identification.
- (r) The license plate number, registration information, vehicle identification number, the name of the insurer providing liability coverage on the vehicle, and physical description of any vehicle to be used in conjunction with the licensed business operation.

Sec. 28-38. - Issuance; fee; fee exemptions.

- (a) Upon receipt of the application and payment of the permit fee, the city clerk will, within seven (7) regular business days issue the permit unless grounds exist for denying the permit application under Sec. 28-39, in which case the clerk must deny the request for a transient merchant permit. If the city clerk denies the permit application, the applicant must be notified in writing of the decision, the reason for denial and the applicant's right to appeal the denial by requesting, within twenty (20) days of receiving notice of rejection, a public hearing before the city council. The city council shall hear the appeal within twenty (20) days of the date of the request for a hearing.
- (b) All applications for a permit under this division shall be accompanied by the fee established by the city council as it may be amended from time to time.
- (c) Religious, charitable, patriotic or philanthropic organizations shall be exempt from the payment of the fee, provided that the organizations shall provide a copy of current tax-exempt status for the applying organization, and that shall be evidence of the exemption from the payment of such fee.

Sec. 28-39. – Term; permit ineligibility; revocation

- (a) No permit shall be issued pursuant to this article for any period of time in excess of one year. An annual permit shall be valid for one calendar year from the date of issuance. All other permits granted to transient merchants under this division shall be valid only during the time period indicated on the permit.
- (b) The following shall be grounds for denying a transient merchant permit:

- (1) The failure of an applicant to obtain and demonstrate proof of having obtained any required county license.
 - (2) The failure of an applicant to truthfully provide any information requested by the city as part of the application process.
 - (3) A conviction within the past five (5) years of the date of application for any violation of any federal or state statute or regulation, or of any local ordinance, which adversely reflects upon the person's ability to conduct the business for which the permit is being sought in a professional, honest and legal manner. Such violations shall include, but are not limited to, burglary, theft, larceny, swindling, fraud, unlawful business practices, and any form of actual or threatened physical harm against another person. (4) The revocation within the past five (5) years of any license or permit issued to an applicant for the purpose of conducting business as a transient merchant.
- (c) Any permit may be revoked by the city manager when it shall appear that the permittee has violated any of the sections of this chapter or has engaged in activities contradictory to the best interest of the residents of the city.
- (1) Notice. Prior to revoking or suspending any permit issued under this chapter, the city shall provide a permit holder with written notice of the alleged violations and inform the permittee of his or her right to a hearing on the alleged violation. Notice shall be delivered in person or by mail to the permanent residential address listed on the permit application, or if no residential address is listed, to the business address provided on the permit application.
 - (2) Administrative hearing. Upon receiving the notice provided in part (1) of this section, the permittee shall have the right to request an administrative hearing. If no request for a hearing is received by the city clerk within ten (10) days following the service of the notice, the city may proceed with the suspension or revocation. For the purpose of a mailed notice, service shall be considered complete as of the date the notice is placed in the mail. If a hearing is requested within the stated timeframe, a hearing shall be scheduled within twenty (20) days from the date of the request for the administrative hearing. Within three (3) regular business days of the hearing, the city shall notify the permittee of its decision.
 - (3) Emergency. If, in the discretion of the city manager, imminent harm to the health or safety of the public may occur because of the actions of a transient merchant licensed under this ordinance, the city manager may immediately suspend the person's permit and provide notice of the right to hold a subsequent hearing as prescribed in part (2) of this section.
 - (4) Appeal. Any person whose permit is suspended or revoked under this section shall have the right to appeal that decision to city council.

Sec. 28-40. - Transferability.

All permits issued under this article shall be nontransferable. Each transient merchant shall secure a separate permit.

Sec. 28-41. - Possession, display.

All permits issued under this article shall be carried by the permittee or conspicuously posted in his place of business, and the permit shall be exhibited to any officer or citizen upon request.

Secs. 28-42—28-70. - Reserved.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

J. NEW BUSINESS

1. Consider Approval of an Off-Sale Intoxicating Liquor License for HM Liquor LLC—Maddie’s Liquor, 1690 McKnight Rd N

City Clerk/Citizen Services Director Haag gave the staff report. Applicant Anwar Bhimani addressed the council to answer questions of the council.

Councilmember Abrams moved to approve an off-sale intoxicating liquor license for HM Liquor LLC— Maddie’s Liquor, 1690 McKnight Rd N.

Seconded by Councilmember Cardinal

Ayes – All

The motion passed.

2. Consider Approval of Resolution Authorizing City Staff to Negotiate Cable Franchise Agreement with Century Link and Schedule Public Hearing

City Attorney Kantrud gave the staff report.

Councilmember Juenemann moved to approve the Resolution Authorizing Staff to negotiate a Cable Franchise Agreement with CenturyLink and calling for a Public Hearing to discuss its terms. The expectation is that the matter will come back before Council on the 9th of November for a Public Hearing on the Agreement and again on November 23rd for full-consideration of the final agreement.

Resolution 15-8-1264

Resolution Approving and Authorizing the Negotiation of a Cable Franchise Agreement Between the City of Maplewood and Century Link

WHEREAS, the City published a Notice of Intent to Franchise and opened an Application Period for prospective Franchisees on September 3, 2015 and,

WHEREAS, the City received an Application for Franchise from CenturyLink on or about September 18, 2015 and,

WHEREAS, the City desires to negotiate and develop a mutually beneficial Franchise Agreement with the Applicant (CenturyLink) and,

WHEREAS, the City wishes to have a draft Agreement before it prior to consideration of the grant of a franchise to Applicant and public hearing so now,

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, that the City Council hereby approves and authorizes the negotiation of a Franchise

Agreement between the City and CenturyLink, and directs Staff to bring that draft Agreement before the Council as soon as practicable for review and Public Hearing on the proposed-granting of a Franchise to the Applicant.

Seconded by Councilmember Abrams

Ayes – Mayor Slawik, Council Members Abrams, Koppen, and Cardinal

Nays – Councilmember Cardinal

The motion passed.

3. Consider Approval of Resolution Authorizing Withdrawal as Member from JPA with Ramsey Washington Suburban Cable Commission

City Manager Coleman introduced the report. City Attorney Kantrud gave the staff report.

The following people spoke:

1. John Wykoff, 2345 Maryland Ave. E.
2. Tim Kinley, 1987 Mesabi Ave. E.
3. Bob Zick, North St. Paul Resident
4. Diana Longrie, 1771 Burr Street
5. Randy Hildebrandt, 1262 Myrtle Street

Councilmember Juenemann moved to approve Resolution Authorizing Withdrawal of Membership from the Ramsey Washington Suburban Cable Commission and authorizing Staff to give notice of intent to withdraw and to negotiate the terms of that withdrawal.

Resolution 15-8-1265

Resolution Approving and Authorizing the Withdrawal of Maplewood from the Ramsey Washington Suburban Cable Commission

WHEREAS, the City is a member of the Ramsey Washington Suburban Cable Commission and,

WHEREAS, the Commission is organized pursuant to a Joint Powers Agreement, the latest version of which is from 1995 and,

WHEREAS, the JPA provides for and governs the orderly withdrawal from the JPA and the Commission by a member and,

WHEREAS, the City has determined that it is in its best interests to take a more direct role in managing its Cable Franchise(s) and its cable programming and,

WHEREAS, the City has determined that it is therefore in its best interests to withdraw from the Ramsey Washington Suburban Cable Commission and now, therefore,

BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota, that the City Council hereby approves and authorizes the withdrawal of the City from the Ramsey Washington Suburban Cable Commission and directs Staff to provide notice of the decision to the Commission in whatever form required.

Seconded by Councilmember Abrams

Ayes – Mayor Slawik, Council Members Abrams, Koppen and Juenemann

Nays – Councilmember Cardinal

The motion passed.

K. AWARD OF BIDS

None

L. VISITOR PRESENTATION

- 1. John Wykoff, 2345 Maryland Ave. E.
- 2. Tim Kinley, 1987 Mesabi Ave. E.

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

Council was adjourned before this item was heard.

N. COUNCIL PRESENTATIONS

Council was adjourned before Council presentations were heard.

O. ADJOURNMENT

Mayor Slawik adjourned the meeting at 9:07 p.m.

MINUTES
MAPLEWOOD CITY COUNCIL
MANAGER WORKSHOP
 5:00 P.M. Monday, October 19, 2015
 Council Chambers, City Hall

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 5:11 p.m. by Mayor Slawik.

Police Chief Schnell reported on the tragic killing of Aitkin County Sheriff's Deputy Steven Sandberg. Mayor Slawik then requested the council and staff to take a moment of silence to observe the death of Deputy Sandberg.

B. ROLL CALL

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

C. APPROVAL OF AGENDA

Councilmember Juenemann moved to approve the agenda as submitted.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

D. UNFINISHED BUSINESS**1. Follow up on City Council Strategic Objectives**

City Manager Coleman introduced the staff report. Assistant City Manager/Human Resource Director Funk reported on Effective Governance and Related Advisory Boards/Commissions; City Manager Coleman reported on Targeted Redevelopment; and Assistant City Manager/Human Resource Manager Funk, Fire Chief Lukin, Police Chief Schnell, Finance Director Bauman, Parks & Recreation Director Konewko, IT Director Fowlds and City Engineer/Public Works Director Thompson reported on Operational Effectiveness.

E. NEW BUSINESS**1. Racial Equity Grant Discussion**

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

F. ADJOURNMENT

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

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Shann Finwall, AICP, Environmental Planner
DATE: October 20, 2015
SUBJECT: Approval of a Resolution of Appreciation for Deborah Fidely, Environmental and Natural Resources Commission

Introduction

Commissioner Fidely has been a member of the Environmental and Natural Resources (ENR) Commission for one year and eleven months, serving from November 14, 2013 to September 21, 2015.

Background

Commissioner Deborah Fidely resigned from the Environmental and Natural Resources Commission on September 21, 2015.

Commission Review

The ENR Commission recommended approval of the attached resolution of appreciation for Commissioner Fidely on October 20, 2015.

Recommendation

Approve the attached Resolution of Appreciation for Commissioner Fidely for her service on the Environmental and Natural Resources Commission.

Attachment

Resolution of Appreciation for Deborah Fidely

RESOLUTION OF APPRECIATION

WHEREAS, Deborah Fidely has been a member of the Maplewood Environmental and Natural Resources Commission for one year and eleven months, serving from November 14, 2013 to September 21, 2015. Ms. Fidely has served faithfully in those capacities; and

WHEREAS, the Environmental and Natural Resources Commission has appreciated her experience, insights and good judgment; and

WHEREAS, Ms. Fidely has freely given of her time and energy, without compensation, for the betterment of the City of Maplewood; and

WHEREAS, Ms. Fidely has shown dedication to her duties and has consistently contributed her leadership and efforts 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 Deborah Fidely is hereby extended our gratitude and appreciation for her dedicated service.

*Passed by the Maplewood
City Council on June 8, 2015.*

Nora Slawik, Mayor

*Passed by the Maplewood
Environmental and Natural Resources
Commission on
May 18, 2015.*

Dale Trippler, Chairperson

Attest:

Karen Haag, City Clerk

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 20, 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:

\$ 644,554.67	Checks # 95908 thru # 95945 dated 10/08/15 thru 10/13/15
\$ 535,463.48	Disbursements via debits to checking account dated 10/05/15 thru 10/09/15
\$ 175,031.86	Checks #95946 thru #95990 dated 10/20/15
\$ 400,436.57	Disbursements via debits to checking account dated 10/13/15 thru 10/16/15
<u>\$ 1,755,486.58</u>	Total Accounts Payable

PAYROLL

\$ 512,417.07	Payroll Checks and Direct Deposits dated 10/09/15
\$ 1,151.53	Payroll Deduction check # 99101865 thru #99101866 dated 10/09/15
<u>\$ 513,568.60</u>	Total Payroll
<u><u>\$ 2,269,055.18</u></u>	GRAND TOTAL

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

Attachments

**Check Register
City of Maplewood**

10/08/2015

Check	Date	Vendor	Description	Amount	
95908	10/08/2015	02464	US BANK	FUNDS FOR CITY HALL ATM	9,000.00
95909	10/13/2015	05339	CHRIS MASTELL TRAILER RENTALS	TRAILER RENTAL 7/22 - 8/22	125.00
95910	10/13/2015	00687	HUGO'S TREE CARE INC	TREE TRIMMING - 108 MT VERNON	350.00
95911	10/13/2015	05513	MARIA MULVIHILL	REIMB FOR TUITION 7/6 - 8/21	1,615.00
95912	10/13/2015	04272	PARAGON SOLUTIONS GROUP, INC.	EQUIP FOR SECURITY CAMERAS	601.00
	10/13/2015	04272	PARAGON SOLUTIONS GROUP, INC.	INSTALL SECURITY CAMERAS	500.00
	10/13/2015	04272	PARAGON SOLUTIONS GROUP, INC.	EQUIP FOR SECURITY CAMERAS	278.00
95913	10/13/2015	01546	SUBURBAN SPORTSWEAR	5K RACE SHIRTS	254.00
95914	10/13/2015	04192	TRANS-MEDIC	EMS BILLING - SEPTEMBER	4,050.00
95915	10/13/2015	05560	WOODBURY ACUPUNCTURE CENTER	ACUPUNCTURE - SEPTEMBER	684.00
95916	10/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	14,909.25
	10/13/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,166.90
	10/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	925.16
	10/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	91.53
	10/13/2015	01190	XCEL ENERGY	GAS UTILITY	58.45
	10/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	49.57
	10/13/2015	01190	XCEL ENERGY	ELECTRIC UTILITY	15.59
95917	10/09/2015	05386	KING WILKIE'S DREAM	MUSIC IN THE BARN CONCERT OCT 9TH	500.00
95918	10/13/2015	02411	ALEX AIR APPARATUS INC	SCBA HOSE	262.91
95919	10/13/2015	04848	AVESIS	MONTHLY PREMIUM - OCTOBER	242.21
95920	10/13/2015	05561	B L I LIGHTING SPECIALISTS	INSTALL PARKING LOT LIGHT POLES & LIG	10,000.00
95921	10/13/2015	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	51.00
95922	10/13/2015	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING-ST JEROME SCHC	540.00
95923	10/13/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	106.71
95924	10/13/2015	00462	EMBEDDED SYSTEMS, INC.	REPAIR TO TORNADO SIREN #11	125.00
95925	10/13/2015	05577	GERTENS	RETROFIT PROG PLANTS RAINGARDENS	6,369.50
95926	10/13/2015	02929	GLTC PREMIUM PAYMENTS	LTC MONTHLY PREMIUM - OCTOBER	201.38
95927	10/13/2015	05476	JESSICA HUANG	KID CITY GRANT SERVICES 2015	937.50
95928	10/13/2015	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#39	4,344.07
95929	10/13/2015	03818	MEDICA	MONTHLY PREMIUM - OCTOBER	168,450.06
95930	10/13/2015	01126	NCPERS MINNESOTA	MONTHLY PREMIUM - OCTOBER	464.00
95931	10/13/2015	00001	ONE TIME VENDOR	REFUND EVENT 360 SURETY BOND	5,000.00
95932	10/13/2015	00001	ONE TIME VENDOR	REFUND H COOMBES FOR TRANS MEDIC	98.89
95933	10/13/2015	00001	ONE TIME VENDOR	REFUND B KINNEY MCC TRIP	80.00
95934	10/13/2015	00001	ONE TIME VENDOR	REFUND C LUND HP CREDITS	80.00
95935	10/13/2015	02903	PARK CONSTRUCTION CO	PROJ 14-02 CO RD B TRAIL PMT#4	364,611.02
95936	10/13/2015	02008	RAMSEY COUNTY PUBLIC WORKS	STREET STRIPING-	18,401.88
95937	10/13/2015	00198	ST PAUL REGIONAL WATER SRVS	PROJ 09-08 2228 MAPLEWOOD DR	119.17
	10/13/2015	00198	ST PAUL REGIONAL WATER SRVS	WATER UTILITY	47.42
	10/13/2015	00198	ST PAUL REGIONAL WATER SRVS	2925 KENNARD IRRIGATION SYSTEMS	32.55
	10/13/2015	00198	ST PAUL REGIONAL WATER SRVS	3050 KENNARD IRRIGATION SYSTEMS	21.70
95938	10/13/2015	01836	ST PAUL, CITY OF	RADIO MAINT & SRVS - AUGUST	985.35
95939	10/13/2015	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - SEPTEMBER	2,374.20
95940	10/13/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-003	394.08
	10/13/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-001	338.36
	10/13/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-002	270.85
	10/13/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-004	183.91
95941	10/13/2015	01669	TWIN CITIES TRANSPORT &	TOW VEHICLE CN: 15028721	165.00
95942	10/13/2015	02727	WEAVER ELEMENTARY SCHOOL	CHARITABLE GAMBLING	1,150.00
95943	10/13/2015	02159	WHITE BEAR AREA YMCA	MGMT & MARKETING SRVS MCC	19,482.00
95944	10/13/2015	04570	WOODLOCH STABLES	HORSE CAMP LESSONS 2 & 3	660.00
95945	10/13/2015	05013	YALE MECHANICAL LLC	SUMMER HVAC MAINT - CITY HALL	1,915.75
	10/13/2015	05013	YALE MECHANICAL LLC	SUMMER HVAC MAINT - S FIRE STATION	369.25
95945	10/13/2015	05013	YALE MECHANICAL LLC	SUMMER HVAC MAINT - NATURE CTR	252.75
	10/13/2015	05013	YALE MECHANICAL LLC	SUMMER HVAC MAINT - N FIRE STATION	252.75

38 Checks in this report.

644,554.67

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/5/2015	MN State Treasurer	Drivers License/Deputy Registrar	36,464.82
10/6/2015	MN State Treasurer	Drivers License/Deputy Registrar	74,355.13
10/7/2015	MN State Treasurer	Drivers License/Deputy Registrar	115,361.80
10/7/2015	Delta Dental	Dental Premium	3,349.65
10/8/2015	MN State Treasurer	Drivers License/Deputy Registrar	20,680.30
10/9/2015	MN State Treasurer	Drivers License/Deputy Registrar	20,420.79
10/9/2015	MN Dept of Natural Resources	DNR electronic licenses	315.50
10/9/2015	US Bank VISA One Card*	Purchasing card items	38,939.03
10/9/2015	Optum Health	DCRP & Flex plan payments	947.90
10/9/2015	U.S. Treasurer	Federal Payroll Tax	122,586.08
10/9/2015	P.E.R.A.	P.E.R.A.	98,157.48
10/9/2015	ICMA (Vantagepointe)	Deferred Compensation	3,885.00
			535,463.48

