

AGENDA
MAPLEWOOD CITY COUNCIL
7:00 P.M. Monday, April 25, 2016
City Hall, Council Chambers
Meeting No. 08-16

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 City Council Workshop Minutes from April 11, 2016
2. Approval of City Council Meeting Minutes from April 11, 2016

F. APPOINTMENTS AND PRESENTATIONS

1. Council Presentations
2. Administrative Presentations
 - a. Council Calendar Update
 - b. Approval of Resolution in Support of Maplewood's Participation in the Ramsey County Start by Believing Initiative
 - c. Approval of Proclamation for National Teacher Day
 - d. Consider Approval of Proclamation Declaring May 2016 as Building Safety Month

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

1. Approval of Claims
2. Approval of a Temporary Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary
3. Approval of a Minnesota Pollution Control Agency Environmental Assistance Grant Submittal for the “Make Your Building Better” Program
4. Approval to Accept Grant and Authorization for City Manager to Enter into Grant Agreement and for Staff to Seek Quotes for Restoration at Prairie Farm

5. Approval of Purchase for Geotechnical Testing Services for 2016 Improvement Projects
6. Approval of Resolution Authorizing the Kelly and Lemmons Law Firm to be Added to a Master Agreement With and Between the City of Maplewood (Prosecution) and the MN State Courts

H. PUBLIC HEARINGS

None

I. UNFINISHED BUSINESS

1. Consider Approval of Revisions to City Code Changing from Odd to Even Year Elections – Second Reading

J. NEW BUSINESS

1. Quarterly Report from Alan Kantrud, Maplewood Municipal Attorney

K. AWARD OF BIDS

None

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

M. 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**

6:00 P.M. Monday, April 11, 2016
Council Chambers, City Hall

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 6:05 p.m. by Mayor Slawik.

B. ROLL CALL

Nora Slawik, Mayor	Present
Marylee Abrams, Councilmember	Present
Kathleen Juenemann, Councilmember	Present
Bryan Smith, Councilmember	Present
Tou Xiong, Councilmember	Present

C. APPROVAL OF AGENDA

Councilmember Abrams moved to approve the agenda as submitted.

Seconded by Councilmember Smith Ayes – All

The motion passed.

D. UNFINISHED BUSINESS

None

E. NEW BUSINESS

1. Hillcrest Neighborhood Zoning Discussion

City Manager Coleman introduced the staff report. Economic Development Coordinator Martin gave the staff report and answered questions of the council. Interim Environmental and Economic Development Director gave additional information and answered additional questions of the council.

Property Owner Greg Nelson addressed the council to give additional information and answer questions of the council.

F. ADJOURNMENT

Mayor Slawik adjourned the meeting at 6:44 p.m.

2. Approval of March 28, 2016 City Council Meeting Minutes

Councilmember Juenemann noted a typo on F2b, change residence to residents.

Councilmember Abrams moved to approve the March 14, 2016 City Council Meeting Minutes as amended.

Seconded by Councilmember Smith

Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Administrative Presentations

a. Council Calendar Update

City Manager Coleman gave an update to the council calendar.

2. Council Presentations

a. City Clean Ups

Councilmember Juenemann reminded residents that Saturday, April 23rd is the Annual City Clean Up Day for Maplewood.

Councilmember Xiong reminded residents that Earth Day is also on April 22nd.

b. Laos and Thai New Year

Councilmember Xiong reported that for the last two weekends it's been the Laos and Thai New Year; and there is a Thai Church located in Maplewood that will be holding events and wants to include everyone in the community.

c. Kid City Proclamation

Mayor Slawik reported that the Kid City Proclamation was on April 1st and May 14th is the Maplewood Laugh-in- Day Event that will be held at the Maplewood Community Center.

d. Mayor's Day of Service

Mayor Slawik thanked the Minnesota Association for Volunteer America for holding a Mayor's Day of Service and everyone that does national service.

e. Rush Line Community Meeting

Mayor Slawik reported that a Rush Line Community Meeting will take place on Tuesday, April 19th at the Hayden Heights Library.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

2. Approval of Purchase for 2016/2017 Road Salt

Councilmember Juenemann moved to approve the purchase of de-icing salt under state contract in an amount estimated at \$88,950.00.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

3. Approval of a Conditional Use Permit Review, CarMax, 1325 Beam Avenue East

Councilmember Juenemann moved to approve to review the CarMax conditional use permit again in one year.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

4. Approval of a Conditional Use Permit Review, Villages at Frost-English, 1955 English Street North

Councilmember Juenemann moved to approve to review the conditional use permit for the Villages conditional use permit again in one year.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

H. PUBLIC HEARINGS

1. Consider Approval of Revisions to City Code Changing from Odd to Even Year Elections – First Reading

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

Mayor Slawik opened the public hearing. The following people spoke:

1. Bill Kempe, 3010 Furness Court
2. Sandra Dicke, 1742 Frank Street
3. Dale Trippler, 2691 Barclay Street N/400 Wilkinson Lake Blvd, North Oaks
4. Bob Zick, North St. Paul Resident

Mayor Slawik closed the public hearing.

Councilmember Abrams moved to approve the first reading of the ordinance changing

municipal elections from odd to even years.

Seconded by Councilmember Smith

Ayes – Mayor Slawik, Council Members Abrams, Smith and Xiong

Nays – Councilmember Juenemann

The motion passed.

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Consider Approval of Allowing Overnight Parking During a One Year Pilot Project in Legacy Village in Response to Homeowner Petition

Public Works Director Thompson gave the staff report and answered questions of the council. Planning Commissioner Tripler addressed the council to give the Planning Commission report. Police Chief Schnell answered additional questions of the council.

The following people spoke:

1. Susan Fry, for the Cottage at Legacy Village HOA Board
2. Bill Kempe, Maplewood Resident
3. Bob Zick, North St. Paul Resident

Councilmember Abrams moved to approve a 1-year pilot project to allow overnight parking as depicted in the map on both Hazelwood Street and Legacy Parkway; and after 1-year staff shall report back to the City Council and make a permanent recommendation based on the lessons learned from the pilot project.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

- ### 2. Consider Approval of Design Review for a Proposed Chick-fil-A' at 3035 White Bear Avenue
- a. Design Plans
 - b. Parking Waiver
 - c. Lot Division
 - d. Comprehensive Sign Plan Amendment

Economic Development Coordinator Martin gave the staff report and answered questions of the council. Project Manager, Tim Thoreen with HR Green addressed the council to give additional information on the project. Interim Environmental and Economic Development Director answered additional questions of the council.

Councilmember Smith moved to approve the plans date-stamped March 7, 2016 for the

proposed building, site and landscaping plans for 3035 White Bear Avenue. Approval is subject to the following conditions:

1. Approval of design plans is good for two years. If the applicant has not begun construction within two years, this design review shall be repeated. Staff may approve minor changes to these plans.
2. Prior to issuance of a grading or building permit, the applicant shall submit a north building elevation for the shopping center to be approved by staff.
3. Prior to issuance of a grading or building permit, the applicant shall submit a revised landscaping plan to be approved by staff which shows the elimination of Norway Maple and Crimson Pygmy Barberry species and replacing them with acceptable plant species.
4. Prior to issuance of a grading or building permit, the applicant shall submit a revised site plan showing the placement of the freestanding pylon sign which would meet the city's site triangle requirements.
5. The applicant shall comply with the conditions noted in the engineering report by Jon Jarosch dated March 15, 2016.
6. Submit to staff a copy of executed cross-access easement and parking agreements between the two newly created parcels.
7. Submit to staff a copy of the executed cross-access easement agreement allowing access to the mall ring road.
8. The applicant shall patch and fix any potholes and other cracks within the existing parking lot that surrounds the shopping center.
9. The applicant shall provide an irrevocable letter of credit or cash escrow in the amount of 150 percent of the cost of installing the landscaping, before getting a building permit.
10. All work shall follow the approved plans. The director of the Environmental and Economic Development Department may approve minor changes.

The factory finish color of the roof-top units shall match the color of the roof.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

Councilmember Smith moved to approve the parking waiver of 12 spaces for 3035 White Bear Avenue. City ordinance requires 201 stalls for this site and proposed project and 189 will be provided; if parking shortage develops, the city council may require the applicant to secure more parking spaces.

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

Councilmember Smith moved to approve the lot division request to subdivide the 3.43 acre property located at 3035 White Bear Avenue into two parcels, this lot division approval is subject to the following conditions:

1. Satisfy the requirements set forth in the staff report authored by staff engineer Jon Jarosch, dated March 15, 2016.
2. Prior to issuance of a grading or building permit for development on the new lots the following must be submitted to staff for approval:
 - a. Proof that Ramsey County has recorded the lot division.
 - b. A signed certificate of survey showing the location of all property lines.

Seconded by Councilmember Juenemann

Ayes – All

The motion passed.

Councilmember Smith moved to approve the plans date-stamped March 7, 2016 for a comprehensive sign plan amendment to allow signage for a new stand alone restaurant at the Maplewood Square Shopping Center, 3035 White Bear Avenue, approval of the comprehensive sign plan amendment is subject to the following conditions

Fascia Signs (North and South Elevations)

1. The allocated sign area shall be the upper fascia.
2. Signs shall be individual letters and shall be no more than thirty inches in height.
3. Signs shall be internally illuminated.
4. A sign shall not cover more than eighty percent of the linear distance of the store to which it is attached. However, all signs shall be set in at least twenty-four inches from the borders of the tenant's lease area. All signs must be centered on the fascia.
5. Logos may be used in the allocated sign area but are subject to a maximum height of thirty inches. There shall be no more than one logo per tenant sign panel.

Fascia Signs (East and West Elevations)

1. The allocated sign area shall be the upper fascia.
2. Signs shall be individual letters and shall be no more than twenty-four inches in height.
3. Signs shall be internally illuminated.
4. A sign shall not cover more than eighty percent of the linear distance of the store to which it is attached. However, all signs shall be set in at least twelve inches from the

MEMORANDUM

TO: City Council
FROM: Melinda Coleman, City Manager
DATE: April 19, 2016
SUBJECT: Council Calendar Update

Introduction/Background

This item is informational and intended to provide the Council an indication on the current planning for upcoming agenda items and the Work Session schedule. These are not official announcements of the meetings, but a snapshot look at the upcoming meetings for the City Council to plan their calendars. No action is required.

Upcoming Agenda Items & Work Session Schedule

1. May 9th
 - a. Workshop: Fire/EMS Work Group Findings
2. May 23rd
 - a. Workshop: Commission Interviews, Discuss Advisory Board and Commission Membership, Recruitment and Staffing Issues

Budget Impact

None

Recommendation

No action required.

Attachments

None

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Paul P. Schnell, Chief of Police
DATE: April 17, 2016
SUBJECT: Approval of Resolution in Support of Maplewood's Participation in the Ramsey County "Start by Believing" Initiative

Introduction

We seek approval of a resolution in support of a new joint countywide initiative – the "Start by Believing" national public awareness campaign designed to improve the response to sexual violence survivors. The initiative includes, Saint Paul – Ramsey County Public Health, the Ramsey County Attorney's Office, and all law enforcement agencies in Ramsey County.

Background

Start by Believing (SBB) is a public awareness campaign uniquely focused on the public response to sexual assault. Because a friend or family member is typically the first person a victim confides in after an assault, each individual's personal reaction is the first step in a long path toward justice and healing. Knowing how to respond is critical—a negative response can worsen the trauma and foster an environment where perpetrators face zero consequences for their crimes.

The project will kicked off on Tuesday, April 12th, and we'll have follow-up training, roll call briefings, and a historical case review over the next year. On the lower left side of the back window of each marked squad, we've affixed an SBB sticker to serve as a reminder to the community that our response to sexual assault reporting will be to start by believing, in much the same way we do with all other crimes. The SBB message is intended to remind all people of the needs of sexual abuse and sexual assault victims to feel supported.

Budget Impact

No budget impact.

Recommendation

It is recommended that the City Council approve the resolution in support of Maplewood's participation in the Ramsey County "Start by Believing" Initiative

Attachments

1. Resolution

Maplewood: A Start by Believing Community

Whereas, The Centers for Disease Control and Prevention (CDC) reports 1 in 6 women and 1 in 33 men in the United States experience rape or attempted rape at some point in their lives, and data from other sources report the rate for women is as high as 1 in 4; and

Whereas, according to a study by the University of Minnesota, the number of Minnesotan women reporting a date-related sexual assault rises from 12 percent by the time they graduate from high school, to 29 percent by age 23, to 33 percent by mid-life; and

Whereas, an analysis of the Minnesota Student Survey data by the University of Minnesota estimated 60 percent of teen first pregnancies in Minnesota are preceded by experiences of molestation, rape, or attempted rape; and

Whereas, current estimates suggest no more than 20 percent of sexual assaults will be reported to law enforcement, and less than 3 percent will result in the conviction and incarceration of the perpetrator; and

Whereas, research documents that victims are far more likely to disclose their sexual assault to a friend or family member, and when these loved ones respond with disbelief, shame, or blame, victims suffer additional negative effects on their physical and psychological well-being and do not report their assault to law enforcement; and

Whereas, the national public awareness campaign “Start by Believing” is designed to improve the initial responses of friends, family members, and community professionals, including law enforcement and prosecutors, so they can help victims to access supportive resources and report their assaults; and

Whereas, Maplewood has worked collaboratively with other law enforcement agencies and with community partners for many years to prevent and respond to sexual violence in the community; and

Whereas, public health and the criminal justice system have different roles and responsibilities, but are united in the goals to prevent and reduce sexual violence in our community, from children to vulnerable adults;

Now Therefore, Be it Resolved by the Maplewood City Council, that the City re-dedicate itself to addressing the continuing problem of sexual violence through its support of the Ramsey County: Start by Believing Community Initiative and its goal for everyone to believe victims upon report.

Passed and Adopted by the City Council of the City of Maplewood this 25th Day of April, 2016

Nora Slawik, Mayor

ATTEST:

Karen Haag, City Clerk

MEMORANDUM

TO: City Council
FROM: Lois Knutson, Senior Administrative Assistant
DATE: April 19, 2016
SUBJECT: Approval of Proclamation for National Teacher Day

Introduction

The City of Maplewood will join with Governor Mark Dayton to promote National Teacher Day on May 3, 2016.

Teachers are one of Minnesota's most precious resources. In honor of National Teacher Day, city mayors across Minnesota have been asked to help recognize teachers across the State.

The Governor's goal is for this day to become a day of appreciation that our teachers certainly deserve. Everyone is encouraged to thank a teacher with a letter, email, phone call---or just share a favorite memory.

Budget Impact

None.

Recommendation

The City of Maplewood will demonstrate its support of teachers everywhere by approving the attached proclamation.

Attachments

1. Proclamation

City of Maplewood Proclamation

WHEREAS: Minnesota teachers strive to elevate student performance by ensuring opportunity, facilitating learning, and promoting excellence in the classroom; and

WHEREAS: Minnesota teachers help students succeed by enhancing student learning, providing quality teaching, and increasing student accountability; and

WHEREAS: Teachers play a foundational role in our community by helping children to think critically and plan for their futures; and

WHEREAS: Teachers in Minnesota merit thanks and recognition for the difference they make in the lives of children in thousands of classrooms every day; and

WHEREAS: Teachers help cultivate a vibrant and productive community, and National Teacher Day represents Minnesota citizens' respect and appreciation for teachers.

NOW, THEREFORE, the City of Maplewood, does hereby proclaim Tuesday, May 3, 2016, as National Teacher Day in the City of Maplewood.

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Nick Carver, Interim EEDD Director/Building Official
DATE: April 25, 2016
SUBJECT: Consider Approval of Proclamation Declaring May 2016 Building Safety Month

Introduction

Building Safety Month (BSM), founded by the ICC, is celebrated by jurisdictions worldwide during the month of May each year.

Building Safety Month is a public awareness campaign to help individuals, families and businesses understand what it takes to create safe and sustainable structures. The campaign reinforces the need for adoption of modern, model building codes, a strong and efficient system of code enforcement and a well-trained, professional workforce to maintain the system.

The campaign is presented by the ICC and its 57,000 members worldwide along with a diverse partnership of professionals from the building construction, design and safety community. Corporations, government agencies, professional associations, nonprofits and more come together to support Building Safety Month because they understand the need for safe and sustainable structures where we live, work and play.

Discussion

Inspectors, plan examiners and other code enforcement officials, in the city of Maplewood work to ensure the structures you and your families live, work and play are safe. The Maplewood EEDD staff are active members of the International Code Council, an association that develops building safety and fire prevention codes that are used in more than 15,000 jurisdictions across the nation. Maplewood inspectors are using Building Safety Month as an opportunity to increase safety awareness. They are the “silent defenders” who are seldom seen but work daily to ensure safety in the built environment.

Budget Impact

None

Recommendation

Consider approval of a proclamation declaring May 2016 as Building Safety Month.

