

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, November 9, 2015  
City Hall, Council Chambers  
Meeting No. 21-15

**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. Sign in with the City Clerk before addressing the council. 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 26, 2015 City Council Workshop Minutes
2. Approval of October 26, 2015 City Council Meeting Minutes
3. Approval of November 2, 2015 City Council Workshop Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Presentation of Special Commendation Award to Commander Michael Shortreed for His Commitment and Dedication to Minnesota Special Olympics on Behalf of the Maplewood Police Department – No Report
2. Presentation of Transportation Advocate Award to Mayor Nora Slawik

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

1. Approval of Claims
2. Approval of Resolution Certifying Special Assessments for Unpaid Ambulance Bills
3. Approval of Resolution Certifying Special Assessments for Unpaid Miscellaneous Charges
4. Approval of Resolution Certifying Special Assessments for Unpaid Trash Bills

**H. PUBLIC HEARINGS**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Consider Approval of Resolution for a Lawful Gambling Premise Permit for White Bear Lake Hockey Association at McCarron's Pub & Grill, 1986 Rice Street

2. Annual Currency Exchange License Renewal for EZ Cash Maplewood LLC, 3035 White Bear Avenue - §53A.04 Approval or Denial of Application
3. Approval of the Resolution Canvassing the Results of the November 3, 2015 Municipal General Election
4. Consider Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for Public Hearing, Lakewood/Sterling Area Street Improvements, City Project 15-11
5. Consider Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for Public Hearing, Beebe Road Street Improvements, City Project 13-10
6. Consider Options and Alternatives Regarding City Prosecution Contract with Campbell-Knutson
7. Consider Approval of City of Maplewood Strategic Plan

**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 26, 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 5:33 p.m. by Mayor Slawik.

**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 Cardinal moved to approve the agenda as submitted.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS****1. MCC/YMCA Partnership Update Discussion**

Parks & Recreation Konewko gave the staff report. Shane Hoefer, Executive Director of the White Bear Lake Area YMCA and Susannah Peterson, YMCA Program Executive at the Maplewood Community Center were present to give additional information and answer questions of the council.

**2. 2016 Proposed Citizen Services Budget**

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

**3. 2016 Proposed Parks & Recreation Budget**

Parks & Recreation Director Konewko gave the staff report and answered questions of the council.

**F. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 7:05p.m.



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

Councilmember Cardinal moved to approve the October 12, 2015 City Council Meeting Minutes submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**3. Approval of October 19, 2015 City Council Workshop Minutes**

Councilmember Cardinal moved to approve the October 12, 2015 City Council Workshop Minutes as submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**F. APPOINTMENTS AND PRESENTATIONS**

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

Councilmember Juenemann moved to approve the Resolution of Appreciation for Deborah Fidely, Environmental and Natural Resources Commissioner.

Resolution 15-8-1266  
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.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.



### 3. Approval to Close Debt Service Funds

Councilmember Juenemann moved to approve the Finance Director to make all entries necessary to account for the transfers and to move any remaining balance sheet accounts to the new funds as outlined in the staff report.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

### 4. Approval of Annual Maplewood Historical Society Payment

Councilmember Juenemann moved to approve the Annual Payment of \$2,000 to the Maplewood Historical Society.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

### 5. Approval of Tax Base Revitalization Account Grant Agreement for Villages at Frost and English

Councilmember Juenemann moved to approve the mayor and city manager to sign and execute the grant agreement between the City of Maplewood and Metropolitan Council.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

### 6. Approval of the 2016 SCORE Funding Grant Application

Councilmember Juenemann moved to approve the submittal of the 2016 SCORE Funding Grant Application to Ramsey County.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

### 7. Approval of a Temporary Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary

Councilmember Juenemann moved to 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; and acknowledge the Application for Exempt Permit and waive any objection to the timeliness of said permit, as governed by MN Statute §349.166.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

**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**

Councilmember Juenemann moved to approve the Resolution Directing Modification of Existing Construction Contract, Change Order No. 1, for the County Road B Trail and Safety Improvements, City Project 14-02.

Resolution 15-8-1267  
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.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**H. PUBLIC HEARING**

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

**1. Consider Approval of Fitness Pods Around Wicklander Pond**

Parks Manager Taylor gave the staff report and answered questions of the council.

Councilmember Cardinal moved to approve the fitness pod concept and authorize staff to go out and solicit sponsorships to help pay for the project; and 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.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**2. Consider Approval of Resolution Adopting 2016 Rates for Utilities**

Finance Director Bauman gave the staff report and answered questions of the council.

Councilmember Juenemann moved to approve the resolution authorizing the utility rates for 2016.

Resolution 15-8-1268  
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.

Seconded by Councilmember Koppen                      Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

**L. VISITOR PRESENTATION**

1. Dave Johnson, Maplewood Resident
2. John Wykoff, Maplewood Resident
3. Tim Kinley, Maplewood Resident
4. Bob Zick, North St. Paul Resident

**M. ADMINISTRATIVE PRESENTATIONS**

**1. Council Calendar Update**

City Manager Coleman gave the update to the council calendar.

**N. COUNCIL PRESENTATIONS**

**1. City Hall Landscaping**

Councilmember Juenemann reported on the updated landscaping at City Hall.

**2. League of Women Voters – Presentation by Ramsey County Attorney John Choi**

Councilmember Juenemann reported that Ramsey County Attorney John Choi gave a presentation to the League of Women Voters on October 13, 2015. His presentation featured an innovative project he has spearheaded, the Ramsey County Joint Domestic Abuse Prosecution Enhancement Project.

**3. Cable TV**

Councilmember Juenemann reported on the calls she has been receiving regarding changing cable providers from Comcast to Century Link.

**4. Gateway Corridor**

Mayor Slawik gave an update on Gateway Corridor.

**O. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 8:02 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:00 P.M. Monday, November 2, 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 5:02 p.m. by Mayor Slawik.

**B. ROLL CALL**

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

**C. APPROVAL OF AGENDA**

Councilmember Abrams moved to approve the agenda as submitted.

Seconded by Councilmember Cardinal                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

- 1. 2016 Proposed Budget Presentations**
  - a. Public Works**
  - b. Information Technology**
  - c. Police Department**

City Engineer/Public Works Director Thompson gave the Public Works proposed budget presentation and answered questions of the council; Information Technology Director Fowlds gave the IT Department proposed budget presentation and answered questions of the council; and Police Chief Schnell gave the proposed budget presentation for the Police Department and answered questions of the council.

City Manager Coleman reviewed the upcoming schedule for the remainder of the department budget presentations.

**F. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 6:39p.m.

**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** November 4, 2015  
**SUBJECT:** Presentation of Transportation Advocate Award to Mayor Nora Slawik

**Introduction/Background**

Each year the Minnesota Transportation Alliance presents Transportation Advocate Awards to individuals who have shown outstanding leadership and commitment on behalf of improving Minnesota's transportation infrastructure. This year Maplewood Mayor Nora Slawik was selected as a recipient of the Transportation Advocate Award.

The award was presented to Mayor Slawik at the Minnesota Transportation Alliance's Annual Meeting on Wednesday, November 4, 2015.

This is a very prestigious award recognizing all of the hard work the Mayor has put into advocacy over the past year. She took the lead on organizing two Transportation Coffee Talk meetings in partnership with Move MN and the St. Paul Area Chamber and White Bear Area Chamber of Commerce. She also was integral to the 84% Coalition in partnership with Mayor Chris Coleman and other local leaders to advocate at the Capitol for increased local funding for streets. She testified on the topic before the Transportation and Public Safety Legislative Committee. Nora also was proactive with our local news media in highlighting Maplewood's infrastructure investment need story that got the ball rolling on a 20 year legacy investment into our local streets through new franchise revenues.

**Budget Impact**

None

**Recommendation**

No action is required.

**Attachments**

None

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** November 4, 2015  
**SUBJECT:** Approval of Claims

Attached is a listing of paid bills for informational purposes. The City Manager has reviewed the bills and authorized payment in accordance with City Council approved policies.

ACCOUNTS PAYABLE:

\$ 665,326.82	Checks # 95991 thru # 96026 dated 10/27/15
\$ 258,599.18	Disbursements via debits to checking account dated 10/19/15 thru 10/23/15
\$ 323,263.12	Checks #96027 thru #96054 dated 11/03/15
\$ 453,586.67	Disbursements via debits to checking account dated 10/26/15 thru 10/30/15
<u>\$ 1,700,775.79</u>	Total Accounts Payable

PAYROLL

\$ 512,165.16	Payroll Checks and Direct Deposits dated 10/23/15
\$ 1,495.33	Payroll Deduction check # 99101886 thru #99101888 dated 10/23/15
<u>\$ 513,660.49</u>	Total Payroll
<u><u>\$ 2,214,436.28</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**

10/22/2015

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
95991	10/27/2015	05114	BOLTON & MENK, INC.	PROJ 14-02 CNTY RD B TRAIL IMPRV	28,214.50
	10/27/2015	05114	BOLTON & MENK, INC.	1481 STERLING ST S, SSTS PERMIT	687.00
95992	10/27/2015	04206	H A KANTRUD	ATTORNEY SERVICES - NOVEMBER	8,000.00
95993	10/27/2015	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - SEPT 23514123035	3,085.03
95994	10/27/2015	00985	METROPOLITAN COUNCIL	WASTEWATER - NOVEMBER	245,317.42
95995	10/27/2015	01149	NATURAL RESOURCES RESTOR INC	BUCKTHORN CITY HALL & PRAIRIE FARM	4,800.00
95996	10/27/2015	01160	NEWMAN TRAFFIC SIGNS	SIGN ORDER	854.82
95997	10/27/2015	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING & POSTAGE-OCT	9,429.61
95998	10/27/2015	01497	SPRINGSTED INC	ARBITRAGE CALCULATIONS	2,350.00
95999	10/27/2015	05488	SUN LIFE FINANCIAL	PREMIUM - LIFE,LTD,STD - OCTOBER	7,357.49
96000	10/27/2015	03969	WILLIAM SYPNIEWSKI	REIMB FOR TUITION 5/18 - 6/15	1,020.00
96001	10/27/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,470.96
	10/27/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,915.38
	10/27/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	216.42
	10/27/2015	01190	XCEL ENERGY	FIRE SIRENS	51.55
96002	10/27/2015	04150	CENTERLINE CHARTER CORP	BUS-HARAMBEE TO FISH CREEK GRG	450.00
96003	10/27/2015	05369	CINTAS CORPORATION #470	ULTRA CLEAN SERVICE - CITY HALL	462.53
	10/27/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	124.98
96004	10/27/2015	04834	FERGUSON WATERWORKS #2516	MATERIALS -HAWTHORN SEWER PROJ	1,012.17
96005	10/27/2015	05588	LUBRICATION TECHNOLOGIES, INC.	OIL - SANITARY LIFT STATION PUMPS	90.00
96006	10/27/2015	00891	M A M A	LUNCHEON OCT 8TH - A KNUTSON	30.00
	10/27/2015	00891	M A M A	LUNCHEON OCT 8TH - M COLEMAN	20.00
	10/27/2015	00891	M A M A	LUNCHEON OCT 8TH - M FUNK	20.00
96007	10/27/2015	00935	MAPLEWOOD FIRE FIGHTERS RELIEF	2015 FIRE AID	228,016.21
96008	10/27/2015	00986	METROPOLITAN COUNCIL	MONTHLY SAC - SEPTEMBER	56,657.25
96009	10/27/2015	05582	MN CASA	SPONSORSHIP FOR TRAINING NOV 4-5	250.00
96010	10/27/2015	05173	MN ENVIRONMENTAL FUND	3RD QUARTER PLEDGES	154.98
96011	10/27/2015	01089	MN UC FUND	QTR UNEMPLOYMENT - 3RD QTR	3,714.24
96012	10/27/2015	05503	NET TRANSCRIPTS, INC.	TRANSCRIPTION SVCS - CN15005551	15.75
96013	10/27/2015	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - SEPTEMBER	4,242.68
	10/27/2015	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - OCTOBER	1,000.00
96014	10/27/2015	00001	ONE TIME VENDOR	REFUND B MILLER CLASS CANCELLED	45.00
96015	10/27/2015	00001	ONE TIME VENDOR	ASPHALT & CONCRETE 1038 CRESTVIEW	22.40
96016	10/27/2015	01261	PHYSIO-CONTROL, INC.	EMS REPORTING SOFTWARE - OCT	738.67
96017	10/27/2015	01359	REGAL AUTO WASH BILLING	VEHICLE WASHES - SEPTEMBER	78.44
96018	10/27/2015	05338	REPUBLIC SERVICES #923	WASTE & RECYCLING SRVS - SEPTEMBER	1,051.94
	10/27/2015	05338	REPUBLIC SERVICES #923	WASTE & RECYCLING SRVS - OCTOBER	1,037.23
96019	10/27/2015	04578	S & S TREE SPECIALISTS, INC	TREE INSPECTION SERVICES	2,290.00
96020	10/27/2015	05587	SILVER STAR INDUSTRIES	TRAILER HITCH INSTALLATION #958	373.32
96021	10/27/2015	05579	SOLDO CONSULTING, P.C.	LEGAL CONSULTANT FOR EMS	5,733.88
96022	10/27/2015	04104	TRANE U.S. INC.	HVAC UPGRADES-VAVS CITY HALL	40,000.00
96023	10/27/2015	00013	TREE REBATE	REIMB L WAGNER - TREE REBATE	44.99
96024	10/27/2015	01698	GREATER TWIN CITIES UNITED WAY	3RD QTR PMT 2015	184.98
96025	10/27/2015	04179	VISUAL IMAGE PROMOTIONS	PROGRAM DISPLAY SIGN MCC - SEPT	325.00
96026	10/27/2015	02159	WHITE BEAR AREA YMCA	CHARITABLE GAMBLING	1,370.00

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665,326.82

**36 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>
10/19/2015	MN State Treasurer	Drivers License/Deputy Registrar	10,701.99
10/19/2015	MN Dept of Revenue	Fuel Tax	314.36
10/19/2015	MN Dept of Natural Resources	DNR electronic licenses	434.00
10/20/2015	MN State Treasurer	Drivers License/Deputy Registrar	53,626.01
10/21/2015	MN State Treasurer	Drivers License/Deputy Registrar	44,271.62
10/21/2015	Delta Dental	Dental Premium	529.15
10/22/2015	MN State Treasurer	Drivers License/Deputy Registrar	26,466.92
10/23/2015	MN State Treasurer	Drivers License/Deputy Registrar	75,358.14
10/23/2015	MN Dept of Natural Resources	DNR electronic licenses	56.00
10/23/2015	US Bank VISA One Card*	Purchasing card items	39,236.99
10/23/2015	Pitney Bowes	Postage	2,985.00
10/23/2015	Optum Health	DCRP & Flex plan payments	734.00
10/23/2015	ICMA (Vantagepointe)	Deferred Compensation	3,885.00