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
10/01/2015	10/02/2015	L A POLICE GEAR INC	\$135.97	MARK ALDRIDGE
09/22/2015	09/24/2015	ARROWWOOD RESORT CONF C	\$231.92	GAYLE BAUMAN
09/23/2015	09/25/2015	ARROWWOOD RESORT CONF C	\$231.94	GAYLE BAUMAN
09/29/2015	10/01/2015	GOVERNMENT FINANCE	\$135.00	GAYLE BAUMAN
09/17/2015	09/21/2015	ST PAUL STAMP WORKS INC	\$57.79	REGAN BEGGS
09/23/2015	09/25/2015	PAKOR, INC.	\$446.40	REGAN BEGGS
09/30/2015	10/02/2015	OFFICE DEPOT #1090	\$147.92	REGAN BEGGS
09/17/2015	09/21/2015	KEEPRS INC 2	\$29.99	MARKESE BENJAMIN
09/24/2015	09/25/2015	DICKS SPORTING GOODS#393	\$69.99	MARKESE BENJAMIN
09/23/2015	09/25/2015	ADOBE *IL CREATIVE CLD	\$21.41	CHAD BERGO
09/24/2015	09/25/2015	MELISSADATA	\$88.50	CHAD BERGO
09/24/2015	09/25/2015	GETTY IMAGES	\$149.00	CHAD BERGO
09/21/2015	09/22/2015	TACTICALGEARCOM	\$78.98	BRIAN BIERDEMAN
09/22/2015	09/23/2015	L A POLICE GEAR INC	\$92.98	BRIAN BIERDEMAN
09/22/2015	09/23/2015	RAY ALLEN MANUFACTURING,	\$99.96	BRIAN BIERDEMAN
09/24/2015	09/25/2015	5.11 TACTICAL	\$125.99	BRIAN BIERDEMAN
09/29/2015	09/30/2015	CORPORATE MARK INC.	\$438.00	BRIAN BIERDEMAN
09/24/2015	09/25/2015	SIXTH CHAMBER USED	\$15.06	OAKLEY BIESANZ
09/27/2015	09/29/2015	HANCOCK FABRICS 6037	\$26.75	OAKLEY BIESANZ
10/01/2015	10/02/2015	PETCO 1652 63516520	\$11.76	OAKLEY BIESANZ
09/22/2015	09/23/2015	WILD MOUNTAIN	\$54.22	NEIL BRENEMAN
09/23/2015	09/25/2015	THE HOME DEPOT #2843	\$15.57	NEIL BRENEMAN
09/24/2015	09/25/2015	PARTY CITY #768	(\$51.29)	NEIL BRENEMAN
09/24/2015	09/25/2015	PP*DAYTRIPPERS	\$397.50	NEIL BRENEMAN
09/25/2015	09/28/2015	CUB FOODS #1599	\$11.36	NEIL BRENEMAN
09/28/2015	09/29/2015	CUB FOODS #1599	\$5.99	NEIL BRENEMAN
09/29/2015	09/30/2015	TARGET 00011858	\$22.50	NEIL BRENEMAN
09/30/2015	10/01/2015	FACEBOOK P8KJV6WFN2	\$49.65	NEIL BRENEMAN
09/17/2015	09/21/2015	THE HOME DEPOT 2801	\$17.94	TROY BRINK
09/25/2015	09/28/2015	BCA TRAINING EDUCATION	\$25.00	SARAH BURLINGAME
09/25/2015	09/28/2015	BCA TRAINING EDUCATION	\$75.00	SARAH BURLINGAME
09/28/2015	09/29/2015	L A POLICE GEAR INC	\$34.24	DANIEL BUSACK
09/21/2015	09/22/2015	UNIFORMS UNLIMITED INC.	\$13.97	JOHN CARNES
09/28/2015	09/29/2015	CST WINDOW CLEANING	\$772.80	SCOTT CHRISTENSON
09/28/2015	09/30/2015	THE HOME DEPOT 2801	\$35.66	SCOTT CHRISTENSON
09/30/2015	10/02/2015	TWIN CITY FILTER SERVICE	\$43.60	SCOTT CHRISTENSON
09/19/2015	09/21/2015	ULINE *SHIP SUPPLIES	\$157.20	KERRY CROTTY
09/29/2015	09/30/2015	PEAVEY CORP.	\$64.00	KERRY CROTTY
10/01/2015	10/02/2015	PEAVEY CORP.	\$10.35	KERRY CROTTY
09/24/2015	09/28/2015	WILD BIRD STORE	\$70.68	CHARLES DEAVER
09/26/2015	09/28/2015	FRATTALLONES WOODBURY AC	\$20.20	CHARLES DEAVER
09/30/2015	10/01/2015	DALCO ENTERPRISES, INC	\$132.30	CHARLES DEAVER
10/01/2015	10/02/2015	DALCO ENTERPRISES, INC	\$62.30	CHARLES DEAVER
10/01/2015	10/02/2015	L A POLICE GEAR INC	\$145.48	JOSEPH DEMULLING
09/17/2015	09/21/2015	THE HOME DEPOT 2801	\$33.88	TOM DOUGLASS
09/21/2015	09/22/2015	HENRIKSEN ACE HARDWARE	\$13.49	TOM DOUGLASS
09/22/2015	09/24/2015	THE HOME DEPOT 2801	\$79.00	TOM DOUGLASS
09/23/2015	09/24/2015	AMZ*MNYGROUPLLCDBALIFE	\$46.00	TOM DOUGLASS
09/23/2015	09/25/2015	THE HOME DEPOT 2801	\$33.52	TOM DOUGLASS
09/23/2015	09/25/2015	THE HOME DEPOT 2801	\$27.14	TOM DOUGLASS
10/01/2015	10/02/2015	WW GRAINGER	\$41.69	TOM DOUGLASS

10/02/2015	10/02/2015	TRI-DIM FILTER CORP	\$634.30	TOM DOUGLASS
09/24/2015	09/25/2015	WINNICK SUPPLY	\$965.31	DOUG EDGE
09/26/2015	09/28/2015	KOHL'S 0577	\$39.98	ANDREW ENGSTROM
09/17/2015	09/21/2015	KEEPRS INC 2	\$385.30	VIRGINIA ERICKSON
09/20/2015	09/21/2015	COMCAST CABLE COMM	\$83.88	CHRISTINE EVANS
09/23/2015	09/23/2015	COMCAST CABLE COMM	\$328.70	CHRISTINE EVANS
09/25/2015	09/28/2015	US FOODS 3F	\$631.96	CHRISTINE EVANS
09/28/2015	09/30/2015	FIRST SHRED	\$18.00	CHRISTINE EVANS
09/26/2015	09/28/2015	DOUBLETREE BY HILTON BEMI	\$263.90	SHANN FINWALL
09/26/2015	09/28/2015	DOUBLETREE BY HILTON BEMI	\$4.00	SHANN FINWALL
09/19/2015	09/21/2015	AT SCENE LLC	\$675.00	MYCHAL FOWLDS
09/21/2015	09/21/2015	COMCAST CABLE COMM	\$68.95	MYCHAL FOWLDS
09/23/2015	09/24/2015	IDSCAN.NET	\$1,446.48	MYCHAL FOWLDS
09/25/2015	09/25/2015	MOBILE VISION	\$250.00	MYCHAL FOWLDS
09/18/2015	09/21/2015	IDU*INSIGHT PUBLIC SEC	\$73.22	NICK FRANZEN
09/24/2015	09/25/2015	ACT*CITY OF MAPLEWOOD	\$1.00	NICK FRANZEN
09/26/2015	09/28/2015	IDU*INSIGHT PUBLIC SEC	\$522.69	NICK FRANZEN
09/28/2015	09/29/2015	GTS EDUCATIONAL EVE	\$375.00	NICK FRANZEN
09/30/2015	10/01/2015	BEST BUY MHT 00000109	\$98.54	NICK FRANZEN
10/01/2015	10/02/2015	THAWTE	\$369.00	NICK FRANZEN
09/27/2015	09/28/2015	RUNNING WAREHOUSE	\$84.90	DEREK FRITZE
09/21/2015	09/23/2015	FORESTRY SUPPLIERS	\$110.82	VIRGINIA GAYNOR
09/25/2015	09/28/2015	GERTEN'S	\$180.00	VIRGINIA GAYNOR
09/28/2015	09/29/2015	BACHMAN'S INC. - MAPLEWO	\$94.47	VIRGINIA GAYNOR
09/22/2015	09/24/2015	DELTA AIR 0068278903817	\$25.00	CLARENCE GERVAIS
09/23/2015	09/25/2015	PF CHANGS #9978	\$24.41	CLARENCE GERVAIS
09/25/2015	09/28/2015	TEXAS ROADHOUSE 2360	\$27.64	CLARENCE GERVAIS
09/26/2015	09/28/2015	WALDORF AZ BILTMORE	\$414.34	CLARENCE GERVAIS
09/26/2015	09/28/2015	WALDORF AZ BILTMORE	\$195.35	CLARENCE GERVAIS
09/22/2015	09/24/2015	GRANDMAS BAKERY INC	\$134.13	CHRISTINE GIBSON
09/23/2015	09/25/2015	BROADWAY RENTAL	(\$225.00)	CHRISTINE GIBSON
09/24/2015	09/25/2015	SQ *THE COVERED CHAIR	\$310.95	CHRISTINE GIBSON
09/24/2015	09/28/2015	A-1 LAUNDRY	\$64.26	CHRISTINE GIBSON
09/27/2015	09/29/2015	ACE OF SALES	\$20.00	CHRISTINE GIBSON
09/29/2015	09/30/2015	GRANDMAS BAKERY INC	\$61.47	CHRISTINE GIBSON
10/01/2015	10/02/2015	WEDDINGPAGES INC	\$335.84	CHRISTINE GIBSON
09/21/2015	09/22/2015	VL OAKDALE CONTRAC	\$37.50	MARK HAAG
09/22/2015	09/23/2015	MENARDS MAPLEWOOD	\$81.32	MARK HAAG
09/22/2015	09/23/2015	HEJNY RENTAL INC	\$219.43	MARK HAAG
09/22/2015	09/24/2015	THE HOME DEPOT 2801	\$12.86	MARK HAAG
09/23/2015	09/24/2015	VL OAKDALE CONTRAC	\$17.50	MARK HAAG
09/30/2015	10/01/2015	BATTERIES PLUS #31	\$83.54	MARK HAAG
09/30/2015	10/01/2015	CONTINENTAL SAFETY EQUI	\$145.00	MARK HAAG
09/18/2015	09/21/2015	MENARDS OAKDALE	\$23.60	TAMARA HAYS
09/30/2015	10/01/2015	MILLS FLEET FARM 2700	\$358.37	TAMARA HAYS
09/25/2015	09/28/2015	ALTAI BRANDS	\$120.00	STEVEN HIEBERT
09/18/2015	09/21/2015	HEJNY RENTAL INC	\$37.06	GARY HINNENKAMP
09/29/2015	09/30/2015	JOHN DEERE LANDSCAPES530	\$204.99	GARY HINNENKAMP
09/29/2015	09/30/2015	JOHN DEERE LANDSCAPES530	\$42.60	GARY HINNENKAMP
09/29/2015	09/30/2015	HEJNY RENTAL INC	\$113.35	GARY HINNENKAMP
09/18/2015	09/21/2015	KEEPRS INC 2	\$442.34	MICHAEL HOEMKE
09/29/2015	09/30/2015	HENRIKSEN ACE HARDWARE	\$53.41	TIMOTHY HOFMEISTER

09/29/2015	10/01/2015	OFFICEMAX/OFFICE DEPOT616	\$31.38	TIMOTHY HOFMEISTER
09/21/2015	09/22/2015	CUB FOODS-SUN RAY	\$21.58	ANN HUTCHINSON
09/22/2015	09/24/2015	ABC RENTALS INC	\$377.51	ANN HUTCHINSON
09/25/2015	09/28/2015	ABC RENTALS INC	\$116.88	ANN HUTCHINSON
09/30/2015	10/01/2015	DALCO ENTERPRISES, INC	\$530.20	DAVID JAHN
09/23/2015	09/24/2015	TARGET 00011858	\$24.63	JUSTIN JAMES
09/25/2015	09/28/2015	FEDEX 781390692132	\$10.15	JUSTIN JAMES
09/28/2015	09/29/2015	GRAFIX SHOPPE	\$85.00	KEVIN JOHNSON
09/21/2015	09/23/2015	OFFICE DEPOT #1090	\$95.75	LOIS KNUTSON
09/24/2015	09/25/2015	CUB FOODS #1599	\$15.96	LOIS KNUTSON
09/24/2015	09/28/2015	PARKING RAMP	\$10.00	LOIS KNUTSON
09/28/2015	09/29/2015	CUB FOODS #1599	\$11.98	LOIS KNUTSON
09/28/2015	09/29/2015	CHIPOTLE 1438	\$16.02	LOIS KNUTSON
09/28/2015	09/30/2015	FIRST SHRED	\$160.30	LOIS KNUTSON
09/28/2015	09/30/2015	JIMMY JOHN'S # 574 - E	\$34.26	LOIS KNUTSON
09/29/2015	09/30/2015	U OF M CCE NONCREDIT	\$175.00	LOIS KNUTSON
09/24/2015	09/25/2015	THERMO DYNE INC	\$373.00	STEVE LUKIN
09/26/2015	09/28/2015	MSP AIRPORT PARKING	\$56.00	STEVE LUKIN
09/26/2015	09/28/2015	WALDORF AZ BILTMORE	\$396.31	STEVE LUKIN
09/28/2015	09/29/2015	EMERGENCY APPARATUS MAINT	\$941.02	STEVE LUKIN
09/30/2015	10/02/2015	KEEPRS INC 2	\$244.98	JASON MARINO
09/28/2015	09/30/2015	THE HOME DEPOT 2801	\$22.80	BRENT MEISSNER
09/24/2015	09/28/2015	UNIFORMS UNLIMITED INC.	\$161.74	BRIAN MICHELETTI
09/21/2015	09/23/2015	BOUND TREE MEDICAL LLC	\$4.68	MICHAEL MONDOR
09/23/2015	09/24/2015	GOGOAIR.COM	\$17.95	MICHAEL MONDOR
09/23/2015	09/24/2015	DELTA AIR 0068278114333	\$25.00	MICHAEL MONDOR
09/23/2015	09/25/2015	BOUND TREE MEDICAL LLC	\$144.88	MICHAEL MONDOR
09/23/2015	09/25/2015	BOUND TREE MEDICAL LLC	\$363.68	MICHAEL MONDOR
09/24/2015	09/25/2015	ANCOM COMMUNICATIONS INC	\$1,358.60	MICHAEL MONDOR
09/26/2015	09/28/2015	WALDORF AZ BILTMORE	\$396.31	MICHAEL MONDOR
09/29/2015	10/01/2015	DELTA AIR 0062322383228	\$463.20	MICHAEL MONDOR
09/28/2015	09/29/2015	CERTIFIED LABORATORIES	\$200.12	BRYAN NAGEL
09/30/2015	10/01/2015	MINNESOTA FALL EXPO	\$250.00	BRYAN NAGEL
09/24/2015	09/25/2015	MILLS FLEET FARM 2700	\$54.94	JOHN NAUGHTON
09/24/2015	09/28/2015	THE HOME DEPOT 2801	\$30.62	JOHN NAUGHTON
10/01/2015	10/02/2015	HENRIKSEN ACE HARDWARE	\$14.48	JOHN NAUGHTON
09/17/2015	09/21/2015	MR. DISPOSABLE, INC	\$90.54	MICHAEL NYE
10/01/2015	10/02/2015	UNIFORMS UNLIMITED INC.	\$21.42	MICHAEL NYE
09/28/2015	09/29/2015	OAKDALE RENTAL CENTER	\$214.00	ERICK OSWALD
09/29/2015	10/01/2015	THE HOME DEPOT 2801	\$77.91	ERICK OSWALD
09/21/2015	09/22/2015	POLAR CHEVROLET MAZDA	\$4.69	STEVEN PRIEM
09/21/2015	09/23/2015	COMO LUBE & SUPPLIES	\$160.69	STEVEN PRIEM
09/22/2015	09/23/2015	FACTORY MTR PTS #1	\$223.70	STEVEN PRIEM
09/22/2015	09/23/2015	FACTORY MTR PTS #1	\$60.70	STEVEN PRIEM
09/23/2015	09/24/2015	AUTO PLUS LITTLE CANADA	\$29.95	STEVEN PRIEM
09/24/2015	09/25/2015	AUTO PLUS LITTLE CANADA	\$11.31	STEVEN PRIEM
09/24/2015	09/25/2015	AN FORD WHITE BEAR LAK	\$208.34	STEVEN PRIEM
09/24/2015	09/25/2015	AN FORD WHITE BEAR LAK	\$360.02	STEVEN PRIEM
09/24/2015	09/25/2015	BAUER BUILT TIRE 18	\$226.56	STEVEN PRIEM
09/25/2015	09/28/2015	NUSS TRUCK & EQUIPMENT	\$40.84	STEVEN PRIEM
09/25/2015	09/28/2015	TURFWERKS EAGAN	\$152.37	STEVEN PRIEM
09/25/2015	09/28/2015	WHEELCO BRAKE & SUPPLY	\$90.51	STEVEN PRIEM

09/25/2015	09/28/2015	AN FORD WHITE BEAR LAK	\$46.34	STEVEN PRIEM
09/28/2015	09/29/2015	EMERGENCY AUTOMOTIVE	(\$76.30)	STEVEN PRIEM
09/28/2015	09/29/2015	POMP'S TIRE #021	\$680.42	STEVEN PRIEM
09/28/2015	09/29/2015	AN FORD WHITE BEAR LAK	\$378.56	STEVEN PRIEM
09/29/2015	09/30/2015	HENRIKSEN ACE HARDWARE	\$0.99	STEVEN PRIEM
09/29/2015	09/30/2015	AN FORD WHITE BEAR LAK	\$156.05	STEVEN PRIEM
09/29/2015	10/01/2015	METRO PRODUCTS INC	\$66.72	STEVEN PRIEM
09/30/2015	10/01/2015	FACTORY MTR PTS #1	\$21.74	STEVEN PRIEM
09/30/2015	10/01/2015	AUTO PLUS LITTLE CANADA	\$97.86	STEVEN PRIEM
09/30/2015	10/01/2015	LUBE-TECH ESI	\$84.00	STEVEN PRIEM
10/01/2015	10/02/2015	FACTORY MTR PTS #1	\$148.66	STEVEN PRIEM
10/01/2015	10/02/2015	AUTO PLUS LITTLE CANADA	\$28.47	STEVEN PRIEM
10/01/2015	10/02/2015	AN FORD WHITE BEAR LAK	\$293.80	STEVEN PRIEM
10/01/2015	10/02/2015	BAUER BUILT TIRE 18	\$152.58	STEVEN PRIEM
09/18/2015	09/21/2015	THE HOME DEPOT 2801	\$43.86	KELLY PRINS
09/25/2015	09/28/2015	BEST BUY MHT 00000109	\$19.99	KELLY PRINS
09/25/2015	09/28/2015	HOMEPRO VACUUM (INTERN	\$549.66	KELLY PRINS
09/29/2015	10/01/2015	SHERWIN WILLIAMS #3127	\$154.95	KELLY PRINS
10/01/2015	10/02/2015	WW GRAINGER	\$10.15	KELLY PRINS
09/29/2015	09/30/2015	DALCO ENTERPRISES, INC	\$238.70	MICHAEL REILLY
09/30/2015	10/01/2015	HILLYARD INC MINNEAPOLIS	\$942.68	MICHAEL REILLY
09/29/2015	10/01/2015	APPOINTMENT-PLUS/STORMSOU	\$39.00	LORI RESENDIZ
09/22/2015	09/24/2015	OFFICEMAX/OFFICE DEPOT616	\$46.66	AUDRA ROBBINS
09/30/2015	10/01/2015	SQ *HMONG EDUCATION & RES	\$200.00	AUDRA ROBBINS
10/01/2015	10/02/2015	CRYSTAL CAVE	\$586.58	AUDRA ROBBINS
09/17/2015	09/21/2015	GRUBERS POWER EQUIPMENT	\$30.98	ROBERT RUNNING
09/17/2015	09/21/2015	THE HOME DEPOT 2801	\$20.91	ROBERT RUNNING
09/24/2015	09/28/2015	ESCH CONSTRUCTION SUPPLY	\$477.98	ROBERT RUNNING
09/28/2015	09/30/2015	THE HOME DEPOT 2801	\$58.31	ROBERT RUNNING
09/23/2015	09/24/2015	LILLIE SUBURBAN NEWSPAPER	\$263.20	DEB SCHMIDT
09/24/2015	09/28/2015	INTAB LLC	\$46.42	DEB SCHMIDT
09/25/2015	09/28/2015	1000BULBS.COM	\$54.72	DEB SCHMIDT
09/18/2015	09/25/2015	CINTAS 60A SAP	\$107.47	SCOTT SCHULTZ
09/18/2015	09/25/2015	CINTAS 60A SAP	\$260.34	SCOTT SCHULTZ
09/23/2015	09/25/2015	ON SITE SANITATION INC	\$199.00	SCOTT SCHULTZ
09/28/2015	09/29/2015	GERTEN'S	\$2,240.75	SCOTT SCHULTZ
09/29/2015	10/01/2015	SPOK INC	\$16.11	SCOTT SCHULTZ
09/18/2015	09/21/2015	GRAPHIC DESIGN	\$806.22	FAITH SHEPPERD
09/25/2015	09/28/2015	UNIFORMS UNLIMITED - MPLS	\$1,294.33	MICHAEL SHORTREED
09/25/2015	09/28/2015	UNIFORMS UNLIMITED - MPLS	\$324.44	MICHAEL SHORTREED
09/30/2015	10/01/2015	UNIFORMS UNLIMITED INC.	\$638.00	MICHAEL SHORTREED
09/18/2015	09/21/2015	IN *VIRTUE PRINTING	\$244.35	ANDREA SINDT
09/24/2015	09/25/2015	PAYPAL *IEHA	\$120.00	ANDREA SINDT
09/25/2015	09/28/2015	OFFICE DEPOT #1079	\$62.97	ANDREA SINDT
09/25/2015	09/28/2015	OFFICE DEPOT #1090	\$95.08	ANDREA SINDT
09/30/2015	10/02/2015	OFFICE DEPOT #1090	\$78.26	ANDREA SINDT
09/18/2015	09/21/2015	PAWFECTION	\$16.48	CHRISTINE SOUTTER
09/24/2015	09/25/2015	ACT*RAM/SWANA CONF	\$240.00	CHRIS SWANSON
09/25/2015	09/28/2015	CHINOOK BOOK	\$312.00	CHRIS SWANSON
09/23/2015	09/24/2015	MENARDS MAPLEWOOD	\$32.11	JAMES TAYLOR
09/23/2015	09/24/2015	U OF M CCE NONCREDIT	\$65.00	TODD TEVLIN
09/28/2015	09/30/2015	THE HOME DEPOT 2801	\$21.29	TODD TEVLIN