Attachment

1. Proclamation Declaring May 2016 as Building Safety Month



Proclamation

Building Safety Month — May, 2016

Whereas, our (City of Maplewood) continuing efforts to address the critical issues of safety, energy efficiency, water conservation, and resilience in the built environment that affect our citizens, both in everyday life and in times of natural disaster, give us confidence that our structures are safe and sound, and;

Whereas, our confidence is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, laborers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians—dedicated members of the International Code Council—use a governmental consensus process that brings together local, state and federal officials with expertise in the built environment to create and implement the highest-quality codes to protect Americans in the buildings where we live, learn, work, worship, play, and;

Whereas, the International Codes, the most widely adopted building safety, energy and fire prevention codes in the nation, are used by most U.S. cities, counties and states; these modern building codes also include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council, to remind the public about the critical role of our communities' largely unknown guardians of public safety—our local code officials—who assure us of safe, efficient and livable buildings, and;

Whereas, “Building Codes: Driving Growth through Innovation, Resilience and Safety” the theme for Building Safety Month 2016, encourages all Americans to raise awareness of the importance of building safe and resilient construction; fire prevention; disaster mitigation, water safety and conservation; energy efficiency and new technologies in the construction industry. Building Safety Month 2016 encourages appropriate steps everyone can take to ensure that the places where we live, learn, work, worship and play are safe and sustainable, and recognizes that countless lives have been saved due to the implementation of safety codes by local and state agencies, and,

Whereas, each year, in observance of Building Safety Month, Americans are asked to consider projects to improve building safety and sustainability at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Mayor Nora Slawik of City of Maplewood, do hereby proclaim the month of May 2016 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

Signature

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Joe Rueb, Accounting Supervisor
DATE: April 19, 2016
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:

\$ 195,309.93	Checks # 97142 thru # 97178 dated 04/12/16
\$ 277,452.03	Disbursements via debits to checking account dated 04/04/16 thru 04/08/16
\$ 128,156.76	Checks #97179 thru #97220 dated 04/12/16 thru 04/19/16
\$ 589,513.74	Disbursements via debits to checking account dated 04/11/16 thru 04/15/16
<u>\$ 1,190,432.46</u>	Total Accounts Payable

PAYROLL

\$ 521,391.34	Payroll Checks and Direct Deposits dated 04/08/16
\$ 1,310.03	Payroll Deduction check # 99102143 thru # 99102145 dated 04/08/16
<u>\$ 522,701.37</u>	Total Payroll
<u><u>\$ 1,713,133.83</u></u>	GRAND TOTAL

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

Attachments

Check Register
City of Maplewood

04/07/2016

Check	Date	Vendor	Description	Amount	
97142	04/12/2016	05114	BOLTON & MENK, INC.	GIS ASSSISTANCE - NEW PROJECTS	1,260.00
97143	04/12/2016	00526	FOREST LAKE CONTRACTING INC	PROJ 09-08 HWY 36/ENGLISH PMT#19~	10,871.79
97144	04/12/2016	01949	GARY L FISCHLER & ASSOC PA	CANDIDATE SCREENING-FIREFIGHTERS	425.00
	04/12/2016	01949	GARY L FISCHLER & ASSOC PA	CANDIDATE SCREENING-FIREFIGHTERS	425.00
97145	04/12/2016	00585	GOPHER STATE ONE-CALL	NET BILLABLE TICKETS - MARCH	622.05
97146	04/12/2016	04445	HOPE HAVEN INC.	LATH & STAKES	870.03
97147	04/12/2016	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING & POSTAGE-APRIL	7,727.93
97148	04/12/2016	01546	SUBURBAN SPORTSWEAR	SHIRTS FOR FLOOR HOCKEY CLINIC	356.60
	04/12/2016	01546	SUBURBAN SPORTSWEAR	SHIRTS FOR FLOOR HOCKEY LEAGUE	356.50
97149	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	15,128.08
	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	841.37
	04/12/2016	01190	XCEL ENERGY	GAS UTILITY	642.78
	04/12/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	596.03
	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	131.70
	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	67.65
	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	16.12
	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	15.62
	04/12/2016	01190	XCEL ENERGY	ELECTRIC UTILITY	15.27
97150	04/12/2016	01830	ALPHA VIDEO & AUDIO INC	BROADCAST PIX FLINT	14,345.00
	04/12/2016	01830	ALPHA VIDEO & AUDIO INC	SONY HD VIDEO CAMERA	9,645.00
97151	04/12/2016	05636	BAY WEST LLC	HAZARDOUS MATERIAL DISPOSAL MCC	3,427.18
97152	04/12/2016	01974	BLUE CROSS REFUNDS	REFUND FOR TRANS MEDIC ENGSTROM	2,392.42
	04/12/2016	01974	BLUE CROSS REFUNDS	REFUND FOR TRANS MEDIC J SARTOR	89.80
97153	04/12/2016	05206	DAVID GRUPA PORTRAIT	PORTRAIT SESSION SMITH & XIONG	150.00
97154	04/12/2016	00412	DONALD SALVERDA & ASSOCIATES	LEADERSHIP GROWTH GROUP FOWLDS	600.00
97155	04/12/2016	00509	FIRE MARSHAL ASSN OF MN	MEMBERSHIP RENEWAL 2016	40.00
97156	04/12/2016	05476	JESSICA HUANG	KID CITY GRANT SERVICES 2016	937.50
97157	04/12/2016	05374	DAVID ELLIS JONES	SENIOR PRESENTATIONS 2/23 & 4/5	130.00
97158	04/12/2016	05030	KANSAS STATE BANK OF MANHATTAN	EQUIP LEASE - MCC - PMT#45	4,344.07
97159	04/12/2016	00827	L M C I T	CLAIM DEDUCTIBLE C0035350 (14/15)	50,000.00
97160	04/12/2016	00942	MARSDEN BLDG MAINTENANCE CO	JANITORIAL SERVICES - APRIL	2,887.00
97161	04/12/2016	00001	ONE TIME VENDOR	REFUND G CARLSON BCBS CREDITS	564.34
97162	04/12/2016	00001	ONE TIME VENDOR	REFUND M WIDMER BCBS CREDITS	460.00
97163	04/12/2016	04319	PRO HYDRO-TESTING	HYDRO-TESTING FOR SCBA CYLINDERS	1,200.00
97164	04/12/2016	01345	RAMSEY COUNTY	HAZARDOUS WASTE LIC 5/2016-4/2017	210.05
97165	04/12/2016	03446	RICK JOHNSON DEER & BEAVER INC	DEER PICK UP - MARCH	230.00
97166	04/12/2016	02467	ST PAUL LINOLEUM & CARPET CO	CARPETING OLD LEKTRIEVER ROOM	1,371.00
97167	04/12/2016	05635	ST PAUL POLICE K-9 FOUNDATION	GREEN DOG - K-9 TOM	8,500.00
97168	04/12/2016	00198	ST PAUL REGIONAL WATER SRVS	PROJ 09-08 WATER BILL 2228 MW DR	135.20
97169	04/12/2016	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	53.00
	04/12/2016	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	37.00
97170	04/12/2016	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - MARCH	2,321.20
97171	04/12/2016	02686	TASER INTL	3 EVIDENCE.COM DOCKING STATIONS	759.96
97172	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-003	726.68
	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-011	510.62
	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-005	454.38
	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-001	370.41
	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-002	315.41
	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-004	277.31
	04/12/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-010	86.40
97173	04/12/2016	05039	UNIVERSITY OF LOUISVILLE	TRAINING - K CROTTY	425.00
97174	04/12/2016	00063	VERIZON WIRELESS	MONTHLY PMT 02/17 - 03/16	6,884.43
97175	04/12/2016	01757	CABOT WELCHLIN	REIMB COBRA DENTAL PREMIUM	173.68
97176	04/12/2016	01876	WHAT WORKS INC	CONSULTING MGMT TEAM RETREAT	4,180.00
97177	04/12/2016	05013	YALE MECHANICAL LLC	REPAIR LEAKS COLD WATER LOOP MCC	4,906.37

G1, Attachments

97178	04/12/2016	05578	Z PUPPETS ROSENSCHNOZ	PLANNING FOR KID CITY PROGRAMMING	20,700.00
	04/12/2016	05578	Z PUPPETS ROSENSCHNOZ	PLANNING FOR KID CITY PROGRAMMING	10,100.00
					<hr/>
					195,309.93
					<hr/> <hr/>

37 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/4/2016	MN State Treasurer	Drivers License/Deputy Registrar	38,623.81
4/5/2016	MN State Treasurer	Drivers License/Deputy Registrar	49,725.39
4/6/2016	MN State Treasurer	Drivers License/Deputy Registrar	83,869.26
4/6/2016	Delta Dental	Dental Premium	2,457.72
4/7/2016	MN State Treasurer	Drivers License/Deputy Registrar	39,735.23
4/8/2016	MN State Treasurer	Drivers License/Deputy Registrar	56,825.89
4/8/2016	MN Dept of Natural Resources	DNR electronic licenses	827.00
4/8/2016	Optum Health	DCRP & Flex plan payments	541.73
4/8/2016	ICMA (Vantagepointe)	Deferred Compensation	4,846.00
			277,452.03

Check Register
City of Maplewood

04/14/2016

Check	Date	Vendor	Description	Amount
97179	04/12/2016	02464 US BANK	FUNDS FOR CITY HALL ATM	10,000.00
97180	04/19/2016	05028 ENERGY ALTERNATIVES SOLAR, LLC	CITY HALL SOLAR SYSTEM LEASE-APRIL	397.00
	04/19/2016	05028 ENERGY ALTERNATIVES SOLAR, LLC	MCC SOLAR SYSTEM LEASE - APRIL	369.00
97181	04/19/2016	00519 FLEXIBLE PIPE TOOL CO.	REBUILD CCTV CAMERA TRACTOR	1,601.40
97182	04/19/2016	02407 H & B SPECIALIZED PRODUCTS	BASKETBALL CABLE/HOOP REPAIRS	410.00
97183	04/19/2016	00393 MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - MARCH 24686123035	1,048.04
97184	04/19/2016	05353 MANSFIELD OIL CO	CONTRACT GASOLINE - APRIL	9,259.51
	04/19/2016	05353 MANSFIELD OIL CO	CONTRACT DIESEL - APRIL	5,868.09
97185	04/19/2016	01941 PATRICK TROPHIES	YOUTH BASKETBALL AWARDS	1,835.82
97186	04/19/2016	04192 TRANS-MEDIC	EMS BILLING - MARCH	4,590.00
97187	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	256.10
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	253.50
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	249.60
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	247.00
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	239.20
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	235.30
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	230.10
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	228.80
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	221.00
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	219.70
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	189.80
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	183.30
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	182.00
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	130.00
	04/19/2016	03334 UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	130.00
97188	04/19/2016	01750 THE WATSON CO INC	MDSE FOR RESALE	328.24
	04/19/2016	01750 THE WATSON CO INC	MDSE FOR RESALE	56.77
97189	04/14/2016	00935 MAPLEWOOD FIRE FIGHTERS RELIEF	2016 FIRE AID	4,000.00
97190	04/19/2016	05559 APPRIZE TECHNOLOGY SOLUTIONS	ELECT ENROLLMENT ADMIN FEE-APRIL	300.00
97191	04/19/2016	01811 BERNATELLO'S PIZZA	MDSE FOR RESALE	324.00
97192	04/19/2016	00221 BROCK WHITE COMPANY, LLC.	CRAFCO SS125 CRACK SEALER & PAVEME	36,479.14
97193	04/19/2016	05369 CINTAS CORPORATION #470	ULTRA CLEAN SRVS - CITY HALL/PARKS	462.53
	04/19/2016	05369 CINTAS CORPORATION #470	CLEANING SUPPLIES-CITY HALL/PARKS	124.98
97194	04/19/2016	03109 CLIA LABORATORY PROGRAM	CERTIFICATE FEE 9/1/16 - 8/31/18	150.00
97195	04/19/2016	05639 COLBERT ENGRAVING & TROPHIES	PAR/TRUCK BOARDS & TAGS,PASSPORTS	825.00
97196	04/19/2016	00462 EMBEDDED SYSTEMS, INC.	REPAIR TO TORNADO SIREN #3	315.00
97197	04/19/2016	05618 ENTERPRISE FM TRUST	LEASE CHARGES FOR FIRE VEHICLES	10,261.62
97198	04/19/2016	05372 FERRELLGAS	UTILITIES FIRE TRAINING CENTER	3,411.22
97199	04/19/2016	04337 GARY CARLSON EQUIPMENT	ALUMINUM SHEETING-WICKLANDER P	3,509.12
	04/19/2016	04337 GARY CARLSON EQUIPMENT	ALUMINUM SHEETING-WICKLANDER P	2,050.00
97200	04/19/2016	05313 GRAPHIC DESIGN, INC.	STATIONERY ORDER FOR 2016	1,965.00
	04/19/2016	05313 GRAPHIC DESIGN, INC.	STATIONERY ORDER FOR 2016	1,376.00
	04/19/2016	05313 GRAPHIC DESIGN, INC.	STATIONERY ORDER FOR 2016	1,332.00
	04/19/2016	05313 GRAPHIC DESIGN, INC.	STATIONERY ORDER FOR 2016	244.00
	04/19/2016	05313 GRAPHIC DESIGN, INC.	STATIONERY ORDER FOR 2016	228.00
	04/19/2016	05313 GRAPHIC DESIGN, INC.	STATIONERY ORDER FOR 2016	149.00
	04/19/2016	05313 GRAPHIC DESIGN, INC.	BUSINESS CARDS FOR T BERG	97.00
97201	04/19/2016	04846 HEALTHEAST	MEDICAL SUPPLIES	1,375.27
	04/19/2016	04846 HEALTHEAST	MEDICAL SUPPLIES	486.79
	04/19/2016	04846 HEALTHEAST	MEDICAL SUPPLIES	339.58
97202	04/19/2016	05368 HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	1,093.70
	04/19/2016	05368 HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	340.09
	04/19/2016	05368 HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	196.86
97202	04/19/2016	05368 HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	170.04
	04/19/2016	05368 HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	127.53

	04/19/2016	05368	HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	85.64
	04/19/2016	05368	HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	46.64
	04/19/2016	05368	HEALTHEAST VEHICLE SERVICES	SQUAD CAR REPAIRS & SERVICE	28.82
97203	04/19/2016	00827	L M C I T	CLAIM DEDUCTIBLE CN13798 (15/16)	923.00
97204	04/19/2016	00846	LANGUAGE LINE SERVICES	PD PHONE-BASED INTERPRETIVE SRVS	16.71
97205	04/19/2016	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE LABOR REL-MARCH	187.60
97206	04/19/2016	05637	MINNESOTA PETROLEUM SERVICE	STEAMED & PUMPED-DIESEL TANK/PITS	632.00
97207	04/19/2016	05356	NORTH SUBURBAN ACCESS CORP	VIDEOGRAPHER SRVS - MARCH	961.40
97208	04/19/2016	05549	PERSONNEL EVALUATION, INC.	TESTING FEE - FINANCE DIRECTOR	300.00
	04/19/2016	05549	PERSONNEL EVALUATION, INC.	PEP START-UP KIT	257.40
	04/19/2016	05549	PERSONNEL EVALUATION, INC.	WEB-BASED PEP TEST - MARCH	20.00
97209	04/19/2016	01261	PHYSIO-CONTROL, INC.	EMS REPORTING SOFTWARE - FEB	738.67
	04/19/2016	01261	PHYSIO-CONTROL, INC.	EMS REPORTING SOFTWARE - APRIL	738.67
97210	04/19/2016	01283	POST BOARD	POLICE OFFICER LICENSE RENEWALS	1,710.00
97211	04/19/2016	00396	MN DEPT OF PUBLIC SAFETY	SRVS (CJDN) PROVIDED TO PD-1ST QTR	1,920.00
97212	04/19/2016	00396	MN DEPT OF PUBLIC SAFETY	POLICE LICENSE PLATES NEW SQUADS	30.00
97213	04/19/2016	01340	REGIONS HOSPITAL	MEDICAL SUPPLIES	82.52
97214	04/19/2016	05338	REPUBLIC SERVICES #923	WASTE & RECYCLING SRVS - MARCH	1,990.49
	04/19/2016	05338	REPUBLIC SERVICES #923	WASTE & RECYCLING SRVS - APRIL	1,196.46
97215	04/19/2016	01836	ST PAUL, CITY OF	PDI TRAINING EVOC REFRESHER	350.00
	04/19/2016	01836	ST PAUL, CITY OF	PDI TRAINING EVOC REFRESHER	350.00
97216	04/19/2016	01594	TERRYBERRY COMPANY LLC	PINS FOR EMPLOYEE ANNIVERSARIES	632.22
97217	04/19/2016	01669	TWIN CITIES TRANSPORT &	TOWING FEE	70.00
	04/19/2016	01669	TWIN CITIES TRANSPORT &	FORFEITED VEHICLE TOWING	70.00
	04/19/2016	01669	TWIN CITIES TRANSPORT &	TOWING FEE	70.00
97218	04/19/2016	05231	UNITED HEALTH CARE SRVS., INC.	REFUND FOR TRANS MEDIC PATIENT	1,485.78
97219	04/19/2016	04357	UNIVERSAL HOSPITAL SRVS, INC.	BIOMEDICAL SERVICE	135.00
97220	04/19/2016	03247	WINNICK SUPPLY INC	STORM PIPE ECT FOR WICKLANDER	2,435.00

128,156.76

42 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/11/2016	MN State Treasurer	Drivers License/Deputy Registrar	52,195.14
4/11/2016	US Bank VISA One Card*	Purchasing card items	43,130.57
4/11/2016	U.S. Treasurer	Federal Payroll Tax	100,404.74
4/11/2016	P.E.R.A.	P.E.R.A.	98,895.45
4/11/2016	Empower - State Plan	Deferred Compensation	30,963.00
4/12/2016	MN State Treasurer	Drivers License/Deputy Registrar	29,914.68
4/12/2016	MN State Treasurer	State Payroll Tax	20,349.30
4/12/2016	MidAmerica	HRA Flex plan	15,966.79
4/12/2016	Labor Unions	Union Dues	2,248.88
4/13/2016	MN State Treasurer	Drivers License/Deputy Registrar	77,655.93
4/13/2016	Delta Dental	Dental Premium	5,345.59
4/14/2016	MN State Treasurer	Drivers License/Deputy Registrar	70,684.96
4/15/2016	MN State Treasurer	Drivers License/Deputy Registrar	39,362.03
4/15/2016	MN Dept of Natural Resources	DNR electronic licenses	1,097.50
4/15/2016	VANCO	Billing fee	114.10
4/15/2016	Optum Health	DCRP & Flex plan payments	1,185.08
			589,513.74