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258,599.18

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
10/12/2015	10/14/2015	MINNESOTA GOVERNMENT F	\$225.00	GAYLE BAUMAN
10/07/2015	10/09/2015	OFFICE DEPOT #1090	\$221.32	REGAN BEGGS
10/02/2015	10/05/2015	THE HOME DEPOT 2801	\$17.12	BRIAN BIERDEMAN
10/03/2015	10/06/2015	THE HOME DEPOT 2801	(\$17.12)	BRIAN BIERDEMAN
10/03/2015	10/06/2015	THE HOME DEPOT 2801	\$10.58	BRIAN BIERDEMAN
10/07/2015	10/08/2015	USPS 26833800033400730	\$39.20	OAKLEY BIESANZ
10/08/2015	10/09/2015	THE MULCH STORE	\$254.42	OAKLEY BIESANZ
10/13/2015	10/14/2015	PAYPAL *MNATURALIST	\$230.00	OAKLEY BIESANZ
10/03/2015	10/05/2015	MINNESOTA STATE FIRE CHIE	\$250.00	RON BOURQUIN
10/08/2015	10/09/2015	HENRIKSEN ACE HARDWARE	\$6.42	NEIL BRENEMAN
10/08/2015	10/09/2015	CVS/PHARMACY #01751	\$9.19	NEIL BRENEMAN
10/12/2015	10/13/2015	PLYMOUTH PLAYHOUSE-ECOMM	\$282.50	NEIL BRENEMAN
10/14/2015	10/15/2015	PP*DAYTRIPPERS	\$357.75	NEIL BRENEMAN
10/07/2015	10/08/2015	MIKES LP GAS INC	\$25.81	TROY BRINK
10/09/2015	10/12/2015	SQ *MNCASA	\$150.00	SARAH BURLINGAME
10/05/2015	10/06/2015	MENARDS OAKDALE	\$46.40	JOHN CAPISTRANT
10/07/2015	10/09/2015	MENARDS OAKDALE	\$16.34	JOHN CAPISTRANT
10/02/2015	10/05/2015	VIKING ELECTRIC-CREDIT DE	\$309.56	SCOTT CHRISTENSON
10/05/2015	10/07/2015	THE HOME DEPOT 2801	\$75.29	SCOTT CHRISTENSON
10/06/2015	10/07/2015	G&K SERVICES AR	\$293.23	SCOTT CHRISTENSON
10/06/2015	10/08/2015	THE HOME DEPOT 2801	(\$39.97)	SCOTT CHRISTENSON
10/06/2015	10/08/2015	THE HOME DEPOT 2801	\$45.44	SCOTT CHRISTENSON
10/08/2015	10/12/2015	TWIN CITY FILTER SERVICE	\$26.30	SCOTT CHRISTENSON
10/08/2015	10/12/2015	TWIN CITY FILTER SERVICE	\$58.64	SCOTT CHRISTENSON
10/08/2015	10/12/2015	TWIN CITY FILTER SERVICE	\$75.79	SCOTT CHRISTENSON
10/12/2015	10/13/2015	SQ *MR APPLIANCE OF WASHI	\$239.18	SCOTT CHRISTENSON
10/13/2015	10/14/2015	WW GRAINGER	\$16.65	SCOTT CHRISTENSON
10/07/2015	10/08/2015	G&K SERVICES AR	\$40.74	CHARLES DEAVER
10/10/2015	10/12/2015	SUNRAY TRUE VALUE	\$6.45	CHARLES DEAVER
10/02/2015	10/05/2015	OVERHEAD DOOR COMP	\$312.45	TOM DOUGLASS
10/03/2015	10/05/2015	COMMERCIAL POOL & SPA SUP	\$326.00	TOM DOUGLASS
10/06/2015	10/07/2015	G&K SERVICES AR	\$491.60	TOM DOUGLASS
10/06/2015	10/07/2015	WW GRAINGER	\$107.60	TOM DOUGLASS
10/06/2015	10/08/2015	SPECTRUM PRODUCTS	\$452.00	TOM DOUGLASS
10/07/2015	10/08/2015	NUCO2 LLC	\$148.81	TOM DOUGLASS
10/07/2015	10/08/2015	NUCO2 LLC	\$175.50	TOM DOUGLASS
10/07/2015	10/08/2015	NUCO2 LLC	\$211.55	TOM DOUGLASS
10/07/2015	10/08/2015	NUCO2 LLC	\$160.68	TOM DOUGLASS
10/07/2015	10/08/2015	NUCO2 LLC	\$175.21	TOM DOUGLASS
10/12/2015	10/13/2015	HENRIKSEN ACE HARDWARE	\$0.65	TOM DOUGLASS
10/12/2015	10/14/2015	THE HOME DEPOT 2801	\$26.91	TOM DOUGLASS
10/13/2015	10/14/2015	HENRIKSEN ACE HARDWARE	\$22.23	TOM DOUGLASS
10/14/2015	10/15/2015	HENRIKSEN ACE HARDWARE	(\$1.48)	TOM DOUGLASS
10/14/2015	10/16/2015	THE HOME DEPOT 2801	\$11.76	TOM DOUGLASS
10/06/2015	10/07/2015	INTOXIMETERS	\$101.25	MICHAEL DUGAS
10/08/2015	10/09/2015	AMAZON MKTPLACE PMTS	\$225.43	VIRGINIA ERICKSON
10/08/2015	10/09/2015	AMAZON.COM	\$109.09	VIRGINIA ERICKSON
10/02/2015	10/05/2015	NATIONAL INDEPENDENDE	\$376.08	CHRISTINE EVANS
10/08/2015	10/09/2015	US FOODS 3F	\$20.00	CHRISTINE EVANS
10/08/2015	10/08/2015	GRAMMARLY.COM	\$1,500.00	MYCHAL FOWLDS
10/08/2015	10/12/2015	LOFFLER COMPANIES	\$118.91	MYCHAL FOWLDS
10/08/2015	10/12/2015	LOFFLER COMPANIES	\$118.91	MYCHAL FOWLDS
10/08/2015	10/12/2015	LOFFLER COMPANIES	\$64.00	MYCHAL FOWLDS
10/10/2015	10/12/2015	AT&T*BILL PAYMENT	\$37.10	MYCHAL FOWLDS
10/11/2015	10/12/2015	IDU*INSIGHT PUBLIC SEC	\$398.23	NICK FRANZEN
10/11/2015	10/12/2015	IDU*INSIGHT PUBLIC SEC	\$456.07	NICK FRANZEN

10/11/2015	10/12/2015	AMAZON MKTPLACE PMTS	\$61.89	NICK FRANZEN
10/15/2015	10/16/2015	BESTBUYCOM754914005375	\$112.45	NICK FRANZEN
10/14/2015	10/15/2015	BACHMAN'S INC. - MAPLEWO	\$45.72	VIRGINIA GAYNOR
10/14/2015	10/15/2015	WALDORF AZ BILTMORE	(\$195.35)	CLARENCE GERVAIS
10/02/2015	10/05/2015	ORIENTAL TRADING CO	\$78.55	CHRISTINE GIBSON
10/06/2015	10/07/2015	GRANDMAS BAKERY INC	\$49.85	CHRISTINE GIBSON
10/08/2015	10/09/2015	TARGET 00011858	\$33.42	CHRISTINE GIBSON
10/09/2015	10/12/2015	A-1 LAUNDRY	\$56.99	CHRISTINE GIBSON
10/12/2015	10/14/2015	BIG LOTS STORES - #4585	\$18.96	CHRISTINE GIBSON
10/12/2015	10/14/2015	OFFICEMAX/OFFICE DEPOT616	\$11.76	CHRISTINE GIBSON
10/13/2015	10/14/2015	GRANDMAS BAKERY INC	\$74.24	CHRISTINE GIBSON
10/13/2015	10/15/2015	HOMEGOODS #364	\$166.00	CHRISTINE GIBSON
10/14/2015	10/15/2015	PARTY CITY #768	\$16.04	CHRISTINE GIBSON
10/14/2015	10/16/2015	GRAND CLEANERS	\$44.34	CHRISTINE GIBSON
10/14/2015	10/16/2015	THE HOME DEPOT 2801	\$14.95	CHRISTINE GIBSON
10/12/2015	10/14/2015	EULL S MANUFACTURING COMP	\$634.45	MARK HAAG
10/01/2015	10/05/2015	KEEPRS INC 2	\$65.00	TIMOTHY HAWKINSON JR.
10/09/2015	10/12/2015	KEEPRS INC 2	\$35.51	STEVEN HIEBERT
10/05/2015	10/06/2015	THE UPS STORE 2171	\$19.62	TIMOTHY HOFMEISTER
10/05/2015	10/07/2015	FOR THE BIRDS INC	\$38.90	ANN HUTCHINSON
10/15/2015	10/16/2015	JOANN ETC #1970	\$83.47	ANN HUTCHINSON
10/14/2015	10/16/2015	THE HOME DEPOT 2801	\$15.17	DAVID JAHN
10/02/2015	10/05/2015	OFFICE DEPOT #1090	\$106.30	LOIS KNUTSON
10/08/2015	10/12/2015	EMBASSY ROW HOTEL	\$455.72	LOIS KNUTSON
10/12/2015	10/13/2015	RAINBOW #7300	\$3.99	LOIS KNUTSON
10/12/2015	10/13/2015	CHIPOTLE 0224	\$16.02	LOIS KNUTSON
10/12/2015	10/13/2015	CHIPOTLE 0224	\$65.61	LOIS KNUTSON
10/13/2015	10/14/2015	FIRST SHRED	\$94.60	LOIS KNUTSON
10/03/2015	10/05/2015	COMCAST CABLE COMM	\$73.82	DAVID KVAM
10/07/2015	10/08/2015	THOMSON WEST*TCD	\$337.49	DAVID KVAM
10/07/2015	10/09/2015	KEEPRS INC 4	\$1,187.50	DAVID KVAM
10/13/2015	10/14/2015	MINNESOTA STATE FIRE CHIE	\$250.00	MICHAEL LOCHEN
10/02/2015	10/05/2015	COMCAST CABLE COMM	\$2.25	STEVE LUKIN
10/03/2015	10/05/2015	AIRGASS NORTH	\$27.71	STEVE LUKIN
10/08/2015	10/09/2015	AIRGASS NORTH	\$214.77	STEVE LUKIN
10/08/2015	10/09/2015	AIRGASS NORTH	\$151.44	STEVE LUKIN
10/12/2015	10/13/2015	IN *EMERGENCY RESPONSE SO	\$349.19	STEVE LUKIN
10/14/2015	10/14/2015	COMCAST CABLE COMM	\$173.72	STEVE LUKIN
10/14/2015	10/16/2015	MENARDS OAKDALE MN	\$5.29	BRENT MEISSNER
10/02/2015	10/05/2015	STRYKER SALES CRP MED	(\$883.73)	MICHAEL MONDOR
10/02/2015	10/05/2015	BOUND TREE MEDICAL LLC	\$1,537.16	MICHAEL MONDOR
10/05/2015	10/06/2015	BEST BUY MHT 00000109	\$86.67	MICHAEL MONDOR
10/07/2015	10/08/2015	CHANNING BETE CO AHA	\$22.00	MICHAEL MONDOR
10/08/2015	10/12/2015	BOUND TREE MEDICAL LLC	\$610.40	MICHAEL MONDOR
10/08/2015	10/12/2015	BOUND TREE MEDICAL LLC	\$767.97	MICHAEL MONDOR
10/12/2015	10/14/2015	BOUND TREE MEDICAL LLC	\$189.00	MICHAEL MONDOR
10/13/2015	10/15/2015	OFFICEMAX/OFFICE DEPOT616	\$72.05	MICHAEL MONDOR
10/15/2015	10/15/2015	ULINE *SHIP SUPPLIES	\$538.36	MICHAEL MONDOR
10/15/2015	10/16/2015	MINNESOTA STATE FIRE CHIE	\$250.00	MICHAEL MONDOR
10/06/2015	10/07/2015	HENRIKSEN ACE HARDWARE	\$26.76	JOHN NAUGHTON
10/12/2015	10/14/2015	THE HOME DEPOT 2801	\$5.87	JOHN NAUGHTON
10/02/2015	10/05/2015	HEJNY RENTAL INC	\$104.63	RICHARD NORDQUIST
10/14/2015	10/16/2015	HARBOR FREIGHT TOOLS 612	\$34.24	MICHAEL NYE
10/15/2015	10/16/2015	UNIFORMS UNLIMITED INC.	\$626.97	MICHAEL NYE
10/05/2015	10/06/2015	OAKDALE RENTAL CENTER	\$224.00	ERICK OSWALD
10/13/2015	10/14/2015	JOHN DEERE LANDSCAPES530	\$375.10	ERICK OSWALD
10/02/2015	10/05/2015	AUTO PLUS LITTLE CANADA	\$170.54	STEVEN PRIEM

10/06/2015	10/07/2015	AN FORD WHITE BEAR LAK	\$134.34	STEVEN PRIEM
10/08/2015	10/09/2015	FORCE AMERICA DISTRIBUTIN	\$23.84	STEVEN PRIEM
10/09/2015	10/12/2015	HENRIKSEN ACE HARDWARE	\$21.38	STEVEN PRIEM
10/09/2015	10/12/2015	AUTO PLUS LITTLE CANADA	\$439.61	STEVEN PRIEM
10/09/2015	10/12/2015	AN FORD WHITE BEAR LAK	\$1,483.52	STEVEN PRIEM
10/12/2015	10/13/2015	NOTT COMPANY	\$11.01	STEVEN PRIEM
10/12/2015	10/13/2015	LUBE-TECH ESI	\$237.12	STEVEN PRIEM
10/13/2015	10/14/2015	AUTO PLUS LITTLE CANADA	\$70.99	STEVEN PRIEM
10/13/2015	10/14/2015	AUTO PLUS LITTLE CANADA	\$155.95	STEVEN PRIEM
10/13/2015	10/14/2015	AN FORD WHITE BEAR LAK	\$67.63	STEVEN PRIEM
10/13/2015	10/15/2015	TURFWERKS EAGAN	\$52.17	STEVEN PRIEM
10/14/2015	10/15/2015	BARNETT CHRYJEEPkia	\$30.96	STEVEN PRIEM
10/15/2015	10/16/2015	KATH FUEL OFFICE	\$360.00	STEVEN PRIEM
10/15/2015	10/16/2015	ZAHL PMC	\$30.77	STEVEN PRIEM
10/02/2015	10/05/2015	A-1 VACUUM CLEANER	\$48.89	KELLY PRINS
10/07/2015	10/08/2015	MOBILE RADIO ENGINEERIN	\$253.85	KELLY PRINS
10/07/2015	10/09/2015	THE HOME DEPOT 2801	\$28.44	KELLY PRINS
10/15/2015	10/16/2015	WALMART.COM 8009666546	\$166.78	KELLY PRINS
10/15/2015	10/16/2015	HENRIKSEN ACE HARDWARE	\$8.27	KELLY PRINS
10/07/2015	10/08/2015	PIONEER PRESS ADVERTISING	\$2,717.50	TERRIE RAMEAUX
10/14/2015	10/16/2015	MINNESOTA OCCUPATIONAL HE	\$107.00	TERRIE RAMEAUX
10/15/2015	10/15/2015	PANERA BREAD #601305	\$26.63	TERRIE RAMEAUX
10/15/2015	10/16/2015	HILLYARD INC MINNEAPOLIS	\$382.41	MICHAEL REILLY
10/03/2015	10/05/2015	PPL*INSANITY	\$32.23	LORI RESENDIZ
10/06/2015	10/06/2015	LES MILLS WEST COAST	\$270.00	LORI RESENDIZ
10/07/2015	10/08/2015	AV NOW INC	\$15.00	LORI RESENDIZ
10/12/2015	10/13/2015	G&K SERVICES AR	\$101.88	LORI RESENDIZ
10/12/2015	10/14/2015	POWDER BLUE PRODUCTIONS	\$24.95	LORI RESENDIZ
10/06/2015	10/07/2015	FGA*OAKDALE - 11762	\$1,856.25	AUDRA ROBBINS
10/06/2015	10/07/2015	FGA*OAKDALE - 11762	\$2,093.75	AUDRA ROBBINS
10/09/2015	10/12/2015	CUB FOODS #1599	\$19.25	AUDRA ROBBINS
10/13/2015	10/14/2015	TARGET 00011858	\$138.66	AUDRA ROBBINS
10/14/2015	10/15/2015	CTC*CONSTANTCONTACT.COM	\$60.00	AUDRA ROBBINS
10/01/2015	10/05/2015	GARY CARLSON EQUIPMENT	\$130.00	ROBERT RUNNING
10/12/2015	10/14/2015	THE HOME DEPOT 2801	\$16.26	ROBERT RUNNING
10/12/2015	10/14/2015	ESCH CONSTRUCTION SUPPLY	\$349.00	ROBERT RUNNING
10/14/2015	10/15/2015	HENRIKSEN ACE HARDWARE	\$48.50	ROBERT RUNNING
10/05/2015	10/06/2015	LILLIE SUBURBAN NEWSPAPER	\$156.90	DEB SCHMIDT
10/08/2015	10/09/2015	LILLIE SUBURBAN NEWSPAPER	\$183.05	DEB SCHMIDT
10/09/2015	10/12/2015	DISPLAYS2GOCOM	\$49.23	DEB SCHMIDT
10/02/2015	10/05/2015	DOWNTOWNER CAR09879073	\$15.99	PAUL SCHNELL
10/06/2015	10/08/2015	HOLIDAY STNSTORE 3510	\$35.45	PAUL SCHNELL
10/08/2015	10/09/2015	IN *ENCOMPASS TELEMATICS,	\$598.00	PAUL SCHNELL
10/07/2015	10/08/2015	G&K SERVICES AR	\$778.01	SCOTT SCHULTZ
10/12/2015	10/13/2015	FLEXIBLE PIPE TOOL COMPAN	\$862.90	SCOTT SCHULTZ
10/12/2015	10/14/2015	ON SITE SANITATION INC	\$1,633.00	SCOTT SCHULTZ
10/14/2015	10/15/2015	FLEXIBLE PIPE TOOL COMPAN	\$440.95	SCOTT SCHULTZ
10/15/2015	10/16/2015	REPUBLIC SERVICES TRASH	\$596.55	SCOTT SCHULTZ
10/10/2015	10/12/2015	SHERATON HOTELS	\$253.66	FAITH SHEPPERD
10/15/2015	10/16/2015	TWIN CITIES TRANS & REC	\$70.00	MICHAEL SHORTREED
10/08/2015	10/12/2015	RAMADA INN WATERLOO	\$185.92	ANDREA SINDT
10/08/2015	10/09/2015	L A POLICE GEAR INC	\$0.01	BENJAMIN SLATER
10/08/2015	10/09/2015	L A POLICE GEAR INC	\$366.00	BENJAMIN SLATER
10/14/2015	10/15/2015	MENARDS MAPLEWOOD	\$10.88	RONALD SVENDSEN
10/02/2015	10/05/2015	SPIRIT AIRL 4870118508745	\$55.00	DAVID SWAN
10/03/2015	10/05/2015	WESTIN LONG BEACH F&B	\$23.62	DAVID SWAN
10/03/2015	10/05/2015	WESTIN LONG BEACH F&B	\$27.98	DAVID SWAN