G1, Attachments

09/21/2015	09/22/2015	SQ *STITCH AND CLEAN	\$10.71	PAUL THIENES
09/17/2015	09/21/2015	OFFICE DEPOT #1090	\$69.18	KAREN WACHAL
09/30/2015	09/30/2015	ULINE *SHIP SUPPLIES	\$157.28	TAMMY WYLIE
09/30/2015	10/02/2015	OFFICE DEPOT #1090	\$71.05	TAMMY WYLIE
09/25/2015	09/28/2015	SEARS ROEBUCK 8162	\$95.00	SUSAN ZWIEG
09/28/2015	09/30/2015	OFFICE DEPOT #1079	\$17.98	SUSAN ZWIEG
09/28/2015	09/30/2015	OFFICE DEPOT #1090	\$85.62	SUSAN ZWIEG

\$38,939.03

Check Register
City of Maplewood

10/15/2015

Check	Date	Vendor	Description	Amount	
95946	10/20/2015	05324	CHRISTIE BERNARDY	RETAINER FEE - SEPTEMBER	500.00
95947	10/20/2015	05215	CORESTRONG FITNESS LLC	SOCCER INSTRUCTION - FALL	882.00
95948	10/20/2015	04137	THE EDGE MARTIAL ARTS	KARATE INSTRUCTION AUG-OCT	1,740.88
95949	10/20/2015	05028	ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-OCT	397.00
	10/20/2015	05028	ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - OCT	369.00
95950	10/20/2015	01973	ERICKSON OIL PRODUCTS INC	CAR WASHES AT FREEDOM - SEPT	18.66
95951	10/20/2015	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - SEPTEMBER	984.65
95952	10/20/2015	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - OCTOBER	11,034.24
	10/20/2015	05353	MANSFIELD OIL CO	CONTRACT DIESEL - OCTOBER	7,918.46
	10/20/2015	05353	MANSFIELD OIL CO	ADD'L 3004 GALLONS OF GAS - OCT	6,809.19
95953	10/20/2015	02696	MUSKA ELECTRIC CO	INSTALL EMERGENCY GENERATOR-1902	7,300.00
	10/20/2015	02696	MUSKA ELECTRIC CO	INSTALL EMERGENCY GENERATOR-1902	1,076.93
	10/20/2015	02696	MUSKA ELECTRIC CO	INSTALL EMERGENCY GENERATOR-1902	654.70
	10/20/2015	02696	MUSKA ELECTRIC CO	INSTALL EMERGENCY GENERATOR-1902	525.90
95954	10/20/2015	04244	NELSON AUTO CENTER	2015 FORD F-150 - FLEET	29,790.60
95955	10/20/2015	01941	PATRICK TROPHIES	SOCCER TROPHIES	771.68
95956	10/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - SEPTEMBER	30,453.91
	10/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - SEPTEMBER	5,824.07
	10/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - SEPTEMBER	458.64
	10/20/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - SEPTEMBER	427.44
95957	10/20/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	60.38
95958	10/20/2015	01830	ALPHA VIDEO & AUDIO INC	MOVIE IN THE PARK SET UP/RENTAL	606.00
95959	10/20/2015	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	51.00
95960	10/20/2015	03486	BUBERL BLACK DIRT INC	BLACK DIRT FOR PARKS & CITY HALL	252.00
95961	10/20/2015	03130	CAMPBELL KNUTSON P.A.	CRIMINAL PROSECUTION - SEPT	9,120.93
	10/20/2015	03130	CAMPBELL KNUTSON P.A.	CODE/ORDINANCE ENFORCEMENT-SEPT	568.54
	10/20/2015	03130	CAMPBELL KNUTSON P.A.	DATA PRACTICES/BODY CAMERA-SEPT	188.40
95962	10/20/2015	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING-BOY SCOUT 461	380.00
95963	10/20/2015	03921	COTTAGE GROVE ATHLETIC ASSOC.	YOUTH BASKETBALL LEAGUE EXPENSE	3,899.00
95964	10/20/2015	03096	ROBERT CREAGER	REIMB FOR EXP AT CONF (CLGGRANT)	494.09
95965	10/20/2015	00420	DOWNTOWNER DETAIL CENTER	CLEANUP FLEET VEHICLES TO BE SOLD	292.99
95966	10/20/2015	00003	ESCROW REFUND	ESCROW P DAVELOOSE 2446 HIGHWOOD	300.00
95967	10/20/2015	00003	ESCROW REFUND	ESCROW RELEASE PACE INC 2363 NEB	100.00
95968	10/20/2015	00479	EULL'S MANUFACTURING CO., INC.	SPEC MIX - CATCH BASIN REPAIR WORK	670.00
95969	10/20/2015	00487	FRATTALONE COMPANIES INC.	ESCROW RELEASE 2438 STILLWATER RD I	300.00
95970	10/20/2015	04123	FRIENDS OF MAPLEWOOD NATURE	CHARITABLE GAMBLING	1,307.50
95971	10/20/2015	05580	GENERATION BUILDER'S INC.	ESCROW RELEASE 1800 BRADLEY ST N	3,525.38
95972	10/20/2015	04930	GPRS	REGISTRATION FEE	80.00
95973	10/20/2015	02263	HILLCREST ANIMAL HOSPITAL PA	BOARDING & DESTRUCTION FEES-SEPT	958.50
95974	10/20/2015	05581	JEFFREY W. JACOBS	CONSULTANT FEES FOR ARBITRATION	1,800.00
95975	10/20/2015	05533	KIRVIDA FIRE	REPAIR FIRE TRUCK	381.81
95976	10/20/2015	03218	KLINE NISSAN	DENIED CVR - NERHEIM/WHITE	593.50
95977	10/20/2015	00846	LANGUAGE LINE SERVICES	PD PHONE-BASED INTERPRETIVE SRVS	18.62
95978	10/20/2015	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE LABOR REL-SEPT	931.75
95979	10/20/2015	05222	MARTIN-MCALLISTER	TRAINING CONFERENCES 9/8 & 9/15	500.00
95980	10/20/2015	01069	MN WI PLAYGROUND	REPLACEMENT SHACKLES FOR SWINGS	556.30
95981	10/20/2015	02923	OAKDALE FIRE DEPARTMENT	TRAINING BLUE CARD - 1/2 CAR RENTAL	162.67
95982	10/20/2015	00001	ONE TIME VENDOR	REFUND K CONTRERAS-Y REMBRANDTS	62.00
95983	10/20/2015	02001	CITY OF ROSEVILLE	PHONE SERVICE - OCTOBER	2,757.70
95984	10/20/2015	01413	SAFEASSURE CONSULTANTS INC.	SAFETY CONSULTING/TRAINING	9,226.00
95985	10/20/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	543.50
	10/20/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	288.50
	10/20/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	288.50
95985	10/20/2015	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	288.50
95986	10/20/2015	00013	TREE REBATE	REIMB R MUCHOW - TREE REBATE	100.00

G1, Attachments

95987	10/20/2015	00013	TREE REBATE	REIMB D SOMMERVOLD - TREE REBATE	100.00
95988	10/20/2015	02159	WHITE BEAR AREA YMCA	PRIVATE SWIM	8,852.85
95989	10/20/2015	03948	AARON WULFF	BALLROOM DANCE INSTRUCTION	207.00
95990	10/20/2015	05578	Z PUPPETS ROSENSCHNOZ	PLANNING FOR KID CITY PROGRAMMING	16,280.00
					<u>175,031.86</u>

45 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/13/2015	MN State Treasurer	Drivers License/Deputy Registrar	68,827.58
10/13/2015	MidAmerica	HRA Flex plan	14,408.81
10/13/2015	Labor Unions	Union Dues	2,205.27
10/13/2015	Empower - State Plan	Deferred Compensation	30,697.00
10/14/2015	MN State Treasurer	Drivers License/Deputy Registrar	90,768.16
10/14/2015	MN State Treasurer	State Payroll Tax	23,401.18
10/15/2015	MN State Treasurer	Drivers License/Deputy Registrar	56,747.92
10/15/2015	US Bank Merchant Services	Credit Card Billing fee	122.70
10/15/2015	Delta Dental	Dental Premium	1,977.72
10/16/2015	MN State Treasurer	Drivers License/Deputy Registrar	93,935.44
10/16/2015	MN Dept of Revenue	Sales Tax	8,245.00
10/16/2015	MN Dept of Revenue	Fuel Tax	25.00
10/16/2015	MN Dept of Revenue	MN Care Tax	7,482.00
10/16/2015	Optum Health	DCRP & Flex plan payments	1,592.79

400,436.57

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>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	10/09/15	ABRAMS, MARYLEE	430.99	
	10/09/15	CARDINAL, ROBERT	430.99	
	10/09/15	JUENEMANN, KATHLEEN	430.99	
	10/09/15	KOPPEN, MARVIN	430.99	
	10/09/15	SLAWIK, NORA	489.68	
	10/09/15	COLEMAN, MELINDA	5,925.56	
	10/09/15	FUNK, MICHAEL	5,079.30	
	10/09/15	KNUTSON, LOIS	2,503.62	
	10/09/15	CHRISTENSON, SCOTT	2,137.10	
	10/09/15	JAHN, DAVID	2,349.91	
	10/09/15	BURLINGAME, SARAH	2,380.50	
	10/09/15	KNUTSON, ALEC	348.00	
	10/09/15	RAMEAUX, THERESE	3,283.59	
	10/09/15	BAUMAN, GAYLE	5,177.28	
	10/09/15	OSWALD, BRENDA	2,079.08	
	10/09/15	ANDERSON, CAROLE	1,232.15	
	10/09/15	DEBILZAN, JUDY	2,257.97	
	10/09/15	RUEB, JOSEPH	3,180.20	
	10/09/15	ARNOLD, AJLA	1,948.53	27.03
	10/09/15	BEGGS, REGAN	1,803.22	
	10/09/15	HAAG, KAREN	4,860.99	
	10/09/15	LO, CHING	834.99	
	10/09/15	SCHMIDT, DEBORAH	3,248.90	
	10/09/15	SPANGLER, EDNA	1,212.22	
	10/09/15	CRAWFORD, LEIGH	1,942.78	
	10/09/15	LARSON, MICHELLE	2,020.38	
	10/09/15	MECHELKE, SHERRIE	1,212.22	
	10/09/15	MOY, PAMELA	1,616.31	
	10/09/15	OSTER, ANDREA	2,027.02	
	10/09/15	RICHTER, CHARLENE	1,149.34	
	10/09/15	VITT, SANDRA	1,280.14	
	10/09/15	WEAVER, KRISTINE	2,507.40	
	10/09/15	CARLE, JEANETTE	24.00	
	10/09/15	JAGOE, CAROL	24.00	
	10/09/15	MAHRE, GERALDINE	24.00	
	10/09/15	THOMALLA, CAROL	24.00	
	10/09/15	CORCORAN, THERESA	2,022.59	
	10/09/15	KVAM, DAVID	4,506.18	
	10/09/15	SCHNELL, PAUL	5,196.61	
	10/09/15	SHEA, STEPHANIE	1,593.17	
	10/09/15	SHEPPERD, FAITH	2,003.88	
	10/09/15	SHORTREED, MICHAEL	4,379.47	
	10/09/15	WYLIE, TAMMY	1,123.72	
	10/09/15	ABEL, CLINT	3,187.01	
	10/09/15	ALDRIDGE, MARK	4,089.58	
	10/09/15	BAKKE, LONN	3,357.32	
	10/09/15	BARTZ, PAUL	3,357.32	
	10/09/15	BELDE, STANLEY	3,215.17	
	10/09/15	BENJAMIN, MARKESE	3,490.52	
	10/09/15	BIERDEMAN, BRIAN	3,901.35	
	10/09/15	BUSACK, DANIEL	4,034.44	
	10/09/15	CARNES, JOHN	2,899.44	
	10/09/15	CROTTY, KERRY	3,986.42	

10/09/15	DEMULLING, JOSEPH	3,739.12
10/09/15	DUGAS, MICHAEL	4,527.35
10/09/15	ERICKSON, VIRGINIA	3,417.19
10/09/15	FISHER, CASSANDRA	1,554.44
10/09/15	FORSYTHE, MARCUS	3,225.67
10/09/15	FRITZE, DEREK	3,237.49
10/09/15	GABRIEL, ANTHONY	3,631.78
10/09/15	HAWKINSON JR, TIMOTHY	3,335.69
10/09/15	HER, PHENG	3,032.00
10/09/15	HIEBERT, STEVEN	3,385.94
10/09/15	HOEMKE, MICHAEL	2,426.42
10/09/15	HOFMEISTER, TIMOTHY	503.75
10/09/15	JAMES JR, JUSTIN	464.00
10/09/15	JASKOWIAK, AMANDA	480.00
10/09/15	JOHNSON, KEVIN	4,068.12
10/09/15	KONG, TOMMY	3,187.01
10/09/15	KREKELER, NICHOLAS	805.47
10/09/15	KROLL, BRETT	3,317.35
10/09/15	LANGNER, SCOTT	3,129.33
10/09/15	LANGNER, TODD	3,109.30
10/09/15	LYNCH, KATHERINE	3,004.33
10/09/15	MARINO, JASON	3,533.44
10/09/15	MCCARTY, GLEN	2,813.08
10/09/15	METRY, ALESIA	3,543.57
10/09/15	MICHELETTI, BRIAN	3,191.51
10/09/15	MULVIHILL, MARIA	2,500.98
10/09/15	NYE, MICHAEL	3,830.94
10/09/15	OLDING, PARKER	2,821.16
10/09/15	OLSON, JULIE	3,129.33
10/09/15	PARKER, JAMES	3,281.37
10/09/15	PETERSON, JARED	2,232.36
10/09/15	REZNY, BRADLEY	3,175.09
10/09/15	SCHOEN, ZACHARY	2,554.49
10/09/15	SLATER, BENJAMIN	428.84
10/09/15	STEINER, JOSEPH	3,553.69
10/09/15	SYPNIEWSKI, WILLIAM	3,250.56
10/09/15	TAUZELL, BRIAN	3,433.73
10/09/15	THEISEN, PAUL	865.06
10/09/15	THIENES, PAUL	3,716.48
10/09/15	VANG, PAM	2,045.61
10/09/15	WENZEL, JAY	3,129.33
10/09/15	XIONG, KAO	3,129.33
10/09/15	ZAPPA, ANDREW	2,325.98
10/09/15	ANDERSON, BRIAN	655.91
10/09/15	BAHL, DAVID	450.00
10/09/15	BASSETT, BRENT	45.01
10/09/15	BAUMAN, ANDREW	2,962.19
10/09/15	BEITLER, NATHAN	360.08
10/09/15	BOURQUIN, RON	1,234.80
10/09/15	CAPISTRANT, JACOB	205.77
10/09/15	CAPISTRANT, JOHN	345.00
10/09/15	COREY, ROBERT	244.37
10/09/15	CRAWFORD - JR, RAYMOND	3,869.94
10/09/15	CRUMMY, CHARLES	160.76
10/09/15	DABRUZZI, THOMAS	2,756.99
10/09/15	DAWSON, RICHARD	3,504.42
10/09/15	EVERSON, PAUL	4,109.80
10/09/15	HAGEN, MICHAEL	347.23
10/09/15	HALE, JOSEPH	405.00
10/09/15	HALWEG, JODI	2,896.03
10/09/15	HAWTHORNE, ROCHELLE	3,057.76

10/09/15	HUTCHINSON, JAMES	435.00
10/09/15	IMM, TRACY	263.64
10/09/15	JANSEN, CHAD	598.04
10/09/15	JUREK, GREGORY	205.78
10/09/15	KANE, ROBERT	645.00
10/09/15	KARRAS, JAMIE	282.94
10/09/15	KERSKA, JOSEPH	1,061.02
10/09/15	KONDER, RONALD	527.31
10/09/15	KUBAT, ERIC	2,993.87
10/09/15	LINDER, TIMOTHY	3,012.60
10/09/15	LOCHEN, MICHAEL	360.15
10/09/15	MERKATORIS, BRETT	231.51
10/09/15	MONDOR, MICHAEL	3,958.19
10/09/15	MONSON, PETER	360.09
10/09/15	MORGAN, JEFFERY	334.32
10/09/15	NEILY, STEVEN	475.85
10/09/15	NIELSEN, KENNETH	405.00
10/09/15	NOVAK, JEROME	3,197.70
10/09/15	NOWICKI, PAUL	389.04
10/09/15	OLSON, JAMES	2,896.03
10/09/15	OPHEIM, JOHN	585.00
10/09/15	PACHECO, ALPHONSE	450.14
10/09/15	PARROW, JOSHUA	511.22
10/09/15	PETERSON, MARK	615.00
10/09/15	PETERSON, ROBERT	3,536.92
10/09/15	POWERS, KENNETH	257.21
10/09/15	RAINEY, JAMES	565.87
10/09/15	RANGEL, DERRICK	446.91
10/09/15	RANK, PAUL	617.30
10/09/15	RICE, CHRISTOPHER	257.22
10/09/15	RODDY, BRETT	237.93
10/09/15	RODRIGUEZ, ROBERTO	408.33
10/09/15	SEDLACEK, JEFFREY	3,218.10
10/09/15	STREFF, MICHAEL	3,009.70
10/09/15	SVENDSEN, RONALD	3,752.37
10/09/15	TROXEL, REID	308.65
10/09/15	GERVAIS-JR, CLARENCE	4,239.86
10/09/15	LUKIN, STEVEN	4,939.44
10/09/15	ZWIEG, SUSAN	1,238.02
10/09/15	CORTESI, LUANNE	1,814.98
10/09/15	SINDT, ANDREA	2,654.60
10/09/15	BRINK, TROY	2,532.67
10/09/15	BUCKLEY, BRENT	2,596.73
10/09/15	DEBILZAN, THOMAS	2,302.50
10/09/15	EDGE, DOUGLAS	2,383.59
10/09/15	JONES, DONALD	2,302.50
10/09/15	MEISSNER, BRENT	2,300.27
10/09/15	NAGEL, BRYAN	3,803.10
10/09/15	OSWALD, ERICK	2,364.52
10/09/15	RUIZ, RICARDO	1,902.67
10/09/15	RUNNING, ROBERT	2,811.37
10/09/15	TEVLIN, TODD	2,300.27
10/09/15	BURLINGAME, NATHAN	3,257.59
10/09/15	DUCHARME, JOHN	2,915.02
10/09/15	ENGSTROM, ANDREW	2,935.88
10/09/15	JAROSCH, JONATHAN	3,368.43
10/09/15	LINDBLOM, RANDAL	3,236.31
10/09/15	LOVE, STEVEN	3,929.32
10/09/15	THOMPSON, MICHAEL	5,152.44
10/09/15	ZIEMAN, SCOTT	160.00
10/09/15	JANASZAK, MEGHAN	1,985.97