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
03/23/2016	03/25/2016	TRI-STATE BOBCAT	\$73.95	DAVE ADAMS
03/18/2016	03/21/2016	OFFICE DEPOT #1090	\$66.24	REGAN BEGGS
03/21/2016	03/22/2016	PAKOR, INC.	\$446.72	REGAN BEGGS
03/21/2016	03/22/2016	CVS/PHARMACY #01751	\$24.40	REGAN BEGGS
03/23/2016	03/24/2016	GENERAL CREDIT FORMS INC	\$95.40	REGAN BEGGS
03/28/2016	03/31/2016	DRIVERS LICENSE GUIDE CO	\$43.90	REGAN BEGGS
03/29/2016	03/31/2016	PAPER PLUS	\$37.59	REGAN BEGGS
03/30/2016	04/01/2016	PAPER PLUS	\$790.53	REGAN BEGGS
03/30/2016	04/01/2016	PAPER PLUS	\$632.42	REGAN BEGGS
03/30/2016	04/01/2016	PAPER PLUS	\$632.42	REGAN BEGGS
03/30/2016	04/01/2016	PAPER PLUS	\$370.78	REGAN BEGGS
03/30/2016	04/01/2016	PAPER PLUS	\$210.81	REGAN BEGGS
03/21/2016	03/22/2016	AMAZON MKTPLACE PMTS	\$26.98	BRIAN BIERDEMAN
03/24/2016	03/25/2016	AMAZON MKTPLACE PMTS	\$129.22	BRIAN BIERDEMAN
03/30/2016	03/31/2016	LOVE YOUR PETS	\$160.40	BRIAN BIERDEMAN
03/18/2016	03/21/2016	USPS 26833895523402076	\$19.60	OAKLEY BIESANZ
03/21/2016	03/22/2016	LOWES #02313*	\$43.13	OAKLEY BIESANZ
03/23/2016	03/24/2016	MINNESOTAAS	\$201.00	OAKLEY BIESANZ
03/23/2016	03/24/2016	ACT*UNIVERSITY OF MINN	\$75.00	OAKLEY BIESANZ
03/28/2016	03/29/2016	KNOWLAN'S MARKET #2	\$34.14	OAKLEY BIESANZ
03/29/2016	03/30/2016	KNOWLAN'S MARKET #2	\$13.41	OAKLEY BIESANZ
03/22/2016	03/24/2016	LITTLE CAESARS 1456 0006	\$21.43	NEIL BRENEMAN
03/23/2016	03/25/2016	PLYMOUTH PLAYHOUSE	\$300.00	NEIL BRENEMAN
03/24/2016	03/28/2016	COSTUMES PLUS	\$50.00	NEIL BRENEMAN
03/18/2016	03/21/2016	VIKING INDUSTRIAL CENTER	\$226.57	TROY BRINK
03/18/2016	03/21/2016	ADVANTAGE SIGNS & GRAPHIC	\$1,246.50	TROY BRINK
03/18/2016	03/21/2016	THE HOME DEPOT 2801	\$39.90	BRENT BUCKLEY
03/21/2016	03/22/2016	RED WING SHOE #727	\$216.74	BRENT BUCKLEY
03/21/2016	03/22/2016	RED WING SHOE #727	\$91.00	NICHOLAS CARVER
03/21/2016	03/22/2016	WHITE BEAR AREA CHAMBE	\$280.00	NICHOLAS CARVER
03/21/2016	03/22/2016	SQ *MR APPLIANCE OF ST CR	\$198.94	SCOTT CHRISTENSON
03/24/2016	03/28/2016	THE HOME DEPOT 2801	\$12.67	SCOTT CHRISTENSON
03/24/2016	03/28/2016	THE HOME DEPOT 2801	\$25.34	SCOTT CHRISTENSON
03/25/2016	03/28/2016	THE HOME DEPOT 2801	\$22.00	SCOTT CHRISTENSON
03/30/2016	04/01/2016	KRISS PREMIUM PRODUCTS IN	\$281.83	SCOTT CHRISTENSON
03/30/2016	04/01/2016	KRISS PREMIUM PRODUCTS IN	\$145.83	SCOTT CHRISTENSON
03/30/2016	04/01/2016	KRISS PREMIUM PRODUCTS IN	\$281.83	SCOTT CHRISTENSON
03/25/2016	03/28/2016	BARNES & NOBLE #2227	\$128.51	MELINDA COLEMAN
03/19/2016	03/21/2016	SEARS ROEBUCK 1122	\$79.98	KERRY CROTTY
03/19/2016	03/21/2016	KOHL'S #0052	\$160.94	KERRY CROTTY
03/25/2016	03/28/2016	KOHL'S #0052	\$211.14	KERRY CROTTY
03/17/2016	03/21/2016	SUPERAMERICA 4848	\$38.50	CHARLES DEAVER
03/23/2016	03/24/2016	FRATTALLONES WOODBURY AC	\$41.75	CHARLES DEAVER
03/29/2016	03/30/2016	DALCO ENTERPRISES	\$87.86	CHARLES DEAVER
03/31/2016	04/01/2016	FRATTALLONES WOODBURY AC	\$18.73	CHARLES DEAVER
03/18/2016	03/21/2016	STATE SUPPLY	\$310.19	TOM DOUGLASS
03/18/2016	03/21/2016	RADWELL INTL INC	\$138.50	TOM DOUGLASS
03/18/2016	03/21/2016	THE HOME DEPOT 2801	\$3.87	TOM DOUGLASS
03/18/2016	03/21/2016	COMMERCIAL POOL & SPA SUP	\$87.95	TOM DOUGLASS
03/23/2016	03/24/2016	IN *MONKEY WRENCH PRODUCT	(\$286.50)	TOM DOUGLASS
03/29/2016	03/30/2016	TRI-DIM FILTER CORP	\$647.38	TOM DOUGLASS
03/31/2016	04/01/2016	J.R. S ADVANCED RECYCLERS	\$243.13	TOM DOUGLASS
03/23/2016	03/24/2016	CAN*CANONBUSSOL CBS	\$652.39	JOHN DUCHARME
03/22/2016	03/22/2016	COMCAST CABLE COMM	\$83.88	CHRISTINE EVANS
03/23/2016	03/24/2016	OFFICE DEPOT #1090	\$131.96	CHRISTINE EVANS
03/25/2016	03/25/2016	COMCAST CABLE COMM	\$328.70	CHRISTINE EVANS

03/30/2016	03/31/2016	THE UPS STORE 2171	\$13.62	CHRISTINE EVANS
03/25/2016	03/28/2016	PAYPAL *MACIA	\$295.00	CASSIE FISHER
03/19/2016	03/21/2016	AT SCENE LLC	\$675.00	MYCHAL FOWLDS
03/22/2016	03/23/2016	ELECTRO WATCHMAN INC	\$2,126.90	MYCHAL FOWLDS
03/23/2016	03/23/2016	COMCAST CABLE COMM	\$68.95	MYCHAL FOWLDS
03/24/2016	03/25/2016	DASHLANE	\$149.99	MYCHAL FOWLDS
03/25/2016	03/25/2016	DRI*SAP	\$477.24	MYCHAL FOWLDS
03/29/2016	03/30/2016	BLS*KEYMETRICSOFTWARE	\$60.00	MYCHAL FOWLDS
03/18/2016	03/21/2016	BESTBUYCOM783172003980	\$24.63	NICK FRANZEN
03/18/2016	03/21/2016	IDU*INSIGHT PUBLIC SEC	\$3,969.09	NICK FRANZEN
03/24/2016	03/25/2016	IDU*INSIGHT PUBLIC SEC	\$735.00	NICK FRANZEN
03/30/2016	03/31/2016	BESTBUYCOM783441020059	\$803.43	NICK FRANZEN
03/30/2016	03/31/2016	IDU*INSIGHT PUBLIC SEC	\$1,831.36	NICK FRANZEN
03/30/2016	03/31/2016	IDU*INSIGHT PUBLIC SEC	\$66.96	NICK FRANZEN
03/19/2016	03/21/2016	BLUE RIBBON BAIT #1	\$11.22	CAROLE GERNES
03/22/2016	03/24/2016	OFFICEMAX/OFFICE DEPOT616	\$8.13	CLARENCE GERVAIS
03/23/2016	03/25/2016	HOLIDAY INN AND SUITES	\$15.57	CLARENCE GERVAIS
03/25/2016	03/28/2016	HOLIDAY INNS	\$190.92	CLARENCE GERVAIS
03/18/2016	03/21/2016	TARGET 00011858	\$41.49	CHRISTINE GIBSON
03/18/2016	03/21/2016	OFFICEMAX/OFFICE DEPOT616	\$67.44	CHRISTINE GIBSON
03/22/2016	03/23/2016	GRANDMAS BAKERY INC	\$48.48	CHRISTINE GIBSON
03/27/2016	03/29/2016	ACE OF SALES	\$20.00	CHRISTINE GIBSON
03/28/2016	03/29/2016	SQ *DISTRICT 2 COMMUNITY	\$150.00	CHRISTINE GIBSON
03/28/2016	03/29/2016	GRANDMAS BAKERY INC	\$48.48	CHRISTINE GIBSON
03/28/2016	03/30/2016	GRAND CLEANERS	\$72.05	CHRISTINE GIBSON
03/30/2016	04/01/2016	HOBBY-LOBBY #563	\$47.16	CHRISTINE GIBSON
03/18/2016	03/21/2016	THE HOME DEPOT 2801	\$116.22	MARK HAAG
03/21/2016	03/22/2016	DAVIS LOCK & SAFE	\$102.00	MARK HAAG
03/23/2016	03/24/2016	VIKING INDUSTRIAL CENTER	\$133.04	MARK HAAG
03/29/2016	03/30/2016	DALCO ENTERPRISES	\$602.61	DAVID JAHN
03/24/2016	03/25/2016	CHIEF SUPPLY	\$71.94	KEVIN JOHNSON
03/28/2016	03/30/2016	FIRST SHRED	\$61.60	LOIS KNUTSON
03/21/2016	03/22/2016	DOMYOWNPESTCONTROL	\$79.50	NICHOLAS KREKELER
03/29/2016	03/31/2016	DELTA AIR BAGGAGE FEE	\$25.00	DAVID KVAM
03/23/2016	03/24/2016	FEDEX 782647482553	\$10.00	JESSICA LANDEROS CRUZ
03/30/2016	03/31/2016	ROSEMOUNT MINNOCO	\$24.88	CITY OF MAPLEWOOD
03/30/2016	03/31/2016	ROSEMOUNT MINNOCO	\$14.00	CITY OF MAPLEWOOD
03/30/2016	03/31/2016	STAPLES DIRECT	\$74.98	MIKE MARTIN
03/25/2016	03/28/2016	BOUND TREE MEDICAL LLC	\$200.99	MICHAEL MONDOR
03/29/2016	03/31/2016	BOUND TREE MEDICAL LLC	(\$45.50)	MICHAEL MONDOR
03/30/2016	03/31/2016	ZOLL MEDICAL CORP	\$1,185.98	MICHAEL MONDOR
03/31/2016	04/01/2016	IN *BECKER FIRE & SAFETY	\$107.85	MICHAEL MONDOR
03/17/2016	03/21/2016	THE HOME DEPOT 2801	\$91.06	RICHARD NORDQUIST
03/22/2016	03/23/2016	MILLS FLEET FARM 2700	\$90.08	RICHARD NORDQUIST
03/23/2016	03/24/2016	MILLS FLEET FARM 2700	\$20.57	RICHARD NORDQUIST
03/30/2016	03/31/2016	HENRIKSEN ACE HARDWARE	\$16.05	RICHARD NORDQUIST
03/30/2016	04/01/2016	LAS TORTILLAS MEXICAN RST	\$86.15	MICHAEL NYE
03/23/2016	03/24/2016	MIKES LP GAS INC	\$12.98	ROBERT PETERSON
03/18/2016	03/21/2016	AUTO PLUS-LITTLE CANADA	\$27.28	STEVEN PRIEM
03/21/2016	03/22/2016	AUTO PLUS-LITTLE CANADA	\$147.67	STEVEN PRIEM
03/22/2016	03/23/2016	POLAR CHEVROLET MAZDA	\$62.25	STEVEN PRIEM
03/22/2016	03/24/2016	PIONEER RIM AND WHEEL-MN	\$132.82	STEVEN PRIEM
03/23/2016	03/24/2016	ZARNOTH BRUSH WORKS INC	\$1,568.00	STEVEN PRIEM
03/23/2016	03/24/2016	AN FORD WHITE BEAR LAK	\$28.26	STEVEN PRIEM
03/23/2016	03/25/2016	METRO PRODUCTS INC	\$33.77	STEVEN PRIEM
03/24/2016	03/25/2016	AN FORD WHITE BEAR LAK	\$238.58	STEVEN PRIEM
03/24/2016	03/25/2016	BAUER BUILT TIRE 18	\$211.82	STEVEN PRIEM

03/24/2016	03/25/2016	TRUCK UTILITIES INC ST PA	\$277.58	STEVEN PRIEM
03/25/2016	03/28/2016	HENRIKSEN ACE HARDWARE	\$0.33	STEVEN PRIEM
03/25/2016	03/28/2016	AUTO PLUS-LITTLE CANADA	\$119.51	STEVEN PRIEM
03/29/2016	03/30/2016	KATH FUEL OFFICE	\$665.45	STEVEN PRIEM
03/29/2016	03/30/2016	POMP'S TIRE #021	\$1,102.40	STEVEN PRIEM
03/29/2016	03/30/2016	AN FORD WHITE BEAR LAK	\$1,334.95	STEVEN PRIEM
03/29/2016	03/31/2016	KREMER SERVICES	\$328.50	STEVEN PRIEM
03/30/2016	03/31/2016	DEY APPLIANCE A	\$11.00	STEVEN PRIEM
03/31/2016	04/01/2016	AUTO PLUS-LITTLE CANADA	\$286.68	STEVEN PRIEM
03/31/2016	04/01/2016	AUTO PLUS-LITTLE CANADA	\$97.86	STEVEN PRIEM
03/25/2016	03/28/2016	VIKING ELECTRIC-CREDIT DE	\$356.50	KELLY PRINS
03/28/2016	03/29/2016	ADVANCE STORE PRODUCTS	\$102.50	KELLY PRINS
03/29/2016	03/29/2016	ULINE *SHIP SUPPLIES	\$210.79	KELLY PRINS
03/29/2016	03/31/2016	CINTAS 60A SAP	\$92.11	KELLY PRINS
03/30/2016	04/01/2016	THE HOME DEPOT 2801	\$14.62	KELLY PRINS
03/18/2016	03/21/2016	MINNESOTA OCCUPATIONAL HE	\$1,161.00	TERRIE RAMEAUX
03/25/2016	03/28/2016	THE MCDOWELL AGENCY	\$125.00	TERRIE RAMEAUX
03/18/2016	03/21/2016	DALCO ENTERPRISES	\$663.91	MICHAEL REILLY
03/23/2016	03/24/2016	HILLYARD INC MINNEAPOLIS	\$634.55	MICHAEL REILLY
03/31/2016	04/01/2016	HILLYARD INC MINNEAPOLIS	\$774.28	MICHAEL REILLY
03/23/2016	03/24/2016	MAG TEK	\$495.10	MICHAEL RENNER
03/18/2016	03/21/2016	HYDROFIT INC	\$288.95	LORI RESENDIZ
03/21/2016	03/22/2016	MASSAGEWAREHOUSE.COM M	\$76.19	LORI RESENDIZ
03/29/2016	03/31/2016	APPOINTMENT-PLUS/STORMSO	\$49.00	LORI RESENDIZ
04/01/2016	04/01/2016	PPL*INSANITY	\$32.23	LORI RESENDIZ
03/20/2016	03/21/2016	AMAZON.COM	\$229.32	AUDRA ROBBINS
03/21/2016	03/22/2016	CUB FOODS #1599	\$73.85	AUDRA ROBBINS
03/22/2016	03/23/2016	FANDANGO.COM	\$45.00	AUDRA ROBBINS
03/22/2016	03/23/2016	FANDANGO.COM	\$45.00	AUDRA ROBBINS
03/23/2016	03/24/2016	CUB FOODS #1599	\$10.10	AUDRA ROBBINS
03/24/2016	03/28/2016	MONKEY HOUSE	\$91.00	AUDRA ROBBINS
03/25/2016	03/28/2016	TARGET 00011858	\$77.75	AUDRA ROBBINS
03/25/2016	03/28/2016	WALGREENS #13685	\$9.41	AUDRA ROBBINS
03/21/2016	03/23/2016	TRI-STATE BOBCAT	\$195.00	ROBERT RUNNING
03/21/2016	03/23/2016	MENARDS MAPLEWOOD MN	\$48.45	ROBERT RUNNING
03/21/2016	03/23/2016	MENARDS MAPLEWOOD MN	\$13.17	ROBERT RUNNING
03/24/2016	03/25/2016	LILLIE SUBURBAN NEWSPAPER	\$1,772.25	DEB SCHMIDT
03/24/2016	03/25/2016	MINNESOTA HUMANITIES CENT	\$42.00	DEB SCHMIDT
03/24/2016	03/25/2016	PANERA BREAD #1305	\$37.50	PAUL SCHNELL
03/28/2016	03/30/2016	DOWNTOWNER CAR WASH	\$21.51	PAUL SCHNELL
03/30/2016	03/31/2016	PANERA BREAD #1305	\$32.38	PAUL SCHNELL
03/24/2016	03/25/2016	FLEXIBLE PIPE TOOL COMPAN	\$155.95	SCOTT SCHULTZ
03/29/2016	03/31/2016	SPOK INC	\$16.12	SCOTT SCHULTZ
03/29/2016	03/31/2016	ON SITE SANITATION INC	\$1,436.69	SCOTT SCHULTZ
03/30/2016	04/01/2016	ON SITE SANITATION INC	\$39.75	SCOTT SCHULTZ
03/22/2016	03/23/2016	CUB FOODS #1599	\$26.97	MICHAEL SHORTREED
03/18/2016	03/21/2016	OFFICE DEPOT #1090	\$158.97	ANDREA SINDT
03/22/2016	03/23/2016	CUB FOODS #1599	\$9.17	CHRIS SWANSON
03/23/2016	03/25/2016	CARIBOU COFFEE CO # 155	\$12.84	CHRIS SWANSON
03/29/2016	03/31/2016	ON SITE SANITATION INC	\$61.99	CHRIS SWANSON
03/24/2016	03/28/2016	OFFICE DEPOT #1090	\$7.47	KAREN WACHAL
03/21/2016	03/22/2016	OAKDALE RENTAL CENTER	\$318.60	JEFF WILBER
03/21/2016	03/23/2016	SIRCHIE FINGER PRINT LABO	\$83.35	TAMMY WYLIE
03/30/2016	03/31/2016	BCA TRAINING EDUCATION	\$530.00	TAMMY WYLIE