10/03/2015	10/05/2015	CALIFORNIA PIZZA 141	\$12.46	DAVID SWAN
10/04/2015	10/05/2015	SUPERSHUTTLE EXECUCARLAX	\$22.00	DAVID SWAN
10/04/2015	10/05/2015	WESTIN LONG BEACH F&B	\$33.34	DAVID SWAN
10/04/2015	10/06/2015	LB AQUARIUM & CONV CTR	\$14.72	DAVID SWAN
10/05/2015	10/06/2015	WESTIN LONG BEACH F&B	\$26.16	DAVID SWAN
10/05/2015	10/07/2015	WESTIN LONG BEACH	\$714.70	DAVID SWAN
10/05/2015	10/07/2015	CAFE 301	\$9.00	DAVID SWAN
10/06/2015	10/08/2015	PARK 'N GO	\$42.91	DAVID SWAN
10/06/2015	10/07/2015	MENARDS MAPLEWOOD	\$8.00	JAMES TAYLOR
10/02/2015	10/06/2015	GRAND VIEW LODGE TENNIS	\$152.94	MICHAEL THOMPSON
10/06/2015	10/07/2015	PAYPAL *FRESHWATERS	\$22.95	KAREN WACHAL
10/06/2015	10/07/2015	NWF*NATL WILDLIFE FED	\$25.00	KAREN WACHAL
10/06/2015	10/08/2015	OFFICE DEPOT #1090	\$179.91	TAMMY WYLIE
10/07/2015	10/09/2015	OFFICE DEPOT #1080	\$224.90	TAMMY WYLIE
10/08/2015	10/09/2015	PAYPAL *MEDTECH FOR	\$216.00	TAMMY WYLIE
			\$39,236.99	

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

10/29/2015

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
96027	11/03/2015	03877	ASSOC OF RECYCLING MANAGERS	MEMBERSHIP DUES - SHANN FINWALL	20.00
96028	11/03/2015	02149	HEIDI CAREY	MARKETING & ADVERTISING - OCT	4,000.00
96029	11/03/2015	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 12-14 PROF SRVS THRU 09/30	9,985.96
	11/03/2015	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 14-01 PROF SRVS THRU 09/30	7,419.32
96030	11/03/2015	01409	S E H	PROJ 15-14 CONIFER RIDGE-TRAFFIC SVC	2,537.51
	11/03/2015	01409	S E H	PROJ 09-09 E METRO REG FIRE TRAINING	451.48
96031	11/03/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	8,630.00
	11/03/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS FOR PAVING	5,316.99
	11/03/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS	1,185.08
96032	11/03/2015	01750	THE WATSON CO INC	MDSE FOR RESALE	460.49
96033	11/03/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	17,485.09
	11/03/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	6,469.76
96034	11/03/2015	04987	ADVANTAGE SIGNS & GRAPHICS INC	SIGN POSTS	1,181.15
96035	11/03/2015	05589	CHERYL BRUNKOW	LOGO DESIGN CONSULTANT	1,350.00
96036	11/03/2015	04067	ESCAPE FIRE	FIRE SPRINKLER INSPECTION	800.00
96037	11/03/2015	00003	ESCROW REFUND	ESCROW REL VICTORY CAPITAL LEG VII	1,062.99
96038	11/03/2015	00003	ESCROW REFUND	ESCROW REL EXCELSIOR GROUP LA FIT	435.54
96039	11/03/2015	05538	FIREFLIES PLAY ENVIRONMENTS	JOY PARK PICNIC SHELTER FINAL PMT	15,000.00
96040	11/03/2015	05374	DAVID ELLIS JONES	SENIOR PRESENTATIONS 9/29 & 10/20	130.00
96041	11/03/2015	00827	L M C I T	INSURANCE PREMIUM OCT-DEC 2015	57,168.75
96042	11/03/2015	00857	LEAGUE OF MINNESOTA CITIES	2015 REGIONAL MEETING N SLAWIK	40.00
	11/03/2015	00857	LEAGUE OF MINNESOTA CITIES	2015 REGIONAL MEETING B CARDINAL	40.00
	11/03/2015	00857	LEAGUE OF MINNESOTA CITIES	SUPERVISOR TRAINING COURSE M FUNK	30.00
96043	11/03/2015	05562	LINN INVESTMENT PROPERTIES LLC	ESCROW RELEASE HOLIDAY STATION	119.76
96044	11/03/2015	00936	MAPLEWOOD AREA	ANNUAL CITY CONTRIBUTION 2015	2,000.00
96045	11/03/2015	03818	MEDICA	MONTHLY PREMIUM - NOVEMBER	170,737.43
96046	11/03/2015	01069	MN WI PLAYGROUND	SWING SEATS/HANGERS FOR PARKS	3,115.05
96047	11/03/2015	01184	NORTHERN DOOR COMPANY, INC.	PD GARAGE DOOR SERVICE & REPAIR	762.00
	11/03/2015	01184	NORTHERN DOOR COMPANY, INC.	PD GARAGE DOOR SERVICE & REPAIR	297.75
96048	11/03/2015	00001	ONE TIME VENDOR	REFUND HOLIDAY INN MCC CANCELLED	185.00
96049	11/03/2015	00001	ONE TIME VENDOR	REFUND H PETERSON MCC CONCELLED	185.00
96050	11/03/2015	00396	MN DEPT OF PUBLIC SAFETY	FINGERPRINT BACKGROUND FEE ACCT	200.00
96051	11/03/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	398.41
	11/03/2015	01418	SAM'S CLUB DIRECT	VENDING MACHINE SUPPLIES	224.87
	11/03/2015	01418	SAM'S CLUB DIRECT	WRONG CARD USED REIMB REC 62218	59.64
	11/03/2015	01418	SAM'S CLUB DIRECT	WRONG CARD USED REIMB REC 62218	53.79
	11/03/2015	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	47.96
	11/03/2015	01418	SAM'S CLUB DIRECT	WRONG CARD USED REIMB REC 62218	41.99
	11/03/2015	01418	SAM'S CLUB DIRECT	SAFETY COMMITTEE PRIZES	18.98
	11/03/2015	01418	SAM'S CLUB DIRECT	CONCESSIONS	8.48
96052	11/03/2015	04074	ELAINE SCHRADE	TAI CHI INSTRUCTION 10/14 - 12/16	110.40
96053	11/03/2015	05587	SILVER STAR INDUSTRIES	TOPPER/BEDLINER NEW SQUAD #981	2,821.50
96054	11/03/2015	01669	TWIN CITIES TRANSPORT &	FORFEITED VEHICLE TOWING	605.00
	11/03/2015	01669	TWIN CITIES TRANSPORT &	FORFEITED VEHICLE TOWING	70.00

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323,263.12

28 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>
10/26/2015	MN State Treasurer	Drivers License/Deputy Registrar	31,125.72
10/26/2015	U.S. Treasurer	Federal Payroll Tax	97,366.88
10/26/2015	P.E.R.A.	P.E.R.A.	97,964.83
10/26/2015	Empower - State Plan	Deferred Compensation	29,169.00
10/27/2015	MN State Treasurer	Drivers License/Deputy Registrar	29,523.93
10/27/2015	MidAmerica	HRA Flex plan	13,820.93
10/27/2015	Labor Unions	Union Dues	3,746.28
10/27/2015	MN State Treasurer	State Payroll Tax	19,564.34
10/28/2015	MN State Treasurer	Drivers License/Deputy Registrar	40,017.85
10/28/2015	Delta Dental	Dental Premium	1,934.63
10/29/2015	MN State Treasurer	Drivers License/Deputy Registrar	53,111.04
10/30/2015	MN State Treasurer	Drivers License/Deputy Registrar	35,315.58
10/30/2015	Optum Health	DCRP & Flex plan payments	635.66
10/30/2015	MN Dept of Natural Resources	DNR electronic licenses	290.00
			453,586.67

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:** November 2, 2015  
**SUBJECT:** Approval of Resolution Certifying Special Assessments for Unpaid Ambulance Bills

**Introduction**

Annually the City levies special assessments for unpaid ambulance bills on property within Ramsey County. During the past 12 months, notifications were made to individuals that had unpaid ambulance bills. The notices indicated that the balance due for ambulance services along with 10% interest would be added to their 2016 property taxes if payment was not made within 30 days. A few payments were received in response to these notifications. The remaining unpaid bills in the amount of \$11,393.20 plus 10% interest of \$1,139.32 should be certified as special assessments.

**Budget Impact**

This process assists with the collection of past due amounts.

**Recommendation**

It is recommended that the attached resolution be adopted to certify \$12,532.52 of unpaid ambulance bills for collection with 2016 property taxes which includes interest at the rate of ten percent on the total amount for one year.

**Attachments**

Attachment 1: Resolution

RESOLUTION NO.

RESOLVED, that the City Clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following ambulance bills totaling \$12,532.52 for collection with the taxes of said property owner for the year 2015, collectible in 2016, which includes interest at the rate of ten percent (10%) on the total amount for one year.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** November 2, 2015  
**SUBJECT:** Approval of Resolution Certifying Special Assessments for Unpaid Miscellaneous Charges

**Introduction**

Annually the City levies special assessments for unpaid miscellaneous charges on property within Ramsey County. These miscellaneous charges include items such as false alarms, lawn mowing and other code enforcement issues. During the past 12 months, letters were sent to individuals that had unpaid bills. The letters indicated that the balance due for the services along with 10% interest would be added to their 2016 property taxes if payment was not made within 30 days. A few payments were received in response to these letters. The remaining unpaid bills in the amount of \$4,721.09 plus 10% interest of \$472.11 should be certified as special assessments.

**Budget Impact**

This process assists with the collection of past due amounts.

**Recommendation**

It is recommended that the attached resolution be adopted to certify \$5,193.20 of unpaid miscellaneous charges for collection with 2016 property taxes which includes interest at the rate of ten percent on the total amount for one year.

**Attachments**

Attachment 1: Resolution

RESOLUTION NO.

RESOLVED, that the City Clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following miscellaneous charges totaling \$5,193.20 for collection with the taxes of said property owner for the year 2015, collectible in 2016, which includes interest at the rate of ten percent (10%) on the total amount for one year.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Gayle Bauman, Finance Director  
**DATE:** November 2, 2015  
**SUBJECT:** Approval of Resolution Certifying Special Assessments for Unpaid Trash Bills

**Introduction**

Beginning in 2013, the City levied special assessments for unpaid trash bills on property within Ramsey County. The accounts affected are those that have amounts due that are at least two billing periods old. 478 notices were sent to individuals that had unpaid bills. The notices indicated that the balance due for the services along with 10% interest would be added to their 2016 property taxes if payment was not made within 30 days. Many payments have been received in response to these notices and 169 of those accounts are now paid in full. The remaining unpaid bills in the amount of \$47,798.44 plus 10% interest of \$4,780.21 should be certified as special assessments.

**Budget Impact**

This process assists with the collection of past due amounts.

**Recommendation**

It is recommended that the attached resolution be adopted to certify \$52,578.65 of unpaid trash bills for collection with 2016 property taxes which includes interest at the rate of ten percent on the total amount for one year.

**Attachments**

Attachment 1: Resolution

RESOLUTION NO.

RESOLVED, that the City Clerk is hereby authorized and directed to certify to the Auditor of Ramsey County the following trash bills totaling \$52,578.65 for collection with the taxes of said property owner for the year 2015, collectible in 2016, which includes interest at the rate of ten percent (10%) on the total amount for one year.

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Karen Haag, Director Citizen Services  
**DATE:** November 3, 2015  
**SUBJECT:** Approval of Resolution for a Lawful Gambling Premise Permit for White Bear Lake Hockey Association at McCarron's Pub & Grill, 1986 Rice Street

**Introduction**

Christine Olson, on behalf of White Bear Lake Hockey Association has submitted an application and is requesting approval of a premise permit to conduct lawful gambling at McCarron's Pub & Grill, 1986 Rice St in Maplewood.

Previously, lawful gambling was conducted at McCarron's Pub & Grill by Chops, Inc. Per City Code Section 22-9 subd.2, which states that only one organization may conduct lawful gambling at an establishment at any one time, the establishment has terminated its lease with Chops, Inc to allow for continued gambling activity to be conducted by White Bear Lake Hockey Association.

**Background**

White Bear Lake Hockey Association is a non-profit organization dedicated to developing skilled hockey players, to stress good sportsmanship and fair play and to teach each participant to accept both victory and defeat in a gracious manner. It has been in existence since 1965.

For the purposes of this permit application, a background investigation has been conducted on the organization's designated gambling manager: Christine Olson; nothing was identified in this investigation that would prohibit the issuance of this permit.

**Recommendation**

It is recommended that Council approve the Resolution for a Lawful Gambling Premise permit for White Bear Lake Hockey Association at the McCarron's Pub & Grill, 1986 Rice Street.

**Attachments**

1. Resolution for a Lawful Gambling Premise permit

**RESOLUTION  
LAWFUL GAMBLING PREMISE PERMIT**

BE IT HEREBY RESOLVED, by the City Council of Maplewood, Minnesota, that the premise permit for lawful gambling is approved for White Bear Lake Hockey Association to operate at McCarron's Pub & Grill, 1986 Rice St, Maplewood, MN.

FURTHERMORE, that the Maplewood City Council waives any objection to the timeliness of application for said permit as governed by Minnesota Statute §349.213.

FURTHERMORE, that the Maplewood City Council requests that the Gambling Control Division of the Minnesota Department of Gaming approve said permit application as being in compliance with Minnesota Statute §349.213.

NOW, THEREFORE, be it further resolved that this Resolution by the City Council of Maplewood, Minnesota, be forwarded to the Gambling Control Division for their approval.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

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

**DATE:** November 3, 2015

**SUBJECT:** Annual Currency Exchange License Renewal for EZ Cash Maplewood LLC, 3035 White Bear Avenue - §53A.04 Approval or Denial of Application

**Introduction**

Pursuant to MN §53A.04, the MN Department of Commerce recently notified the City that a currency exchange license renewal application was submitted by EZ Cash Maplewood LLC to continue their operation at 3035 White Bear Avenue N for 2016.

The renewal application filed with the MN Department of Commerce included the names of the officers and owners of the licensee, background checks on each of the owners and officers from the Minnesota Bureau of Criminal Apprehension, a fee schedule of all fees to be charged by the currency exchange office, a \$10,000 surety bond valid through December 31, 2016 and the \$500 renewal fee.

**Background**

MN §53A.04 requires the Department of Commerce to submit any application for licensure as a currency exchange to the governing body of the municipality in which the currency exchange conducts business.