10/09/15	KONEWKO, DUWAYNE	4,922.81
10/09/15	HAMRE, MILES	1,852.00
10/09/15	HAYS, TAMARA	1,902.67
10/09/15	HINNENKAMP, GARY	2,509.60
10/09/15	NAUGHTON, JOHN	2,442.98
10/09/15	NORDQUIST, RICHARD	2,412.63
10/09/15	ORE, JORDAN	1,902.67
10/09/15	BIESANZ, OAKLEY	1,752.35
10/09/15	DEAVER, CHARLES	899.66
10/09/15	GERNES, CAROLE	888.16
10/09/15	HAYMAN, JANET	1,090.38
10/09/15	HUTCHINSON, ANN	2,845.81
10/09/15	SOUTTER, CHRISTINE	800.63
10/09/15	WACHAL, KAREN	1,010.19
10/09/15	GAYNOR, VIRGINIA	3,478.53
10/09/15	HOIER, KARA	948.46
10/09/15	JOHNSON, ELIZABETH	1,590.05
10/09/15	KROLL, LISA	2,092.37
10/09/15	FINWALL, SHANN	3,518.07
10/09/15	LORENZ, DANIELA	420.00
10/09/15	MARTIN, MICHAEL	3,338.93
10/09/15	BRASH, JASON	2,855.87
10/09/15	CARVER, NICHOLAS	4,473.03
10/09/15	SWAN, DAVID	2,939.57
10/09/15	SWANSON, CHRIS	1,951.57
10/09/15	WEIDNER, JAMES	1,760.00
10/09/15	WELLENS, MOLLY	1,916.82
10/09/15	BJORK, BRANDON	52.25
10/09/15	BRENEMAN, NEIL	2,533.34
10/09/15	COLLOVA, MATT	93.50
10/09/15	DIEZ, ANTONIO	105.00
10/09/15	ETTER, LAURA	42.00
10/09/15	GORACKI, GERALD	67.50
10/09/15	GUENTHER, THOMAS	720.00
10/09/15	HEYER, DYLAN	14.00
10/09/15	JACOBS, ROCHELLE	240.00
10/09/15	MOUA, CHEE	60.00
10/09/15	PIEPER, THEODORE	87.50
10/09/15	ROBBINS, AUDRA	3,570.21
10/09/15	ROBBINS, CAMDEN	319.00
10/09/15	TAYLOR, JAMES	3,400.88
10/09/15	VUKICH, CANDACE	487.50
10/09/15	ADAMS, DAVID	2,185.60
10/09/15	HAAG, MARK	2,532.67
10/09/15	JENSEN, JOSEPH	1,815.47
10/09/15	SCHULTZ, SCOTT	3,856.84
10/09/15	WILBER, JEFFREY	1,808.97
10/09/15	BARAHONA, FREYA	353.25
10/09/15	CRANDALL, KRISTA	103.96
10/09/15	DIONNE, ANN	299.27
10/09/15	EVANS, CHRISTINE	2,049.31
10/09/15	GIBSON, CHRISTINE	2,021.81
10/09/15	HENDRICKS, JENNIFER	425.77
10/09/15	HOFMEISTER, MARY	1,374.71
10/09/15	KRECH, TRAVIS	288.00
10/09/15	KUHN, MATTHEW	351.00
10/09/15	O'CONNOR, TERRINA	522.00
10/09/15	RUZICHKA, JANICE	237.50
10/09/15	SKRYPEK, JOSHUA	504.02
10/09/15	ST SAUVER, CRAIG	535.50
10/09/15	WISTL, MOLLY	244.38

10/09/15	BAUDE, SARAH	14.06	
10/09/15	BEAR, AMANDA	89.25	
10/09/15	BUTLER, ANGELA	118.63	
10/09/15	DEMPSEY, BETH	318.77	
10/09/15	ERICKSON-CLARK, CAROL	37.50	
10/09/15	GARTNER, DARYL	76.50	
10/09/15	GRUENHAGEN, LINDA	339.71	
10/09/15	HAASCH, ANGELA	66.50	
10/09/15	HOLMBERG, LADONNA	153.76	
10/09/15	JOHNSON, BARBARA	459.64	
10/09/15	LAMSON, ELIANA	27.38	
10/09/15	MCKILLOP, AMANDA	107.26	
10/09/15	MUSKAT, JULIE	98.64	
10/09/15	NITZ, CARA	442.79	
10/09/15	OHS, CYNTHIA	174.38	
10/09/15	RANEY, COURTNEY	946.66	
10/09/15	RESENDIZ, LORI	2,994.05	184.58
10/09/15	RICHTER, DANIEL	114.90	
10/09/15	ROLLERSON, TERRANCE	60.76	
10/09/15	SCHERER, KATHLENE	82.07	
10/09/15	SCHREIER, ROSEMARIE	239.96	
10/09/15	SMITH, ANN	41.60	
10/09/15	SMITH, JEROME	226.00	
10/09/15	SMITLEY, SHARON	248.42	
10/09/15	THOMPSON, SARA	89.06	
10/09/15	TREPANIER, TODD	313.89	
10/09/15	TRUONG, CHAU	56.00	
10/09/15	TUPY, MARCUS	96.00	
10/09/15	WAGNER, JODY	168.00	
10/09/15	WAKEM, CAITLYN	72.00	
10/09/15	YANG, JUDY	143.00	
10/09/15	BILJAN, MERANDA	162.00	
10/09/15	BOSLEY, CAROL	90.00	
10/09/15	BUTLER-MILLER, JADE	112.50	
10/09/15	CHRISTAL, JENNIFER	20.00	
10/09/15	ELLISON, LELIA	135.00	
10/09/15	FRANZMEIER, EILEEN	103.50	
10/09/15	GRACE, EMILY	291.38	
10/09/15	LANGER, CHELSEA	109.25	
10/09/15	MOSLOSKI, JESSICA	103.50	
10/09/15	AUSTIN, CATHERINE	252.00	
10/09/15	CRAWFORD, SHAWN	562.50	
10/09/15	CRAYNE, WILLIAM	108.00	
10/09/15	DOUGLASS, TOM	2,238.15	
10/09/15	DUNKEL, TYLER	189.00	
10/09/15	HEINTZ, JOSHUA	198.00	
10/09/15	KRECH, ELAINE	689.92	
10/09/15	MAIDMENT, COLIN	798.08	
10/09/15	MALONEY, SHAUNA	72.00	
10/09/15	PRINS, KELLY	2,003.88	
10/09/15	REILLY, MICHAEL	2,059.39	
10/09/15	STEFFEN, MICHAEL	108.00	
10/09/15	COUNTRYMAN, BRENDA	1,360.00	
10/09/15	PRIEM, STEVEN	2,585.69	
10/09/15	WOEHRLE, MATTHEW	2,378.13	
10/09/15	XIONG, BOON	1,665.07	
10/09/15	BERGO, CHAD	2,907.76	
10/09/15	FOWLDS, MYCHAL	4,296.38	
10/09/15	FRANZEN, NICHOLAS	3,212.56	
99101862	10/09/15	GRANADOS, ERWIN	150.00
99101863	10/09/15	AUBUCHON, IMAGINARA	149.50

99101864	10/09/15	VANG, VICHAI	300.00
			512,417.07

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 20, 2015
SUBJECT: Approval of 2015 Budget Adjustments for Debt Service Funds

Introduction

Budgets for debt service funds need to be established and/or adjusted to account for bonds that were issued in 2014 and in 2015. The original budget amounts were estimated because the actual amounts were not known at the time.

Background

\$8,435,000 Increase 362-000-000-4810 to account for the refunding of the bond
 \$ 246,040 Increase 369-000-000-4820 to account for interest costs on the new bond
 \$ 9,400 Increase 370-000-000-4820 to account for interest costs on the new bond
 \$ 32,110 Increase 371-000-000-4820 to account for interest costs on the new bond
 \$ 5,000 Decrease 371-000-000-4810 to adjust for principle costs on the new bond
 \$ 91,120 Increase 373-000-000-4481 to account for issuance costs on the new bond

Also, budget adjustments need to be made to funds 405 (Capital Improvement Projects) and 539 (14-01 Gladstone Phase II) to account for the bond proceeds, issuance costs and project/equipment costs associated with the issuance of the 2015B bonds.

Budget Impact

The financial impacts to the City were discussed when Council approved the issuance of the bonds.

Recommendation

It is recommended that the Council authorize the Finance Director to make all entries necessary to account for the budget adjustments listed above.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 20, 2015
SUBJECT: Approval to Close Debt Service Funds

Introduction

Three debt service funds need to be closed because the bonds have been called and refinanced by refunding bonds.

Background

The Refunding Bonds Series 2013A, 2014B and 2015C were issued to refinance the Bonds Series 2004D, 2004C and 2010A, respectively. The transfers listed below are needed for the refunding bonds to close the funds.

Amount	From		To	
	Fund	Series	Fund	Series
\$428,513.29	367	2013A Bonds	350	2004D Bonds
1,678,302.17	370	2014B Bonds	349	2004C Bonds
7,551,964.45	373	2015C Bonds	362	2010A Bonds

Any outstanding transactions not accounted for in the transfers above for the closed funds will be coded to the refunding bond fund. Balance sheet accounts related to taxes and special assessments will also need to be moved to the new funds.

Budget Impact

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

Recommendation

It is recommended that the Council authorize the Finance Director to make all entries necessary to account for the transfers listed above and to move any remaining balance sheet accounts to the new funds.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 20, 2015
SUBJECT: Approval of Annual Maplewood Historical Society Payment

Introduction

On September 11, 2001, the City Council approved a motion to include a \$2,000 payment to the Maplewood Historical Society in the city's budget each year.

This year's payment of \$2,000 needs to be authorized.

The request was made by Council in 2014 that the Historical Society provide financial reports to the City each year. The information received was summarized into the attached, and it appears that the \$2,000 is reflected in the Donations line item under the Revenue section and that it was utilized for general operating expenses of the site.

Budget Impact

This annual payment has been incorporated in the 2015 Budget.

Recommendation

Council authorization is needed annually to make the \$2,000 payment because it is not a required payment. Staff is asking the council to approve the payment for 2015.

Attachments

1. 2014 Annual Report



MAPLEWOOD AREA HISTORICAL SOCIETY

2170 EAST COUNTY ROAD D, MAPLEWOOD, MN 55109
(651) 748-8645 - www.maplewoodhistoricalsociety.org

2014 Annual Report By Bob Jensen, President

2014 was another year of growth for the Society – growth in the number of visitors and events, improvements at the Farm and changes to our organization to make us more sustainable. As a result, the public is more aware of our mission to preserve and interpret Maplewood's history and they continue to support us in many ways.

Events

The Society hosted 21 social and interpretive events with 1,200 visitors (compared to 13 events in 2013 with 1,100 visitors). But the number of site rentals of the Farm increased significantly from 9 in 2013 to 29 (1,000 visitors in 2013 and 3,600 in 2014). This is primarily due to a local church renting the barn for a Wednesday evening church service that was very successful. Many of the church visitors came early to see our exhibits and purchase a picnic supper (prepared by the Society). Some even volunteered to help with Farm improvements. These rentals are a significant source of revenue and we asked the City to increase the number of these events allowed in our C.U.P. (Conditional Use Permit). After receiving input from our neighbors, they approved an increase to 40 events per year and that 15 of these (for weddings) could extend an additional hour to 11pm. 2014 also brought renewed interest from the Maplewood Parks and Recreation Department to sponsor arts and cultural events at the Farm when they hosted a highly successful bluegrass music concert in September.

Exhibits and Interpretive Programs

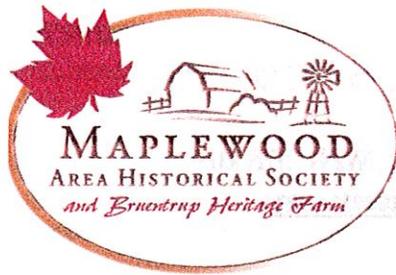
There are now four buildings at the Farm open with exhibits in addition to guided tours of the Farm house. No major additions were made to these exhibits except for a puzzle table added to the dairy exhibit. But much work was devoted to designing a major 3M-Maplewood exhibit that is planned to open in the summer of 2016. These major exhibits require at least two years of planning, designing and construction. Grants from the Legacy amendment allow us to hire professionals to complete this professional exhibit. In addition, two history talks were sponsored at the Maplewood library and the Society assisted the Maplewood Heritage Preservation Commission with their Historical Context Study.

Farm Improvements

The overflow parking lot was completed after three years of planning and construction and adds 27 more spaces. Two kiosks were built at the east and west entrances to the Farm to provide information about the Farm and each has a solar-powered light to illuminate the sign and path for evening events. The Society also purchased a commercial freezer/refrigerator, a barbeque grill and a portable fire pit to make it easier to serve large numbers of visitors at our food service events. Air conditioning was installed in the Welcome Center to keep our volunteers cool during hot summer days.

(continued on backside)

Where Maplewood History Lives



MAPLEWOOD AREA HISTORICAL SOCIETY

2170 EAST COUNTY ROAD D, MAPLEWOOD, MN 55109
(651) 748-8645 - www.maplewoodhistoricalsociety.org

Volunteers and Donors

The Society could not exist without the volunteers who help at our events, perform the maintenance and improvements at the Farm, catalog our collections and provide food service for some of the rental events. Those volunteering in 2013 were honored at an appreciation picnic in July, 2014 as a small token of our appreciation. And thanks go to our donors for their financial contributions. The response to our December fund-raising campaign for the 3M-Maplewood exhibit was excellent.

Organizational Changes

With fewer members willing to become officers or serve in a leadership role, the Board decided it was time to hire an Executive Director to assure long-term leadership. After interviewing six candidates, Nicole DeGuzman was hired in September for this part-time position with the hope that financial resources allow this to become a full-time position in the near future. In November, the Society purchased Quickbooks accounting software to provide better accounting for our new payroll, to provide better financial reports (such as to organizations providing us with grants) and for better tracking of income and expenses to meet IRS requirements. A bookkeeping function was created separate from the Treasurer position for better control of our financial transactions. Two new computers were purchased with significantly greater speed and storage capability along with a printer to replace the one that stopped working after nine years.

Archival Collections

The Society continues to receive significant donations or loans of photos, slides and artifacts relating to Maplewood's history. During the past year, this included more than 1,300 slides from the 1950's – 1990's of the Ramsey County Nursing Home, several hundred slides and documents from the Parkside Fire Department, many 3M products from the 1950's – 1960's, photos and stories of the early years of Maplewood Bowl, a photo album of tournament players at Keller Golf Course in the early 1930's, photos of early Gulden's restaurant and photos from the East County Line Fire Department. Oral interviews were completed with seven fire fighters from the Gladstone, Parkside and East County Line Fire Departments. These firefighter oral interviews and the 3M products will become part of our exhibits while the others will be catalogued in our PastPerfect museum software to be used for future research.

Communications

Electronic media has become a major communications channel with the public and the Society maintains two Facebook pages – one for events and one for site rentals. A separate website provides video and written history about Maplewood and the Bruentrup Heritage Farm. These are in addition to the monthly newsletter that is mailed to our members and a monthly flyer that is emailed to our non-members.

2015

This year looks to be very exciting as we initiate a summer daycamp for children and expand the number of arts and cultural events sponsored by Maplewood's Parks and Recreation Department. Please join us as we continue to preserve and interpret Maplewood's history.

Where Maplewood History Lives

MAPLEWOOD AREA HISTORICAL SOCIETY
Revenues & Expenses -Summarized
2014

Revenues:

Community Outreach	213
Donations	5,195
Dues	984
Gift Shop	571
Grants	27,889
Interest	59
Miscellaneous	83
Site Rentals	49,784
Social Events	10,585
 Total revenues	 <u>95,363</u>

Expenses:

Grants	30,279
Site Rentals	14,566
Social Events	4,614
Utilities	6,480
Insurance	2,156
Payroll	6,438
Miscellaneous	18,873
 Total expenses	 <u>83,407</u>
 Net Income	 <u>11,956</u>

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Michael Martin, AICP, Economic Development Coordinator
DATE: October 19, 2015
SUBJECT: Approval of Tax Base Revitalization Account Grant Agreement for Villages at Frost and English

Introduction

On June 24, 2015, the Metropolitan Council approved the city of Maplewood's tax base revitalization account (TBRA) grant request for \$77,900. This grant money will be used to assist Sherman Associates with part of the demolition of the Maplewood Bowl site and associated costs related to contamination clean up. The city council approved the original grant request application at its meeting on April 27, 2015.

Discussion

The city of Maplewood partnered with Sherman Associates to apply for this grant from the Metropolitan Council. The grant will go towards paying for asbestos abatement, soil remediation and the sealing of a monitoring well. Attached to this report is a grant agreement outlining the responsibilities of the Metropolitan Council and the city of Maplewood. After the council approves this agreement, it will be signed by the mayor and city manager and then forwarded on to the Metropolitan Council to complete its execution.

Budget Impact

Agreeing to the terms of the grant agreement has no impact on the city's budget.

Recommendation

Authorize the mayor and city manager to sign and execute the attached grant agreement between the city of Maplewood and Metropolitan Council.

Attachments

1. Grant Agreement between city and Metropolitan Council

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

GRANTEE: City of Maplewood	GRANT NO. SG-03116
PROJECT: Villages at Frost and English	
GRANT AMOUNT: \$77,900	FUNDING CYCLE: Spring 2015
COUNCIL ACTION: June 24, 2015	EXPIRATION DATE: June 30, 2018

**METROPOLITAN LIVABLE COMMUNITIES ACT
GRANT AGREEMENT**

THIS GRANT AGREEMENT (“Agreement”) is made and entered into by the Metropolitan Council (“Council”) and the Municipality or Development Authority identified above as “Grantee.”

WHEREAS, Minnesota Statutes section 473.251 creates the Metropolitan Livable Communities Fund, the uses of which fund must be consistent with and promote the purposes of the Metropolitan Livable Communities Act (“LCA”) and the policies of the Council’s Metropolitan Development Guide; and

WHEREAS, Minnesota Statutes sections 473.251 and 473.252 establish within the Metropolitan Livable Communities Fund a Tax Base Revitalization Account and require the Council to use the funds in the account to make grants to Municipalities or Development Authorities for the cleanup of polluted land in the seven-county metropolitan area; and

WHEREAS, the Grantee is a Municipality or a Development Authority as defined in Minnesota Statutes section 473.252, subdivisions 1 and 1a; and

WHEREAS, the Grantee seeks funding in connection with an application for Tax Base Revitalization Account funds submitted in response to the Council’s notice of availability of grant funds for the “Funding Cycle” identified above and will use the grant funds made available under this Agreement to help fund the “Project” identified in the application; and

WHEREAS, the Council awarded Tax Base Revitalization Account grant funds to the Grantee subject to any terms, conditions or clarifications stated in its Council Action, and with the understanding that the Project identified in the application will proceed to completion in a timely manner, all grant funds will be expended prior to the “Expiration Date” identified above, and Project development or redevelopment construction will have “commenced” before the Expiration Date.

NOW THEREFORE, in reliance on the above statements and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

I. DEFINITIONS

1.01. Definition of Terms. The terms defined in this section have the meanings given them in this section unless otherwise provided or indicated by the context.

(a) **Cleanup Costs or Costs.** “Cleanup Costs” or “Costs” means:

- (1) For hazardous waste or substance contamination, the cost of implementing a voluntary response action plan approved by the Minnesota Pollution Control Agency under Minnesota Statutes section 115B.175, subdivision 3.
- (2) For asbestos contamination, the cost of implementing a project-specific asbestos project plan for the Site and performing asbestos-related work which is carried out by contractors or subcontractors licensed or certified by the Commissioner of Health under the Minnesota Asbestos Abatement Act, Minnesota Statutes sections 326.70 to 326.81, in accordance with rules prescribed by the Commissioner of Health related to asbestos abatement and asbestos management activity, and meeting the federal Asbestos Hazard Emergency Response Act (“AHERA”) standards for asbestos.
- (3) For petroleum contamination, the cost of implementing a corrective action plan for the Site approved by the Minnesota Pollution Control Agency under Minnesota Statutes chapter 115C.
- (4) For lead abatement, the cost of lead abatement work performed by certified contractors consistent with all applicable federal and state laws, rules and standards governing lead abatement or regulated lead work on residential or commercial properties.