\$43,130.57

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

<u>CHECK #</u>	<u>CHECK</u>	<u>EMPLO</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversio</u>
	04/08/16	ABRAMS, MARYLEE	456.30	
	04/08/16	JUENEMANN, KATHLEEN	456.30	
	04/08/16	SLAWIK, NORA	518.43	
	04/08/16	SMITH, BRYAN	456.30	
	04/08/16	XIONG, TOU	456.30	
	04/08/16	COLEMAN, MELINDA	6,411.41	
	04/08/16	FUNK, MICHAEL	5,287.30	
	04/08/16	KNUTSON, LOIS	2,528.39	
	04/08/16	CHRISTENSON, SCOTT	2,390.25	
	04/08/16	JAHN, DAVID	2,048.35	
	04/08/16	BURLINGAME, SARAH	2,433.31	
	04/08/16	RAMEAUX, THERESE	4,032.46	
	04/08/16	OSWALD, BRENDA	2,048.67	
	04/08/16	ANDERSON, CAROLE	1,606.07	
	04/08/16	DEBILZAN, JUDY	2,282.59	
	04/08/16	RUEB, JOSEPH	3,488.20	
	04/08/16	ARNOLD, AJLA	1,942.03	
	04/08/16	BEGGS, REGAN	1,820.81	
	04/08/16	HAAG, KAREN	4,907.36	
	04/08/16	LO, CHING	854.31	
	04/08/16	SCHMIDT, DEBORAH	3,281.11	
	04/08/16	CRAWFORD, LEIGH	1,964.19	
	04/08/16	LARSON, MICHELLE	2,042.59	
	04/08/16	MECHELKE, SHERRIE	1,225.55	
	04/08/16	MOY, PAMELA	1,634.07	
	04/08/16	OSTER, ANDREA	2,049.51	
	04/08/16	RICHTER, CHARLENE	1,525.27	
	04/08/16	VITT, SANDRA	1,113.71	
	04/08/16	WEAVER, KRISTINE	2,534.49	
	04/08/16	BERG, TERESA	1,610.00	
	04/08/16	CORCORAN, THERESA	2,044.89	
	04/08/16	KVAM, DAVID	4,551.01	
	04/08/16	SCHNELL, PAUL	5,248.65	
	04/08/16	SHEA, STEPHANIE	1,610.59	
	04/08/16	SHEPPERD, FAITH	2,023.70	
	04/08/16	SHORTREED, MICHAEL	4,423.36	
	04/08/16	WYLIE, TAMMY	1,801.79	
	04/08/16	ABEL, CLINT	3,162.13	
	04/08/16	ALDRIDGE, MARK	3,800.35	
	04/08/16	BAKKE, LONN	3,392.41	
	04/08/16	BARTZ, PAUL	3,287.73	
	04/08/16	BELDE, STANLEY	3,421.30	
	04/08/16	BENJAMIN, MARKESE	3,127.43	
	04/08/16	BIERDEMAN, BRIAN	3,764.97	
	04/08/16	BUSACK, DANIEL	4,000.14	
	04/08/16	CARNES, JOHN	3,035.88	
	04/08/16	CROTTY, KERRY	4,167.21	
	04/08/16	DEMULLING, JOSEPH	3,869.97	
	04/08/16	DUGAS, MICHAEL	3,926.73	

04/08/16	ERICKSON, VIRGINIA	3,248.83	
04/08/16	FISHER, CASSANDRA	1,615.39	
04/08/16	FORSYTHE, MARCUS	3,050.04	
04/08/16	FRITZE, DEREK	3,271.38	
04/08/16	GABRIEL, ANTHONY	3,498.32	
04/08/16	HAWKINSON JR, TIMOTHY	3,441.64	
04/08/16	HER, PHENG	3,222.18	
04/08/16	HIEBERT, STEVEN	3,421.30	
04/08/16	HOEMKE, MICHAEL	2,860.78	
04/08/16	HOFMEISTER, TIMOTHY	496.00	
04/08/16	JAMES JR, JUSTIN	464.00	
04/08/16	JOHNSON, KEVIN	3,946.69	
04/08/16	KONG, TOMMY	3,176.89	
04/08/16	KREKELER, NICHOLAS	1,007.09	
04/08/16	KROLL, BRETT	3,278.62	
04/08/16	LANDEROS CRUZ, JESSICA	471.25	
04/08/16	LANGNER, SCOTT	3,162.13	
04/08/16	LANGNER, TODD	3,498.32	
04/08/16	LYNCH, KATHERINE	3,063.83	
04/08/16	MARINO, JASON	3,336.87	
04/08/16	MCCARTY, GLEN	3,411.66	
04/08/16	METRY, ALESIA	3,826.48	
04/08/16	MICHELETTI, BRIAN	2,739.50	
04/08/16	MULVIHILL, MARIA	2,642.48	
04/08/16	NYE, MICHAEL	3,733.46	
04/08/16	OLDING, PARKER	2,552.38	
04/08/16	OLSON, JULIE	3,162.13	
04/08/16	PARKER, JAMES	278.91	
04/08/16	PETERSON, JARED	2,067.58	
04/08/16	REZNY, BRADLEY	3,769.94	
04/08/16	SCHOEN, ZACHARY	2,948.53	51.21
04/08/16	SLATER, BENJAMIN	2,715.25	
04/08/16	STARKEY, ROBERT	478.50	
04/08/16	STEINER, JOSEPH	3,287.73	
04/08/16	SYPNIEWSKI, WILLIAM	3,098.90	
04/08/16	TAUZELL, BRIAN	3,133.87	
04/08/16	THEISEN, PAUL	3,334.60	
04/08/16	THIENES, PAUL	3,786.81	
04/08/16	VANG, PAM	2,646.27	
04/08/16	WELCHLIN, KATHLEEN	296.25	
04/08/16	WENZEL, JAY	3,278.62	
04/08/16	XIONG, KAO	3,278.62	
04/08/16	ZAPPA, ANDREW	2,614.07	
04/08/16	ANDERSON, BRIAN	188.36	
04/08/16	BAHL, DAVID	181.80	
04/08/16	BASSETT, BRENT	188.36	
04/08/16	BAUMAN, ANDREW	2,857.87	
04/08/16	BEITLER, NATHAN	337.75	
04/08/16	BOURQUIN, RON	866.00	
04/08/16	CAPISTRANT, JACOB	311.76	
04/08/16	CAPISTRANT, JOHN	492.38	
04/08/16	COREY, ROBERT	188.36	
04/08/16	CRAWFORD - JR, RAYMOND	2,826.76	
04/08/16	CRUMMY, CHARLES	188.36	
04/08/16	DABRUZZI, THOMAS	2,814.64	
04/08/16	DAWSON, RICHARD	5,229.65	
04/08/16	EVERSON, PAUL	4,076.56	
04/08/16	HAGEN, MICHAEL	344.25	
04/08/16	HALWEG, JODI	4,136.11	

04/08/16	HAWTHORNE, ROCHELLE	3,219.08
04/08/16	HUTCHINSON, JAMES	356.03
04/08/16	IMM, TRACY	214.34
04/08/16	JANSEN, CHAD	311.77
04/08/16	KANE, ROBERT	916.58
04/08/16	KARRAS, JAMIE	552.08
04/08/16	KERSKA, JOSEPH	623.54
04/08/16	KONDER, RONALD	766.42
04/08/16	KUBAT, ERIC	2,893.49
04/08/16	LINDER, TIMOTHY	4,075.50
04/08/16	LOCHEN, MICHAEL	1,039.20
04/08/16	MERKATORIS, BRETT	311.77
04/08/16	MONDOR, MICHAEL	4,025.34
04/08/16	MORGAN, JEFFERY	274.38
04/08/16	NEILY, STEVEN	389.72
04/08/16	NOVAK, JEROME	3,619.13
04/08/16	NOWICKI, PAUL	188.36
04/08/16	OPHEIM, JOHN	446.93
04/08/16	PACHECO, ALPHONSE	500.13
04/08/16	PETERSON, MARK	727.21
04/08/16	PETERSON, ROBERT	3,168.48
04/08/16	POWERS, KENNETH	552.07
04/08/16	RAINEY, JAMES	1,195.14
04/08/16	SEDLACEK, JEFFREY	2,927.10
04/08/16	STREFF, MICHAEL	3,730.98
04/08/16	SVENDSEN, RONALD	4,451.10
04/08/16	GERVAIS-JR, CLARENCE	4,281.98
04/08/16	LUKIN, STEVEN	4,988.41
04/08/16	ZWIEG, SUSAN	1,249.98
04/08/16	CORTESI, LUANNE	2,042.59
04/08/16	SINDT, ANDREA	2,814.60
04/08/16	BRINK, TROY	2,703.51
04/08/16	BUCKLEY, BRENT	2,472.08
04/08/16	DEBILZAN, THOMAS	2,327.19
04/08/16	EDGE, DOUGLAS	2,428.69
04/08/16	JONES, DONALD	2,346.19
04/08/16	MEISSNER, BRENT	2,324.89
04/08/16	NAGEL, BRYAN	3,863.60
04/08/16	OSWALD, ERICK	2,552.61
04/08/16	RUIZ, RICARDO	2,031.29
04/08/16	RUNNING, ROBERT	2,672.29
04/08/16	TEVLIN, TODD	2,348.89
04/08/16	BURLINGAME, NATHAN	2,612.00
04/08/16	DUCHARME, JOHN	2,946.32
04/08/16	ENGSTROM, ANDREW	2,966.90
04/08/16	JAROSCH, JONATHAN	3,386.59
04/08/16	LINDBLOM, RANDAL	2,946.33
04/08/16	LOVE, STEVEN	4,167.16
04/08/16	THOMPSON, MICHAEL	5,201.30
04/08/16	ZIEMAN, SCOTT	144.00
04/08/16	JANASZAK, MEGHAN	608.25
04/08/16	KONEWKO, DUWAYNE	4,970.12
04/08/16	HAMRE, MILES	1,962.40
04/08/16	HAYS, TAMARA	461.37
04/08/16	HINNENKAMP, GARY	2,536.80
04/08/16	NAUGHTON, JOHN	898.62
04/08/16	NORDQUIST, RICHARD	2,312.00
04/08/16	ORE, JORDAN	2,015.29
04/08/16	BIESANZ, OAKLEY	1,619.06

04/08/16	DEAVER, CHARLES	639.16	
04/08/16	GERNES, CAROLE	1,507.66	
04/08/16	HUTCHINSON, ANN	2,873.90	
04/08/16	SOUTTER, CHRISTINE	915.00	
04/08/16	WACHAL, KAREN	1,021.29	
04/08/16	GAYNOR, VIRGINIA	3,513.22	
04/08/16	JOHNSON, ELIZABETH	1,610.59	
04/08/16	KROLL, LISA	2,114.59	
04/08/16	FINWALL, SHANN	3,553.89	
04/08/16	LORENZ, DANIELA	476.00	
04/08/16	MARTIN, MICHAEL	3,371.97	
04/08/16	BRASH, JASON	2,941.29	
04/08/16	CARVER, NICHOLAS	4,517.64	
04/08/16	SWAN, DAVID	2,970.59	
04/08/16	SWANSON, CHRIS	2,068.19	
04/08/16	WEIDNER, JAMES	1,584.00	
04/08/16	WELLENS, MOLLY	1,942.24	
04/08/16	BJORK, BRANDON	616.00	
04/08/16	BRENEMAN, NEIL	2,558.95	
04/08/16	FORTIER, JESSICA	35.00	
04/08/16	JACOBS, ROCHELLE	183.75	
04/08/16	PHENGPHAENG, MAICHOVA	76.50	
04/08/16	PHENGPHAENG, RICKY	67.50	
04/08/16	PIEPER, THEODORE	35.00	
04/08/16	ROBBINS, AUDRA	3,605.73	
04/08/16	ROBBINS, CAMDEN	242.00	
04/08/16	RYCHLICKI, NICHOLE	315.00	
04/08/16	SCHALLER, SCOTT	35.75	
04/08/16	TAYLOR, JAMES	3,605.73	
04/08/16	VANG, RICKY	31.50	
04/08/16	VUKICH, CANDACE	400.00	
04/08/16	WILLIAMS, JAMES	31.50	
04/08/16	ADAMS, DAVID	2,207.20	
04/08/16	HAAG, MARK	2,986.74	
04/08/16	JENSEN, JOSEPH	1,835.29	
04/08/16	SCHULTZ, SCOTT	3,894.83	
04/08/16	WILBER, JEFFREY	1,905.79	
04/08/16	BIDWELL JR, GEORGE	304.50	
04/08/16	CRANDALL, KRISTA	56.70	
04/08/16	DIONNE, ANN	363.00	
04/08/16	EVANS, CHRISTINE	2,174.03	
04/08/16	FINNEY, LINDA	367.50	
04/08/16	GIBSON, CHRISTINE	2,071.07	
04/08/16	HENDRICKS, JENNIFER	645.43	
04/08/16	HERMANN, MICHELLE	178.50	
04/08/16	HOFMEISTER, MARY	1,333.57	14.31
04/08/16	KRECH, TRAVIS	227.25	
04/08/16	KUHN, MATTHEW	265.50	
04/08/16	NEDEAU, NICOLE	210.00	
04/08/16	O'CONNER, TERRINA	710.50	
04/08/16	ORTIZ, ROSALIA	398.02	
04/08/16	RUZICHKA, JANICE	316.75	
04/08/16	SKRYPEK, JOSHUA	536.25	
04/08/16	ST SAUVER, CRAIG	627.00	
04/08/16	WISTL, MOLLY	379.00	
04/08/16	BASSETT, ANDREA	144.00	
04/08/16	BEAR, AMANDA	252.00	
04/08/16	BUTLER, ANGELA	95.82	
04/08/16	CLARK, PAMELA	44.55	

	04/08/16	CURLEY, ELAINE	15.00	
	04/08/16	DEMPSEY, BETH	210.38	
	04/08/16	ERICKSON-CLARK, CAROL	37.50	
	04/08/16	GARTNER, DARYL	34.00	
	04/08/16	GREGG, PETER	196.50	
	04/08/16	GRUENHAGEN, LINDA	690.24	
	04/08/16	GUSTAFSON, BRENDA	193.00	
	04/08/16	HAASCH, ANGELA	80.75	
	04/08/16	HOLMBERG, LADONNA	199.76	
	04/08/16	JOHNSON, BARBARA	354.88	
	04/08/16	KRASS, JEFFERY	127.00	
	04/08/16	LAMSON, ELIANA	27.38	
	04/08/16	MCKILLOP, AMANDA	204.76	
	04/08/16	MUSKAT, JULIE	80.88	
	04/08/16	NITZ, CARA	341.16	
	04/08/16	OHS, CYNTHIA	127.88	
	04/08/16	RANEY, COURTNEY	264.51	
	04/08/16	RESENDIZ, LORI	2,837.55	
	04/08/16	RICHTER, DANIEL	114.90	
	04/08/16	ROLLERSON, TERRANCE	45.57	
	04/08/16	ROMERO, JENNIFER	47.00	
	04/08/16	SCHERER, KATHLENE	88.38	
	04/08/16	SCHREIER, ROSEMARIE	150.20	
	04/08/16	SMITLEY, SHARON	19.61	
	04/08/16	TREPANIER, TODD	313.89	
	04/08/16	TRUONG, CHAU	56.00	
	04/08/16	TUPY, MARCUS	96.00	
	04/08/16	WAGNER, JODY	293.00	
	04/08/16	WAKEM, CAITLYN	36.00	
	04/08/16	YANG, JUDY	88.00	
	04/08/16	ZIMMERMAN, JANE	279.52	
	04/08/16	AUBUCHON, IMAGINARA	230.40	
	04/08/16	BOSLEY, CAROL	71.50	
	04/08/16	BUTLER-MILLER, JADE	123.50	
	04/08/16	CARTER, PRECIOUS	511.88	
	04/08/16	CHRISTAL, JENNIFER	82.50	
	04/08/16	ELLISON, LELIA	132.50	
	04/08/16	GRACE, EMILY	168.01	
	04/08/16	AUSTIN, CATHERINE	117.00	
	04/08/16	CRAWFORD, SHAWN	537.50	
	04/08/16	DOUGLASS, TOM	2,471.54	
	04/08/16	HEINTZ, JOSHUA	243.00	
	04/08/16	KRECH, ELAINE	709.08	
	04/08/16	MALONEY, SHAUNA	207.00	
	04/08/16	PRINS, KELLY	2,023.70	
	04/08/16	REILLY, MICHAEL	2,081.69	
	04/08/16	STEFFEN, MICHAEL	108.00	
	04/08/16	TRAUTMAN, JACOB	243.00	
	04/08/16	COUNTRYMAN, BRENDA	441.00	
	04/08/16	OJCZYK, CYNTHIA	354.00	
	04/08/16	PRIEM, STEVEN	2,612.79	
	04/08/16	WOEHRLE, MATTHEW	2,395.45	
	04/08/16	XIONG, BOON	2,387.93	500.00
	04/08/16	BERGO, CHAD	2,936.67	
	04/08/16	FOWLDS, MYCHAL	4,336.85	
	04/08/16	FRANZEN, NICHOLAS	3,244.77	
	04/08/16	RENNER, MICHAEL	2,085.65	
99102139	04/08/16	BAUMAN, GAYLE	9,716.96	4,717.49
99102140	04/08/16	SMITH, JEROME	173.75	

99102141	04/08/16	VANG, VICHAI	255.00
99102142	04/08/16	CRAYNE, WILLIAM	157.50
			521,391.34

MEMORANDUM

TO: Melinda Coleman, City Manager
FROM: Karen Haag, Citizen Services Director
DATE: April 15, 2016
SUBJECT: Approval of a Temporary Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary

Introduction

An application for a temporary Lawful Gambling – Local permit was submitted by Stephen Blessing on behalf of the Church of the Presentation of the Blessed Virgin Mary on Friday, April 8, 2016. The permit was to be used at the church's annual Spring Festival fundraiser, held on the church's property on Sunday, May 15, 2016.