After consulting with Chief Schnell, there is nothing on record that would prohibit Council from approving the annual currency exchange license renewal; they are a good member of the business community.

**Recommendation**

It is recommended that Council approve the currency exchange license renewal for EZ Cash Maplewood, LLC.

## MEMORANDUM

TO: Melinda Coleman, City Manager  
 FROM: Karen Haag, Director Citizen Services  
 DATE: November 3, 2015  
 RE: Canvass of Municipal General Election Results

**Background**

It is recommended that the City Council approve the following resolution canvassing the results of the Municipal General Election held on November 3, 2015.

**RESOLUTION  
 CANVASS OF ELECTION**

**RESOLVED**, that the City Council of Maplewood, Ramsey County, Minnesota, acting as a canvassing board on November 9, 2015, hereby declares the following results from the November 3, 2015, Municipal General Election.

**Councilmember Candidates:**

Robert Cardinal	2585
Diana Longrie	2053
Bryan Smith	2729
Tou Xiong	3153

Receiving the highest number of votes in the election for the two four year terms for council are Bryan Smith and Tou Xiong.

The oath of office will be administered on January 4, 2016.

**WRITE-IN VOTES:**

A total of \*\* write-in votes were received for City Council member. A complete record of the write-in votes are attached.

**Recommendation**

Staff recommends approval of the Resolution canvassing the November 3, 2015 election results.

**Attachments**

1. Write-In Votes

**MAPLEWOOD MUNICIPAL GENERAL ELECTION**  
**November 3, 2015**  
**Write-In Vote Tally for City Council**

<u>Candidate Name</u>	<u>Total Votes/All Precincts</u>
Amy Poppinga	1
Andre Chovravong	1
Anthony Ducklow	2
Babin	1
Bill Kemper	4
Bill Miller/William Miller	3
Bob Knob	1
Bryan Fisher	1
Daniel Kortus	1
Flavor Flav	1
Fran Grant	1
George Farr	1
George Washington	1
Jaime Bahrke	2
James Farrell	1
Jeff Bibeau	1
Jennifer Sweeney	1
John Nephew	1
John Savat	1
Joshua Snow/Josh Snow	2
Kaitlyn Jenner	1
Kang	1
Marv Koppen/Marvin Koppen/Marvin Koepen	8
Matt Shoff	1
Parnell Charles	1
Paul Sweeney	1
Peter Fisher	1
Peter Glass/Pete Glass	2
Rodger Richard	1
Tim Kennedy	1
Todd Haugstad	1

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Steven Love, Assistant City Engineer  
Jon Jarosch, Civil Engineer II

**DATE:** November 3, 2015

**SUBJECT:** Consider Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for Public Hearing, Lakewood/Sterling Area Street Improvements, City Project 15-11

### Introduction

The feasibility study for the Lakewood/Sterling Area Street Improvements, City Project 15-11, is complete and available in the office of the city engineer. A copy will be sent to all council members with the packet information and will also be available in the council chambers during the meeting on Monday night. The study includes information on the proposed improvements, costs, and proposed financing. The council will consider accepting the feasibility study, authorizing the preparation of plans and specifications, and ordering a public hearing to be held on November 23, 2015.

### Background

The Lakewood/Sterling Area Street Improvements project, City Project 15-11 consists of two separate areas. The Lakewood area, which is being referred to as Area #1, consists of the streets shown on the attached Project Location Map lying north of Carver Avenue and south of Highwood Avenue. These streets are part of the City's work plan as a result of the adoption of the Gas Franchise Fee.

The Sterling Street Area, which is being referred to as Area #2, consists of that part of Sterling Street shown on the attached Project Location Map lying north of Linwood Avenue and south of Londin Lane. This portion of Sterling Street is scheduled for street improvements in 2016 according to the 2016-2020 Maplewood Capital Improvement Plan (CIP). On July 27, 2015 the City Council ordered the preparation of the feasibility study.

The aging and deteriorating condition of roads shown on the project location maps for Area #1 and Area #2 presents an ongoing maintenance problem for the City of Maplewood Street Department. The condition of the existing streets also represents a decreased level of service for the residents of Maplewood, with the City receiving numerous complaints from area residents about substandard street conditions.

The average Pavement Condition Index (PCI) method was used to determine the condition of existing streets within both project areas. The PCI rating is based on a visual survey of the pavement and results in a number between 0 and 100, with 0 being the worst possible pavement condition and 100 being a newly constructed road. The streets in Area #1 have an overall length of approximately 1.73 miles with an average PCI rating of 15. The streets in Area #2 have an overall length of approximately 0.83 miles with an average PCI rating of 38.

An informational packet was mailed to the residents on August 5, 2015 and contained information about the proposed pavement rehabilitation project, a project location map, a letter explaining assessments, a questionnaire, information about the questionnaire, and a letter inviting residents to a neighborhood meeting.

An informational neighborhood meeting was held September 30, 2015 at the Maplewood Community Center. Staff mailed out the meeting invitation to 250 property owners and approximately 40 residents attended the meeting. The meeting generally ran from 6:00 pm to 7:30 p.m. including a presentation, question and answer session, and one-on-one conversations. Items presented at the meeting included the public improvement process, an explanation of why Lakewood/Sterling Area was chosen for improvements, project scope, proposed assessments, and an estimated project timeline.

### **Discussion**

The existing public infrastructure for majority of the streets in both project areas generally consists of a bituminous pavement section, concrete curb and gutter, storm sewer, sanitary sewer, and water utilities. The one exception is that part of Sterling Street which lies north of Caver Avenue and south of Schadt Drive. This section of Sterling Street is a rural section design which has drainage ditches on each side of the road in lieu of concrete curb and gutter. This section of Sterling Street is proposed to remain as a rural section road.

The proposed project for both areas is focused primarily on fixing the condition of the bituminous pavement. Staff is recommending reclaiming the top 8 inches of the street section. By reclaiming, grinding, the top 8 inches of the street section, the crushed bituminous is blended with the underlying aggregate to form new base material to support the road. After the road has been reclaimed and excess material removed, the road base will be reshaped to provide adequate drainage. The new base material will be compacted, and a new bituminous pavement surface will be installed.

The proposed project also includes minor adjustments and repairs to the existing storm sewer, sanitary sewer, and water utilities. The feasibility study found that the proposed project is feasible, necessary, and cost effective from an engineering standpoint.

If the study is accepted along with authorization for preparation of plans and specifications, then a Public Hearing will be scheduled for November 23, 2015. The Public Hearing is the meeting in which the residents have the opportunity to comment on the project. In order to proceed with the project a super majority vote is needed for ordering of the improvement after public testimony is received.

### **Budget Impact**

The estimated project cost for Area #1 is \$1,334,742 and \$752,947 for Area #2. The total estimated project cost for both areas is \$2,087,689 and is outlined on the following page:

<b>ESTIMATED PROJECT COST SUMMARY</b>		
<b>AREA #1</b> (LAKEWOOD AREA)		
<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF AREA #1</b>
STREET IMPROVEMENTS	\$ 1,246,900	93%
DRAINAGE IMPROVEMENTS	\$ 26,189	2%
SANITARY SEWER IMPROVEMENTS	\$ 47,535	4%
WATER SYSTEM IMPROVEMENTS	\$ 14,118	1%
<b>AREA #1 ESTIMATE OF PROJECT COSTS</b>	<b>\$1,334,742</b>	<b>100%</b>
<b>AREA #2</b> (STERLING AREA)		
<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF AREA #2 PROJECT</b>
STREET IMPROVEMENTS	\$ 681,235	91%
DRAINAGE IMPROVEMENTS	\$ 43,648	6%
SANITARY SEWER IMPROVEMENTS	\$ 18,550	2%
WATER SYSTEM IMPROVEMENTS	\$ 9,514	1%
<b>AREA #2 ESTIMATE OF PROJECT COSTS</b>	<b>\$752,947</b>	<b>100%</b>
<b>TOTAL ESTIMATE OF PROJECT COSTS</b>	<b>\$2,087,689</b>	

The estimated costs includes 10% contingencies and 24% overhead, which include engineering, administrative, legal, and fiscal expenses.

The improvements are proposed to be financed through a combination of special assessments to the benefiting properties, the Sanitary Sewer Fund, the Environmental Utility Fund, St. Paul Water Funds, Gas Franchise Fee Funds, and G.O. Improvement Bonds. The following is a summary of the estimated financing for the proposed project:

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>AREA #1</b> (LAKEWOOD AREA)		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
GAS FRANCHISE FEE FUND	\$520,000	46%
SPECIAL BENEFIT ASSESSMENT	\$529,575	47%
ENVIRONMENTAL UTILITY FUND	\$26,189	2%
SANITARY SEWER FUND	\$47,535	4%
ST PAUL W.A.C. FUND	\$14,117	1%
<b>AREA #1 FUNDING</b>	<b>\$1,137,417</b>	<b>100%</b>
<b>AREA #2</b> (STERLING AREA)		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$368,760	49%
SPECIAL BENEFIT ASSESSMENT	\$312,475	42%
ST. PAUL WATER	\$4,757	1%
ST. PAUL W.A.C. FUND	\$4,757	1%
ENVIRONMENTAL UTILITY FUND	\$43,648	6%
SANITARY SEWER FUND	\$18,550	2%
<b>AREA #2 FUNDING</b>	<b>\$752,947</b>	<b>100%</b>
<b>TOAL PROJECT FUNDING</b>	<b>\$1,890,364</b>	

The proposed project funding for Area #1 is approximately \$200,000 less the estimated project cost. The proposed project will be designed with bid alternate options in order to hold to the proposed project budget, available funding, and maximize the use of the gas franchise fee funds. This allows the City to adjust the scope of improvements to conform to budgetary constraints while maximizing the work completed. In essence, this would allow the bids to be received and the city can choose the design based on the cost it is comfortable with in order to proceed.

The proposed project budget for Area # 2 is approximately \$83,000 above the approved 2016-2020 CIP funding plan. This difference is covered by additional special benefit assessments. This allows the G.O. Improvement Bonds to remain approximately the same to the approved 2016-2020 CIP funding plan.

An independent appraisal firm was hired to ascertain an opinion of special benefit received by properties within the neighborhood project area. This information will ultimately be utilized to set the special benefit assessment amounts for the project area. For the purposes of the feasibility report, the rates established in the City's Special Assessment Policy were utilized.

- Residential
  - Pavement Rehabilitation / Replacement Rate = \$3,450/unit
- Commercial / Multi-Family
  - Commercial /Multi-Family Special Benefit Assessment Rates = \$69 Per Linear Foot

There are a total of 243 assessable residential and commercial/multi-family parcels within the project area. Of the total assessable residential properties 142 are in Area #1 and 101 are in Area #2.

### **Recommendation**

It is recommended that the City Council approve the attached Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing for 7:00 p.m. on November 23, 2015 for the Lakewood/Sterling Area Street Improvements, City Project 15-11.

### **Attachments**

1. Resolution
2. Project Map
3. Feasibility Executive Summary
4. Feasibility Report (separate attachment)

**RESOLUTION  
ACCEPTING FEASIBILITY STUDY, AUTHORIZING PREPARATION OF PLANS AND  
SPECIFICATIONS, AND CALLING FOR PUBLIC HEARING**

WHEREAS, pursuant to a resolution of the council adopted July 27, 2015, a report has been prepared by the City Engineering Division with reference to the improvement of Lakewood/Sterling Area Street Improvements, City Project 15-11, and this report was received by the council on November 9, 2015, and

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

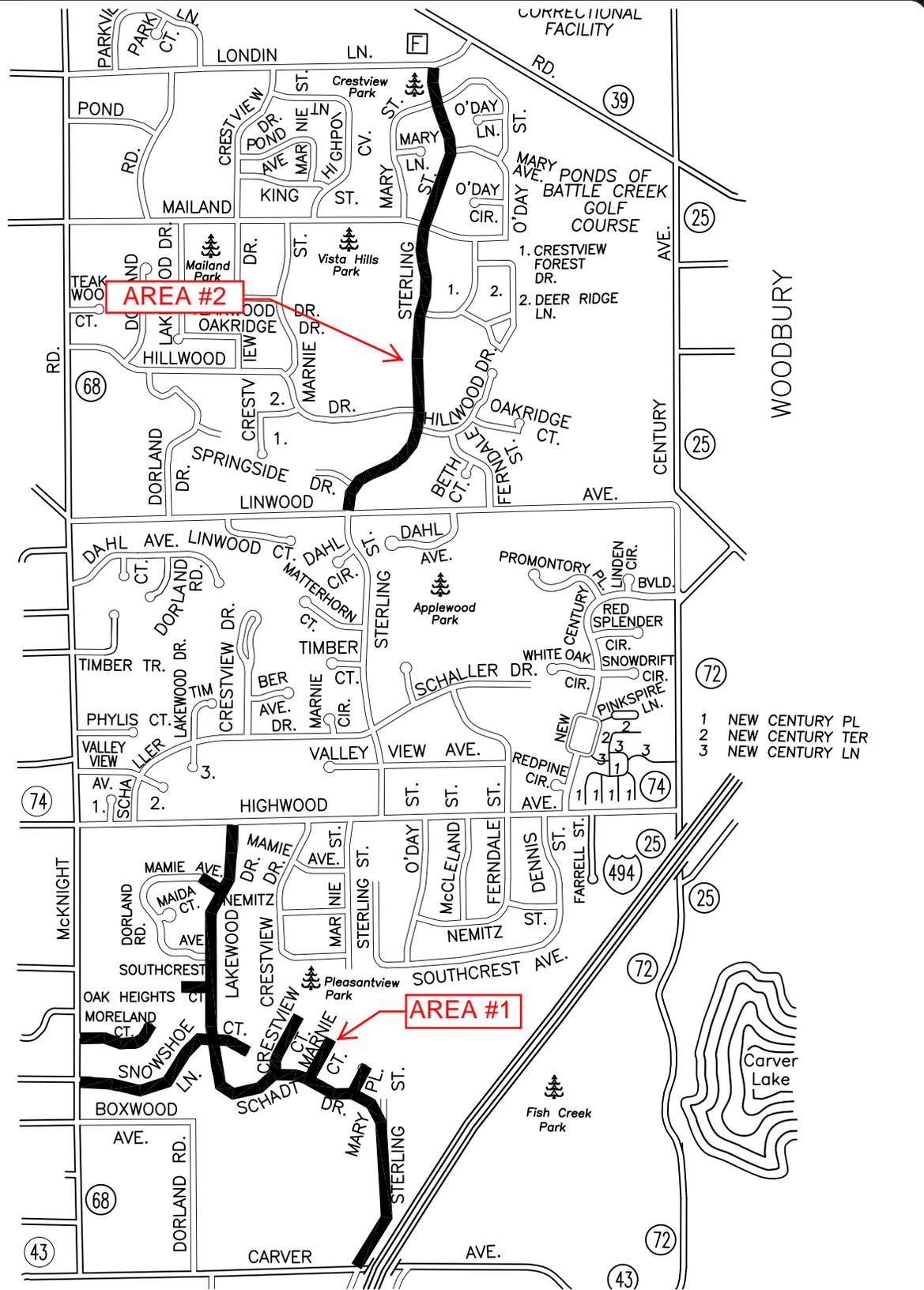
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

1. The City Council will consider the Lakewood/Sterling Area Street Improvements, City Project 15-11 in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$2,087,689.
2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.
3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$1,890,364 shall be established. The proposed financing plan is as follows:

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>AREA #1</b>		
(LAKEWOOD AREA)		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
GAS FRANCHISE FEE FUND	\$520,000	46%
SPECIAL BENEFIT ASSESSMENT	\$529,575	47%
ENVIRONMENTAL UTILITY FUND	\$26,189	2%
SANITARY SEWER FUND	\$47,535	4%
ST PAUL W.A.C. FUND	\$14,117	1%
<b>AREA #1 FUNDING</b>	<b>\$1,137,417</b>	<b>100%</b>
<b>AREA #2</b>		
(STERLING AREA)		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$368,760	49%
SPECIAL BENEFIT ASSESSMENT	\$312,475	42%
ST. PAUL WATER	\$4,757	1%
ST. PAUL W.A.C. FUND	\$4,757	1%
ENVIRONMENTAL UTILITY FUND	\$43,648	6%
SANITARY SEWER FUND	\$18,550	2%
<b>AREA #2 FUNDING</b>	<b>\$752,947</b>	<b>100%</b>
<b>TOAL PROJECT FUNDING</b>	<b>\$1,890,364</b>	

4. A public hearing shall be held on such proposed improvement on the 23rd day of November, 2015 in the council chambers of city hall at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Approved this 9<sup>th</sup> day of November, 2015.