(b) **Commenced.** For the purposes of Sections 2.08 and 5.03, “commenced” means significant physical improvements have occurred in furtherance of the Project (e.g., a foundation is being constructed or other tangible work on a structure has been initiated). In the absence of significant physical improvements, visible staking, engineering, land surveying, soil testing, cleanup site investigation, or pollution cleanup activities are not evidence of Project commencement for the purposes of this Agreement.

(c) **Council Action.** “Council Action” means the action or decision of the governing body of the Metropolitan Council, on the meeting date identified at Page 1 of this Agreement, by which the Grantee was awarded Tax Base Revitalization Account grant funds.

(d) **Development Authority.** “Development Authority” means a statutory or home rule charter city, housing and redevelopment authority, an economic development authority, or a port authority in the metropolitan area as defined by Minnesota Statutes section 473.121, subdivision 2.

(e) **Municipality.** “Municipality” means a statutory or home rule charter city or town participating in the Local Housing Incentives Program under Minnesota Statutes section 473.254, or a county in the metropolitan area as defined by Minnesota Statutes section 473.121, subdivision 2.

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

- (f) **Participating Municipality.** “Participating Municipality” means a statutory or home rule charter city or town that has elected to participate in the Local Housing Incentive Account program and negotiated affordable and life-cycle housing goals for the Municipality pursuant to Minnesota Statutes section 473.254.
- (g) **Project.** Unless clearly indicated otherwise by the context of a specific provision of this Agreement, “Project” means the development or redevelopment project identified in the application for Tax Base Revitalization Account funds for which grant funds were requested. Grant-funded activities typically are components of the Project.
- (h) **Project Costs.** “Project Costs” means all costs as defined in Minnesota Statutes section 116J.552, subdivision 7.
- (i) **Site.** “Site” means the polluted land proposed by the Grantee to be cleaned up and located both within the metropolitan area and within a Participating Municipality.

II. GRANT FUNDS

2.01. Source of Funds. The grant funds made available to the Grantee under this Agreement are from the Tax Base Revitalization Account of the Metropolitan Livable Communities Fund. The grant funds are derived from the area-wide tax imposed under Minnesota Statutes chapter 473F and are not from federal sources.

2.02. Total Grant Amount. The Council will grant to the Grantee the “Grant Amount” identified at Page 1 of this Agreement. Notwithstanding any other provision of this Agreement, the Grantee understands and agrees that any reduction or termination of Tax Base Revitalization Account funds made available to the Council may result in a like reduction in the Grant Amount made available to the Grantee.

2.03. Authorized Use of Grant Funds. The Grant Amount made available to the Grantee under this Agreement shall be used only for Cleanup Costs for the cleanup of the Site described in the application for Tax Base Revitalization Account funds. A Project Summary that identifies eligible uses of the grant funds as approved by the Council is attached to and incorporated into this Agreement as Attachment A. Aerial photography or drawings that identify the specific location(s) within the Project boundaries or the Site(s) for which cleanup grant funds must be used is attached to and incorporated into this Agreement as Attachment B. Grant funds must be used for cleanup of the Site which must be located in a Participating Municipality. If consistent with the application and subject to the limitations in Minnesota Statutes section 116J.556, the Grantee may use the grant funds to provide a portion of the local match requirement for Project Costs that qualify for a grant under Minnesota Statutes sections 116J.551 to 116J.557.

2.04. Ineligible Uses. Grant funds must be used for costs directly associated with the specific proposed Project activities for which the grant funds were awarded and shall not be used for “soft costs” such as: administrative overhead; travel expenses; legal fees; insurance; bonds; permits, licenses or authorization fees; costs associated with preparing grant proposals or applications; operating expenses; planning costs, including comprehensive planning costs; and prorated lease and salary costs. Grant funds may not be used for costs of Project activities that occurred prior to the grant award, unless the pre-award costs were for:

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

- (a) Site investigation work that occurred within 180 days of the Funding Cycle application due date and is identified as a grant-funded activity in Attachment A; or
- (b) Project cleanup activities that occurred within 180 days of the Funding Cycle application due date that were expressly approved by the Council Action and are described or identified in Attachments A and B.

A detailed list of ineligible and eligible costs is available from the Council's Livable Communities program office. Grant funds also shall not be used by the Grantee or others to supplant or replace: (a) grant or loan funds obtained for the Project from other sources; or (b) Grantee contributions to the Project, including financial assistance, real property or other resources of the Grantee; or (c) funding or budgetary commitments made by the Grantee or others prior to the Council Action, unless specifically authorized in Attachment A. The Council shall bear no responsibility for cost overruns which may be incurred by the Grantee or others in the implementation or performance of the Project activities. The Grantee agrees to comply with any "business subsidy" requirements of Minnesota Statutes sections 116J.993 to 116J.995 that apply to the Grantee's expenditures or uses of the grant funds.

2.05. Loans for Low-Income Housing Tax Credit Projects. If consistent with the application and the Project activities described in Attachment A or if requested in writing by the Grantee, the Grantee may structure the grant assistance to the Project as a loan so the Project Owner can take advantage of federal and state low-income housing tax credit programs. The Grantee may use the grant funds as a loan for a low-income housing tax credit Project, subject to the terms and conditions stated in Sections 2.03 and 2.04 and the following additional terms and conditions:

- (a) The Grantee covenants and represents to the Council that the Project is a rental housing project that received or will receive an award of low-income housing tax credits under section 42 of the Internal Revenue Code of 1986, as amended, and the low-income housing tax credit program administered by the Minnesota Housing Finance Agency.
- (b) The Grantee will execute a loan agreement with the Project Owner. Prior to disbursing any grant funds for the Project, the Grantee will provide to the Council a copy of the loan agreement between the Grantee and the Project Owner.
- (c) The Grantee will submit annual written reports to the Council that certify: (1) the grant funds continue to be used for the Project for which the grant funds were awarded; and (2) the Project is a "qualified low-income housing project" under section 42 of the Internal Revenue Code of 1986, as amended. This annual reporting requirement is in addition to the reporting requirements stated in Section 3.03. Notwithstanding the Expiration Date identified at Page 1 of this Agreement and referenced in Section 5.01, the Grantee will submit the annual certification reports during the initial "compliance period" and any "extended use period," or until such time as the Council terminates this annual reporting requirement by written notice to the Grantee.

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

- (d) The grant funds made available to the Grantee and disbursed to the Project Owner by the Grantee in the form of a loan may be used only for the grant-eligible activities and Project components for which the Grantee was awarded the grant funds. For the purposes of this Agreement, the term "Project Owner" means the current Project Owner and any Project Owner successor(s).
- (e) Pursuant to Section 2.04, the grant funds made available to the Grantee and disbursed to the Project Owner in the form of a loan shall not be used by the Grantee, the Project Owner or others to supplant or replace: (1) grant or loan funds obtained for the Project from other sources; or (2) Grantee contributions to the Project, including financial assistance, real property or other resources of the Grantee; or (c) funding or budgetary commitments made by the Grantee or others prior to the Council Action, unless specifically authorized in Attachment A. The Council will not make the grant funds available to the Grantee in a lump sum payment, but will disburse the grant funds to the Grantee on a reimbursement basis pursuant to Section 2.10.
- (f) By executing this Agreement, the Grantee: (1) acknowledges that the Council expects the loan will be repaid so the grant funds may be used to help fund other activities consistent with the requirements of the Metropolitan Livable Communities Act; (2) covenants, represents and warrants to the Council that the Grantee's loan to the Project Owner will meet all applicable low-income housing tax credit program requirements under section 42 of the Internal Revenue Code of 1986, as amended (the "Code"), and the low-income housing tax credit program administered by the Minnesota Housing Finance Agency; and (3) agrees to administer its loan to the Project Owner consistent with federal and state low-income housing tax credit program requirements.
- (g) The Grantee will, at its own expense, use diligent efforts to recover loan proceeds: (1) when the Project Owner becomes obligated to repay the Grantee's loan or defaults on the Grantee's loan; (2) when the initial thirty-year "compliance period" expires, unless the Council agrees in writing that the Grantee may make the grant funds available as a loan to the Project Owner for an "extended use period"; and (3) if noncompliance with low-income housing tax credit program requirements or some other event triggers the Project Owner's repayment obligations under its loan agreement with the Grantee. The Grantee must repay to the Council all loan repayment amounts the Grantee receives from the Project Owner. The Grantee shall not be obligated to repay the grant funds to the Council except to the extent the Project Owner repays its loan to the Grantee, provided the Grantee has exercised the reasonable degree of diligence and used administrative and legal remedies a reasonable and prudent public housing agency would use to obtain payment on a loan, taking into consideration (if applicable) the subordinated nature of the loan. At its discretion, the Council may: (1) permit the Grantee to use the loan repayment from the Project Owner to continue supporting affordable housing components of the Project; or (2) require the Grantee to remit the grant funds to the Council.
- (h) If the Grantee earns any interest or other income from its loan agreement with the Project Owner, the Grantee will: (1) use the interest earnings or income only for the purposes of implementing the Project activities for which the grant was awarded; or (2) remit the interest earnings or income to the Council. The Grantee is not obligated to earn any interest or other income from its loan agreement with the Project Owner, except to the extent required by any applicable law.

TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM

2.06. Deferred Loans. If consistent with the application and the Project summary, the Grantee may use the grant funds to make deferred loans (loans made without interest or periodic payments) for the purposes of implementing the Project activities described or identified in Attachments A and B. The Grantee will submit annual written reports to the Council that report on the uses of the grant funds. The form and content of the report will be determined by the Council. This annual reporting requirement is in addition to the reporting requirements stated in Section 3.03. Notwithstanding the Expiration Date identified at Page 1 of this Agreement and referenced in Section 5.01, the Grantee will submit the annual reports until the deferred loan is repaid, or until such time as the Council terminates this annual reporting requirement by written notice from the Council. At its discretion, the Council may: (a) permit the Grantee to use loan repayments to continue supporting affordable housing components of the Project; or (b) require the Grantee to remit the grant funds to the Council.

2.07. Restrictions on Loans or Grants by Subgrantees. The Grantee shall not permit any subgrantee or subrecipient to use the grant funds for loans or grants to any subrecipient at any tier unless the Grantee obtains the prior written consent of the Council. The requirements of this Section 2.07 shall be included in all subgrants.

2.08. Project Commencement and Changes. The Project for which grant funds were requested must be “commenced” prior to the Expiration Date. The Grantee must promptly inform the Council in writing of any significant changes to the Project for which the grant funds were awarded, as well as any potential changes to grant-funded activities described or identified in Attachments A and B. Failure to inform the Council of any significant changes to the Project or significant changes to grant-funded components of the Project, and use of grant funds for ineligible or unauthorized purposes, will jeopardize the Grantee’s eligibility for future LCA awards. Grant funds will not be disbursed prior to Council approval of significant changes to either the Project or grant-funded activities described or identified in Attachments A and B.

2.09. Loss of Grant Funds. The Grantee agrees to remit to the Council in a prompt manner: any unspent grant funds, including any grant funds that are not expended prior to the Expiration Date identified at Page 1 of this Agreement; any grant funds that are not used for the authorized purposes; and any interest earnings described in Section 2.11 that are not used for the purposes of implementing the grant-funded Project activities described or identified in Attachments A and B. For the purposes of this Agreement, grant funds are “expended” prior to the Expiration Date if the Grantee pays or is obligated to pay for expenses of eligible grant-funded Project activities that occurred prior to the Expiration Date and the eligible expenses were incurred prior to the Expiration Date. Unspent or unused grant funds and other funds remitted to the Council shall revert to the Council’s Tax Base Revitalization Account for distribution through application processes in future Funding Cycles or as otherwise permitted by law.

2.10. Payment Request Forms, Documentation, and Disbursements. The Council will disburse grant funds in response to written payment requests submitted by the Grantee and reviewed and approved by the Council’s authorized agent. Written payment requests shall be made using payment request forms, the form and content of which will be determined by the Council. Payment request and other reporting forms will be provided to the Grantee by the Council. Payment requests must include the following documentation:

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

- (a) Contaminated fill disposal documentation (showing unit rates, one manifest per truck per load, and weight/load tickets);
- (b) A spread sheet matching manifest, load tickets and final weights; and
- (c) Consultant/contractor invoices showing the time period covered by the invoice; the specific grant-funded Project activities conducted or completed during the authorized time period within which eligible costs may be incurred; and documentation supporting expenses including subcontractor and consultant invoices showing unit rates and quantities. Subcontractor markups shall not exceed ten percent (10%).

The Council will disburse grant funds on a reimbursement basis or a “cost incurred” basis. The Grantee must provide with its written payment requests documentation that shows grant-funded Project activities actually have been completed. Subject to verification of each payment request form (and the required documentation) and approval for consistency with this Agreement, the Council will disburse a requested amount to the Grantee within two (2) weeks after receipt of a properly completed and verified payment request form.

2.11. Interest Earnings. If the Grantee earns any interest or other income from the grant funds received from the Council under this Agreement, the Grantee will use the interest earnings or income only for the purposes of implementing the Project activities described or identified in Attachments A and B.

2.12. Effect of Grant. Issuance of this grant neither implies any Council responsibility for the contamination at the Site nor imposes any obligation on the Council to participate in the cleanup of the Site contamination or in the Cleanup Costs beyond the Grant Amount of this Agreement. By awarding grant funds to the Grantee for the Project and executing this Agreement, the Council assumes no responsibility for: (a) any damage to persons, property, or the environment caused by Site cleanup activities or implementation of the Project; or (b) determining whether intended uses of the Site identified in the grant application or potential future uses of the Site, including any residential uses, are suitable for the Site.

2.13. Affordability Term. If the Project for which the grants were awarded includes affordable housing units, the Grantee shall, through written instruments or otherwise, ensure the affordable units will remain affordable for a minimum period of fifteen (15) years. The Grantee’s obligation under this section may be satisfied if other Project funding sources (*e.g.*, the Minnesota Housing Finance Agency or HUD) or state or federal laws (*e.g.*, low-income housing tax credit programs) require an affordability term of at least fifteen (15) years. For the purposes of this section, “affordable housing unit” means a unit that is affordable to households at 80 percent or less of the Area Median Income (“AMI”), as established by HUD, unless the Grantee’s application stated an affordability standard lower than 80 percent of AMI, in which case the Grantee’s lower affordability standard shall apply. The affordability requirements of this section shall survive the expiration or termination of this Agreement.

TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM

2.14. Affirmative Fair Housing Marketing Plans. If the Project for which the grants were awarded is a housing project, or includes housing units (whether market rate or affordable), the Grantee shall, through written instruments or otherwise, ensure the Project owner (and any subsequent owner(s)) adopts and implements an affirmative fair housing marketing plan for Project housing units. For the purposes of this section, “affirmative fair housing marketing plan” means an affirmative fair housing marketing plan that substantially conforms to affirmative fair housing marketing plans published by the U.S. Department of Housing and Urban Development (“HUD”). The affirmative fair housing marketing plan requirement under this section shall continue for the minimum affordability term specified in Section 2.13 and shall survive the expiration or termination of this Agreement.

III. ACCOUNTING, AUDIT AND REPORT REQUIREMENTS

3.01. Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts and records relating to the receipt and expenditure of all grant funds received from the Council. Notwithstanding the expiration and termination provisions of Sections 5.01 and 5.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the Project activities described or identified in Attachments A and B or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Accounting methods shall be in accordance with generally accepted accounting principles.

3.02. Audits. The above accounts and records of the Grantee shall be audited in the same manner as all other accounts and records of the Grantee are audited and may be audited or inspected on the Grantee’s premises or otherwise by individuals or organizations designated and authorized by the Council at any time, following reasonable notification to the Grantee, for a period of six (6) years following the completion of the Project activities or six (6) years following the expenditure of the grant funds, whichever occurs earlier. Pursuant to Minnesota Statutes section 16C.05, subdivision 5, the books, records, documents and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years.

3.03. Report Requirements. The Grantee will report to the Council on the status of the Project activities described or identified in Attachments A and B and the expenditures of the grant funds. Submission of properly completed payment request forms (with proper documentation) required under Section 2.10 will constitute periodic status reports. Within 120 days after the Council makes its final disbursement of grant funds, the Grantee must complete and submit to the Council a certification of expenditures of funds form signed by the Grantee’s chief financial officer or finance director. The form and content of the certification form will be determined by the Council. In addition to the periodic status reports and the certification form, the Grantee must submit to the Council by April 15 of the year following the expiration of this Agreement and by April 15 of each of the succeeding three (3) years, an annual written report that includes information about redevelopment activities, net tax capacity of the Site, and jobs resulting from Site cleanup. The form and content of the annual written report will be determined by the Council. The reporting requirements of Sections 3.03 and 3.04 shall survive the expiration or termination of this Agreement.

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

3.04. Certificate of Completion. Upon completion of the Site cleanup, the Grantee will provide to the Council:

- (a) For hazardous waste or substance contamination, a copy of a certificate of completion for the Site issued by the Minnesota Pollution Control Agency pursuant to Minnesota Statutes section 115B.175, or a letter from the Agency indicating that the approved voluntary response action plan for the Site has been implemented to the satisfaction of the Agency and that the Agency is issuing a determination that no further action is required under Minnesota Statutes sections 115B.01 to 115B.08 to address the identified release; or
- (b) For asbestos contamination, either: (1) a copy of a statement from the Grantee's licensed asbestos abatement contractor that the project-specific asbestos project plan and asbestos-related work for the Site have been completed in accordance with the rules of the Minnesota Department of Health; or (2) a final asbestos abatement implementation report that shows the project-specific asbestos project plan and asbestos-related work for the Site have been completed in accordance with the rules of the Minnesota Department of Health; or
- (c) For petroleum contamination, a copy of a site closure letter issued by the Minnesota Pollution Control Agency pursuant to Minnesota Statutes chapter 115C; or
- (d) For lead abatement or regulated lead work: (1) a copy of the contractor firm certification to conduct lead-based paint activities in residential or child-occupied facilities per Code of Federal Regulations, Title 40, section 745.89 and Minnesota Statutes section 144.9505; and (2) a statement or other documentation from the certified contractor that the lead abatement or regulated work at the Site has been completed in accordance with applicable provisions of Code of Federal Regulations, Title 40, part 745 and state laws, rules and standards governing lead abatement according to the Lead Poisoning Prevention Act, Minnesota Statutes sections 144.9501 to 144.9512 and Minnesota Rules parts 4761.2000 to 4761.2700.

IV. RECOVERY AND REPAYMENT

4.01. Recovery of Funds. If the Grantee recovers funds pursuant to an action under Minnesota Statutes section 115B.04, or other law, to recover the reasonable and necessary Project Costs incurred to clean up the Site, the Grantee shall repay to the Council that portion of the grant as provided in Section 4.04.

4.02. Assignment of Rights. Upon request of the Council, the Grantee shall assign to the Council the Grantee's right to recover the funds described in Section 4.01, shall prepare and submit a certification of the Project Costs incurred, and shall cooperate in any cost recovery action brought by the Council.

4.03. Expenses of Recovery. The reasonable litigation expenses or other costs of legal or technical assistance incurred by the Grantee, the Council, or both, may be deducted from recovery obtained in accordance with Sections 4.01 or 4.02 and reimbursed to the entity incurring such costs before proceeds of the recovery are distributed in accordance with Section 4.04.

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

4.04. Reimbursement. Subject to the deduction provided in Section 4.03, amounts recovered either by the Grantee or the Council from responsible persons and all other amounts otherwise received by the Grantee or the Council for cleanup of the Site shall be used to reimburse the Grantee, the Council, or any other nonresponsible party who contributed funds for cleanup of the Site in proportion to their respective payments for response costs.

4.05. Survival of Recovery and Repayment Provisions. The provisions of Sections 4.01 through 4.04 shall survive the expiration or termination of this Agreement.