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

Recommendation

Staff recommends that Council approve the Lawful Gambling – Local Permit for the Church of the Presentation of the Blessed Virgin Mary's Spring Festival on May 15, 2016 at 1725 Kennard Street, Maplewood.

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

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Shann Finwall, AICP, Environmental Planner

DATE: April 19, 2016

SUBJECT: Approval of a Minnesota Pollution Control Agency Environmental Assistance Grant Submittal for the “Make Your Building Better” Program

Introduction

The Environmental Assistance Grant Program is administered by the Minnesota Pollution Control Agency (MPCA). Through the grant the MPCA seeks to encourage outcome-oriented, economically-driven approaches to pollution prevention. There is approximately \$3 million in grant funds available for the 2016-2017 fiscal years. The City of Maplewood’s grant application is covered under the focus area of Communities Adapting to Climate Change and Extreme Weather in order to implement the Make Your Building Better Program. This memorandum describes the Environmental Assistance grant application as well as other sustainable policy development that will support the Make Your Building Better Program.

Background

Green Building Program

Maplewood adopted the Green Building Code in 2013. Provisions of the Code exceed state energy codes and provide green building standards that reduce negative impacts of the built environment on the natural environment. The Code is mandatory for all City-owned and financed buildings. The Code identifies a future incentive program to be created by the City to promote voluntary compliance with the Code from private properties.

Partners in Energy

The City of Maplewood adopted the *Energize Maplewood!* Energy Action Plan in April 2015 as part of the Partners in Energy program and its partnership with Xcel Energy. The plan outlines energy actions that will be implemented over a two- to three-year period. To date the City has implemented two of the energy actions including the *Energize Maplewood!* Team Energy Challenge and the Building Tune Up Program. The remaining energy actions include energy education and outreach to auto dealers, restaurants, and churches.

Discussion

Make Your Building Better Program

The Make Your Building Better Program will empower businesses to apply climate resiliency solutions and prepare for extreme weather when making key building improvements to roofing, parking lots, landscaping, interior and exterior lighting, and unique restaurant equipment. The program involves a series of live events and webinars offered to building owners, business

owners, and professions to provide alternative solutions to typical building upgrades that provide climate resiliency opportunities while adding business value. Each focus area will highlight alternative solutions, benefits and concerns, costs, timing, pay back, incentives, resources and flow chart for getting the work done. A concierge-like service will be developed by the City to help businesses move quickly and efficiently from information to action. The program will also offer incentives to implement climate resiliency improvements through the City's Green Building Program during permitting and licensing.

MPCA Environmental Assistance Grant

The Environmental Assistance Grant will advance one of the City's energy actions involving energy education and outreach to auto dealers and restaurants. The maximum award for the grant is \$30,000 with a 25 percent in kind (staff time) match required. The funds will be used to leverage the efforts undertaken through the Partners in Energy Program and our partnership with Xcel Energy. Grant awards will be announced this summer with grant funds available in September 2016. Completion of the program is required within two years. A requirement of the grant submittal is the approval of a resolution which authorizes the City to enter into a grant agreement with the MPCA if funds are awarded that will identify the terms, conditions, and funding of the grant.

Budget Impact

If awarded, the City of Maplewood would receive Environmental Assistance grant funds in the amount of \$30,000 to fund the Make Your Building Better Program. The grant requires a 25 percent in-kind (staff time) match.

Recommendation

Approve the attached resolution authorizing the City of Maplewood's application for a Minnesota Pollution Control Agency Environmental Assistance grant for the Make Your Building Better Program.

Attachments

1. MPCA FY 2016-2017 Grant Program Authorization Resolution

**Minnesota Pollution Control Agency
FY 2016-17 Grant Program
Authorization Resolution**

WHEREAS, the City of Maplewood has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY 2016-17 Environmental Assistance Grant Program; and

WHEREAS, if the MPCA funding is received, the City of Maplewood is committed to implementing the Make Your Building Better Program as described in the grant application; and

WHEREAS, MPCA requires that the City of Maplewood enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award;

BE IT RESOLVED THAT the City of Maplewood hereby agrees to enter into and sign a grant agreement with the MPCA to carry out the program specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs Melinda Coleman, City Manager, to sign the grant agreement on its behalf.

Melinda Coleman, City Manager

Nora Slawik, Mayor

Date Approved by City Council - April 25, 2016

MEMORANDUM

TO: Melinda Coleman, City Manager

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

DATE: April 25, 2016

SUBJECT: Approval to Accept Grant and Authorization for City Manager to Enter into Grant Agreement and for Staff to Seek Quotes for Restoration at Prairie Farm

Introduction

The council will consider acceptance of a Conservation Partners Legacy (CPL) grant for pollinator habitat restoration at Prairie Farm Preserve, authorize City Manager to sign grant contract, and authorize staff to seek quotes.

Discussion

Prairie Farm Preserve is a 22-acre preserve owned and managed by the City of Maplewood. Two and one-half acres of the preserve are the site of the Bruentrup Heritage Farm, maintained by the Maplewood Area Historical Society (MAHS). The farmstead is headquarters for the society's activities and includes a historic barn, house, and outbuildings. The preserve is a patchwork of non-native vegetation and native prairie that was seeded in 2002.

In 2015, staff mapped the high quality prairie areas vs. the non-native grasslands at the site. Restoration plans call for restoring the non-native areas to connect the prairie patches and create high-quality habitat for pollinators. Restoring prairie here will not only improve pollinator habitat, but it will create long-term opportunities to excite and educate the community about native plants, pollinators, and the importance of natural communities.

Maplewood has received a \$62,000 CPL grant to fund pollinator habitat restoration at Prairie Farm. CPL grants are funded from the Outdoor Heritage Fund and are administered by the Minnesota Department of Natural Resources.

Project objectives include: 1) Restore twelve acres of old-field vegetation to dry-mesic and mesic prairie; 2) Enhance seven acres of existing prairie; 3) Enhance habitat for pollinators by using a high diversity native seed mix in restoring the non-native areas; and 4) Conduct a baseline survey of native bees at the site.

Staff requests that council accepts the CPL grant and authorizes the City Manager to enter into a grant agreement with the Minnesota Department of Natural Resources, which will be based on the Work Plan (attachment 1).

Upon acceptance of the grant, staff would prepare a Request for Proposals and seek written quotes from restoration contractors. City policy authorizes the City Manager to determine whether projects between \$50,000 to \$99,999 need to be formal bids or whether staff can instead seek two or more written quotes. City Manager Coleman has approved seeking written quotes for this project since it is less than \$100,000 and requires specialized restoration contractors.

Budget

The \$62,000 CPL grant requires a minimum 10% match. The city would meet this obligation by providing \$6200 of in-kind services from staff and volunteers.

Recommendation

It is recommended that the council accepts the Conservation Partners Legacy grant for Prairie Farm Preserve Pollinator Habitat. It is further recommended that council authorizes the City Manager to enter into a grant agreement with Minnesota Department of Natural Resources. It is further recommended that council authorizes staff to seek bids from restoration contractors for this project.

Attachments

1. Work Plan

Conservation Partners Legacy Grant Application

Printed 2016-03-30

Project Contact

Project Name: Prairie Farm Preserve Pollinator Habitat Project Manager: Virginia Gaynor
 Organization Name: City of Maplewood Title: Natural Resources Coordinator
 Organization Type: Government Phone: 651-249-2416
 Mailing Address 1: 1902 County Road B East Email: virginia.gaynor@maplewoodmn.gov
 Mailing Address 2:
 City: Maplewood
 State: MN
 Zip Code: 55109

Project Overview

Sites / Location

County Name: Ramsey
 Project Site Name: Prairie Farm Preserve
 Total Project Sites: 1
 Total Project Acres: 19

Land Ownership

Primary Land Ownership: Local Government
 Additional Land Ownerships:

Habitat

Primary Habitat Type: Prairie
 Additional Habitat Types:

Activities

Primary Activity: Restoration
 Additional Activities:

Project Funding Summary

Grant Type: Metro
 Grant Request Level: over \$25,000
 Total Grant Amount Requested: \$62,000
 Total Match Amount Pledged: \$6,200
 Additional Funding Amount:
 Total Project Cost: \$68,200

Project Summary

Project Location Summary

Primary County: Ramsey Primary Land Ownership: Local Government
 Project Site Name: Prairie Farm Preserve

Habitat and Activity Summary

Primary Habitat Type: Prairie Total Project Sites: 1
 Primary Activity: Restoration Total Project Acres: 19

Summary

This project restores twelve acres to native prairie and enhances seven acres of prairie, improving 19 acres of habitat for pollinators. Prairie Farm Preserve is a 22-acre preserve owned and managed by the City of Maplewood. Two and 1/2 acres of the preserve are the site of the Bruentrup Heritage Farm, home base for Maplewood Area Historical Society (MAHS). The farmstead includes a historic barn, house, outbuildings, and parking lot. The preserve is a patchwork of old-field non-native vegetation, areas dominated by Canada goldenrod, and native prairie that was seeded in 2002. Though this is an urban site surrounded by homes, it is along a trail and a high wire corridor and is used by an abundance of wildlife. Visitors often observe species such as bluebirds, hawks, woodchuck, fox, and deer. This project focuses on establishing high-quality habitat for pollinators. Many standard prairie mixes include just 15-25 species of forbs. Increasing forb diversity is essential for providing the food sources needed to support a variety of insect pollinators. Our strategy is to restore the non-native areas of the site using a native prairie mix with a high diversity of forbs to attract pollinators. The project also enhances the existing patches of prairie at the site, connecting them into a contiguous prairie landscape.

Maplewood recently passed a pollinator resolution and is engaged in exciting education and monitoring programs for native bees. As part of the Prairie Farm project, staff and volunteers will gather baseline data on native bees at Prairie Farm Preserve. In future years we will be able to compare survey results and determine how successful the site is in supporting native bee pollinators. The farmstead, trail, parking facilities, and a location just two blocks from Maplewood Mall, make Prairie Farm Preserve a premier site for people to experience prairie habitat. In addition to regular trail users, MAHS events at the farm bring several thousand visitors each year. Restoring prairie will not only improve pollinator habitat, it will also create long-term opportunities to excite and educate the community about native plants, pollinators, and the importance of natural communities.

Problem Statement

In 2002, this former farmland was dominated by Canada goldenrod and other old field species. There were a few small patches of short-grass prairie on the site that had likely been planted by the utility company years earlier. An infiltration area was graded on the site, planted to wet-prairie species, and established well. Additional acres were seeded to dry-mesic and mesic prairie. The results of that seeding were very patchy, despite the contractor's follow-up management. Staff and contractor attributed the disappointing establishment to poor germination and aggressive competition from goldenrod. In 2015, city staff mapped the areas of prairie vegetation vs. the areas dominated by non-native and old field vegetation. Approximately seven acres of the site are prairie, blooming with native species such as blazing star, bergamot, and purple prairie clover. These patches have some weeds and would be enhanced with a prescribed burn and targeted weed control. Twelve acres of the site are dominated by Canada goldenrod and non-native vegetation including species such as reed canary grass, cool season turf grasses, and spotted knapweed. There are some invasive shrubs and trees on the site including Siberian elm, buckthorn, and honeysuckle. In addition, there is one stand of black locust. Restoring twelve acres to prairie will connect the existing patches of prairie, resulting in a contiguous 19-acre native landscape. There has been much research nationwide on the decline in pollinators. One cause of the decline is poor nutrition and lack of habitat. This project creates high-quality pollinator habitat. Many prairie seedings in our region use standard native seed mixes with relatively low diversity. The spring blooming forbs are especially poorly represented in a typical seed mix. The seed mix sowed in 2002 on this site had just 22 forb species. In restoring the non-native areas of this site, our goal is to use at least 45 species of forbs. Prairie Farm Preserve is one of Maplewood's Community Preserves. These are natural areas with improved trails and parking that are accessible to people of all abilities. They are places intended for environmental programming. Due to the patchy nature of the prairie, the City has not featured this site in its nature programs. Restoring this site to native prairie will provide tremendous opportunities for interpretation and connecting people to the prairie landscape.

Project Objectives

The goal of this project is to establish high quality pollinator habitat at the site. Objectives include: 1. Restore twelve acres of old-field vegetation to dry-mesic and mesic prairie. 2. Enhance seven acres of existing prairie. 3. Enhance habitat for pollinators by using a high diversity native seed mix in restoring the non-native areas. 4. Conduct a baseline survey of native bees at the site. This project will benefit native plants, pollinators and other animals, and the public. Instead of the current isolated patches of prairie, the site will have 19 contiguous acres of native landscape, including dry-mesic, mesic, and wet mesic prairie, and a small area of savanna. It will be a showcase for a high-diversity native planting that supports pollinators. It will be a place where people can connect to nature and where city naturalists can educate people about natural systems and why they are so critical. A high power line crosses the preserve. East of the site the power line easement is on private land and is naturalized vegetation. That easement creates a wildlife connection from Prairie Farm Preserve to the city's Joy Park Preserve 1/2 mile to the east. The budget is based on bids from recent restoration projects done in Maplewood. We will have a competitive bidding process, which will help ensure cost effectiveness. Using a high diversity seed mix will increase the cost per acre over a standard prairie mix. Some species that are not available for purchase will be collected by volunteers from prairies within 50 miles of the preserve. To minimize contractor costs staff and volunteers will assist with brush hauling. And staff and volunteers from the city's bee monitoring program will conduct the baseline bee survey. Volunteer activities will be done with support from Maplewood Nature Center, which has been doing service learning and natural resource management with volunteers for over 17 years.

Methods

Activity 1: Remove brush and selected trees. A restoration contractor will cut and stump treat invasive brush and selected trees including: buckthorn, honeysuckle, Siberian elm, boxelder, and black locust. Cutting will be done with a brushsaw or a chainsaw and stumps over 3/4" diameter will be individually treated. Volunteers and city staff will pile and haul the material off site for chipping. Activity 2: Prescribed burn. An experienced restoration contractor will conduct a prescribed burn of the site following an approved burn plan. If spring 2016 is a late burn season, we will burn 1/2 the site in 2016 and 1/2 the site in 2017. Splitting the burn into two units will help protect existing pollinators on the site. Activity 3: Restore non-native areas to native prairie vegetation. An experienced restoration contractor will be hired for site preparation and seeding. Canada goldenrod is a challenge on this site so site preparation will be done over 1-1/2 seasons. Preparation will include: mow in June or July, herbicide in September, spring prescribed burn, herbicide in June or July, and final herbicide in September. A boom sprayer will be used for herbiciding. Fall seedings are thought to result in better germination of forbs and a dormant seeding will be done in October with a drill seeder. Activity 4: Collect seed. To increase diversity of the seed mix, staff and volunteers will collect seed, focusing on species that are not available for purchase. Collecting will be done with permission on public and private sites within 50 miles of the preserve. Activity 5: Enhance existing prairie areas. An experienced restoration contractor will spot herbicide weedy species such as Canada thistle, spotted knapweed, and Canada goldenrod using a backpack sprayer. Weeds and invasive species are minimal in the prairie areas. Activity 6:

Conduct bee survey. Naturalists from Maplewood Nature Center and trained citizen monitors will do a baseline survey for native bees using protocol developed by Xerces Society. This methodology categorizes bees into ten different morphological groups; bees are identified to the group level, not the species level. Two transects will be established in areas with native prairie vegetation. These will be surveyed monthly in May through September 2016 and again in 2018 to provide baseline data. This will enable us to evaluate long term how successful this project is in providing pollinator habitat.

Experience / Abilities

The City of Maplewood has been restoring and managing natural areas for over 20 years, including prescribed burns, invasive species management, prairie restoration and woodland and wetland enhancement. Several recent restoration projects have been extremely successful. In 2011, the City received a grant from Ramsey-Washington Metro Watershed District that helped fund buckthorn removal and prairie restoration at Beaver Creek Preserve. Today 3.5 acres of prairie thrive at the preserve. In 2013, the City hired contractors to remove brush and to establish 16.5 acres of prairie at Gladstone Savanna Neighborhood Preserve. Germination was excellent the prairie is establishing well. A partnership with Great River Greening brought over \$200,000 of Outdoor Heritage grant funding to Maplewood's Fish Creek site. Brush and tree removal was followed by seeding 24 acres of prairie in June 2015. Germination and early establishment was amazing on this project, with butterfly weed blooming from seed the first year. City staff have extensive experience managing grants. In addition to the above grants, the project manager was responsible for \$500,000 of grant funding for the acquisition of the City's Fish Creek site, as well as managing other grants during her 17 years with the city. All grant work was successfully administered and completed.