- 1. HUNTINGTON CT.
- 2. OAKRIDGE LN.

- 1. CURRIE CT.
- 2. VALLEY VIEW CT.
- 3. LAKEWOOD CT.

- 1 NEW CENTURY PL
- 2 NEW CENTURY TER
- 3 NEW CENTURY LN

# Lakewood / Sterling Area Street Improvements

## Project Location Map

### City Project 15-11



**LAKWOOD/STERLING AREA STREET IMPROVEMENTS  
CITY PROJECT 15-11**

**EXECUTIVE SUMMARY**

CRESTVIEW COURT, LAKEWOOD DRIVE, MAMIE AVENUE, MARNIE COURT, MARY PLACE,  
MORELAND COURT, OAK HEIGHTS CT., SCHADT DRIVE, SNOWSHOE COURT,  
SNOWSHOE LANE, AND STERLING STREET

**Project Summary**

This feasibility report has been prepared for the Lakewood/Sterling Area Street Improvements, City of Maplewood Project 15-11. The above referenced streets total approximately 2.56 miles in length. The proposed improvements include the following:

- 1) Reclamation of all project streets. Sub-grade repairs in areas of failure as necessary to support the new street section.
- 2) Removal and replacement of damaged sections of concrete curb and gutter and integral driveway aprons.
- 3) Replacement of outdated sanitary sewer castings.
- 4) Replacement of damaged storm sewer castings.
- 5) Replacement of pedestrian curb ramps as necessary.

**Project Cost**

The estimated total project cost is \$2,087,689 and is outlined as follows:

<b>ESTIMATED PROJECT COST SUMMARY</b>		
<b>AREA #1 (LAKEWOOD AREA)</b>		
<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF AREA #1</b>
STREET IMPROVEMENTS	\$ 1,246,900	93%
DRAINAGE IMPROVEMENTS	\$ 26,189	2%
SANITARY SEWER IMPROVEMENTS	\$ 47,535	4%
WATER SYSTEM IMPROVEMENTS	\$ 14,118	1%
<b>AREA #1 TOTAL</b>	<b>\$1,334,742</b>	<b>100%</b>
<b>AREA #2 (STERLING AREA)</b>		
<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF AREA #2 PROJECT</b>
STREET IMPROVEMENTS	\$ 681,235	91%
DRAINAGE IMPROVEMENTS	\$ 43,648	6%
SANITARY SEWER IMPROVEMENTS	\$ 18,550	2%
WATER SYSTEM IMPROVEMENTS	\$ 9,514	1%
<b>AREA #2 TOTAL</b>	<b>\$752,947</b>	<b>100%</b>
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$2,087,689</b>	

The estimated costs includes 10% contingencies and 24% overhead, which include engineering, administrative, legal, and fiscal expenses.

**Proposed Financing**

The improvements are proposed to be financed through a combination of special assessments to the benefiting properties, Gas Franchise Fees, the Sanitary Sewer Fund, the Environmental Utility Fund, St. Paul W.A.C. funds, St. Paul Water funds, and G.O. Improvement Bonds. The following is a summary of the estimated financing for the proposed project.

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>AREA #1</b>		
<b>(LAKEWOOD AREA)</b>		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
GAS FRANCHISE FEE FUND	\$520,000	46%
SPECIAL BENEFIT ASSESSMENT	\$529,575	47%
ENVIRONMENTAL UTILITY FUND	\$26,189	2%
SANITARY SEWER FUND	\$47,535	4%
ST. PAUL W.A.C. FUND	\$14,117	1%
<b>AREA #1 FUNDING</b>	<b>\$1,137,417</b>	<b>100%</b>
<b>AREA #2</b>		
<b>(STERLING AREA)</b>		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$368,760	49%
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SANITARY SEWER FUND	\$18,550	2%
<b>AREA #2 FUNDING</b>	<b>\$752,947</b>	<b>100%</b>
<b>TOAL PROJECT FUNDING</b>	<b>\$1,890,364</b>	

**Schedule**

The following schedule may be implemented, should it be determined to proceed with the project:

Receive feasibility study	11/09/2015
Order public hearing	11/09/2015
Public hearing	11/23/2015
Authorize preparation of plans and specifications	11/23/2015
Approve plans and specifications/Authorize advertisement for bids	1/25/2016
Bid date	2/17/2016
Assessment hearing	2/22/2016
Accept bids/award contract	2/22/2016
Begin construction	May 2016
Complete construction	September 2016
Assessments certified to Ramsey County	November 2016

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

**FROM:** Steven Love, Assistant City Engineer  
Jon Jarosch, Civil Engineer II

**DATE:** November 3, 2015

**SUBJECT:** Consider Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for Public Hearing, Beebe Road Street Improvements, City Project 13-10

### Introduction

The feasibility study for the Beebe Road Street Improvements, City Project 13-10, is complete and available in the office of the city engineer. A copy will be sent to all council members with the packet information and will also be available in the council chambers during the meeting on Monday night. The study includes information on the proposed improvements, costs, and proposed financing. The council will consider accepting the feasibility study, authorizing the preparation of plans and specifications, and ordering a public hearing to be held on November 23, 2015.

### Background

The Beebe Road Street Improvement project, City Project 13-10, is scheduled for street and utility improvements in 2016 according to the 2016-2020 Maplewood Capital Improvement Plan (CIP). On August 26, 2013 the City Council ordered the preparation of the feasibility study. Prior to the completion of the feasibility study, the Beebe Road Street Improvements project was delayed until the 2016 construction season due to reprioritization of projects as part of the annual CIP update process.

The aging and deteriorating condition of Beebe Road lying north of Larpenteur Avenue and south of Holloway Avenue (see attached project location map) presents an ongoing maintenance problem for the City of Maplewood Street Department. The condition of the existing street also represents a decreased level of service for the residents of Maplewood, with the City receiving numerous complaints from area residents about substandard street conditions.

Beebe Road has an overall length of approximately 0.5 miles with an average PCI rating of 13. The average Pavement Condition Index (PCI) method was used to determine the condition of existing street. The PCI rating is based on a visual survey of the pavement and results in a number between 0 and 100, with 0 being the worst possible pavement condition and 100 being a newly constructed road.

An informational packet was mailed to the residents on September 24, 2015 and contained information about the proposed pavement rehabilitation project, a project location map, a letter explaining assessments, a questionnaire, information about the questionnaire, and a letter inviting residents to a neighborhood meeting.

An informational neighborhood meeting was held October 19, 2015 at the Maplewood Community Center. Staff mailed out the meeting invitation to 73 property owners and approximately 15 residents

attended the meeting. The meeting generally ran from 6:00 pm to 7:30 p.m. including a presentation, question and answer session, and one-on-one conversations. Items presented at the meeting included the public improvement process, an explanation of why Beebe Road was chosen for improvements, project scope, proposed assessments, and an estimated project timeline.

### **Discussion**

The existing public infrastructure for Beebe Road generally consists of a bituminous pavement section, concrete curb and gutter, storm sewer, sanitary sewer, and water utilities. The proposed project is focused primarily on fixing the condition of the bituminous pavement. Staff is recommending reclaiming the top 10 inches of the street section. By reclaiming, grinding, the top 10 inches of the street section, the crushed bituminous is blended with the underlying aggregate to form new base material to support the road. After the road has been reclaimed and excess material removed, the road base will be reshaped to provide adequate drainage. The new base material will be compacted and a new bituminous pavement surface will be installed.

The proposed project also includes minor adjustments and repairs to the existing storm sewer, sanitary sewer, and water utilities. Additionally, a new bituminous walk is proposed to be constructed on the east side of Beebe Road to improve pedestrian and bicycle facilities in the project area. The feasibility study found that the proposed project is feasible, necessary, and cost effective from an engineering standpoint.

If the study is accepted along with authorization for preparation of plans and specifications, then a Public Hearing will be scheduled for November 23, 2015. The Public Hearing is the meeting in which the residents have the opportunity to comment on the project. In order to proceed with the project a super majority vote is needed for ordering of the improvement after public testimony is received.

### **Budget Impact**

The estimated project cost is \$1,522,296 and is outlined as follows:

<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
STREET IMPROVEMENTS	\$ 1,245,791	81.8%
DRAINAGE IMPROVEMENTS	\$ 86,790	5.7%
SANITARY SEWER IMPROVEMENTS	\$ 173,896	11.4%
WATER SYSTEM IMPROVEMENTS	\$ 15,819	1.0%
<b>TOTAL ESTIMATE OF PROJECT COSTS</b>	<b>\$1,522,296</b>	<b>100%</b>

The estimated costs includes 20% contingencies and 31.5% overhead, which include engineering, administrative, legal, and fiscal expenses. The project budget detailed in the City's 2016-2020 Capital Improvement Plan is \$1,830,000. The proposed project budget is approximately \$307,000 less than the approved CIP budget.

The improvements are proposed to be financed through a combination of special assessments to the benefiting properties, the Sanitary Sewer Fund, the Environmental Utility Fund, St. Paul Water Funds, State Aid Funds, and G.O. Improvement Bonds. A summary of the estimated financing for the proposed project is shown on the following page.

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$217,846	14%
SANITARY SEWER FUND	\$173,896	11%
ENVIRONMENTAL UTILITY FUND	\$86,790	6%
SPECIAL BENEFIT ASSESSMENT BONDS	\$302,944	20%
St. Paul W.A.C. FUND	\$7,910	0.5%
State Aid FUNDS	\$725,000	48%
St. Paul Water	\$7,910	0.5%
<b>TOTAL FUNDING</b>	<b>\$1,522,296</b>	<b>100%</b>

In order to hold to debt levels established in the adopted 5-year CIP the intent is to design this project with bid alternate options. This allows the City to adjust the scope of improvements to conform to budgetary constraints while maximizing the work completed. In essence, this would allow the bids to be received and the city can choose the design based on the cost it is comfortable with in order to proceed.

An independent appraisal firm was hired to ascertain an opinion of special benefit received by properties within the neighborhood project area. This information will ultimately be utilized to set the special benefit assessment amounts for the project area. For the purposes of the feasibility report, the rates established in the City's Special assessment policy were utilized.

- Residential
  - Pavement Rehabilitation / Replacement Rate = \$3,450/unit
- Commercial / Multi-Family
  - Commercial /Multi-Family Special Benefit Assessment Rates = \$69 Per Linear Foot

There are a total of 66 assessable residential and commercial/multi-family parcels within the project area.

### **Recommendation**

It is recommended that the City Council approve the attached Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing for 7:00 p.m. on November 23, 2015 for the Beebe Road Street Improvements, City Project 13-10.

### **Attachments**

1. Resolution
2. Project Map
3. Feasibility Executive Summary
4. Feasibility Report (separate attachment)

**RESOLUTION  
ACCEPTING FEASIBILITY STUDY, AUTHORIZING PREPARATION OF PLANS AND  
SPECIFICATIONS, AND CALLING FOR PUBLIC HEARING**

WHEREAS, pursuant to a resolution of the council adopted August 26, 2013, a report has been prepared by the City Engineering Division with reference to the improvement of Beebe Road Street Improvements, City Project 13-10, and this report was received by the council on November 9, 2015, and

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

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

1. The City Council will consider the Beebe Road Street Improvements, City Project 13-10 in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$1,522,296.
2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.
3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$1,522,296 shall be established. The proposed financing plan is as follows:

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$217,846	14%
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St. Paul Water	\$7,910	0.5%
<b>TOTAL FUNDING</b>	<b>\$1,522,296</b>	<b>100%</b>

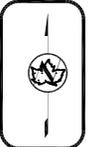
4. A public hearing shall be held on such proposed improvement on the 23rd day of November, 2015 in the council chambers of city hall at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Approved this 9<sup>th</sup> day of November, 2015.



### Beebe Road Street Improvements

Project Location Map  
City Project 13-10



**BEEBE ROAD STREET IMPROVEMENTS  
CITY PROJECT 13-10**

***EXECUTIVE SUMMARY***

**Project Summary**

This feasibility report has been prepared for the Beebe Road Street Improvements, City of Maplewood Project 13-10. The above referenced street totals approximately 0.5 miles in length. The proposed improvements include the following:

- 1) Reclamation of Beebe Road within the project limits. Sub-grade repairs in areas of failure as necessary to support the new street section.
- 2) Removal and replacement of structurally deficient sections of concrete curb and gutter.
- 3) Replacement of outdated sanitary sewer castings.
- 4) Replacement of damaged storm sewer castings.
- 5) Replacement of pedestrian curb ramps as necessary.
- 6) Minor repairs or lining of underground utilities as needed.
- 7) Sanitary sewer lining in select areas of the City.
- 8) Neighborhood bituminous fog seal.
- 9) Installation of an 8-foot bituminous walk along the east side of Beebe Road.

**Project Cost**

The estimated project cost is \$1,522,296 and is outlined as follows:

<b>PROPOSED IMPROVEMENTS</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
STREET IMPROVEMENTS	\$ 1,245,791	81.8%
DRAINAGE IMPROVEMENTS	\$ 86,790	5.7%
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WATER SYSTEM IMPROVEMENTS	\$ 15,819	1.0%
<b>TOTAL ESTIMATE OF PROJECT COSTS</b>	<b>\$1,522,296</b>	<b>100%</b>

The estimated costs includes 20% contingencies and 31.5% overhead, which include engineering, administrative, legal, and fiscal expenses.

**Proposed Financing**

The improvements are proposed to be financed through a combination of special assessments to the benefiting properties, the Sanitary Sewer Fund, the Environmental Utility Fund, St. Paul W.A.C. funds, Saint Paul Water funds, State Aid funds, and G.O. Improvement Bonds. The following is a summary of the estimated financing for the proposed project.

<b>ESTIMATED PROJECT COST RECOVERY</b>		
<b>FUNDING SOURCE</b>	<b>TOTAL AMOUNT</b>	<b>% OF TOTAL PROJECT</b>
G.O. IMPROVEMENT BONDS	\$217,846	14%
SANITARY SEWER FUND	\$173,896	11%
ENVIRONMENTAL UTILITY FUND	\$86,790	6%
SPECIAL BENEFIT ASSESSMENT BONDS	\$302,944	20%
St. Paul W.A.C. FUND	\$7,910	1%
State Aid FUNDS	\$725,000	48%
St. Paul Water	\$7,910	1%
<b>TOTAL FUNDING</b>	<b>\$1,522,296</b>	<b>100%</b>

**Schedule**

The following schedule may be implemented, should it be determined to proceed with the project:

Receive feasibility study	11/09/2015
Order public hearing	11/09/2015
Public hearing	11/23/2015
Authorize preparation of plans and specifications	11/23/2015
Approve plans and specifications/Authorize advertisement for bids	2/8/2016
Bid date	3/9/2016
Assessment hearing	3/14/2016
Accept bids/award contract	3/14/2016
Begin construction	May 2016
Complete construction	September 2016
Assessments certified to Ramsey County	November 2016

**MEMORANDUM**

**TO:** City Council

**FROM:** Melinda Coleman, City Manager  
Paul P. Schnell, Director of Public Safety

**DATE:** November 4, 2015

**SUBJECT:** Consider Options and Alternatives Regarding City Prosecution Contract with Campbell-Knutson

**Introduction**

The Campbell-Knutson law firm has been serving as Maplewood's City Prosecutor since February 2015. At the September 28, 2015, City Council workshop, Mr. Elliott Knetsch from Campbell-Knutson presented a summary of prosecution cases since their firm took over as the City's prosecutor. Following the overview of prosecution efforts, a brief discussion ensued regarding the firm's contract compensation rate based on the workload. Subsequently, we met with Mr. Knetsch to discuss compensation and what the contract called for based on the number of cases, the outcomes being sought, and the demands placed on the firm due to Ramsey County District Court case calendaring protocols.