V. AGREEMENT TERM

5.01. Term. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Section 5.02, this Agreement expires on the Expiration Date identified at Page 1 of this Agreement. **ALL GRANT FUNDS NOT EXPENDED BY THE GRANTEE PRIOR TO THE EXPIRATION DATE SHALL REVERT TO THE COUNCIL.**

5.02. Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. If this Agreement is terminated prior to the Expiration Date, the Grantee shall receive payment on a pro rata basis for eligible Project activities described or identified in Attachments A and B that have been completed prior to the termination. Termination of this Agreement does not alter the Council's authority to recover grant funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any grant funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement and the applicable provisions of the Metropolitan Livable Communities Act, the Council may take any action to protect the Council's interests and may refuse to disburse additional grant funds and may require the Grantee to return all or part of the grant funds already disbursed.

5.03. Amendments and Extension. The Council and the Grantee may amend this Agreement by mutual agreement. Amendments or an extension of this Agreement shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee. If the Grantee needs additional time within which to complete the grant-funded activities and commence the Project, the Grantee must submit to the Council **AT LEAST NINETY (90) CALENDAR DAYS PRIOR TO THE EXPIRATION DATE**, a resolution of the Grantee's governing body requesting the extension and a written extension request. The form and content of the written extension request and instructions for requesting an extension are available online at: <http://www.metrocouncil.org>. **THE EXPIRATION DATE MAY BE EXTENDED, BUT THE PERIOD OF ANY EXTENSION(S) SHALL NOT EXCEED TWO (2) YEARS BEYOND THE ORIGINAL EXPIRATION DATE IDENTIFIED AT PAGE 1 OF THIS AGREEMENT.**

VI. GENERAL PROVISIONS

6.01. Equal Opportunity. The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees

TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM

are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

6.02. Conflict of Interest. The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

6.03. Liability. Subject to the limitations provided in Minnesota Statutes chapter 466, to the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the Project activities funded by this grant, except to the extent the claims, damages, losses and expenses arise from the Council's own negligence. Claims included in this indemnification include, without limitation, any claims asserted pursuant to the Minnesota Environmental Response and Liability Act (MERLA), Minnesota Statutes chapter 115B, the federal Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) as amended, United States Code, Title 42, sections 9601 *et seq.*, and the federal Resource Conservation and Recovery Act of 1976 (RCRA) as amended, United States Code, Title 42, sections 6901 *et seq.* This obligation shall not be construed to negate, abridge or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this section shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes chapter 466 or other applicable state or federal law.

6.04. Acknowledgments and Signage. The Grantee will acknowledge the financial assistance provided by the Council in promotional materials, press releases, reports and publications relating to the Project activities described or identified in Attachments A and B which are funded in whole or in part with the grant funds. The acknowledgment will contain the following or comparable language:

*Financing for this project was provided by the Metropolitan Council
Metropolitan Livable Communities Fund.*

Until the Project activities funded by this Agreement are completed, the Grantee will ensure the above acknowledgment language, or alternative language approved by the Council's authorized agent, is included on all signs (if any) located at Project or construction sites that identify Project funding partners or entities providing financial support for the Project. The acknowledgments and signage should refer to the "Metropolitan Council" (not "Met Council" or "Metro Council").

6.05. Permits, Bonds and Approvals. The Council assumes no responsibility for obtaining any applicable local, state or federal licenses, permits, bonds, authorizations or approvals necessary to perform or complete the Project activities described or identified in Attachments A and B. The Grantee and its developer(s), if any, must comply with all applicable licensing, permitting, bonding, authorization and approval requirements of federal, state and local governmental and regulatory agencies, including conservation districts.

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

6.06. Subgrantees, Contractors and Subcontractors. The Grantee shall include in any subgrant, contract or subcontract for Project activities appropriate provisions to ensure subgrantee, contractor and subcontractor compliance with all applicable state and federal laws and this Agreement. Along with such provisions, the Grantee shall require that contractors and subcontractors performing work covered by this grant obtain all required permits, licenses and certifications, and comply with all applicable state and federal Occupational Safety and Health Act regulations, especially the federal Hazardous Waste Operations and Emergency Response standards under Code of Federal Regulations, Title 29, sections 1910.120 and 1926.65. If the Project for which the grants were awarded includes affordable units, the Grantee's subgrant agreement(s) shall expressly include the affordability and affirmative fair housing marketing plan requirements of Section 2.13.

6.07. Stormwater Discharge and Water Management Plan Requirements. If any grant funds are used for urban site redevelopment, the Grantee shall at such redevelopment site meet or require to be met all applicable requirements of:

- (a) Federal and state laws relating to stormwater discharges including, without limitation, any applicable requirements of Code of Federal Regulations, Title 40, parts 122 and 123; and
- (b) The Council's *2040 Water Resources Policy Plan* and the local water management plan for the jurisdiction within which the redevelopment site is located.

6.08. Authorized Agent. Payment request forms, written reports and correspondence submitted to the Council pursuant to this Agreement shall be directed to:

Metropolitan Council
Attn: LCA Grants Administration
390 Robert Street North
Saint Paul, Minnesota 55101-1805

6.09. Non-Assignment. Minnesota Statutes section 473.252, subdivision 3 requires the Council to distribute grant funds to eligible "municipalities," metropolitan-area counties or "development authorities" for projects in municipalities participating in the Local Housing Incentives Account program. Accordingly, this Agreement is not assignable and shall not be assigned by the Grantee.

6.10. Authorization to Reproduce Images. The Grantee certifies that the Grantee: (a) is the owner of any renderings, images, perspectives, sections, diagrams, photographs or other copyrightable materials (collectively, "copyrightable materials") that are in the Grantee's application, or that the Grantee is fully authorized to grant permissions regarding the copyrightable materials; and (b) the copyrightable materials do not infringe upon the copyrights of others. The Grantee agrees the Council has a nonexclusive royalty-free license and all necessary permissions to reproduce and publish the copyrightable materials for noncommercial purposes, including but not limited to press releases, presentations, reports, and on the internet. The Grantee also agrees the Grantee will not hold the Council responsible for the unauthorized use of the copyrightable materials by third parties.

**TAX BASE REVITALIZATION ACCOUNT
CONTAMINATION CLEANUP GRANT PROGRAM**

6.11 Warranty of Legal Capacity. The individuals signing this Agreement on behalf of the Grantee and on behalf of the Council represent and warrant on the Grantee's and the Council's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Council's behalf respectively and that this Agreement constitutes the Grantee's and the Council's valid, binding and enforceable agreements.

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

CITY OF MAPLEWOOD

METROPOLITAN COUNCIL

By: _____
Melinda Coleman
City Manager

By: _____
Beth Reetz, Director
Community Development Division

Date: _____

Date: _____

By: _____

Its: _____

Date: _____

Approved as to form

By: _____

Its: _____

Date: _____

ATTACHMENT A
PROJECT SUMMARY

This attachment comprises this page and the succeeding page(s) which contain(s) a summary of the Project identified in the application for Tax Base Revitalization Account grant funds submitted in response to the Council's notice of availability of Tax Base Revitalization Account grant funds for the Funding Cycle identified at Page 1 of this Agreement. The summary reflects the proposed Project for which the Grantee was awarded grant funds by the Council Action, and may reflect changes in Project funding sources, changes in funding amounts, or minor changes in the proposed Project that occurred subsequent to application submission. The application is incorporated into this Agreement by reference and is made a part of this Agreement as follows. If the application or any provision in the application conflicts with or is inconsistent with the Council Action, other provisions of this Agreement, or the Project Summary contained in this Attachment A, the terms, descriptions and dollar amounts reflected in the Council Action or contained in this Agreement and the Project Summary shall prevail. For the purposes of resolving conflicts or inconsistencies, the order of precedence is: (1) the Council Action; (2) this Agreement; (3) the Project Summary and Cleanup Site Locations; and (4) the grant application.

Project Summary

Grant #	SG-03116
Grant Type	Contamination Cleanup
Applicant	City of Maplewood
Project Name	Villages at Frost-English
Project Location	1955 English Street, Maplewood
Council District	11 – Sandy Rummel

Project Detail

Contaminant history	The 5.6-acre commercial site historically included a gas station. The existing building is vacant. The primary contaminants of concern identified include asbestos in the existing building, petroleum-related impacts to the soil and groundwater, and 1,3 butadiene, benzene, propylene and toluene in the soil vapor
Redevelopment project to start construction by 6/30/2018	Expected benefits include 50 new mixed-income apartments (including 40 affordable units and 10 market-rate units) in Phase I. (Phase II will have 80 units of affordable senior housing and future Phase III will be a 6,000 SF commercial building. Outcomes for future phases were not evaluated as part of current request.)
Jobs (FTEs)	2.5
Net tax capacity increase	\$95,167
Acres cleaned	2.3
Total housing units	50
Affordable units (80% AMI or less)	40

Funding

Requested amount	\$77,911
Funding partner requests	\$95,150 from Ramsey County ERF
Previous LCA funding	\$1.9M LCDA in 2013
Comments	

Use of Funds

Amount	Uses to be completed by 6/30/2018
\$77,900	For environmental investigation, asbestos abatement (including disposal of a concrete slab with asbestos-containing mastic), soil remediation and sealing a monitoring well.

ATTACHMENT B

CLEANUP SITE LOCATION(S)

This attachment comprises this page and the succeeding page(s) which contain aerial photography or drawings that identify the specific location(s) within the Project boundaries or the Site(s) for which the grantee must use the grant funds. The attached photography or drawings also may identify the types of eligible cleanup activities for which the grant funds must be used at specific locations within the Project boundaries or within the Site(s).

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Shann Finwall, AICP, Environmental Planner
DATE: October 21, 2015
SUBJECT: Approval of the 2016 SCORE Funding Grant Application

Introduction

Attached is the 2016 SCORE Funding Grant Application from the Ramsey County Department of Public Health. The City of Maplewood has the opportunity to apply for a grant in the amount of \$94,844. SCORE grant funding is awarded on a per capita basis and is intended to help fund the City's recycling program. Submittal deadline for the grant application is October 30, 2015, with grant awards funding the City's 2016 budget expenses. In 2015, the City's SCORE grant was in the amount of \$100,831.

Background

In 1989, the Minnesota Legislature adopted comprehensive waste reduction and recycling legislation based on the recommendations of the Governor's Select Committee on Recycling and the Environment (SCORE). This set of laws is part of Minnesota's Waste Management Act. The SCORE legislation has provided counties with a funding source to develop effective recycling and solid waste management programs. Ramsey County in turn offers SCORE grants to cities to enhance or improve their recycling efforts.

Discussion

Maplewood has historically used SCORE funding to help offset the cost of collecting recyclables through the City's recycling contract. SCORE funds can also be used for administration, promotion activities, organics collection, or to cover the cost of equipment. The 2016 SCORE application identifies the use of the City's \$94,844 SCORE funds for the collection of recyclables.

Budget Impact

The 2016 Recycling program budget will be subsidized by the Ramsey County SCORE grant in the amount of \$94,844 to help fund the collection of recyclables in the City.

Recommendation

Approve the submittal of the 2016 SCORE Funding Grant Application to Ramsey County.

Attachments

1. 2016 SCORE Funding Grant Application

2016 SCORE FUNDING GRANT APPLICATION

CITY/TOWNSHIP: City of Maplewood
CONTACT PERSON: Shann Finwall, AICP, Environmental Planner
ADDRESS: 1902 County Road B East, Maplewood, MN 55109
PHONE: (651) 249-2304
FAX: (651) 249-2310
EMAIL: shann.finwall@maplewoodmn.gov

SCORE GRANT REQUEST

1. Review the attached 2016 Recycling Performance Work Plan (*Ramsey County will work with City staff to complete the Work Plan by the end of 2015*). List additional strategies that will be used to improve recycling performance beyond those included on the attached Work Plan. These strategies will be incorporated into the Work Plan as part of the final SCORE grant agreement.

- Continue to improve and expand the City’s business recycling program.
- Work with Ramsey County to move toward organics collection for all residents.
- Monitor and improve on the Maplewood City facilities organics collection program.

2. Identify expenses for activities within each applicable budget category:

PROPOSED SCORE BUDGET—SCORE EXPENSES ONLY

ADMINISTRATION Total: \$ _____

Please detail activities and expenses:

PROMOTION ACTIVITIES Total: \$ _____

Please detail activities and expenses:

EQUIPMENT Total: \$ _____

Please detail activities and expenses:

COLLECTION OF RECYCLABLES Total: \$94,844

Please detail activities and expenses:

ORGANICS COLLECTION Total: \$ _____

Please detail activities and expenses:

TOTAL SCORE GRANT Requested \$ _____

Environmental Health Division
2785 White Bear Ave. North
Suite 350
Maplewood, MN 55109
Phone: (651) 266-1199
Fax: (651) 266-1177
www.co.ramsey.mn.us

3. List any additional expenses the city may incur implementing the 2016 Recycling Performance Work Plan:

Ramsey County will complete the City's 2016 Recycling Performance Work Plan by the end of 2015 at which point the City can assess anticipated expenses for implementation.

RECYCLING BUDGET

4. Attach a copy of your 2016 municipal budget for all recycling activities, including all funding sources. If your governing body has not adopted the 2016 budget, attach the most current draft budget. If the budget does not list all expenditures and revenues specific to recycling, add a supplemental table that identifies this information.

PUBLIC ENTITIES LAW COMPLIANCE

5. Attach a copy of the disclosure from your hauler(s), or a copy of the relevant portion of any contracts with haulers, that specifies the facility at which waste collected from municipal facilities is deposited. *A hauler's generic waste disclosure form that lists multiple facilities where waste may be delivered is not acceptable.*

RESOLUTION

6. Attach a resolution from your governing body requesting the SCORE funding allocation, or a certified copy of the official proceedings at which the request was approved. SCORE grants agreements cannot be issued without such an attachment.

Shann Finwall, AICP, Environmental Planner

Date

Applications will be considered complete when items 1 – 6 above are submitted.

Please return the completed grant application form and attachments by 4:30pm on **OCTOBER 30, 2015.**

SCORE Program
Saint Paul – Ramsey County Public Health
Environmental Health Division
2785 White Bear Avenue N., Suite 350
Maplewood, MN 55109-1320
Rachel.Frank@co.ramsey.mn.us

CITY OF MAPLEWOOD
RECYCLING PROGRAM FUND (605)
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
<u>Operating revenues:</u>					
3781 Recycling charges	476,709	549,248	564,140	564,140	606,450
Total revenues	476,709	549,248	564,140	564,140	606,450
<u>Operating expenses:</u>					
Personnel services	79,816	86,518	51,510	51,510	70,640
Commodities	3,929	1,514	1,000	1,000	1,500
Contractual services	384,983	493,824	528,350	528,350	569,380
4950 Administration	49,580	49,580	49,580	49,580	52,500
Total expenses	518,308	631,436	630,440	630,440	694,020
Operating income (loss)	(41,599)	(82,188)	(66,300)	(66,300)	(87,570)
<u>Nonoperating revenues (expenses):</u>					
3534 County - other grants	78,629	79,766	78,630	78,630	79,770
3801 Investment earnings	505	1,559	1,800	1,800	2,560
4930 Investment management fees	(1,341)	(1,472)	(1,080)	(1,080)	(1,540)
Total nonoperating revenues (expenses)	77,793	79,853	79,350	79,350	80,790
Change in net assets	36,194	(2,334)	13,050	13,050	(6,780)
Net assets - January 1	327,782	363,976	359,566	361,641	374,691
Net assets - December 31	363,976	361,641	372,616	374,691	367,911

STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
Net income (loss) before contributions and transfers	36,194	(2,334)	13,050	13,050	(6,780)
Change in current assets	(22,107)	100,934	-	-	-
Change in current liabilities	(1,058)	12,671	-	-	-
Net increase (decrease) in cash	13,028	111,270	13,050	13,050	(6,780)
Cash balance - January 1	204,497	217,525	213,115	328,795	341,845
Cash balance - December 31	217,525	328,795	226,165	341,845	335,065



October 20, 2015

Shann Finwall
Environmental Planner
City of Maplewood
1902 County Road B East
Maplewood, MN 55109

Dear Ms. Finwall,

This letter is to confirm that the solid waste collected at the City of Maplewood's public buildings serviced by Republic Services is delivered to the Washington/Ramsey County processing facility located in Newport, MN.

Please contact me if you have any questions or if you need any more information.

Sincerely,

Doug Link
Municipal Manager
Republic Services
4325 66th St E
Inver Grove Heights, MN 77077
651-755-4744
dlink@republicservices.com

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Karen Haag, Citizen Services Director
DATE: October 20, 2015
SUBJECT: Approval of a Temporary Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary

Introduction

An application for a temporary Lawful Gambling – Local permit was submitted by Stephen Blessing on behalf of the Church of the Presentation of the Blessed Virgin Mary on Wednesday, October 14, 2015. The permit was to be used at the church's annual Turkey Bingo fundraiser, held on the church's property on Saturday, November 21, 2015.

In addition, the applicant has also submitted an Application for Exempt Permit, which is required by MN Statute §349.166, and processed and approved by the Minnesota Gambling Control Board. MN Statute §349.166 also requires that the applying organization notify the local government unit 30 days before the lawful gambling occasion, or 60 days for an occasion held in a city of the first class.

Recommendation

Staff recommends that Council approve the Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary's Turkey Bingo Night on November 21, 2015 at 1725 Kennard Street, Maplewood.

In addition, staff recommends that Council acknowledge the Application for Exempt Permit and waive any objection to the timeliness of said permit, as governed by MN Statute §349.166.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, Director of Public Works/City Engineer
James Taylor, Parks Manager
Steven Love, Assistant City Engineer

DATE: October 16, 2015

SUBJECT: Approval of Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, County Road B Trail and Safety Improvements, City Project 14-02

Introduction

The City Council will consider approving the attached resolution directing the modification of the existing construction contract for the County Road B Trail and Safety Improvements, City Project 14-02.

Background

On May 11, 2015, the City Council awarded Park Construction Company a construction contract for excavation and grading, utility works, a traffic signal, trail and safety improvements along County Road B in the amount of \$1,034,945.86. There have been no change orders to the contract to date.

Discussion

On the following page is a summary of the work included in Change Order No. 1. This change order includes Supplement Agreements 1-3.

CHANGE ORDER #1		
Agreement	Brief Description	Total Cost
SA #1	New contract item to cover the cost for removal of street signs. Required to complete necessary grading activities.	\$440.00
SA #1	Relocation of storm sewer pipe apron due to accommodate a change in location of the new trail due to conflicts with existing utilities.	\$1,430.00
SA #1 Total =		\$1,870.00
SA #2	Adjustment of completion dates in the approved contract.	\$0.00
SA #2 Total =		\$0.00
SA #3	Field conditions dictated the need for an additional storm structure to be added. An additional mobilization fee is required to complete this extra work.	\$1,650.00
SA #3	In order to meeting the intent of negotiated easement agreements and to ensure proper drainage two additional retaining walls were required.	\$6,679.20
SA #3	The approved plan called for the use of salvage topsoil. Due to the lack of quality topsoil additional common topsoil borrow was required to complete grading work.	\$8,400.00
SA #3	The use of grass seed with a hydraulic stabilizer was used in lieu of sod placement in know areas where sod would be difficult. This method is less expensive than the placement of new sod and will result in a cost savings to the overall project.	\$7,260.00
SA #3 Total =		\$23,989.20
Change Order #1 Total Cost =		\$25,859.20

Budget

Approval of Change Order No. 1 will increase the project construction contract amount by \$25,859.20 from \$1,034,945.86 to \$1,060,805.60. No adjustment to the approved project budget is recommended at this time.

The total project budget, approved at the May 11, 2015 City Council meeting, is \$1,497,171.00. After the project is completed an updated budget will be brought to the council detailing final costs and proposed funding sources. It should be noted that no special assessments are proposed as part of this project.

Recommendation

It is recommended that the City Council approve the attached Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, for the County Road B Trail and Safety Improvements, City Project 14-02.

Attachments

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

**RESOLUTION
DIRECTING MODIFICATION OF EXISTING CONSTRUCTION CONTRACT
COUNTY ROAD B TRAIL AND SAFETY IMPROVEMENTS, CITY PROJECT 14-02**

WHEREAS, the City Council of Maplewood, Minnesota has heretofore ordered made Improvements Project 14-02, County Road B Trail and Safety Improvements, and has let a construction contract pursuant to Minnesota Statutes, Chapter 429, and

WHEREAS, it is now necessary and expedient that said contract be modified and designated as Improvement Project 14-02, Change Order No. 1.