Project Timeline

Time Frame (month or season and year)	Goal
June/July 2016	Mow restoration areas (& possible burn on 1/2 site)
September 2016	Herbicide restoration areas
Spring-Fall 2016	Monthly bee survey
Fall 2016	Remove trees and brush
Spring 2017	Prescribed burn
June 2017	Herbicide restoration areas
June 2017	Spot treat areas with prairie vegetation
August/September 2017	Herbicide restoration areas
September 2017	Spot treat areas with prairie vegetation
October 2017	Seed restoration areas
June 2018	Mow restoration areas
July 2018	Mow restoration areas
August 2018	Mow restoration areas
Spring-Fall 2018	Monthly bee survey
June 2019	Mow restoration areas

Estimated Project Completion Date: 2019-06-30

Project Information

Answer each of the following questions in 1000 characters or less.

- Describe the degree of collaboration and local support for this project.
There is strong local support for this project. Maplewood has a long tradition of open space preservation and habitat restoration and enhancement, which is enthusiastically supported by our City Council, commissions, and residents. Maplewood City Council approved a pollinator resolution in January 2015. Prairie Farm Preserve is one of the sites where the city would like to establish high-quality pollinator habitat. With the facilities at the site " The Bruentrup Heritage Farm, parking lot, and accessible trail " this is an excellent place to showcase pollinator habitat and educate citizens about the importance of pollinators and native landscapes. The City's Maplewood Nature Center and the non-profit Maplewood Area Historical Society would like to expand programming activities at the site to include pollinator curriculum. A letter of support from the Maplewood Area Historical Society is included with this proposal.
- Describe any urgency associated with this project.
Prairie Farm Preserve is a priority site in the City for establishing pollinator habitat. With our Citizen Science Bee Monitoring Program now up and running, the timing of this project is perfect for improving habitat and obtaining baseline data so we can track long-term whether the project is successful in supporting bee pollinators.
- Discuss if there is full funding secured for this project, the sources of that funding and if CPL Grant funds will supplement or supplant existing funding.
Full funding has been secured for this project. The grant will cover contractor fees. City staff will provide in-kind

service, as part of their regular work load. CPL Grant funds will supplement existing city funding.

4. Describe public access at project site for hunting and fishing, identifying all open seasons.
This is an urban site and is not open to hunting. There is no lake or stream on the site so fishing is not an option.
5. Discuss use of native vegetation (if applicable).
This project will establish Minnesota native prairie species. Our goal is at least 45 forb species and 11 graminoid species. A special effort will be made to include spring blooming flowers, which are often poorly represented in seed mixes. Staff and volunteers will collect seed from prairies within 50 miles of the site for some species that are not available for purchase.
6. Discuss your budget and why it is cost effective.
Costs for prairie restoration vary greatly depending on the condition of the site and the diversity of the seed mix. With a goal of establishing high plant diversity to support pollinators, we expect higher costs due to increased seeding rate of forbs. The city's competitive bidding process will help keep the project cost effective. In addition, the use of staff and volunteers for some activities will reduce contractor costs.
7. Provide information on how your organization encourages a local conservation culture. This includes your organization's history of promoting conservation in the local area, visibility of work to the public and any activities and outreach your organization has completed in the local area.
Innovative environmental projects have captured attention and helped nurture our residents' understanding of and commitment to improving our environment and natural areas. Maplewood is known for being the first city to pass an open space bonding referendum, the first city in the region to install boulevard rain gardens to infiltrate stormwater, and for its award-winning Living Streets project. The City's quarterly environmental newsletter Seasons keeps residents informed and engaged. Maplewood Nature Center, a city facility, has been teaching children, adults, and families about nature and environmental issues for nearly 40 years. Its programming and outreach has responded to the issues of the time, from the early years focused on nature study to restoration, invasive species, native landscaping, stormwater best management practices, service learning, citizen monitoring, and more recently to the issues facing pollinators.

Site Information

You may group your project sites together as long as land ownership, activity and habitat information is the same for the land manager

Land Manager

Name: DuWayne Konewko Phone: 651-249-2330
 Organization: City of Maplewood Email: duwayne.konewko@maplewoodmn.gov
 Title: Parks and Recreation Director
 Review and Approval Form: Im-approval-signed.pdf

Site Information

Site Name: Prairie Farm Preserve Acres: 19
 Habitat: Prairie Open to Public Hunting? No
 Activity: Restoration Open to Public Fishing? No
 Land Ownership: Local Government



Budget Information

Organization's Fiscal Contact Information

Name: Gayle Bauman Street Address 1: 1830 County Road B East
 Title: Finance Director Street Address 2:
 Email: gayle.bauman@maplewoodmn.gov City: Maplewood
 Phone: 651-249-2902 State: MN
 Zip Code: 55109

Budget Details

Personnel

Name	Title / work to be completed	Amount	Grant/Match	In-kind/Cash
Virginia Gaynor	Project management	\$3,700	Match	In-kind
Volunteers	Brush hauling	\$600	Match	In-kind
Maintenance Crew	Brush transport	\$450	Match	In-kind
Naturalists & Volunteers	Collect seed	\$1,450	Match	In-kind

Contracts

Contractor Name	Contracted Work	Amount	Grant/Match	In-kind/Cash
TBD	Cut and treat trees/brush	\$10,000	Grant	
TBD	Prep, seed, mow after seeding	\$42,000	Grant	
TBD	Prescribed burn	\$5,000	Grant	
TBD	Spot treat existing prairie	\$5,000	Grant	Cash

Additional Funding

Additional Funds are dollars used towards the project that are not grant funds or counted as match.

Additional Funding Amount

Budget Overview

Item Type	Grant	Match	Total
Personnel		\$6,200	\$6,200
Contracts	\$62,000		\$62,000
Fee Acquisition with PILT			
Fee Acquisition without PILT			
Easement Acquisition			
Travel (in-state)			
Professional Services			
DNR Land Acquisition Cost			
Equipment/Tools/Supplies			
Additional Budget Items			
Total:	\$62,000	\$6,200	\$68,200

Project Funding Summary

Grant Type: Metro
 Grant Request Level: over \$25,000
 Total Grant Amount Requested: \$62,000
 Total Match Amount Pledged: \$6,200
 Additional Funding Amount:
 Total Project Cost: \$68,200

Natural Heritage Database Review

Answer the following questions

Natural Heritage elements were found within my project site(s): No

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, Public Works Director
Steven Love, City Engineer / Deputy Public Works Director
Jon Jarosch, Civil Engineer II

DATE: April 18, 2016

SUBJECT: Approval of Purchase for Geotechnical Testing Services for 2016 Improvement Projects

Introduction

It is necessary to utilize the services of an independent testing laboratory to assist city inspectors in quality control on the street improvement projects slated for 2016. These projects include the Beebe Road Street Improvements, City Project 13-10; the Lakewood-Sterling Area Street Improvements, City Project 15-11; and the proposed Fish Creek Trail Improvements, City Project 15-19 (pending final council approval). Since this purchase will exceed \$20,000 council authorization is required to proceed.

Background

Requests for proposals (RFPs) were sent to five geotechnical companies. The requests included the scope of services along with project quantities and access to plans and specifications for the construction projects. The RFPs received provide a similar scope of services. The city received quotes from the following two (2) testing firms:

Northern Technologies, Inc.	\$27,650
Braun Intertec Co.	\$39,781

Budget Impact

Northern Technologies, Inc. was the lowest responsible quote for the project. Northern Technologies, Inc. has successfully provided geotechnical services for the city in the past, most recently on the Hills and Dales Area Street Improvements, City Project 09-15.

City staff recognized that geotechnical testing services for these street improvement projects would most likely be in the \$30,000 to \$50,000 range and determined competitive quotes were needed. Geotechnical testing costs are already built into the approved budget for the improvement projects, thus no additional funding allocation is needed.

Recommendation

Staff recommends the council approve the purchase of geotechnical testing services for the 2016 improvement projects and authorize the City Engineer to enter into a contract for services with Northern Technologies, Inc.

Attachments

1. Northern Technologies, Inc. Proposal



NTI[™]
NORTHERN
TECHNOLOGIES, INC.

6160 Carmen Ave E
Inver Grove Heights, MN 55076
P:763.433.9175 F:651.389.4190
www.NTIgeo.com

G5, Attachment 1

Unearthing confidence[™]

April 13, 2016

Jon Jarosch
City of Maplewood
1902 County Road B East
Maplewood, Minnesota 55109

RE: Proposal for Construction Materials Testing Services
City of Maplewood 2016 Improvement Projects
Maplewood, Minnesota
NTI Proposal P6263

Mr. Jarosch,

Northern Technologies, Inc. (NTI) is honored to receive a request for proposal to provide construction and engineering testing services for the City of Maplewood. We are pleased to accept this invitation and provide a proposal of requested services.

NTI is currently providing engineering consulting and construction materials testing services for municipalities throughout the entire Twin Cities. Our team's previous experience and our expertise in providing similar services for the City of Woodbury, City of Maple Grove, City of Ramsey, City of Burnsville, City of Minneapolis, and many others, makes NTI a promising choice for your 2016 projects.

NTI was founded in Fargo, ND by Marc Shannon, P.E. in 1996. Marc previously served as Senior Vice President of Twin City Testing Corporation during its days as the largest geotechnical / construction testing / inspection (GeoCon) firm in the region. Our culture, procedures and philosophies draw heavily on that experience. Five years later, in 2001, NTI opened an office in Ramsey, Minnesota. In 2012 we opened a second Twin Cities office in Mendota Heights to address our growth and enhance our project response time. Due to further growth, we moved from Mendota Heights to a larger office in Inver Grove Heights in December of 2015.

NTI's roots are as an acknowledged industry leader in the Red River Valley/North Dakota market. The expansion into the Minnesota market was driven by the same core principles developed during Mr. Shannon's leadership at Twin City Testing and refined within NTI's North Dakota operations. NTI's expansion into the Minnesota market has been defined by the hard earned recognition for providing outstanding attention to detail, timely service, accountability, competency, and responsiveness to our client's needs. Our exponential growth since 2012 is a testament to the strength of our efforts and due in larger part to our client's recognition and trust to be their selected consultant of choice.

Precision · Expertise · Geotechnical · Materials



With our growth and the trust of our clients, NTI has become recognized as a leader by providing our services on larger, more complex, and high profile projects. NTI presently employs approximately 50 engineers, special inspectors, engineering technicians, drillers, and support staff in our Twins Cities locations as well as employing an additional 50 people in its North Dakota offices.

Subsequently, NTI has reached the status of being one of the top GeoCon firms in the Twin Cities, employing stronger resident assets than the national firms and better responsiveness and accountability than the larger regional firms. We have successfully recruited and hired industry leaders, invested heavily into provided ongoing training for our existing staff, and instituted quality control systems designed to provide maximum value for our clients.

NTI's laboratories are CCRL and AMRL certified. We have a full time lab manager in each office that has been charged with verifying that every piece of our equipment is properly calibrated, ASTM and MnDOT procedures are followed to the letter, and that test results are issued daily. Our geotechnical engineering and drilling services are now approved by the Minnesota Department of Transportation.

PROJECT INFORMATION

The proposed project consists of three phases. The projects include Beebe Road Street Improvements – City Project 13-10, Lakewood- Sterling Area Street Improvements – City Project 15-11, and Fish Creek Trail Improvements – City Project 15-19. Between the three projects there is a total of 3.06 miles of full depth reclamation and pavements replacement, and 1.75 miles of new bituminous trails.

The Beebe Road Street improvement includes 5,552 linear feet of sanitary sewer lining installation, 900 linear feet of curbing and gutter replacement, and driveway apron replacement. The Lakewood – Sterling area street improvements includes 1186 linear feet of curb and gutter replacement, and driveway apron replacement as well.



SCOPE OF WORK – CONSTRUCTION MATERIALS TESTING & SPECIAL INSPECTIONS

The following presents a general description of the proposed testing and special inspections to be performed by our firm. We propose staffing this project from our Inver Grove Heights location, approximately 5 miles away from your two southern projects and only 12 miles from your northern site. Our close proximity to your projects will substantially increase our ability to be responsive to last minute requests and cut travel costs.

Pavement and Utility Construction

- Perform laboratory Proctor tests to determine the maximum standard Proctor dry densities and optimum moisture contents of new fill materials
- Perform laboratory mechanical analyses of prospective engineered fill materials
- Perform nuclear density testing of engineered fill to confirm compaction requirements are met
- Perform dynamic cone penetrometer testing of aggregate base to confirm compaction requirements are met
- Perform mechanical analysis of aggregate base materials to document compliance with project specifications
- Perform concrete and bituminous batch plant inspections prior to placement on site
- Review concrete batch tickets of delivered concrete to confirm conformance with project specifications for specific use
- Sample and test plastic concrete for plasticity characteristics such as slump, air content, and temperature to document compliance with project specifications
- Prepare and test concrete cylinder samples from compressive strength testing
- Perform thickness testing of concrete pavement per MnDOT specifications
- Obtain samples of bituminous hot mix to perform laboratory testing and document compliance with project specifications
- Provide core locations for contractor coring operations
- Obtain bituminous cores (cored by others) for laboratory thickness and density testing
- Provide the design and ownership team with a close out binder to include the entirety of project testing reports, field reports, and required MnDOT documentation.

Ben Wilson will be NTI's designated Engineering Assistant / Lab Manager assigned to the City of Maplewood's 2016 projects. Our Engineering Assistant will field all calls from the City for scheduling. Confirmation of all testing requests will be provided to the City within one hour of requested testing, or between 7:00 am and 8:00 am the following morning if testing is requested after 5:00 pm the previous day.

NTI's MnDOT Certified and experienced technicians will mobilize out of our Inver Grove Heights, MN location. Our engineering technicians are cross trained and certified in multiple testing scopes and mobilize with equipment to provide most typical testing, not just the requested test. This allows NTI to be flexible with requested services from the City.



Testing results will be presented to the City's on-site personnel immediately by our field staff.

Field observation reports, field testing, and laboratory testing reports will be reviewed by Kyler Bender, P.E. or Ben Wilson. After review, a dated PDF file will be emailed to all parties by our administrative staff. Reports will be distributed within two (2) business days after the specified activity. Noncompliant laboratory testing results will be immediately communicated via phone then email. Laboratory test reports will be distributed via email within 48 hours of sampling. All finalized reports will be in a typed format.

After project completion a bound project summary report will be generated for each project, including copies of all observation reports and test data.

PROJECT TEAM

NTI proposes to provide an engineering staff consisting of:

- **Kyler R. Bender, P.E., Construction Services Manager / Principal Engineer**, will act as our Senior Project Manager/Client Manager. Kyler is a registered Professional Engineer in the States of Minnesota and Wisconsin. He will periodically review project progress, as well as provide engineering consulting support as required and requested. Kyler can be contacted at KylerB@NTIgeo.com or at (651) 389-4182.
- **Ben Wilson, Laboratory Manager**, will act as the main point of contact for scheduling needs. He will ensure technicians assigned to the project have the applicable certifications pertaining to the required testing. Ben and our technicians' experiences on similar projects make them well versed for this project.

RECENT RELEVANT EXPERIENCE

For over 20 years NTI has been providing experienced and dedicated services as a geotechnical consulting firm. Responsiveness and flexibility while maintaining our specification requirements is something we take pride in. We welcome the City reaching out to our previous clients for a reference. Below are a few project examples. We have also attached a full list of municipal clients.

City of Woodbury: Summerlin Development Street and Utilities

Project: The project consisted of a new 200 acre single family development. NTI provided the street and utilities construction materials testing services under a contract with the City as well as materials testing for the mass grading contracted by the Developer.

Contact: Teresa Keller – Engineering Project Coordinator
Phone: (651) 714-3593 Email: TKeller@ci.woodbury.mn.us



City of Burnsville: 2015 Street Reconstruction 15-101A

Project: The project consisted of reconstructing existing streets in the Leisure Estates neighborhood in Burnsville, Minnesota. Total lineal footage was 14,385 lineal feet of road and utility reconstruction and replacement.

Contact: Brian D. Connolly, P.E. – Assistant City Engineer
Phone: (952) 895-4457 Email: Brian.Connolly@ci.burnsville.mn.us

City of Brooklyn Center: 2015 Freeway Park Area Street and Utility Improvements

Project: The project consisted of reconstructing streets and replacing utilities within the Freeway Park neighborhood. A total of approximately 35,000 lineal feet of utility installation.

Contact: Mike Albers, P.E. – Project Engineer
Phone: (763) 569-3326 Email: MAIbers@ci.brooklyn-center.mn.us

ANTICIPATED SCHEDULE AND FEES

We propose performing the above referenced construction services during the 2016 construction season for the unit rates outlined in the attached Estimate Worksheet. Based on our experience with similar projects we estimate our fees will be approximately:

Beebe Road Street Improvements –City Project 13-10:	\$7,275
Lakewood – Sterling Area Street Improvements – City Project 15-1:	\$16,525
Fish Creek Trail Improvements – City Project 15-19:	\$3,850

Our final fee, which may be higher or lower, is dependent upon contractor scheduling, weather, actual requested services and any unforeseen circumstances beyond our control. We will advise you as early in the process as possible if we anticipate our fee will exceed this estimate.



ACCEPTANCE

We have attached our boiler plate general terms and conditions. We look forward to working with you and being part of your team. If you have any questions, feel free to contact Kyler at KylerB@NTIgeo.com or (651) 389-4182.

NORTHERN TECHNOLOGIES, INC.