**Background**

In January of 2015, the Maplewood City Council approved an agreement between the City and the Campbell-Knutson law firm to serve as Maplewood's City Prosecutor. The agreement called for Campbell-Knutson to be paid \$9,000.00 per month (\$108,000.00/year), plus expenses, in accordance with their proposal. It should be noted that Campbell-Knutson's proposal provided the lowest cost, and reference checks with other cities (e.g. Burnsville and Plymouth) were very strong and positive. Shortly after completion of the agreement, police records staff began transitioning new cases to Campbell-Knutson. In addition, cases pending review or in prosecution with Mr. Kantrud were transitioned to Campbell-Knutson without disruption.

Since taking over as the City's prosecutor, Mr. Knetsch has regularly met with the staff liaison in the Police Department. The first several months following the award of the contract, the workload for Campbell-Knutson was understandably large based on the need to "ramp up" and learn the status of all pending cases, as well as, manage newly charged cases and develop a familiarity with the Ramsey County District Court system. Even after 4 to 6 months passed the overall prosecution levels did not adjust.

Between 2/1/2015 and 7/31/2015, Campbell-Knutson's prosecution effort comprised the following:

1. Cases opened – 813
2. Charges by formal complaint – 219
3. Domestic violence cases opened (last 6 months) - 110
4. Court appearances – 198

Following the September 28, 2015 City Council workshop at which Campbell-Knutson's workload and monthly fee for service were discussed, staff met with Mr. Knetsch. While it is the Campbell-Knutson firm's strong desire to continue serving as Maplewood's prosecutor, they report that it is not economically viable at the present contract rate of \$9,000.00/month, plus expenses. Mr. Knetsch reported that Campbell-Knutson would need to be paid \$15,000.00 per month, plus expenses, beginning on or about January 2016 in order to continue providing prosecution services. It should be noted that in accordance with the contract the City may terminate the agreement without cause by resolution of the Council. The contract further provides that the prosecution firm may terminate the agreement at any time with 30 days written notice. Police staff has provided favorable feedback regarding the services provided by Campbell-Knutson.

We suggest three **options** for the City Council to consider, including:

- **Option 1:** Establish an updated agreement between Campbell-Knutson and the City reflecting the requested monthly contract rate of \$15,000.00 per month, plus expenses (\$180,000.00 annually, plus expenses).
- **Option 2:** Re-engage previous RFP respondents to assess whether they will provide the services for the cost submitted in their proposal. It should be noted that the competing firms would need to be contacted to verify that their previous bids would remain the same and that they understand the requirements and work load. References should also be re-checked.
  - The Kelly & Lemmons firm provided the next lowest cost proposal at \$11,000.00 per month, plus expenses (\$132,000 annually, plus expenses).
  - The third lowest contract proposal (from the three finalists) was submitted by Geck, Duea and Olson at a proposed monthly fee of \$13,000, inclusive of expenses (\$156,000.00 annually).
- **Option 3:** Negotiate a short-term contract extension with Campbell-Knutson and reissue the Request for Proposal for prosecution services.

### **Budget Impact**

All the proposed options have a budget impact. Below is the budget impact by option:

- **Option 1:** Continuing with Campbell-Knutson at the requested contract amount of \$15,000.00 per month increases the City's prosecution cost by \$72,000.00 for 2016.
- **Option 2:** Engaging the services of Kelly & Lemmons at the requested amount of \$11,000 per month increases the City's prosecution cost by \$24,000.00 for 2016. Should the Kelly firm be unwilling to contract for that amount, engaging Geck, Duea, and Olson at the requested amount of \$13,000.00 per month increases the City's prosecution cost by \$48,000.00. It should be noted that the cost of a new contract may be higher but we would not know that cost until discussing with the Attorneys.

- **Option 3**: While we cannot give a hard cost for 2016, it is anticipated that overall costs will be higher. We base this assessment on the following factors: the documented experience of Campbell-Knutson with Maplewood's prosecution history, the staff time and cost developing, issuing, vetting, and finalizing a new RFP process, and the increased cost of a short-term contract extension with Campbell-Knutson until award of a new contract.

### **Recommendation**

It is recommended that the City Council review and consider the proposed alternatives and direct staff to proceed with the chosen course of action. Should Option 2 be selected, it is recommended that the City Manager and Director of Public Safety be directed to engage with the firm who provided the next highest proposal for purposes of forging an agreement for review and approval of the City Council.

### **Attachments**

None

**MEMORANDUM**

**TO:** City Council

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

**DATE:** November 4, 2015

**SUBJECT:** Consider Approval of City of Maplewood Strategic Plan

**Introduction**

Over the past several months the City of Maplewood's leadership team, at the direction of the City Council, has been developing a strategic plan for the City. The final step in this process is to adopt the overall plan and to incorporate it into the budget document.

**Background**

On March 16 and May 4, 2015 the City of Maplewood's leadership team engaged in team building and strategic planning retreats. The meetings yielded an improved understanding of Council-Staff team dynamics and a draft strategic plan for the two-year period 2016-2017.

The strategic plan consists of a set of five strategic priorities, which are the highest priority issues for the next two years, a series of key outcome indicators and targets, which describe desired outcomes and success measures, and a list of strategic initiatives, which define the actions necessary to ensure successful effort.

At the initial planning meeting on March 16, the group discussed effective governance, their team strengths, and established strategic priorities. On May 4, the group developed a set of desired outcomes, indicators of success, and targets for performance. This will be followed by the development of strategic initiatives, which will operationalize the plan.

Staff presented the five (5) Strategic Priorities, Key Outcome Indicators (goals), and Strategic Initiatives (action plans) at the June 22, July 13, and July 27,, 2015 Council Workshops. The council proceeded to approve the Strategic Priorities and Key Outcome Indicators (goals) at the August 10th Council Meeting and directed staff to prepare Action Plans.

Action plans for Financial Sustainability and Coordinated Communication were reviewed at the September 23, 2015 Manager Work Shop; and Action Plans for Effective Governance, Targeted Redevelopment, and Operational Effectiveness were reviewed at the October 19th, 2015, Manager Work Shop.

**Budget Impact**

There is no estimated budgetary impact projected for this discussion.

**Recommendation**

Staff recommends that the City Council approve the City of Maplewood Strategic Plan.

**Attachments**

1. City of Maplewood Strategic Plan

# City of Maplewood Strategic Plan

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Approved by the City Council on November 9th, 2015

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## Executive Summary

On March 16 and May 4, 2015 the City of Maplewood's leadership team engaged in team building and strategic planning retreats. The meetings yielded an improved understanding of Council-Staff team dynamics and a draft strategic plan for the two-year period 2016-2017.

The strategic plan consists of a set of five *strategic priorities*, which are the highest priority issues for the next two years, a series of *key outcome indicators* and *targets*, which describe desired outcomes and success measures, and a list of *strategic initiatives*, which define the actions necessary to ensure successful effort.

At the initial planning meeting on March 16, the group discussed effective governance, their team strengths, and established strategic priorities. On May 4, the group developed a set of desired outcomes, indicators of success, and targets for performance. This will be followed by the development of strategic initiatives, which will operationalize the plan.

Staff presented the five (5) Strategic Priorities, Key Outcome Indicators (goals), and Strategic Initiatives (action plans) at the June 22, July 13, and July 27, 2015 Council Workshops. The council proceeded to approve the Strategic Priorities and Key Outcome Indicators (goals) at the August 10<sup>th</sup> Council Meeting and directed staff to prepare Action Plans.

Action plans for Financial Sustainability and Coordinated Communication were reviewed at the September 23, 2015 Manager Work Shop; and Action Plans for Effective Governance, Targeted Redevelopment, and Operational Effectiveness were reviewed at the October 19<sup>th</sup>, 2015, Manager Work Shop.

It is recommended the council approved the full plan on November 9<sup>th</sup>, 2015.

The strategic plan is summarized on the following page:

## Strategic Plan Summary 2016-17

<b>Strategic Priority</b>	<b>Key Outcome Indicator (KOI) [Measurers]</b>	<b>Target [Goals]</b>	<b>Strategic Initiatives [Action Plans]</b>
<b>Financial Sustainability</b>	Reserve funding-facilities and equipment	Critical items currently identified in asset management plan funded in 3 years.	See Appendix III
	General Fund reserves	40% of Gen. Fund operating revenues	
	Budget	Positive change to net assets-all gov't funds-excluding future bonded items	
<b>Coordinated Communication</b>	Citizen engagement	3 new engagement tools implemented	
	Coordinated Communication	Determination made regarding most effective modalities	
	Feedback from diverse communities	--Most effective methods for feedback determined --One new approach implemented	
<b>Effective Governance</b>	Decisions	80% of goals accomplished annually	See Appendix III
	Council meeting decorum	Compliance with council approved "Rules of Civility".	
	Advisory Board/Commissions	Create annual initiatives/work plans to support city's strategic plan	
<b>Targeted Redevelopment</b>	Gladstone area redevelopment	--3 parcels Maplewood Bowl completed --Seek relocation agreements for auto repair uses	See Appendix III
	Vacant commercial space	50% of sq. ft. back in productive use	
	Redevelopment corridors	Priorities include: Century Avenue Corridor and Larpenteur Avenue -Create shared vision w/ Stakeholders (Oakdale, Ramsey County, Washington County, etc.)	
<b>Operational Effectiveness</b>	Performance measures	Each Department identifies five (5) core effectiveness/performance measures	See Appendix III
	Collaboration/shared services	Two new executed service agreements (public/public and/or public/private)	
	Survey results	Use survey responses to share service delivery outcomes and/or goals	

\*Note: Approved by the city council on August 10, 2015

# City of Maplewood-Team Building and Strategic Planning

On Monday, March 16, the Maplewood City Council, City Manager and senior management team held a leadership retreat. The focus of the retreat was twofold: (1) a discussion of leadership team dynamics, and (2) a strategic review of the operating environment. The first half of the day included a discussion of leadership roles and responsibilities, the results of a team questionnaire, and the results of a Strengthfinders™ assessment. The afternoon portion of the day focused on a group SWOT analysis, identification of community challenges, and the establishment of strategic priorities.

## **Effective Governance, Group Strengths, Team Issues**

The leadership team reviewed and discussed the role of governance—first participating in an interactive discussion of roles and responsibilities, and then examining the Carver Policy Governance model. The Carver model was presented as a best practice example. The group discussed how they compared to the best practices. It was generally agreed that the leadership team functioned reasonably well, and that they followed many of the practices presented in the Carver model, but that it provided a good model for the future.

Following the governance discussion, the Mayor, Council and City Manager discussed the results of their team questionnaire, which covered a variety of issues regarding both current conditions and desired performance, summarized as follows:

### Leadership Team Questionnaire

#### **1. Is the City Council a team?**

The group consensus was that the group wasn't a team, although they agreed that they should be, and that they were committed to working toward that goal. They specifically committed to working on building trust, active listening and leveraging the unique strengths of each member.

#### **2. Is the City Council and Senior Management Team a team?**

The group stated that they were not a team, and again expressed uniform agreement that they should be, and that they wished to work toward that goal. They agreed to build on the work done collaboratively during the strategic planning retreat, establishing and following rules of engagement, and taking opportunities to get to know one another.

#### **3. Does the City Council have a unified sense of purpose and direction for the future?**

The group response to this question was generally No or I Don't Know. However, the Council acknowledged a unified perspective regarding sustainability, financial, operational and environmental goals. The entire group felt that the retreat was an important first step in the process of establishing a clear purpose.

**4. In every group there are conflicts, disagreements/differences of opinion. How is Council conflict handled in Maplewood?**

The group answered this question in terms of both intra-Council conflict and Council-Manager conflict. In both cases, they agreed that conflict wasn't handled well and needed improvement. In terms of the Council-Manager relationship, the group acknowledged the recent transition and the difficulties surrounding it, but noted that things have improved and are stabilizing.

**5. How should conflict be handled?**

This question addressed both intra-Council and Council-Manager conflict. In both cases, the group indicated that conflict should be handled directly, and in person. They also agreed that using Strengthfinders to understand each other would be important, as will establishing rules of conduct/engagement.

**6. If you had the power to change anything about how leadership (CC/CM/SMT) functions, what would you change?**

In general, the group cited improving personal and team relationships, respecting differing opinions, and working to improve team collaboration as things that would be useful changes to improve leadership effectiveness.

**Summary**

In summary, the group agreed to focus on the following issues as an action agenda for strengthening the leadership team:

- Encouraging respectful dissent and acceptance of differing opinions
- Strengthening two-way dialogue amongst Councilmembers
- Strengthening communication and relationship between City Manager and City Council
- Respect for staff input to the Council
- Reduction of political overreach
- Using the City Manager to assist in forging a “reasonable consensus” on issues

The group concluded the morning session with a brief review of the Strengthfinders™ assessment. A full summary of group scores is contained in Appendix A. The most common strengths (by occurrence) were: Ideation (6), Achiever (6), Responsibility (6), and Strategic (5). The most common Strength Themes (by occurrence) were: Thinking (30), Relating (20), Striving (13) and Impacting (13).

The group noted the significant strengths in the areas of ideation and strategy and agreed that having the Strengthfinders™ results will provide a useful baseline for their future teambuilding work. The group noted in particular the fact that the Mayor strengths included Futurist, Input and Maximizer, and that both the Mayor and City Manager had Woo as strengths—important strengths for the tasks ahead.

## Strategic Plan Development—Reviewing the Environment, Setting Priorities

During the afternoon of the March 16<sup>th</sup> retreat, and again at a follow-up session on May 4, the leadership team began the process of developing the strategic plan. Strategic planning is a process that helps leaders examine the current state of the organization, determine a desired future state, establish priorities, and define a set of actions to achieve specific outcomes. The process followed by the City was designed to answer four key questions: (1) Where are we now? (2) Where are we going? (3) How will we get there? (4) What will we do?

The first step taken in the process was an assessment of the environment within which the City operates. This was done via a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis: a process that examines the organization's internal strengths and weaknesses, as well as the opportunities and threats in the external environment. To facilitate this, a SWOT questionnaire was distributed to the City Council and City Administration in advance of the planning session. The SWOT process revealed the most frequently mentioned characteristics in each area:

### STRENGTHS

- Organizational leadership-Council & staff; professional, dedicated, talented, creative; regarded as a leader in many areas: environment, sustainability, living streets, quality in service delivery

### WEAKNESSES

- Communication-Council/staff/public, leadership-vision, financing-spending

### OPPORTUNITIES

- Connections-building community cohesiveness, communication, collaboration/partnership, diversity, uniqueness, redevelopment

### THREATS

- Leadership-communication, financial sustainability, redevelopment-business & housing, direction/strategic planning, nay-sayers

The group then engaged in an exercise using the summarized SWOT data. They compared strengths with opportunities and weaknesses with threats, to determine which opportunities would maximize strengths, and which weaknesses would be exacerbated by the threats. This effort helped to crystalize the current challenges and opportunities facing the community. The results of this analysis are listed below:

### STRENGTHS-OPPORTUNITIES

(Make good things happen)

- Collaboration/partnerships
- Redevelopment
- Improving communication: internal/external
- Uniqueness: branding

## WEAKNESSES-THREATS

(Keep bad things from happening)

- Improve communication
- Define vision/leadership/execution
- Prioritize financing

This led to the identification of a broad set of issues and/or challenges facing the community:

## ISSUES/CHALLENGES

- Coordinated communication
- Vision/purpose
- Redevelopment
- Collaboration
- Financial – prioritization
- Branding-Image
- Infrastructure condition
- Operational/organizational effectiveness

Once the current challenges were identified, the group discussed the issues that were most important over the next two years. From that discussion, a set of five Strategic Priorities emerged. They are:

## STRATEGIC PRIORITIES

1. Financial Sustainability
2. Coordinated Communication
3. Effective Governance
4. Targeted Redevelopment
5. Operational Effectiveness

## Defining the Strategic Priorities

**In order to clarify the meaning of each priority in the context of Maplewood, the group identified key concepts for each.**

### **Financial Sustainability**

Maintain a positive financial position by balancing revenues and expenditures for operations, debt management, and capital improvements. Provide long-term sustainability of quality city services at a level that reflects community values and is supported by available resources.

### **Coordinated Communication**

Maplewood is an evolving community and will need to position itself for the future. Create a long-term vision that reflects our community identity and be able to effectively communicate a consistent, broad-based message and brand through a variety of mediums.

### **Effective Governance**

Maplewood is committed to effective governance. This begins with creating a culture that is built on trust, creating clearly defined expectations, and is focused on the city's long-range mission and vision.