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

1. The Mayor and City Engineer are hereby authorized and directed to modify the existing contract by executing said Change Order No. 1 which is an increase of \$25,859.20.

The revised contract amount is \$1,060,805.60.

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



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014

SAP / SP 138-591-002	MN Proj. No. TA 6215 (093)	SA No. 1
Project Location: Maplewood; County Road B and White Bear Avenue		
Local Agency: City of Maplewood	Local Project No.:14-02	
Contractor: Park Construction Co.	Contract No.: TA 6215 (093)	
Address/City/State/Zip: 1481 81 st Ave NE, Spring Lake Park, MN 55432		
Total Supplemental Agreement Amount \$ 1870.00		

This contract is between the City of Maplewood and the Contractor as follows:

WHEREAS: This Contract provides for, among other things, trail construction along County Road B (CSAH 25) in Maplewood, MN from Birmingham Street to Van Dyke Street; and

WHEREAS: This Contract further provides for bituminous paving and construction of a pedestrian ramp; and

WHEREAS: Due to the location of existing private utilities and due to differing site conditions, a trail alignment shift is necessary in the SE quadrant of County Road B and Hazelwood Street; and

WHEREAS: This contract is without a bid item for "Remove Sign Type C" as called out on the plans; and

WHEREAS: The Engineer has determined that due to the alignment shift, an existing pipe apron shall be relocated. Items reflecting this are included in the supplemental agreement; and

WHEREAS: The Engineer has further determined that this constitutes Extra Work and a changed design; and

WHEREAS: The Engineer has determined that a bid item of "Remove Sign Type C" is necessary; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

1. The Contractor will relocate an existing drainage apron.
2. The Contractor will remove sign type C's along the project.
3. Payment for this work will be at the Contract Unit Prices and Negotiated Unit Prices and includes any 10% Prime Contractor Allowance.
4. Contract time will not be modified.



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014

5. This Supplemental Agreement covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Supplemental Agreement. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or contract time in accordance with MnDOT 1402.

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

**Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Participating/Trail	2104.509	Remove Sign Type C	Each	\$55.00	8	\$440.00
Participating/Trail	2104.523	Relocate Pipe Apron	Each	\$1430.00	1	\$1430.00
Net Change this Change Order						\$1870.00

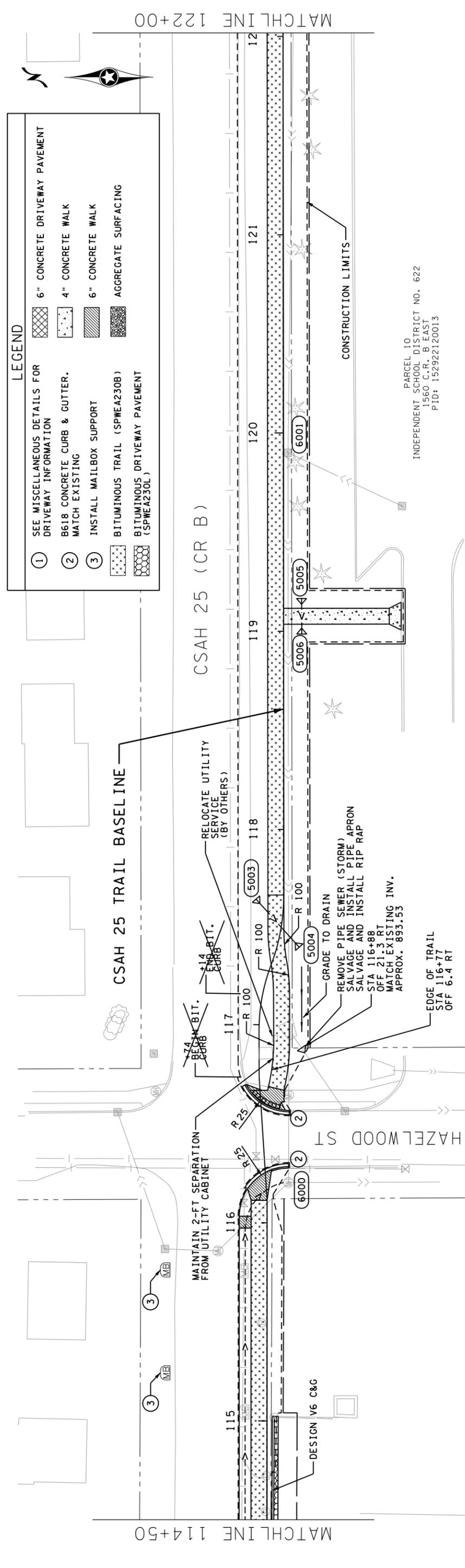
****Group/Funding category is required for Federal Aid projects**

Approved by Project Engineer: Cody Holmes Date: 8/10/15
 Print Name: CODY HOLMES Phone: 612 756 3470

Approved by Contractor: Charles Holmes Date: 8/6/15
 Print Name: CHARLES HOLMES Phone: 763-224-6163

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

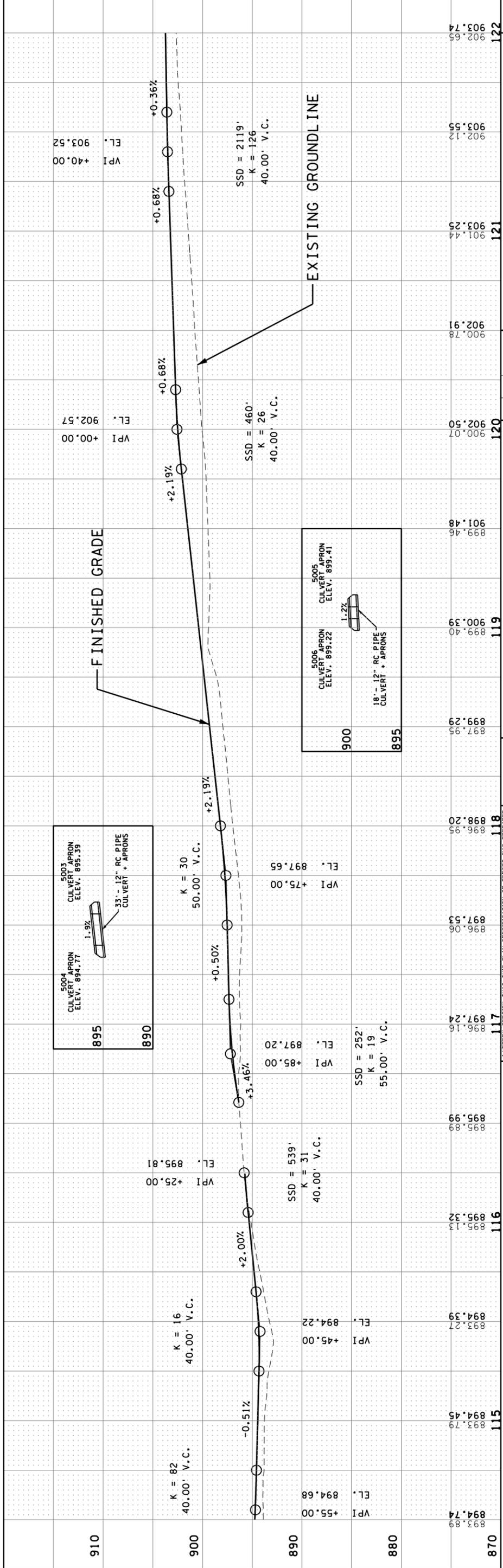
This work is eligible for: Federal Funding State Aid Funding Local funds
 for District State Aid Engineer: Charles Holmes Date: 8/11/2015



LEGEND

① SEE MISCELLANEOUS DETAILS FOR DRIVEWAY INFORMATION	6" CONCRETE DRIVEWAY PAVEMENT
② 8618 CONCRETE CURB & GUTTER. MATCH EXISTING	4" CONCRETE WALK
③ INSTALL MAILBOX SUPPORT	6" CONCRETE WALK
BITUMINOUS TRAIL (SPWEA230B)	AGGREGATE SURFACING
BITUMINOUS DRIVEWAY PAVEMENT (SPWEA230L)	

PARCEL 10
INDEPENDENT SCHOOL DISTRICT NO. 622
1560 C.R. B EAST
P.ID: 152922120013



STATION	ELEVATION	REVISION	DATE
870	893.89		
880	893.27		
890	894.68		
900	895.81		
910	894.74		
870	894.74		
880	894.45		
890	894.22		
900	895.81		
910	894.74		
870	893.89		
880	893.27		
890	894.68		
900	895.81		
910	894.74		
870	893.89		
880	893.27		
890	894.68		
900	895.81		
910	894.74		
870	893.89		
880	893.27		
890	894.68		
900	895.81		
910	894.74		

DESIGNED: CGJ
DRAWN: CGJ
CHECKED: THL

TIMOTHY H. LAMKIN, JR.
LIC. NO. 47099 DATE 03-03-2015

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

BOLTON & MENK, INC.
CONSULTING ENGINEERS & SURVEYORS
MANKATO, MN FARMINGTON, MN SLEEPY, MN BURNSVILLE, MN WILLMAR, MN
CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

S.P. 138-591-002, S.P. 062-625-037
CSAH 25 (C.R. B) TRAIL IMPROVEMENTS
CONSTRUCTION PLAN AND PROFILE

SCALE: 0 25 50 FEET

8/10/2015 3:06:38 PM



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

SAP / SP 138-591-002	MN Proj. No. TA 6215 (093)	SA No.	2
Project Location: Maplewood; County Road B and White Bear Avenue			
Local Agency: City of Maplewood		Local Project No.:14-02	
Contractor: Park Construction Co.		Contract No.: TA 6215 (093)	
Address/City/State/Zip: 1481 81 st Ave NE, Spring Lake Park, MN 55432			
Total Supplemental Agreement Amount \$			0.00

This contract is between the City of Maplewood and the Contractor as follows:

WHEREAS: This Contract provides for, among other things, trail construction along County Road B (CSAH 25) in Maplewood, MN from Birmingham Street to Van Dyke Street; and

WHEREAS: This Contract further provides for bituminous paving and construction of pedestrian ramps; and

WHEREAS: Due to differing site conditions and unforeseen conditions; and

WHEREAS: The Engineer has determined that the contract substantial completion date shall be extended to October 15, 2015; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

1. The Contractor shall complete construction of the trail by October 15, 2015, there shall also be an intermediate completion date of October 6, 2015. The work that shall be completed by October 6, 2015 includes:
 - a. Completion of the trail, grading, and hydroseeding or sodding of boulevard areas from Birmingham Street to Kennard Street and
 - b. Completion of the RRFBs, dependent on Xcel Energy providing power to the service cabinets.
2. Payment for this work will be at the Contract Unit Prices.
3. Contract time will be modified as follows: The Work shall be substantially completed on or before October 15, 2015. Substantial completion shall be defined as completion of the bituminous trail, tree planting, and restoration. The project shall be completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions on or before October 30, 2015. Final Completion shall include punchlist work, final cleanup, and final payment.
4. This Supplemental Agreement covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Supplemental Agreement. If the Contractor incurs unknown and unanticipated



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014

Supplemental Agreement. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or contract time in accordance with MnDOT 1402.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Net Change this Change Order						

***Group/Funding category is required for Federal Aid projects*

Approved by Project Engineer: *Cody Holmes* Date: 9/25/2015
 Print Name: Cody Holmes Phone: 612-756-3440

Approved by Contractor: *Paul Cougrentin* Date: *9/23/15*
 Print Name: *CHRIS COBURN* Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: Federal Funding State Aid Funding Local funds

District State Aid Engineer: *Charlotte* Date: 9/29/2015



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

SAP / SP 138-591-002	MN Proj. No. TA 6215 (093)	SA No.	3
Project Location: Maplewood; County Road B and White Bear Avenue			
Local Agency: City of Maplewood		Local Project No.:14-02	
Contractor: Park Construction Co.		Contract No.: TA 6215 (093)	
Address/City/State/Zip: 1481 81 st Ave NE, Spring Lake Park, MN 55432			
Total Supplemental Agreement Amount \$		23,989.20	

This contract is between the City of Maplewood and the Contractor as follows:

WHEREAS: This Contract provides for, among other things, trail construction along County Road B (CSAH 25) in Maplewood, MN from Birmingham Street to Van Dyke Street; and

WHEREAS: This Contract further provides for bituminous paving and construction of pedestrian ramps; and

WHEREAS: The Engineer has determined that due to differing site conditions a catch basin inlet is needed at Station 123+20, items used will be at Contract Unit Prices, a mobilization shall be paid for this work. An item reflecting this is included in the supplemental agreement; and

WHEREAS: The Engineer has determined that due to differing site conditions a modular block retaining wall is needed at Station 129+20 – 129+50 and at Station 140+68 – 141+15. An item reflecting this is included in the supplemental agreement; and

WHEREAS: The Engineer has determined that Hydraulic Matrix Type Stabilized Fiber and seed shall be used in certain locations. This contract is without a bid item for Hydraulic Matrix Type Stabilized Fiber. Hydraulic Matrix Type Stabilized Fiber, including the appropriate seed and fertilizer, has been added as a paid quantity. An item reflecting this is included in the supplemental agreement; and

WHEREAS: Due to an unforeseen condition it was found that adequate topsoil is not available onsite and this contract is without a bid item for Topsoil Borrow, Common Topsoil Borrow will be added as a paid quantity. An item reflecting this is included in the supplemental agreement; and

WHEREAS: The Engineer has further determined that this constitutes Extra Work; and

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AND UNDERSTOOD THAT:

1. The Contractor will hydromulch and seed shall be used in locations within the project.
2. The Contractor will install a catchbasin inlet at Station 123+20.



STATE AID FOR LOCAL TRANSPORTATION
SUPPLEMENTAL AGREEMENT

Rev. July 2014

3. The Contractor will furnish and install topsoil borrow as necessary to complete the project.
4. The Contractor will construct a modular block retaining wall at Station 129+20 – 129+50 and at Station 140+68 – 141+15.
5. Payment for this work will be at the Contract Unit Prices and Negotiated Unit Prices and includes any 10% Prime Contractor Allowance.
6. This Supplemental Agreement covers the known and anticipated costs and contract time adjustment (if any) attributable to the work covered by this Supplemental Agreement. If the Contractor incurs unknown and unanticipated additional work that affects costs or impacts the critical path, the Contractor reserves the right to request an adjustment to the Contract amount or contract time in accordance with MnDOT 1402.

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
**Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
See Attached						
Net Change this Change Order						

***Group/Funding category is required for Federal Aid projects*

Approved by Project Engineer: Cody Holmes Date: 9/29/2015
 Print Name: Cody Holmes Phone: 612-756-3440

Approved by Contractor: Chris Brimes Date: 9/23/15
 Print Name: CHRIS BRIMES Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: Federal Funding State Aid Funding Local funds

District State Aid Engineer: Charlotte Date: 10/6/2015

Estimate of Cost:
 CSAH 25 (CR B) TRAIL IMPROVEMENTS
 CITY OF MAPLEWOOD
 SP 138-591-002
 MINN. PROJ. NO. TA 6215(093)
 CITY PROJECT 14-02
 BMI NO. N15.108578

Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount
Participating/Trail	2021.501	Mobilization	LUMP SUM	\$1,650.00	1	\$1,650.00
Participating/Trail	2411.618	Modular Block Retaining Wall	SQ FT	\$36.30	184	\$6,679.20
Participating/Trail	2574.525	Common Topsoil Borrow	CU YD	\$28.00	300	\$8,400.00
Participating/Trail	2575.562	Hydraulic Matrix Type Stabilized Fiber	SQ YD	\$2.42	3000	\$7,260.00
TOTAL:						\$23,989.20

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: DuWayne Konewko, Parks & Recreation Director
Jim Taylor, Parks Manager

DATE: October 26, 2015

SUBJECT: Consider Approval of Fitness Pods Around Wicklander Pond

Introduction

Staff is working with local playground providers to add four unique exercise pods around Wicklander Pond on City Hall Campus.

Background

In early July staff began working with local playground providers to come up with proposals to add outdoor fitness pods around Wicklander Pond on the City Hall Campus. If approved there will be four pods strategically placed around the pond. These additions will bring a fun and unique workout opportunity for Maplewood Community Center members and residents alike.

Discussion

As identified in the Parks System Plan, City Hall campus is recommended to be part of our Signature Park Concept along with Goodrich, Wakefield, and Gladstone Savanna. One of the key elements in this concept was to add a fitness loop around Wicklander Pond. Staff feels this is an important amenity for not only our community as a whole, but for the members at the Community Center. This fitness loop will allow members to check in and enjoy the area around City Campus as part of their workout.

The fitness pods also support the City's Wellness initiatives and will provide an opportunity for staff to utilize.

Budget

To fund this project staff will be soliciting donations from local governments, hospitals, clinics, and insurance providers as part of the City's commitment to health and wellness. The goal is to have sponsors for each of these pods.

The total cost of the project would be \$34,050. This includes all equipment, donor signs, and instructional signs. As stated earlier the City's contribution is yet to be determined based on how successful we are in getting sponsors to contribute to each pod. We expect the city contribution to be in the \$8,000-12,000 range.

Recommendation

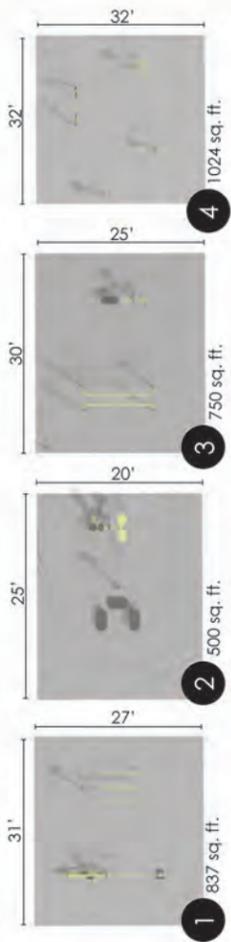
Staff recommends approval of the fitness pod concept and authorizes staff to go out and solicit sponsorships to help pay for the project. Staff also, recommends the City Council authorize the Finance Director to set up a budget for this project for the total of \$34,050. The City's contribution will be paid for out of the Park Development Fund.