CITY OF MAPLEWOOD

Morgan Loth, E.I.T.
Graduate Engineer

By: _____

Printed Name: _____

Kyler Bender, P.E.
Construction Services Manager /
Principal Engineer

Title: _____

Date: _____

Attachments: References
Estimates of Services
Boiler Plate General Terms and Conditions



REFERENCES

MUNICIPAL CLIENTS

Municipality	Contact Name	Telephone Number
City of Cottage Grove	Mike Boex, P.E.	(651) 968-9971
City of South St. Paul	John Sachi, P.E.	(651) 554-3210
City of Woodbury	Teresa Keller	(651) 714-3593
City of Burnsville	Brian D. Connolly, P.E.	(651) 895-4457
City of Ramsey	Bruce Westby, P.E.	(763) 433-9825
City of Brooklyn Center	Mike Albers, P.E.	(763) 569-3326
City of Fridley	Don Roberts	(763) 238-8058
City of West St. Paul	Ross Beckwith, P.E.	(651) 552-4131
City of Mendota Heights	Ryan Ruzek, P.E.	(651) 255-1152
City of Coon Rapids	Tim Himmer	(763) 767-6494
City of Andover	Jason Law, P.E.	(763) 767-5130
City of Maple Grove	Jeff Fraham	(763) 494-6356
City of Robbinsdale	Robin Verkinnes	(763) 531-1263
City of Bloomington	Tom Pream	(952) 292-1547
Credit River Township	Shane Nelson, P.E.	(763) 427-5860
City of Anoka	Tim Eggerichs, P.E.	(763) 852-0497
City of Minneapolis	Jon Duesman, RLA	(612) 230-6471
Dakota County	Josh Kinney	(952) 891-7016



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Table 1 - Estimate of Services
City of Maplewood 2016 Improvement Project 13-10
Maplewood, Minnesota

	Estimated Units	Unit Cost	Estimated Fee
Excavation Observation and Testing Services for Pavement Construction			
Excavation/Roll Test Observations			
Engineer		\$115.00 per hour	
Engineering Assistant / Graduate Engineer		\$75.00 per hour	
Subgrade/Aggregate Base Testing			
Engineer		\$115.00 per hour	
Engineering Technician - 2 Trips	6	\$55.00 per hour	\$330.00
Dynamic Cone Penetrometer (ASTM D2166) (Spec 2211)		\$17.50 per test	
Moisture Content Determination of Soils (ASTM D2216)	2	\$25.00 per test	\$50.00
FDR Dynamic Cone Penetrometer (ASTM D2166) (Spec 2215)	4	\$17.50 per test	\$70.00
Density Test of Soil		\$17.50 per test	
Standard Proctor (ASTM D-698)		\$110.00 per test	
Mechanical Analysis through No. 200 Sieve (Granular Soil)	2	\$105.00 per test	\$210.00
MnDOT Topsoil Borrow (Mechanical Analysis, Organic Content, Nrients, pH)		\$260.00 per test	
Bituminous Pavement Testing - Assumes 2 Days of Paving			
Engineer		\$115.00 per hour	
Engineering Assistant / Graduate Engineer (Bituminous Plant Inspections) - 4 Trips	20	\$75.00 per hour	\$1,500.00
Engineering Technician - 2 Trips	6	\$55.00 per hour	\$330.00
Nuclear Density Test on Bituminous	6	\$30.00 per test	\$180.00
MnDOT Gyrotory Mix Properities (Gyratory Density, Rice's Specific Gravity, Bituminous Extraction and Aggregate Gradation, Fine Aggregate Angularity, and Percent Crushed)	2	\$550.00 per sample	\$1,100.00
Extraction of Asphalt Cement & Aggregate Gradation (ASTM D-2172, C-137, C-117)		\$215.00 per test	
Density by Gyrotory Compaction (ASTM D6925-09)		\$210.00 per test	
Rice Maximum Theoretical Specific Gravity (ASTM D 2041)		\$110.00 per test	
Engineering Assistant / Graduate Engineer (Core Location Worksheet)	2	\$75.00 per hour	\$150.00
Core Sample Bulk Density (ASTM D 2726)	6	\$40.00 per core	\$240.00
Concrete/Curb/Gutter Pavement Testing			
Engineering Assistant / Graduate Engineer (Concrete Plant Inspections) - 3 Trips	15	\$75.00 per hour	\$1,125.00
Engineering Technician (Plastic Concrete Testing) - 3 Trips	9	\$55.00 per hour	\$495.00
Cylinder Compressive Strength (ASTM C-39) - 4 cylinders per set / 100 CY	12	\$18.00 per cylinder	\$216.00
Sample Pickup - Soils and Concrete Compressive Strength Cylinders			
Engineering Technician - 5 Trips	5	\$55.00 per hour	\$275.00
Vehicle Mileage - 17 Total Trips	425	\$0.75 per mile	\$318.75
			\$6,589.75
Services for Construction Meetings, Engineering Consulting, and Project Management			
Engineering Assistant	2	\$75.00 per hour	\$150.00
Engineer/Project Manager	3	\$115.00 per hour	\$345.00
Principal Engineer		\$175.00 per hour	
Senior Engineer		\$155.00 per hour	
Clerical Support Staff	4	\$50.00 per hour	\$200.00
			\$695.00
Summary of Services			
Excavation Observation and Testing Services for Pavement Construction			\$6,589.75
Services for Construction Meetings, Engineering Consulting, and Project Management			\$695.00
ESTIMATED PROJECT FEES			\$7,284.75



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Table 1 - Estimate of Services
City of Maplewood 2016 Improvement Project 15-11
Maplewood, Minnesota

	Estimated Units	Unit Cost	Estimated Fee
Excavation Observation and Testing Services for Pavement Construction			
Excavation/Roll Test Observations			
Engineer		\$115.00 per hour	
Engineering Assistant / Graduate Engineer		\$75.00 per hour	
Subgrade/Aggregate Base Testing			
Engineer		\$115.00 per hour	
Engineering Technician - 4 Trips	12	\$55.00 per hour	\$660.00
Dynamic Cone Penetrometer (ASTM D2166) (Spec 2211)	7	\$17.50 per test	\$122.50
Moisture Content Determination of Soils (ASTM D2216)	7	\$25.00 per test	\$175.00
FDR Dynamic Cone Penetrometer (ASTM D2166) (Spec 2215)		\$17.50 per test	
Density Test of Soil		\$17.50 per test	
Standard Proctor (ASTM D-698)		\$110.00 per test	
Mechanical Analysis through No. 200 Sieve (Granular Soil)	12	\$105.00 per test	\$1,260.00
MnDOT Topsoil Borrow (Mechanical Analysis, Organic Content, Nrients, pH)		\$200.00 per test	
Bituminous Pavement Testing - Assumes 6 Days of Paving			
Engineer		\$115.00 per hour	
Engineering Assistant / Graduate Engineer (Plant Inspections) - 6 Trips	30	\$75.00 per hour	\$2,250.00
Engineering Technician - 5 Trips	10	\$55.00 per hour	\$550.00
Nuclear Density Test on Bituminous	20	\$30.00 per test	\$600.00
MnDOT Gyrotory Mix Properities (Gyratory Density, Rice's Specific Gravity, Bituminous Extraction and Aggregate Gradation, Fine Aggregate Angularity, and Percent Crushed)	6	\$550.00 per sample	\$3,300.00
Extraction of Asphalt Cement & Aggregate Gradation (ASTM D-2172, C-137, C-117)		\$215.00 per test	
Density by Gyrotory Compaction (ASTM D6925-09)	10	\$210.00 per test	\$2,100.00
Rice Maximum Theoretical Specific Gravity (ASTM D 2041)		\$110.00 per test	
Engineering Assistant / Graduate Engineer (Core Location Worksheet)	6	\$75.00 per hour	\$450.00
Core Sample Bulk Density (ASTM D 2726)	18	\$40.00 per core	\$720.00
Concrete/Curb/Gutter Pavement Testing			
Engineering Assistant / Graduate Engineer (Concrete Plant Inspections) - 4 Trips	20	\$75.00 per hour	\$1,500.00
Engineering Technician (Plastic Concrete Testing) - 4 Trips	10	\$55.00 per hour	\$550.00
Cylinder Compressive Strength (ASTM C-39) - 4 cylinders per set / 100 CY	16	\$18.00 per cylinder	\$288.00
Sample Pickup - Soils and Concrete Compressive Strength Cylinders			
Engineering Technician - 2 Trips	1	\$55.00 per hour	\$55.00
Vehicle Mileage - 25 Total Trips	250	\$0.75 per mile	\$187.50
			\$14,768.00
Services for Construction Meetings, Engineering Consulting, and Project Management			
Engineering Assistant	8	\$75.00 per hour	\$600.00
Engineer/Project Manager	8	\$115.00 per hour	\$920.00
Principal Engineer		\$175.00 per hour	
Senior Engineer		\$155.00 per hour	
Clerical Support Staff	5	\$50.00 per hour	\$250.00
			\$1,770.00
Summary of Services			
Excavation Observation and Testing Services for Pavement Construction			\$14,768.00
Services for Construction Meetings, Engineering Consulting, and Project Management			\$1,770.00
ESTIMATED PROJECT FEES			\$16,538.00



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Table 3 - Estimate of Services
City of Maplewood 2016 Improvement Project 15-19
Maplewood, Minnesota

	Estimated Units	Unit Cost	Estimated Fee
Excavation Observation and Testing Services for Pavement Construction			
Excavation/Roll Test Observations			
Engineer		\$115.00 per hour	
Engineering Assistant / Graduate Engineer		\$75.00 per hour	
Subgrade/Aggregate Base Testing			
Engineer		\$115.00 per hour	
Engineering Technician - 2 Trips	6	\$55.00 per hour	\$330.00
Dynamic Cone Penetrometer (ASTM D2166) (Spec 2211)	3	\$17.50 per test	\$52.50
Moisture Content Determination of Soils (ASTM D2216)	3	\$25.00 per test	\$75.00
FDR Dynamic Cone Penetrometer (ASTM D2166) (Spec 2215)		\$17.50 per test	
Density Test of Soil		\$17.50 per test	
Standard Proctor (ASTM D-698)		\$110.00 per test	
Mechanical Analysis through No. 200 Sieve (Granular Soil)	3	\$105.00 per test	\$315.00
MnDOT Topsoil Borrow (Mechanical Analysis, Organic Content, Nrients, pH)		\$260.00 per test	
Bituminous Pavement Testing - Assumes 3 Days of Paving			
Engineer		\$115.00 per hour	
Engineering Assistant / Graduate Engineer (Bituminous Plant Inspection) - 3 Trips	15	\$75.00 per hour	\$1,125.00
Engineering Technician - 3 Trips	6	\$55.00 per hour	\$330.00
Nuclear Density Test on Bituminous	10	\$30.00 per test	\$300.00
MnDOT Gyratory Mix Properities (Gyratory Density, Rice's Specific Gravity, Bituminous Extraction and Aggregate Gradation, Fine Aggregate Angularity, and Percent Crushed)	1	\$550.00 per sample	\$550.00
Extraction of Asphalt Cement & Aggregate Gradation (ASTM D-2172, C-137, C-117)		\$215.00 per test	
Density by Gyratory Compaction (ASTM D6925-09)		\$210.00 per test	
Rice Maximum Theoretical Specific Gravity (ASTM D 2041)		\$110.00 per test	
Engineering Assistant / Graduate Engineer (Core Location Worksheet)		\$75.00 per hour	
Core Sample Bulk Density (ASTM D 2726)		\$40.00 per core	
Concrete/Curb/Gutter Pavement Testing			
Engineering Technician (Thickness/Probe Testing of Concrete Pavement)		\$55.00 per hour	
Engineering Technician (Plastic Concrete Testing)		\$55.00 per hour	
Cylinder Compressive Strength (ASTM C-39) - 4 cylinders per set / 100 CY		\$18.00 per cylinder	
Sample Pickup - Soils and Concrete Compressive Strength Cylinders			
Engineering Technician		\$55.00 per hour	
Vehicle Mileage - 8 Total Trips	80	\$0.75 per mile	\$60.00
			\$3,137.50
Services for Construction Meetings, Engineering Consulting, and Project Management			
Engineering Assistant	3	\$75.00 per hour	\$225.00
Engineer/Project Manager	3	\$115.00 per hour	\$345.00
Principal Engineer		\$175.00 per hour	
Senior Engineer		\$155.00 per hour	
Clerical Support Staff	3	\$50.00 per hour	\$150.00
			\$720.00
Summary of Services			
Excavation Observation and Testing Services for Pavement Construction			\$3,137.50
Services for Construction Meetings, Engineering Consulting, and Project Management			\$720.00
ESTIMATED PROJECT FEES			\$3,857.50



1.0 CONTRACT

- a. The foregoing Proposal and these General Terms and Conditions constitute the contract (hereinafter, "Contract") between Northern Technologies, Inc., (hereinafter, "NTI") and the party signing the Client Authorization (hereinafter, "Client")
- b. If Client directs NTI to proceed with Services (as defined below) prior to execution of this Contract, or if Client allows NTI to continue with Services after having received this Contract, it is understood that each party is bound by the terms and conditions of this Contract whether or not Client has signed this Contract.

2.0 SERVICES

- a. NTI will provide Client with the services specified in the Proposal (hereinafter, "Services" or "Scope of Services") in accordance with the Contract's terms. Services enumerated in writing in the Contract are considered Basic Services. Services not specifically enumerated in writing in the Contract are not included in the scope of NTI's Services and are not NTI's responsibility.
- b. Should the need arise for NTI to expand our services in response to conditions or events outside our control, NTI would, under Client's direction, submit a separate proposal providing such Additional Services. Additional Services are not included under Basic Services nor are they covered by the compensation for Basic Services.
- c. NTI will provide Services to Client as an independent contractor and not as the Client's employee, agent, partner, or joint venturer.
- d. NTI shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site. If, while performing the Services any hazardous substances or conditions are discovered or encountered that pose unanticipated risks or costs, it is agreed that the scope of Services, time schedule and the estimated Contract costs shall be reconsidered and that this Contract may, at NTI's option, be re-negotiated or terminated. If the Contract is so terminated, Client shall pay NTI for the Services performed up to the date of termination plus NTI's reasonable termination and demobilization costs and expenses.
- e. If NTI's performance of the Services is delayed by Client or by any other circumstance beyond NTI's direct and reasonable control, then the time for NTI's completion of the Services shall be automatically extended based upon the duration and impact of each such delay and NTI shall be entitled to additional compensation from Client

3.0 GENERAL RESPONSIBILITIES

- a. NTI shall not be responsible for the performance of any activity or obligation other than the Services specified in the Contract, and NTI's performance shall not be construed as relieving Client or any third party of their responsibilities. NTI shall have no responsibility for, or any liability pertaining to: (1) the superintending, supervising, or directing of the work of any independent contractor, agent or employee of Client or any third party; or (2) the results or consequences of work performed by any such independent contractor, agent or employee of Client or any third party; or (3) any claims or allegations of rights by any person or party other than Client relating to NTI's Services; or (4) for job site safety at the location which is the subject of this Contract (hereinafter, "Site").
- b. NTI will be responsible for obtaining only those government permits, approvals and authorizations that are specified in the Scope of Services of the Contract. NTI is not responsible for project delays, damages or impacts due to the government's failure to issue said permits in a timely fashion.
- c. Unless otherwise expressly agreed by NTI and Client in writing NTI's performance of its Services is solely and exclusively for the benefit of the Client and no party other than Client shall be entitled to rely upon any documentation, representation, report, statement or service made or performed by NTI.

4.0 CLIENT RESPONSIBILITIES

- a. Client will make available to NTI all known information regarding existing and proposed requirements which affects the work, including but not limited to: specifications, contracts, recommendations, plans and change orders.
- b. Client will immediately transmit to NTI any new information that becomes available to Client or Client's contractors or subcontractors, so that recommended actions can be reviewed.

- c. Client will provide a representative to answer questions about the project when required by NTI upon 24-hour notice.
- d. Client will not hold NTI liable for any incorrect advice, judgment, or decision based on any inaccurate information furnished by or on behalf of Client, and Client will indemnify NTI against liability arising out of or contributed to by such information.
- e. NTI shall be entitled to additional compensation for all extra work caused by or resulting from the failure of the information provided to accurately describe the Site conditions.
- f. With the exception of those specified as NTI's responsibility in the Scope of Services, Client shall timely obtain all necessary permits, governmental approvals and access agreements to allow NTI and its agents access to the Site and any buildings thereon.
- g. Client is responsible for notifying property owner(s) of the nature, scope and timing of NTI's work, along with any potential damage that may occur during the execution of said work.
- h. Client shall provide reasonable safe access to the proposed location of work including but not limited to slopes, distance from utilities, removal of site obstructions, etc.

5.0 NTI RESPONSIBILITIES

- a. NTI will perform its Services consistent with the level of care and skill ordinarily exercised by members of the geotechnical and materials testing profession currently practicing under similar conditions (the "Standard of Care"). No warranty of any kind, expressed or implied, is made by NTI.
- b. NTI will be responsible for its data, interpretation and recommendations, but will not be responsible for interpretation by others.
- c. NTI will take reasonable precautions to prevent damage to property. However unless specifically included in the Scope of Services NTI will not be responsible for the repair or cost of repairs of property including but not limited to pavements, turf, walks, vegetation, utilities, irrigation, buildings or any other site improvements.

6.0 INSURANCE

- a. NTI will carry worker's compensation insurance and public liability, property damage, and errors and omissions insurance policies, which NTI considers adequate. In addition to any other limitations set forth in this Contract, it is agreed that in no event will NTI be responsible for loss, damage or liability beyond the limits and conditions of NTI's available insurance. NTI will not be responsible for any loss or liability arising from the negligence of Client or by other persons or entities employed by Client.