### **Targeted Redevelopment**

Guide the type and intensity of residential development by leveraging resources to expand the tax base and create life-cycle/mixed housing options that meet the diversity of the community. Promote commercial development through green building efforts and innovation that supports existing infrastructure; and to create an environment for businesses to expand.

### **Operational Effectiveness**

The city values organizational efficiencies, which is based on performance measurement and accountability.

### **Determining Success: Defining the Key Outcome Indicators**

After identifying strategic priorities, the group focused on developing a set of Key Outcome Indicators (KOI's). KOI's define what success looks like and includes a description of successful outcomes, expressed with measures and targets.

The KOI's provide organizational focus by establishing a limited set of desired outcomes and performance targets for achievement for each strategic priority. The alignment created between KOI's and Strategic Priorities is important, not only for clarity, but also for maintaining a disciplined focus on the desired results.

### **Key Outcome Indicators and Strategic Initiatives by priority are:**

#### **Financial Sustainability**

KOI: Reserve funding-facilities and equipment; Target: Critical items currently identified in asset management plan funded in 3 years.

KOI: General Fund reserves; Target: 40% of Gen. Fund operating revenues

KOI: Budget; Target: Positive change to net assets-all govt'l funds-excluding future bonded items

#### **Coordinated Communication**

KOI: Citizen engagement; Target: Three new engagement tools implemented

KOI: Coordinated Communication; Target: Determination made regarding most effective modalities

KOI: Feedback from diverse groups; Targets: (1) Most effective methods for feedback determined; (2) One new approach implemented

#### Effective Governance

KOI: Decisions; Target: 80% of goals accomplished annually

KOI: Council meeting decorum; Target: Compliance with council approved “Rules of Civility”

KOI: Advisory Board/Commissions; Survey results; Target: Create annual initiatives/work plans to support city’s strategic plan

#### Targeted Redevelopment

KOI: Gladstone area redevelopment; Targets: (1) three parcels-Maplewood Bowl completed; (2) seek relocation agreements for auto repair uses

KOI: Vacant commercial space/buildings; Target: 50% of square footage back in productive use

KOI: Redevelopment Corridors; Targets: (1) Priorities include: Century Avenue Corridor and Larpenteur Avenue; (2) Create shared vision with stakeholders (Oakdale, Ramsey and Washington counties)

#### Operational Effectiveness

KOI: Performance measures; Target: Each department identifies five (5) core effectiveness measures

KOI: Collaboration/shared services; Target: Two new executed service agreements-one internal, one external (public/private and/or public/public)

KOI: Survey results; Target: Use survey responses to share service delivery outcomes and/or goals

## **Implementing the Vision: Developing Strategic Initiatives and Action Plans**

To successfully address the strategic priorities and achieve the intended outcomes expressed in the KOI’s, it is necessary to have a focused set of actions, including detailed implementation steps to guide organizational effort. The City of Maplewood will accomplish this through development of strategic initiatives for each priority. Strategic initiatives are broadly described, but narrowly focused activities that are aligned with the priorities, and targeted to the achievement of outcomes expressed in the KOI’s.

## Strategic Planning Participants

### Elected Officials

Nora Slawik, *Mayor*

Marylee Abrams, *Councilmember*

Robert Cardinal, *Councilmember*

Kathy Juenemann, *Councilmember*

Marvin Koppen, *Councilmember*

### City Administration

Melinda Coleman, *City Manager*

Mike Funk, *Assistant City Manager*

Gayle Bauman, *Finance Director*

Karen Haag, *City Clerk*

Paul Schnell, *Police Chief*

Steve Lukin, *Fire Chief*

Michael Thompson, *Public Works Director*

DuWayne Konewko, *Parks and Recreation Director*

Mychal Fowlds, *IT Director*

Alan Kantrud, *City Attorney*



## APPENDIX II

### SWOT Analysis Data

In order to clarify the strategic challenges confronting the community, the City Council and senior staff conducted a review of the current operating environment using a SWOT analysis methodology.

SWOT stands for Strengths, Weaknesses, Opportunities and Threats. The internal strengths and weaknesses and the external opportunities and threats were assessed. This was done in two parts: (1) in advance of the retreat, all participants completed a SWOT questionnaire; and (2) the group participated in a facilitated process that used the questionnaire results as the basis for analysis and decision-making.

The following Appendices contain the complete information contained in the questionnaire responses.

## SWOT Results – Strengths

- Diversity of tax base
- 3M
- Diversity of housing
- Super management (manager and Dept. heads) and professional, creative, dedicated staff
- Adaptability, willingness of support to cross train, take on new responsibilities
- New approach to budget and negotiations processes
- High status of City in environmental arena – 2<sup>nd</sup> year at Step 3 of GreenStep Cities program, National Public Works award for Living Streets, Green building standards, organized trash and healthy recycling programs, Master Parks Plan (parks & nature preserves)
- Broad and high quality citizen services
- Highly regarded police & fire / EMS services – including police expansion, new fire station, East Metro Training Facility, updated technology
- Increased focus on communications – internally and externally (improved MW living, better use of govt. cable time, work on website)
- Snowplowing
- Partnerships (parks, engineering, MCC, Police & Fire)
- The experienced management team and great employees
- A Council that is stable, and forward thinking
- Encouragement of innovative, creating thinking such as Y partnership, franchise fee, community paramedics, neighborhood policing, domestic violence pilot, development new website and interactive tools such as Mind Mixer
- Dedication of employees
- Diversified tax base
- Willingness to think outside the box
- Willingness to partner with others
- We have quite a bit of historical knowledge/perspective in our staff. Years and years of experience in local government. If this knowledge doesn't hinder change then it's a great strength. In other areas, we have some key individuals that are new to the organization that are bringing a fresh view.
- Competent/dedicated staff from rank and file to the top
- Services offered to citizens
- Openness in government

- Response to citizen request
- I believe the employees are the city's greatest strength. I think we have a very creative department head team that is willing to work together to solve problems and be bold when required.
- The city is a leader in many areas and we need to build on this - Sustainability/Budgets/Living Streets/Integrated Youth Development/Parks and Open Spaces/Environmental Leaders/Programming.
- We have a very strong Mayor who is very capable and well connected with a desire to get things done.
- We have a supportive council who also share these sentiments. We need to harness this and boldly move forward.
- Employees who are dedicated to making decisions that are in the best interest of the city the residence and those who visit our community.
- Mature/talented senior management team. Industry leaders.
- Employee turnover is low, which adds to productivity.
- Longevity of employees/history and knowledge. Indicates we are a good place to work.
- Dedicated staff to achieve City goals.
- Dedicated Council with desire to change Maplewood Brand and enhance community engagement.
- Highly able City staff
- Desire for community development and is generally shared
- Committed elected leadership
- History of being willing to invest
- Passionate management team
- Mayor that is very active in bringing more attention to Maplewood for positive advocacy roles
- Reputation as a "sustainable city" (livings streets, parks, green building code, project awards) that gets highlighted often
- Positive working environment
- Hard working and top notch employees on the front line

### SWOT Results – Weaknesses

- High tax rate
- Needs outweigh funding abilities
- Project overruns

- I feel we react to often without having those actions serve or support a greater set of goals and/or vision for the City.
- I feel we still don't have an answer to what we want Maplewood to be as a City.
- We will have quite a bit of turnover in the next 2-3 years with a major election as well during that timeframe which isn't necessarily a weakness but should be noted as well
- Aging assets.
- Succession planning (Numerous long-timers have left, are leaving, within a five year window)
- Budgetary challenges with Fire Department expansion and need (?) for full-time staff
- Diversity in staff in a very diverse city
- Our City Council doesn't work well together
- The Mayor needs to lead
- No community spirit
- No sense of community pride
- Remnants of bad reputation, 2006 – 2009
- Serious need to improve quality & interactivity on website
- Input from residents
- Small but relentless core of chronic citizen complainers
- Funds - of course!
- Need to seek more creative funding sources (parks, roads, EMS service, MCC)
- Lack of stability and communication in past year with City Manager transition process
- New City Manager is working on strengthening communication and relationship building; working towards a respectful two-way dialogue with the management team and Council
- The budget process needs to be more transparent and the long-term budget responsibilities communicated better. A process to help the management team set priorities with Council input where departments are not pitted against each other
- The Council meetings run short sometimes and long other times, better management of the agenda by the City Manager
- One Council member dominates meetings, for example pulling off six consent agenda items to be highlighted and talking for several minutes on each. This person makes it very difficult for the other Council members to talk about their ideas and concerns. Then when they do discuss their concerns she

constantly comments about the other member's points into the microphone dismissing that Council members opinion. This is very unhealthy and makes it difficult for the Council to function effectively.

- Communication across all levels of the organization.
- We (staff) need to be on message and with some very difficult decisions ahead, the “team” needs to function as a team.
- Effective communication is key. Messaging is key. Accountability is key. I believe we need strong leadership at the top and without leadership at this key position – the integrity will be compromised.
- Team approach.
- Stability in the leadership, there has been 6 different city managers in the past 15 years. All with a different vision and a different management style.
- Many needs and limited financial resources. MCC maintenance, Fire Department staffing needs, bond debt, limit us and add pressure for tax levy increases.
- Still overcoming reputation issues from almost 10 years ago.
- Don't have a long-term vision for the City.
- Need to Rebrand the City and define our identity.
- Lack of clear vision for the City
- Lackluster mobilization of community identity
- In ability to effectively communicate and manage conflict among department heads
- Lack of messaging the importance of community service/work among City staff – noble work
- Undisciplined and/or inconsistent resource management – largely due to lack of vision
- Indecisive leadership (City Manager and Management Team take too long talking about the issues instead of just making a decision and moving forward).
- A need for strong leadership at the top
- Reactive instead of proactive concerning city-wide policies and procedures (Personnel Policies, Safety Training/Evacuation as examples)
- There continues to be a sense of instability in terms of Department structure such as in EEDD.

### SWOT Results – Opportunities

- We have a chance to reboot the city and set a new course, we have a staff in place to get us there
- Develop a sense of city pride

- Building our “new” reputation as regional leaders – communications, social media, website, business contacts, surveys
- Increased communications & trust between council and management staff
- Reach out to diverse populations
- Provide more training / direction to commissions
- Retain and expand our environmental leadership position
- More/increased partnerships with neighboring cities, Ramsey county, private entities, as possible.
- Creative funding sources
- To strengthen communication and relationship building to encourage respectful, two-way dialogues and create a healthy working environment for the Council and staff
- To create a risk-tolerant environment, without fear of failure by creating innovative, creative thinking
- To anticipate demographic changes and proactively address community development issues
- To engage in long range planning that positions the City to meet future budget and city needs
- Continue looking at partnerships and collaborations with others
- Redevelopment – more higher-valued housing stock?
- Collaboration with other public entities (local gov’t, schools, etc.).
- Improved public perception of Maplewood.
- Increased transparency.
- Automation of processes for residents.
- Resident engagement.
- Business retention program
- Green Step Program – leader in environmental efforts
- District Fire Department – time to bite the bullet
- Leadership across all levels of the organization. Empower staff.
- We still have the right people in place to move forward in a positive direction
- Departments are open to cross-sharing staff and resources.
- Capitalize on our great parks, open space and recreational opportunities.
- Partnerships with 3M, Maplewood Mall, St. Johns and emerging business/Chamber relationships for business growth.
- Redevelopment Corridors will be positively impacted by Rush Line Project.
- Build on our Green Step and Green Building Programs- Regional Leaders

- Capitalize on growing diversity
- Sell proximity to Capital City – St Paul
- Ability to define City’s uniqueness or brand
- Neighborhoods and commitment/investment in parks/open space.
- The possibility of rebranding the City and moving forward with a community building theme
- Continue to leverage the Mayor’s advocacy for issues that will positively affect the City’s image and quality of life of citizens and businesses
- Asset management reporting allows opportunity to define investment needs accurately so decision makers can have options (such as building needs, parks needs, streets needs)

#### SWOT Results – Threats

- Continued bad publicity
- Unresolved grievance and potential litigation
- If we sit idle and don’t create a new brand or have something to rally behind as a community.... Great risk in doing nothing.
- Poor and inaccurate publicity from unreliable sources
- Lack of cohesiveness on the city council & some tensions on department head team
- Debt level and need for redevelopment
- St Paul’ increased pressure (weed and seed – enforcement – investment) on Eastside will move problem people/issues into Maplewood.
- Loss of large retail presence due to increased intent purchasing and other local regional malls – Roseville
- Inability to engage in honest communication about critical issues
- Lack of good outcome measures to determine how/if we’re doing well
- Financial needs of Fire Department and MCC restrict the opportunity for new programming and services.
- The Affordable Care Act and its impact on Insurance Premiums.
- Asset management financial needs
- An aging community
- No vision for redevelopment
- No having a good understanding of, if you do this, this is a will happen!

- We have no long range planning in place, sure it might look good now but what about three five and even ten years from now.
- Lack of a clear purposeful direction - leadership!
- Lack of redevelopment programs in housing stock
- Increase in violence and gang activity with changing demographics
- Lack of developable space. Same perception of Maplewood in the public eye.
- The anti-Maplewood/anti-government groups that continually release false or misleading information
- State and/or Federal unfunded mandates (i.e., Affordable Care Act)
- If communication does not improve between the City Manager and the management team threats could include losing staff talent as they seek a better working environment.
- Threats as Council become less respectful and have trouble reaching a reasonable consensus. With one person dominating the Council meeting the threat is others will not get their opinions out in public and they start seeking others forums for their opinion.
- During the public comment period the same four people always come. Their comments are manufactured for sound bites for them to put on their local cable shows. This is intimidating to other residents and several have told me they will not come to a public comment period because of the “nut cases” that are always there.
- Maintaining high quality services sustainably
- Money: funding depts, new programs, state mandates
- Public disgust / distrust of higher levels of government – trickles down to local level
- Citizen demands over reaching city’s budget ability.
- Prior Mayoral leadership lacking
- Political overreach
- All 5 Council people of one political party until 3 yrs ago
- Internal turf wars
- Lack of leadership
- The Mayor seems to change her mind with the wind

## **SWOT Results – Highest Priorities**

- Redevelopment- both business and housing stock
- Financial sustainability
- Rebranding/rebooting our city

- Balance needs with tax burden – people cannot continue to be burdened with additional taxes
- Stabilize Council turnover
- Council votes of 3-2 should not be allowed. History tells the story
- Maintaining a sustainable balance of new projects (redevelopment, parks, roads, etc.) and financial (debt, budget, alternate fees) sustainability.
- Support staff initiatives, as they assist us with refocused priorities – especially better communications, new partnerships, new funding options.
- Encourage / enhance communications with & input from citizens
- Economic Development – making a concerted effort to define and develop a plan that will ensure new economic development in the city with a particular focus on re-development. A subset of this is Transit Oriented Development with the Gateway and Rush Line Corridors coming through Maplewood; and Integrative Youth Development working to get our diverse and low-income youth connected with the community and efforts like being a finalist in the Public Art Challenge.
- Public Safety – Focus on neighborhood policing and community paramedic plans and map out a plan for long range planning that maintains Maplewood’s position of fiscal responsibility while protecting the public
- Financial Stability/Sustainability – Continue to provide quality, efficient services to our citizens while equalizing expenditures and revenues every year. Make budgeting decisions that comport with the principals of sustainability. A subset of this is the many successful initiatives under Parks and Rec to turn the MCC funding around including the Multicultural Networking Event; the new partnership with the YMCA; the new Long Range Parks Plan.
- Debt management
- Funding of replacement reserve, deferred maintenance items and project overruns
- Redevelopment/Economic Development/Transportation
- How best to fund and manage our City assets and the maintenance of them. (streets, parks, buildings, etc.)
- Taking a hard look at current processes/tasks and improving on them via technology.
- Managing the staffing changes in key positions as current employees look to retire.
- Continue to improve perception of city government
- Train employees to work with our diverse population both in citizenry and businesses and make every effort to hire a more diverse staff in the future

- Continue asset management plan on all city buildings
- Reaching a consensus on a three to five year budget plan.
- Determining core services and functions of the city.
- Reimagining/branding of the city – ripe.
- Begin looking at implementing outcomes from the recently adopted parks plan, implement building asset management plan, and an infrastructure plan.
- Maintaining and improving on the city's core services.
- Developing a long-term vision for the city
- Financial stability
- The need to look at new service models for Fire and EMS.
- Create a program that assists with housing reinvestment and attracts the next generation to Maplewood.
- Focus on redevelopment, business outreach and reinvestment.
- Debt management through cost controls
- Creation of a more defined/focused vision for the city and determining how departments and projects support the vision
- Establishing critical outcome measures for each department that encourages increased interdepartmental collaboration and serves as the yardstick for performance.
- Community Outreach (building bridges)
- Rebranding the City Image
- Creating and sticking with a stable org chart model that provides stability/leadership to front line city staff but is organized to properly meet citizens' needs and expectations.