Attachments

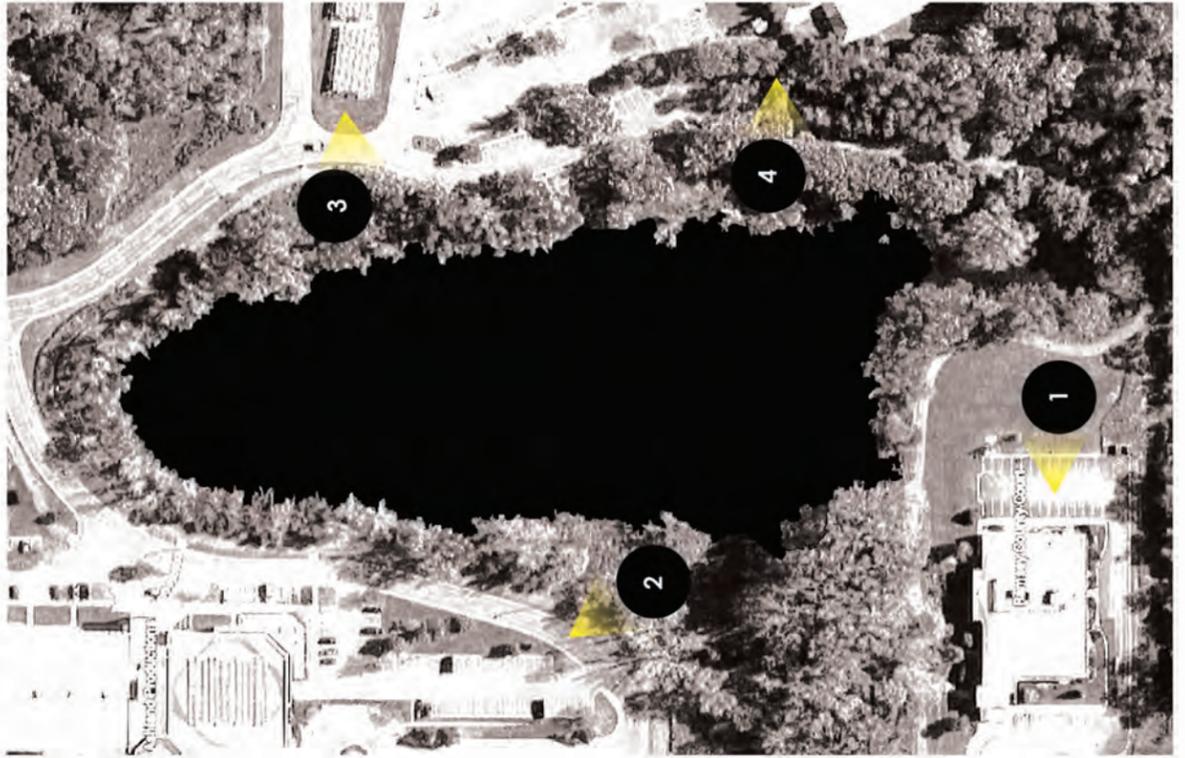
1. Site Layout

MAPLEWOOD EXERCISE PODS

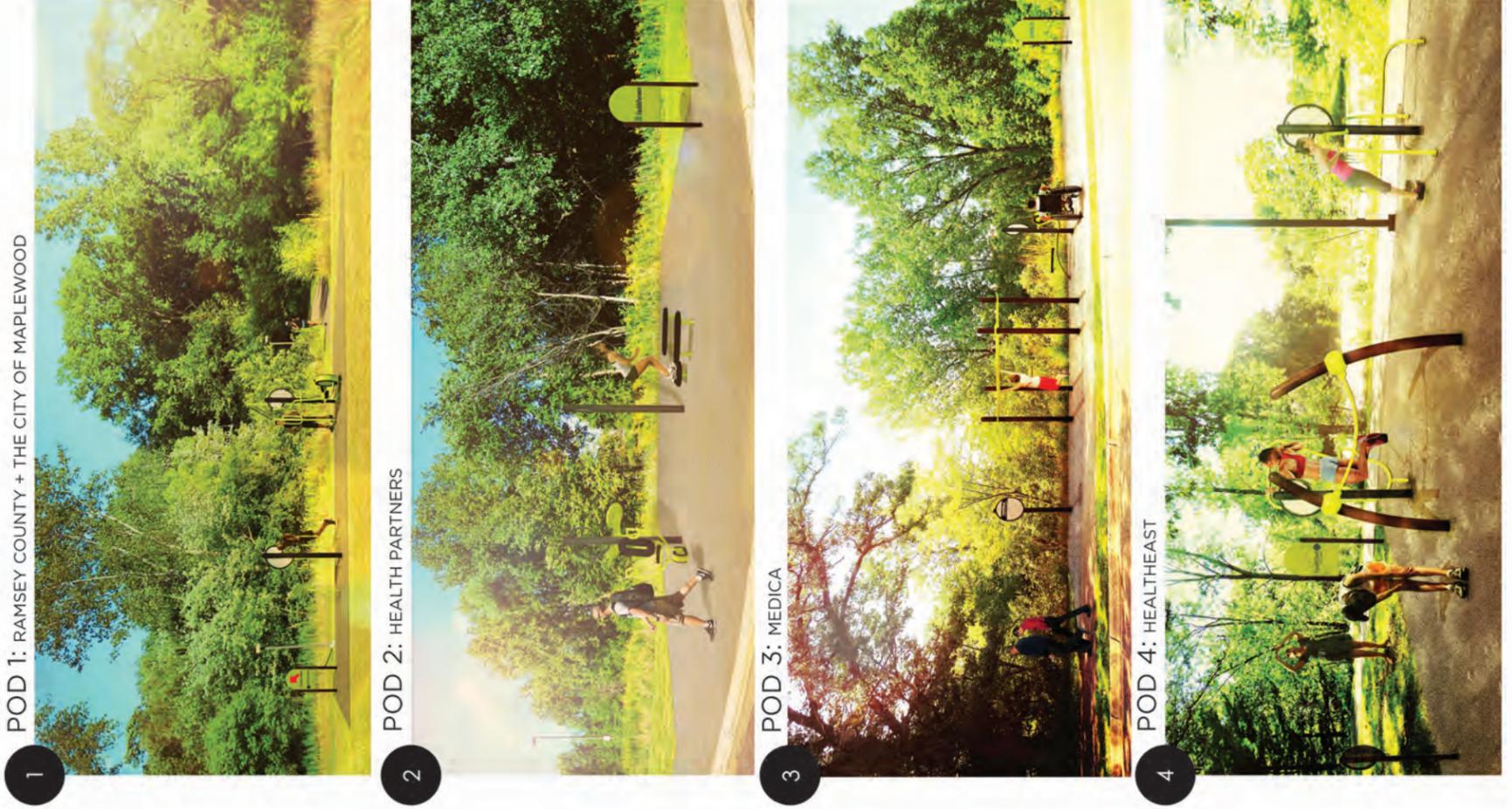
SURFACE DIMENSIONS



AERIAL CONTEXT VIEW

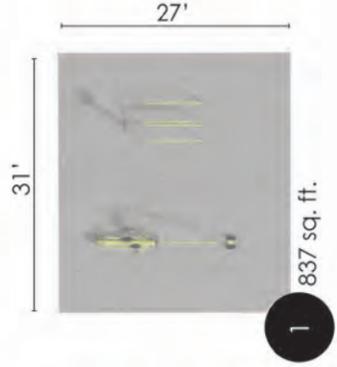


EQUIPMENT PHOTOS



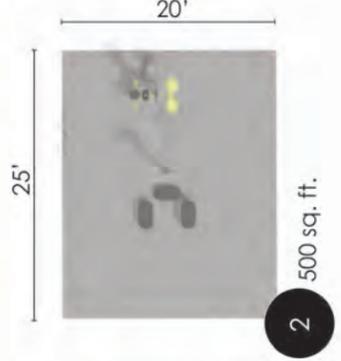


**POD #1: RAMSEY COUNTY &
THE CITY OF MAPLEWOOD
MAPLEWOOD EXERCISE PODS
MAPLEWOOD, MN**



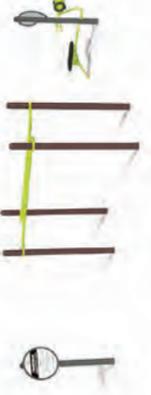
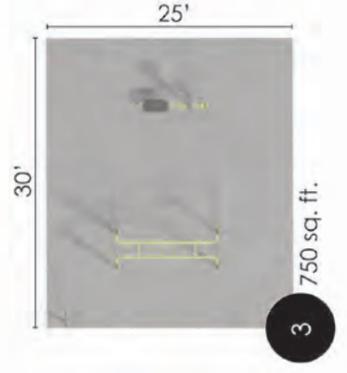


POD #2: HEALTH PARTNERS
MAPLEWOOD EXERCISE PODS
MAPLEWOOD, MN



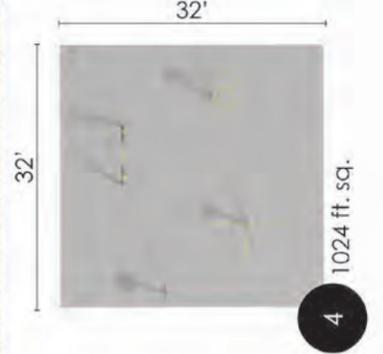


POD #3: MEDICA
MAPLEWOOD EXERCISE PODS
MAPLEWOOD, MN





POD #4: HEALTHEAST
 MAPLEWOOD EXERCISE PODS
 MAPLEWOOD, MN



MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Gayle Bauman, Finance Director
DATE: October 20, 2015
SUBJECT: Consider Approval of Resolution Adopting 2016 Rates for Utilities

Introduction

During preparation of the annual budget, staff reviews revenues produced by the current rates to determine if they are sufficient to cover operating, capital and infrastructure costs. The programs that were reviewed were Sanitary Sewer, Environmental Utility, North St. Paul Water Surcharge, St. Paul Water Surcharge and Recycling. Based on current information, it was determined the Sanitary Sewer and North St. Paul Water Surcharge did not warrant a fee change at this time but the remaining programs did.

Background

The attached statements identify the expense and revenue categories, as well as the cash balances for the following programs.

Environmental Utility – a 3% increase is being proposed to offset the demands on city resources for storm water treatment and increasing operating costs. This is the amount used during the preparation of the 2016-2020 Capital Improvement Plan (CIP) document. As staff projects expenses into future years, the pressures to expand this program are significant. Annual increases of 3% are proposed in the CIP for the next five years to help fund improvements and increased operating expenses.

The anticipated operating expenses in 2016 for the Environmental Utility Fund (EUF) are \$1,929,550. The largest expense is the Storm Sewer program which accounts for \$1,339,210 of this expense, including depreciation in the amount of \$573,520. The net income for 2016 is projected to be \$632,720 with a net cash increase of \$413,120. This will provide for an operating balance to help achieve the goal of self-sufficiency. We are not projecting a need for increased bonding in 2016 to cover projects in the 2016-2020 CIP Plan.

The 3% proposed increase will raise the quarterly rates on a single-family home from \$22.44 (\$7.48 per month) to \$23.10 (\$7.70 per month); a \$0.22 per month increase.

St. Paul Water Surcharge - this fund is needed to finance the unassessable water system improvements that would otherwise have to be financed by property taxes. The proposed 2016 Budget includes a decrease in the water surcharge for the St. Paul Water Service District from 8.5% of the St. Paul Water charge to 7.0% of the St. Paul Water. The decrease would be approximately \$0.75 per quarter. With the decrease in the St. Paul fee, residents on both water systems (St. Paul and North St. Paul) will be paying approximately the same amount per quarter.

Recycling – the proposed budget for 2016 includes a 7.5% increase in recycling fees. The contract with our recycling vendor contains a rate increase in 2016 and fees are proposed to increase to \$3.26 per month for multi-family units and \$9.78 per quarter for single-family residents to cover this increase. The 7.5% increase will result in additional revenue of approximately \$42,310.

Summary of Monthly Fees

	Quarterly Charge		Quarterly Increase
	2015	2016	
Sanitary Sewer	64.68	64.68	0.00
Environmental Utility	22.44	23.10	0.66
Water Surcharge – St. Paul	4.25	3.50	(0.75)
Water Surcharge – N. St. Paul	3.60	3.60	0.00
Recycling	9.09	9.78	0.69
TOTAL QUARTERLY INCREASE	St. Paul		0.60
TOTAL QUARTERLY INCREASE	N. St. Paul		1.35

Budget Impact

The additional fees charged to property owners are needed to support budgeted City expenditures.

Recommendation

Staff recommends approval of the attached resolution authorizing the above rates for 2016.

Attachments

1. Resolution for 2016 Utility Rates
2. Statements of Revenues, Expenses and Changes in Net Assets

RESOLUTION
ADOPTION OF THE 2016 RATES FOR UTILITIES:
ENVIRONMENTAL UTILITY (STORM WATER)
WATER SURCHARGE (ST PAUL)
RECYCLING

WHEREAS, the City of Maplewood has established utility rates, and

WHEREAS, city staff has reviewed the utility rates.

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

1. The updated Environmental Utility Fund rates with a 3% increase shall become effective beginning January 1, 2016, with quarterly rates set at \$23.10 (\$7.70 per month).
2. The updated water surcharge rates for the St. Paul Water District shall become effective beginning January 1, 2016, with fees set as follows:
7.0% of the St. Paul water charge.
3. The updated recycling fees with a 7.5% increase shall become effective beginning January 1, 2016, with fees set as follows:
\$3.26 per account per month for multi-family units
\$9.78 per account per quarter for single-family residents
4. The updated utility rates are approved for all related services received on or after January 1, 2016.
5. The rates shown will be reviewed by staff on an annual basis with recommendations for revisions brought to the city council for consideration.

CITY OF MAPLEWOOD
ENVIRONMENTAL UTILITY FUND (604)
 STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
<u>Operating revenues:</u>					
3651 Environmental utility charges	2,331,328	2,441,228	2,487,450	2,487,450	2,562,070
Total revenues	2,331,328	2,441,228	2,487,450	2,487,450	2,562,070
<u>Operating expenses:</u>					
Nature center	73,813	78,092	83,030	83,030	83,180
Planning	268,493	291,404	271,700	271,700	236,940
Storm sewer maintenance	461,154	486,301	536,790	536,790	553,380
Street sweeping	202,127	271,032	270,660	270,660	270,220
4485 Billing	46,130	49,450	46,200	46,200	50,000
4950 Administration	136,370	162,310	162,310	162,310	162,310
4795 Depreciation	534,208	550,829	534,210	534,210	573,520
Total expenses	1,722,296	1,889,418	1,904,900	1,904,900	1,929,550
Operating income (loss)	609,033	551,810	582,550	582,550	632,520
<u>Nonoperating revenues (expenses):</u>					
Intergovernmental	-	28,036	-	-	-
Investment earnings	1,617	3,306	2,740	2,740	500
Miscellaneous income	(2,652)	6,441	-	-	-
Gain/(loss) on disposal of property	(10,393)	(103,781)	-	-	-
Investment management fees	(4,298)	(3,121)	(1,640)	(1,640)	(300)
Total nonoperating revenues (expenses)	(15,726)	(69,120)	1,100	1,100	200
Net income (loss) before contributions and transfers	593,307	482,690	583,650	583,650	632,720
<u>Transfers in (out):</u>					
Public Improvement Projects fund (net	(602,000)	(460,000)	(335,000)	(911,820)	(268,250)
Debt Service	(399,690)	(396,520)	(390,680)	(390,680)	(394,870)
Storm Cleanup	(270,000)	-	(64,000)	(64,000)	(30,000)
Pond clean up/dredging projects	-	(182,000)	-	-	(100,000)
City Dump Remediation	-	7,544	-	-	-
Capital contributions	3,715,662	2,547,131	-	-	-
Change in net assets	3,037,278	1,998,844	(206,030)	(782,850)	(160,400)
Net assets - January 1	20,725,809	23,763,087	23,360,461	25,761,932	24,979,082
Net assets - December 31	23,763,087	25,761,932	23,154,431	24,979,082	24,818,682

STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
Net income (loss) before contributions and transfers	593,307	482,690	583,650	583,650	632,720
Add depreciation	534,208	550,829	534,210	534,210	573,520
Change in current assets	(21,380)	(50,326)	-	-	-
Change in current liabilities	5,366	8,888	-	-	-
Sale of fixed assets/non-cash activity	10,393	105,805	-	-	-
Transfers in (out)	(1,271,690)	(1,030,976)	(789,680)	(1,366,500)	(793,120)
Net increase (decrease) in cash	(149,796)	66,910	328,180	(248,640)	413,120
Cash balance - January 1	398,417	248,621	326,695	315,531	66,891
Cash balance - December 31	248,621	315,531	654,875	66,891	480,011

CITY OF MAPLEWOOD
WATER AVAILABILITY CHARGE FUND - ST. PAUL WATER DISTRICT (407)
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 RE-EST.	2016
<u>Property Taxes:</u>					
3012 Delinquent	(3,342)	(1,159)	-	-	-
<u>Special Assessments:</u>					
3110 Current	634	-	-	-	-
3130 Delinquent	-	16	-	-	-
3160 Penalties and interest	-	1	-	-	-
<u>Miscellaneous Revenue:</u>					
3651 Utility billings	321,020	354,363	342,620	359,100	325,900
3801 Investment earnings	697	1,815	3,860	3,860	7,880
3808 Water availability charges	23,830	51,533	23,830	23,830	23,830
Total revenues	<u>342,840</u>	<u>406,569</u>	<u>370,310</u>	<u>386,790</u>	<u>357,610</u>
<u>Expenditures:</u>					
Capital projects	8	-	-	-	-
4485 Fees for utility billing	3,295	3,929	5,390	6,290	6,850
4930 Investment management fees	1,852	1,714	3,090	3,090	6,300
Total expenditures	<u>5,155</u>	<u>5,643</u>	<u>8,480</u>	<u>9,380</u>	<u>13,150</u>
Excess (deficit) of revenue over expenditures	337,685	400,926	361,830	377,410	344,460
Other financing sources (uses):					
Transfers in (out)					
Public Improvement Projects	(250,000)	(58,000)	-	(161,570)	(91,950)
Debt service funds	(45,760)	(45,310)	(44,800)	(44,800)	(41,870)
Net increase (decrease) in fund balance	<u>41,925</u>	<u>297,616</u>	<u>317,030</u>	<u>171,040</u>	<u>210,640</u>
Fund balance - January 1	277,818	319,743	533,193	617,359	788,399
Fund balance - December 31	<u>319,743</u>	<u>617,359</u>	<u>850,223</u>	<u>788,399</u>	<u>999,039</u>

CITY OF MAPLEWOOD
RECYCLING PROGRAM FUND (605)
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS

ACCT NO.	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
<u>Operating revenues:</u>					
3781 Recycling charges	476,709	549,248	564,140	564,140	606,450
Total revenues	476,709	549,248	564,140	564,140	606,450
<u>Operating expenses:</u>					
Personnel services	79,816	86,518	51,510	51,510	70,640
Commodities	3,929	1,514	1,000	1,000	1,500
Contractual services	384,983	493,824	528,350	528,350	569,380
4950 Administration	49,580	49,580	49,580	49,580	52,500
Total expenses	518,308	631,436	630,440	630,440	694,020
Operating income (loss)	(41,599)	(82,188)	(66,300)	(66,300)	(87,570)
<u>Nonoperating revenues (expenses):</u>					
3534 County - other grants	78,629	79,766	78,630	78,630	79,770
3801 Investment earnings	505	1,559	1,800	1,800	2,560
4930 Investment management fees	(1,341)	(1,472)	(1,080)	(1,080)	(1,540)
Total nonoperating revenues (expenses)	77,793	79,853	79,350	79,350	80,790
Change in net assets	36,194	(2,334)	13,050	13,050	(6,780)
Net assets - January 1	327,782	363,976	359,566	361,641	374,691
Net assets - December 31	363,976	361,641	372,616	374,691	367,911

STATEMENT OF CASH FLOWS

	2013 ACTUAL	2014 ACTUAL	2015		2016
			ORIGINAL BUDGET	2015 RE-EST.	
Net income (loss) before contributions and transfers	36,194	(2,334)	13,050	13,050	(6,780)
Change in current assets	(22,107)	100,934	-	-	-
Change in current liabilities	(1,058)	12,671	-	-	-
Net increase (decrease) in cash	13,028	111,270	13,050	13,050	(6,780)
Cash balance - January 1	204,497	217,525	213,115	328,795	341,845
Cash balance - December 31	217,525	328,795	226,165	341,845	335,065

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: October 26, 2015

	<u>Name - First & Last</u> <small>(please print clearly)</small>	<u>Address</u>	<u>Agenda Item</u>
1.	<u>DAVE Johnson</u>	<u>2587 Lyden Ave E</u>	<u>Visit P</u>
2.	<u>JOHN WYKOFF</u>	<u>2345 MARYLAND AVE. E.</u>	<u>SECTV</u>
3.	<u>Tim Kinley</u>	<u>1987 MESABI AVE E</u>	<u>VP</u>
4.	<u>Bob Zick</u>	<u>N. S. P.</u>	<u>L</u>
5.	<u> </u>	<u> </u>	<u> </u>
6.	<u> </u>	<u> </u>	<u> </u>
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14.	<u> </u>	<u> </u>	<u> </u>
15.	<u> </u>	<u> </u>	<u> </u>

MEMORANDUM

TO: City Council
FROM: Melinda Coleman, City Manager
DATE: October 20, 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. October 26th
 - a. Workshop –2016 Budget Presentations (Parks & Citizen Services), YMCA Partnership Update
2. November 2nd - Special Meeting
 - a. Workshop –2016 Budget Presentations (Police, Public Works & IT)
3. November 9th
 - a. Workshop – Tree Ordinance, 2016 Budget Presentations (Fire & EEDD)
4. November 23rd
 - a. Workshop – 2016 Budget Presentations (Executive/Administrative, Finance & 2016 Budget Summary)
5. December 14th
 - a. City Council Meeting – 2016 Budget Hearing and Adoption

Budget Impact

None.

Recommendation

No action required.

Attachments

None.