## APPENDIX III

### Strategic Initiatives

## Strategic Priority: Financial Stability

Key Outcome Indicator: Reserve Funding- Facilities and Equipment

Target: All critical items identified in asset management plan are funded in 3 years

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Review all currently critical items and determine if they are operational or capital in nature. [MCC]	Building Maintenance	8/1/2015		Listing of items needed to be included in Building Maintenance operational duties and listing of items needing capital financing.
Create a plan for operational items.	Building Maintenance	10/1/2016		List of operational items needing attention continues to shrink. Deal with items more pro-actively in the future.
Determine financing sources for capital items.	Finance	10/1/2016		Currently critical capital items are no longer deferred.
Review feasibility for a dedicated portion of the tax levy to build up a replacement fund reserve.	Finance	4/1/2016		An ongoing source of funding is available to handle capital maintenance items. No longer defer the work.
Review city facilities/buildings energy use & look to create efficiencies	EEDD/ Green Team	1/1/2016		There are programs, like CERT, that can assist cities in upgrading HVAC systems, etc. to install more energy efficient systems to save money.
Review Park & Recreation Master Plan and determine priorities. Look to implement capital improvement items.	Finance/ Park & Rec	1/1/2016		In January 2015, the City Council approved the Park & Rec Master Plan. The goal of the task is to review the plan and look to fund the highest priorities.
		-		

## Strategic Priority: Financial Stability

Key Outcome Indicator: General Fund Reserves

Target: Maintain a minimum balance of 40% general fund operating revenues

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Explore other diverse revenue sources and grant opportunities(i.e. new gas franchise fee)	Finance	8/1/2015		Reduced reliance on property taxes and state LGA funding.
Annual budget preparation.	Finance	Annually		Establish a balanced budget each year.
Evaluate the efficiency and effectiveness of city services.	Finance/Administration			Determine which services the city should be offering and restructure others based on data driven decisions.
Set appropriate fees to recover cost of services.	All departments	10/1/2015		Make sure we are covering the cost of providing services. Relates back to using data to support decisions on services.
Share information with City Council and Department Heads.	Finance	Monthly		Council and departments have up-to-date information to make informed decisions.
Monitor expenditures within approved budgets.	All departments	Monthly		Projects come in on or under approved budgets.
Create a financial management plan	Finance	1/1/2016		This plan will analyze future tax levy needs based on a set of assumptions for operational costs, CIP, and debt.

## Strategic Priority: Financial Stability

**Key Outcome Indicator:** Budget

**Target:** Positive change to net assets for all governmental funds (except future bonded items)

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Manage project budgets.	All departments	Monthly		Projects are approved only if funds are available and all projects come in on or under approved budgets.
Evaluate the best use of LGA funding.	Finance	8/1/2015		LGA funding is only used for capital projects or debt service. History has showed us that this is not a secure source of financing and should not be used for operations.
Maintain or improve the city's AA+ bond rating.	Finance	Annually		A higher bond rating keeps our borrowing interest rates low.
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Strategic Priority: Coordinated Communication

Key Outcome Indicator: Citizen Engagement

Target: 3 new engagement tools implemented

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Utilize MySidewalk (formerly MindMixer) by posting 2 topics continuously	Comm/All Dept	7/1/2015		Ensure we always have at least 2 topics posted at any one time. Use trends of participation for types of questions/topics to better craft future topics.
Create Social Media plan for the City.	Comm/All Dept	1/1/2016		Plan is created with feedback from all Depts and success is achieved when the City, as a whole, has made all required changes to accounts, posting guidelines, etc.
Create Fix-it form and make available on website for citizens to submit work tickets to the City.	IT	9/1/2015		Ensure fix-it form is available and all requests are routed to the appropriate parties. Market fix-it form in City News, etc.
Implement system to allow for online job application submissions.	IT/HR	9/1/2015		Ensure system is up and running. Post all job applications via this tool. Measure time savings and # of applicants.
Hold City photo contest for a variety of categories.	Comm	5/1/2016		Number of entries received.
Explore feasibility to hire a communications position to manage city social media plan and communications	IT/HR	7/1/2016		To ensure the city is effectively managing the social media plan, a communications position should be evaluated
		-		

## Strategic Priority: Coordinated Communication

Key Outcome Indicator: Communication

Target: Determination made regarding most effective modalities

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Survey residents on how they would like to receive communications from the City.	Comm/CM	1/1/2016		Success will be achieved if we have survey results that reflect our City as a whole (statistically accurate) that we can then use in creating our Communications Strategy.
Create a Communications Strategy/Policy for City Departments to implement	Comm	4/1/2016		A plan that is easily implementable has been created and Departments are being trained on how to use it correctly.
Department participation to successfully implement communication strategy	All Depts	7/1/2016		Show that all departments have bought in to the Communications Strategy with examples of their posts, articles, etc.
Develop and implement programming policy [contingent on city franchise with Mediacom/CenturyLink]	IT	TBD		If the city withdrawals from the Cable Commission, the city will need to create a programming plan that aligns with the needs of the residents.
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**Strategic Priority: Coordinated Communication**

Key Outcome Indicator: Feedback from Diverse Communities

Target: Most effective methods for feedback determined & one new approach implemented

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Recognize diverse communities to create an engagement strategy.	Comm	7/1/2016		Create a report based on data to support a recommendation for next steps on who/most need in the community.
Evaluate official notices of city publications to be submitted in local diverse newspapers.	Comm/All Dept	9/1/2016		Notices to official newspaper should be considered for submittal to other local approved newspapers.
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		-		

## Strategic Priority: Effective Governance

Key Outcome Indicator: Decisions/Strategic Plan

Target: 80% of goals accomplished yearly

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Action steps are supported by the budget	Finance/Executive	current		In order to accomplish the strategic initiatives they will need to be adequately funded. The budget process should recognize these action steps and be tied directly into the budget documents
Bi-annual (twice per year) reporting to the Mayor and City Council regarding progress	Executive	5/1 and 9/1		City Staff shall provide a detailed report to the city council outlining the progress being made towards meeting the 5 core strategic initiatives
Improving the annual performance review process for employees	Executive/HR	12/1/15		The performance review process (and form) should include the process of evaluating accountability to which employees completed tasks to fulfill the strategic plan.
Review staff report language/template for the council agenda items	Executive	1/1/16		Review whether city staff reports on agenda items should be modified to reflect whether action items/recommendations for council consideration have an impact on city goals, mission, and plan.
		-		

**Strategic Priority: Effective Governance**

Key Outcome Indicator: Council Meeting Decorum

Target: Compliance with council approved "Rules of Civility"

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Review Council orientation presentation to promote rules of civility	Executive/ Citizen Services	current		City staff will incorporate rules of civility content into new council member orientation
Mayor and commission chairs read rules of civility at the beginning of each meeting	Mayor/ Committee Chairs	current		To create and maintain a culture of civility should start with a declaration at the beginning of each meeting. This will set the tone for what is expected

## Strategic Priority: Effective Governance

Key Outcome Indicator: Advisory Boards/Commissions

Target: Advisory Boards/commissions create annual initiatives/work plans that support city's strategic plan.

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Schedule joint meeting between City Council and Committees	Executive	2/1/15		This will allow the council to share their vision for the city so the committees can do effective work on behalf of the city council.
Committees submit annual work plans to city council for approval	Executive/Staff Liaisons	2/1/15		Committees should request approval from the council regarding desired goals to ensure these are supported by the initiatives in the strategic plan. This will further create efficiencies by being able to prioritize city resources (staff).
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Strategic Priority: Targeted Redevelopment

**Key Outcome Indicator:** Gladstone Area Redevelopment  
**Target:** 3 parcels at Maplewood Bowl completed, complete trailer park partnerships, and 50% agree to relocation- auto repair

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Deconstruct Maplewood Bowl building and complete all 3 phases of new construction.	Nick Carver/Michael Thompson	1/1/2015		Issue the building permit for phase one of the project by fall of 2015. Complete phase two and three by 12/31/2017.
Build solid relationships and seek relocation agreements with the automobile repair shops and other businesses along Frost Avenue.	Nick Carver/Michael Thompson	1/1/2016		50% of targeted businesses are relocated by 12/31/2020
New developments should reflect effects of new transit potential	EEDD/PW	1/1/2017		Transit options addressed in all development proposals.
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**Strategic Priority: Targeted Redevelopment**

**Key Outcome Indicator:** Vacant Commercial Space  
**Target:** 50% of sq. ft. back in productive use

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Assess crime and quality of life data in areas with high commercial vacancy rates for the purpose of developing and implementing targeted intervention strategies.	Police	1/1/2016	0	Design and implement policing strategy focused on growing community stability, reducing fear, and maximizing commercial viability. Assessed through community/business surveying and traditional targeted policing outcomes (i.e. contacts, arrests, reports, intelligence gathering, etc.).
Identify commercial vacant buildings and map them. Post inter-active map on City website. Track vacant commercial building progress as they go vacant and become occupied. Offer incentives through various green building, City energy programs and progressive Economic Development programs and funding opportunities.	EEDD	6/1/2015		50% of current vacant square footage put back into a productive use by 1/1/2017. Maintain program status and incentives to reduce the vacant building stock to minimum levels.

**Strategic Priority: Targeted Redevelopment**

Key Outcome Indicator: Century Avenue Corridor

Target: Shared vision w/Oakdale, Ramsey and Washington Counties and stakeholders (prior to infrastructure)

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Schedule meetings with all stake holders and develop a shared vision of street and land use strategies.	PW/EEDD/Executive	9/1/2015		Plans and development strategies put in place in 2017. Stakeholders agree on a common vision.
Create an inventory of specific areas of neighborhoods with homes in disrepair	EEDD	3/1/2016		Inventory is complete and code enforcement or other staff contact made. Resources available.
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		-		
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## Strategic Priority: Operational Effectiveness

Key Outcome Indicator: Performance Measures

Target: Five core effectiveness measures- all departments

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Review and analyze existing performance measures.	Executive	2016		Collect operational data to determine if service delivery is cost effective. This data will be used in decision making, implementing best practices, comparing to other similar sized communities, etc. in an effort to maximize resources.
Explore the feasibility of adding a software module for on-boarding of new employees and performance measurement	HR	Fall of 2016		These two software upgrades from NEOGOV would complement the use of the recruitment software. A successful on-boarding program and performance measurement tool will bring a comprehensive approach to management and hold employees accountable.
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		-		

**Strategic Priority: Operational Effectiveness**

Key Outcome Indicator: Collaboration/Shared Services

Target: Two new executed service agreements- one internal & one external

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Closest Unit Dispatching	Fire	7/1/2016	0	Quicker unseen times of cardiac arrest or working house fires when the neighboring departments are traveling within our city and has the appropriate capability to respond and initiate services. Measurable outcomes, reduction in response time, increases in a positive cardio outcome, reduction in property loss.
Regional Sharing of Law Enforcement Records - Crime Analysis	Police	7/1/2016	0	With the joint existence of a records management system that is shared with several other Ramsey County law enforcement agencies, the possibility exists to share records across jurisdiction. Doing so will allow for more complete crime analysis and development of strategies to address more regionalized problems.
With the Parks Department establish contracted youth prevention programming.	Police	3/1/2016	0	1. Identification of a prevention project targeted at City/department needs around calls for service or know youth crime trends. 2. Selection of a qualified non-profit agency to provide targeted youth prevention services with measurable outcome goals. 3. Assess the efficacy of allocating 1% of the police department budget to primary prevention.

Review our utility billing contracts annually.	Finance	-	0	Analyze cost vs. benefit relationship. Do we need to look at bringing anything in-house?
Certified CPR training for all police officers	Fire/EMS	8/1/2016	0	Train all Maplewood police officers to be certified in CPR. With measurable outcomes of quicker implementation of CPR, increase in positive cardio outcomes,
Work with Public Works on implementation of Park Master Plan Outcomes - Trails/connectivity	Parks/PW	<u>1/1/2016</u>	0	Identify opportunities to expand/connect trail system in conjunction with street improvement projects - leverage internal/external resources to the extent possible
Ensure Partnership Agreement/Vision with the YMCA is successful	Parks	<u>5/1/2015</u>	0	Monitor MCC revenue and expenses with outcomes of YMCA Partnership Agreement - ensure data support agreement
Identify areas where Metro-Inet is an option for increased purchasing power.	IT	1/1/2016		Create list of items/areas where shared services are available and ensure that where possible we are taking advantage of them where it makes sense for the City to do so.
Leverage opportunities for joint operations or capital project partnerships by establishing regular work group in east metro.	PW	9/1/2015	0	Reduce overlap of government services and maximize service delivery opportunities through new JPA or joint service agreements.

## Strategic Priority: Operational Effectiveness

Key Outcome Indicator: Survey Results

Target: 80% or greater favorable rating on service delivery

Strategic Initiatives/Action Plans	Who's Responsible	Start Date	Status (0,1,2)	Measure of Success/Comments:
Text-based EMS survey	Fire	1/1/2016	0	80% or greater overall favorable response from our EMS patient survey regarding our service delivery and patient care
Develop and implement police service satisfaction survey offering both web-based and paper/pencil options.	Police	<u>1/1/2016</u>	0	1. Develop and implement a generic service survey that could be applicable to both offender and victim. 2. Send request for feedback to known victims and/or arrestees in every 25th case. 3. Compile, assess, and report service satisfaction findings seeking greater than 80% satisfaction for known crime victims and 50% satisfaction for known offenders.
Continue to improve access to financial data online.	Finance			Transparency of financial data. Roll-out application like OpenGov to increase transparency and accessibility.
Allow for more online business.	IT	-		Fill-in permits and forms online. Continue to look at viability of accepting credit card payments.
Survey MCC members/non-members and users	Parks	1/1/2016		Achieve a 80% overall or greater favorable response on MCC services including partnership with YMCA
Provide opportunities for participant surveys in all Parks programming offerings including MCC	Parks	<u>9/1/2015</u>		Achieve a 80% overall or greater favorable response on all Parks programming offerings

<p>Utilize Citizen Engagement tools to better understand what service improvements are wanted.</p>	<p>Gather statistically valid service delivery survey to track quality of delivery and responsiveness.</p>	<p>IT/All depts</p>	<p>PW</p>	<p><u>9/1/2015</u></p>	<p>9/1/2015</p>	<p>Ask questions via our Citizen Engagement tools to gather feedback on how we can provide better services. Implement the top 2 ideas assuming it's possible.</p>	<p>Incrementally achieve improvement each year in subject categories such as snow plowing, street patching, customer service, maintaining parks, etc. Goal of 80% in each.</p>	<p>0</p>
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# City of Maplewood

## City Council Meeting Sign-Up Sheet

### For Agenda Items and Visitor Presentations

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

Date: November 9, 2015

	<u>Name - First &amp; Last</u> <i>(please print clearly)</i>	<u>Address</u>	<u>Agenda Item</u>
1.	JOHN WYKOFF	2345 MARYLAND AVE, E.	CRIME
2.	Bob Zick	NSP	R/W Cable Comm Remaining Mtg Road Project
3.			
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**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** November 2, 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. November 9<sup>th</sup>
  - a. Workshop – Tree Ordinance, 2016 Budget Presentations (Fire & EEDD)
2. November 23<sup>rd</sup>
  - a. Workshop – 2016 Budget Presentations (Executive/Administrative, Finance & 2016 Budget Summary)
3. December 14<sup>th</sup>
  - a. City Council Meeting – 2016 Budget Hearing and Adoption
4. December 23<sup>rd</sup>
  - a. City Council Meeting – 2016 Budget Hearing Continued, if needed

**Budget Impact**

None.

**Recommendation**

No action required.

**Attachments**

None.