7.0 COMPENSATION

- a. NTI's Proposal specifies if the fee is a fixed fee or an estimate based on set rates. Unless specifically stated in the Proposal Client acknowledges that the fee estimate will not be construed to be a maximum or not to exceed amount.
- b. NTI will submit invoices to client monthly, and a final invoice upon completion of Services. Invoices will show charges based on current NTI Fee Schedule or other basis agreed upon in writing. A detailed separation of charges and backup data will be provided at Client's request.
- c. Client shall notify NTI immediately if there are any issues relating to the invoice format, amounts, name of responsible party or any other factors preventing payment of the invoice as submitted.
- d. Unless specifically stated in the Proposal, NTI's fees will not be subject to retainage.
- e. Unless specifically stated in the Proposal, payment of invoices for NTI Services shall not be contingent upon project financing or payments received by the Client from other parties.
- f. The Client will pay the balance stated on the invoices unless Client notifies NTI in writing of the particular item that is alleged to be incorrect within fifteen (15) days from the invoice date. NTI will strive to resolve Client's concerns in a timely manner as long as the balance of the invoice is paid within the terms of this Contract. In the event Client fails to bring a billing dispute to NTI's attention within the 15-day period, Client waives the right to later dispute the invoice.
- g. Payment is due upon receipt of invoice and is considered past due thirty (30) days from invoice date. On past due accounts, Client will pay a late charge of 1.5(%) per month, or the maximum allowed by law.



- h. In the event Client fails to pay NTI within sixty (60) days following invoice date, NTI may consider the default a total breach of this Contract and all duties of NTI under this Contract will be terminated.
 - i. Partial payments received will first be applied to accrued late charges, then expenses and then to the principal balance.
 - j. Client agrees that NTI may increase its billing rates/fees on each anniversary of this Contract.
- 8.0 OWNERSHIP OF DOCUMENTS / SAMPLES
- a. The Client acknowledges that the reports, data, plans, specifications, representations, correspondence and all other documents prepared by NTI as part of its Services under this Contract (collectively referred to as "Documentation") are instruments of NTI's service to Client. Client agrees to save, defend, indemnify and hold NTI and its officers, directors, shareholders, employees and agents harmless from and against all claims, damages, losses and related expenses (including, without limitation, all reasonable attorney fees, disbursements, expert witness fees and all costs of court and litigation) in any manner arising from or pertaining to: (a) any re-use of the Documentation without the prior written authorization of NTI or, (b) claim(s) by any third party (other than Client) to whom Client distributed or provided any of the Documentation, either directly, through an agent, or by requesting that NTI provide it to the third party, without the prior written authorization of NTI.
 - b. Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose.
 - c. NTI will retain all pertinent records concerning Services performed for a period of two (2) years after the report is sent; during that time the records will be made available to the Client during NTI's normal business hours.
 - d. NTI will retain representative samples for 30 days after submission of NTI report. Upon request by Client, samples can be shipped, charges collect, to destination selected by Client; or NTI can store them for an agreed upon storage charge.
- 9.0 DISPUTES
- a. All claims, disputes, and controversies arising out of or in relation to the performance, interpretation, application, or enforcement of this Contract, including, but not limited to, breach thereof, shall be referred for mediation under the then current Construction Industry Mediation Rules of the American Arbitration Association prior to any recourse to litigation.
 - b. In the event of any litigation arising out of or relating to this Contract or the Services, the prevailing party shall be entitled to reasonable attorneys' and experts' fees, court costs and other costs of collection including NTI's labor costs in connection with the prosecution of any collection lawsuit.
- 10.0 LIMITATION OF LIABILITY
- a. CLIENT understands that the Services provided by NTI involve the application of scientific and technical skill, judgment and discretion that is not an exact science and that NTI cannot and does not guaranty the results of its Services. Instead, NTI agrees to perform the Services according to the Standard of Care.
 - b. NTI's liability to the Client and all contractors and subcontractors on the project, for damages due to professional negligence, negligence or breach of any other obligation to Client or others, will be limited to an amount not to exceed \$20,000 or NTI's fee, whichever is less.
 - c. Client will notify any contractor or subcontractor who performs work in connection with any work done by NTI of the limitations of liability for design defects, errors, omissions, or professional negligence, and to require as a condition precedent to their performing their work, a like indemnity and limitations of liability on their part as against NTI. In the event the Client fails to obtain a like limitation and indemnity, Client agrees to indemnify NTI for any liability to any third party.
 - d. NTI shall have no liability for any failure to perform or delay in performance due to any circumstances beyond its reasonable

control. Additionally, in no event shall NTI be liable or responsible to Client or any other person for any consequential, special, incidental, exemplary, or punitive damages, including but not limited to, governmental fines, penalties or liabilities, lost profits or other economic loss (whether arising from negligence, errors, omissions, breach of contract, breach of warranty, tort, strict liability or otherwise), resulting from any claimed defect or deficiency in the Services provided by NTI or any failure by NTI to provide Services.

11.0 TERMINATION

- a. This agreement may be terminated by either party upon seven (7) days written notice if there is substantial failure by the other party to perform. Termination will not be effective if substantial failure is remedied before expiration of the seven days. Upon termination other than for NTI's default, NTI will be paid for Services rendered plus reasonable termination expenses.
- b. If the Contract is terminated prior to completion of all reports contemplated by the agreement, or suspended for more than three (3) months, NTI may complete analysis and records as are necessary to complete its files and may complete a report on the Services performed. Termination or suspension expenses will include direct costs of completing analysis, records and report.

12.0 ASSIGNS

- a. Neither party may assign duties or interest in the Contract without the written consent of the other party.

13.0 MISCELLANEOUS

- a. If any provision or provisions of this Contract shall be held to be invalid, illegal, unenforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
- b. This Contract is the entire agreement between NTI and Client and it supersedes all prior written or oral agreements with respect to the subject matter hereof. No amendment or assignment of the Contract shall be effective unless agreed to in a writing signed by authorized representatives of both parties.
- c. The provisions of this Contract relating to the limitation of liability and damages, warranties, indemnification, use of plans, specifications, reports and all other Documentation provided by NTI and those specifying choice of law, dispute resolution, notice, waiver, and severability shall survive termination of this Contract.
- d. The terms of this Contract and its enforcement and interpretation shall be governed by the laws of the state where the project is located. If any provision of this Contract is determined to be unlawful, invalid or unenforceable, that provision shall be severed from the Contract and shall not render this Contract, or any other of its other provisions, unlawful, invalid or unenforceable.

14.0 PRE-LIEN NOTICE

- a. By signing this Contract Client represents and warrants that it either owns fee title to, or has the legal right to direct NTI to perform Services in connection with, the site of the project and that there is presently nothing to prevent NTI from filing a lien against the site of the project.
- b. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- c. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Paul P. Schnell, Chief of Police

DATE: April 15, 2016

SUBJECT: Approval of Resolution Authorizing the Kelly and Lemmons Law Firm to be Added to a Master Agreement With and Between the City of Maplewood (Prosecution) and the MN State Courts

Introduction

On behalf of its prosecutor, the City of Maplewood needs to approve a resolution Master Agreement for utilization of and participation the MN Courts data network. City Council approval is required for this agreement.

Background

The new Courts Master Agreement allows Maplewood's prosecution personnel to access and send data and see court documents through the courts data networks. Participation allows for access to e-Charging, which improves overall system efficiency.

Budget Impact

No adverse budget impact.

Recommendation

It is recommended that the City Council approve the resolution authorizing execution of the Courts Subscriber Services Agreement.

Attachments

1. Resolution

RESOLUTION NO. _____

**RESOLUTION APPROVING MASTER SUBSCRIBER AGREEMENT
FOR MINNESOTA COURT DATA SERVICES
FOR GOVERNMENTAL AGENCIES**

WHEREAS, the City of Maplewood desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch; and

WHEREAS, the City Attorney for the City of Maplewood has reviewed the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies; and

WHEREAS, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and

WHEREAS, the City of Maplewood desires to be subscribed to Minnesota Courts Data Services Program.

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

That the Master Subscriber Agreement for Minnesota Governmental Agencies and Master Subscriber Agreement Amendment is approved and the Mayor and Clerk are authorized and directed to execute and deliver said documents.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
MAPLEWOOD THIS 25th DAY OF APRIL, 2016**

Nora Slawik, Mayor

ATTEST:

Karen Haag, City Clerk

CERTIFICATION:

STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF MAPLEWOOD

I, the undersigned, City Clerk of Maplewood, Minnesota, hereby certify that the copy of the resolution attached: RESOLUTION NO. _____, A RESOLUTION APPROVING MASTER SUBSCRIBER AGREEMENT FOR MINNESOTA COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES is a true and correct copy of the original resolution adopted by the City Council of the City of Maplewood on the 25th day of April, 2016.

WITNESS my hand this 25th day of April, 2016.

Karen Haag, City Clerk

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Director Citizen Services

DATE: April 13, 2016

SUBJECT: Consider Approval of Revisions to City Code Changing from Odd to Even Year Elections – Second Reading

Introduction

The City Code of Ordinances Section 2 – 36 describes the terms of office of the Mayor and Councilmembers and when local elections are held.

Background

At the direction of the City Council, a public hearing for the first reading of the ordinance changing the city's municipal election from odd to even year was held on April 11, 2016.

Upon passage of the second reading of the ordinance and within 180 days after passage and publication of the ordinance, a petition requesting a referendum on the ordinance may be filed with the city clerk.

The petition must be signed by eligible voters equal to ten percent of the total number of votes cast in the last municipal general election. There were 6,036 voters casting votes which would be 636 voters signing the petition.

Should an eligible petition be submitted the new ordinance would not become effective until it has been placed on the ballot and been approved by a majority of voters voting on the question at a special election held at least 60 days after petition's submission. At the time that a petition is filed, the city council may reconsider adopting the ordinance.

During the public hearing for the first reading of the ordinance a question was raised regarding the cost of having Ramsey County Elections staff conduct our local elections. A quote was received from Ramsey County Elections for their elections staff to perform all of the absentee voting for the 2016 Federal Election; the cost was \$5.25 per absentee vote. Maplewood election staff has estimated that during the 2016 election cycle will we process an approximate 3,500 absentee ballots. The cost for Ramsey County to process the absentee ballots alone would be approximately \$18,500.

Having Ramsey County process and count absentee ballots would require transferring voted ballots to Ramsey County on a daily basis. This procedure would still require Maplewood elections staff to perform daily audits of voted ballots as we currently do to ensure the integrity of the chain of custody process. Additionally, Maplewood staff would continue to conduct on-site absentee voting and all other associated duties with the absentee voting process.

The City of Roseville has contracted with Ramsey County to conduct their elections as they do not have adequate staff to perform the duties. Roseville currently has 22,018 registered voters

and they pay Ramsey County \$107,500 to conduct their elections. Maplewood currently has 22,525 registered voters so it is assumed that the cost would be relatively close.

Finally, in contracting with Ramsey County the City of Maplewood would lose local control of election processes and procedures and also control of future imposed costs. And, equally as important, Maplewood city hall would continue to serve as an on-site absentee voting site that would be run by city elections staff and those costs would be incurred.

Councilmember Terms

There are provisions in Statute § 205.07 directing that the governing body may adopt supplementary ordinances shortening or lengthening the terms of incumbents and those elected at the initial election.

If the City Council chooses not to address this issue State Statutes dictates, Councilmember terms expiring in an odd-numbered year be automatically extend one year until the date of the next (even-numbered year) election.

If council would shorten terms in the ordinance revision, an election cycle would be held in 2017 for the office of Mayor and two Councilmembers. This would be an estimated cost of \$65,000 in addition to the cost of a special election held if an eligible petition is filed.

While there is a statutory option to shorten terms it would be costly to do so and staff recommends that it not be addressed in the ordinance revision.

Following are scenarios for consideration if an ordinance changing from odd to even year elections is approved:

- If an eligible petition is filed, the council would call a Special Election to see if the referendum changing from odd to even years passes.
- If the referendum passes the ordinance goes into effect and the next municipal election would be held in 2018.
- If the referendum fails the 2017 odd year municipal election will be conducted.
- If an eligible petition is filed, the council may reconsider its action adopting the ordinance and conduct the 2017 odd year municipal election.
- If no petition is filed the ordinance will go into effect after the adoption and 240 days after publication and the next municipal election will be held in 2018.

Upon approval of the second reading of the ordinance the following dates and actions guide the process:

April 24	Second reading of the ordinance
May 4	Publication and start of 240 days and 180 days for petition to be filed
October 31	Deadline for petition to be filed
December 31	240 th day if petition is not filed ordinance is in effect
January 4	First possible day of special election if petition is filed (56 days after a State election and at least 60 days after a petition is filed)

Recommendation

Consider approval of second reading of the ordinance changing municipal elections from odd to even years.

Attachments

1. Ordinance Amendment Changing The City Election From Odd To Even Year

ORDINANCE NO. ____

AN ORDINANCE AMENDMENT CHANGING THE CITY ELECTION FROM ODD TO EVEN YEAR

The Maplewood City Council approves the following revision to the Maplewood Code of Ordinances. (Deletions are struck through additions are underlined.)

ARTICLE II. CITY COUNCIL

Sec. 2-36. Terms of office; biennial elections in ~~oddeven~~even-numbered years.

(a) Pursuant to Minn. Stats. § 412.022, the terms of office of the mayor and each of the four councilmembers shall be four years.

(b) The regular election of city officers shall be held on the first Tuesday after the first Monday of November in each ~~oddeven~~even-numbered year. The first such election in Maplewood shall be held in November, ~~1969~~2018. ~~All terms of office ending in January 1970, under laws in force at the time of the adoption of this section (July 25, 1968) shall be filled by candidates elected at the first biennial election in November, 1969. All terms of office ending in January of 1971, under laws in force at the time of adoption of this section (July 25, 1968) shall end in January, 1972. All persons elected to the offices enumerated in subsection (a) of this section shall be elected for a term of four years commencing with the election of November of 1969.~~

~~(Code 1982, § 2-21)~~

~~Editor's note Pursuant to Minn. Stats. § 412.022, the council adopted Ordinance No. 242 on July 25, 1968, subject to the approval of the electors at the general election of November 5, 1968. The ordinance was approved at that election.~~

~~Under Minn. Stats. § 205.07, subd. 1, and Minn. Stats. § 412.023, subd. 1, the citys biennial elections in odd-numbered years shall continue to be held until changed pursuant to Minn. Stats. § 205.07.~~

~~State law references Municipal elections, Minn. Stats. ch. 205; terms of office of mayor and councilmen, Minn. Stats. § 412.02, subds. 1, 2, § 412.022, subd. 1.~~

All terms of office ending in January 2018 at the time of the adoption of this section shall be extended to January 2019. All terms of office ending in January 2019 at the time of the adoption of this section shall be extended to January 2021.

Sec. 2-37. Primary elections.

The Tuesday following the second Monday in ~~September~~August in each ~~oddeven~~even-numbered year in which a municipal general election is to be held for the purpose of electing officers is hereby designated as the primary election day for the city.

(Code 1982, § 2-22)

State law reference Municipal primary elections, Minn. Stats. § 205.065.

Second Reading: April 25, 2016

Mayor

ATTEST: _____
City Clerk

MEMORANDUM

TO: City Manager Coleman

FROM: H. Alan Kantrud, General Counsel

DATE: April 18, 2016

SUBJECT: Quarterly Report from Alan Kantrud, Maplewood Municipal Attorney

Introduction

Council requested that they be apprised of the activities and goings-on of the City Attorney and the below is a rough breakdown of the time spent since 2016. This is not meant to be exhaustive as many other impromptu meetings, calls and other items would not be captured as they would not have been documented.

CITY ATTORNEY PROJECTS AND WORK DETAIL FOR 1st QUARTER 2016 BY DEPARTMENT

For the Period Ending on or about 4/14/2016

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the Public Works Department in the first quarter of 2016 (44 hours):

- Hwy 61 & County Road B Plat
 - Review, research, recommendations, coordination with the Public Works department, Ramsey County, and City Consultants on issues associated with the platting of property owned by the city at the intersection of Hwy 61 and County Road B
- 36&English
 - Review, recommendations, and coordination with MnDot on finalizing MnDot right-of-way ownership, permanent, and temporary easements necessary for the completion of the project including discussions/negotiations with MNDot property trx department.
- City Right-of-Way Vacation
 - Review, recommendations, and coordination throughout the review of proposed and past vacation on various city right-of-ways
 - Recording of new and past vacation of city right-of-ways
- Easement Review
 - Review, recommendations, and research on various easement related to city projects, developer projects, and residential issues
 - Recording of various easements dedicated to the city
- City Code Clarification
 - Review, research, recommendations, and coordination on questions regarding the current City Code (for PW redo of department specific items)

- Standard Operating Procedures
 - Review and recommendations for revised and new standard operating procedures (SOPS)
- Beam Avenue Park Land
 - Review, research, recommendations, and coordination on resolving underlying ownership of city park-land including Quiet Title action for property.
- I & I Grant
 - Review of grant documents and agenda report related to Met Council I & I (MS4) grant.
- North Saint Paul JPA
 - Review of Joint Powers Agreement with North St. Paul that establishes operations and responsibility between the two cities for all border streets.
- 13-10, 15-11, 15-16 Assessments (429 PROCESS street programs)
 - Review and coordination of proposed assessments for the 13-10, 15-11, and 15-16 assessments and assessment hearings and follow-ups

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the Police and Fire (EMS) Department in the first quarter of 2015 (20 hours):

- Assess and edit various contracts and agreements
- Assist agencies with applications for firearms (outstate)
- Continue to monitor transient panhandling litigation around Country
- Address issues with JPA for Fire training facility and drafting ongoing relationship docs (ground lease and agreements) (ongoing)

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the Parks and Recreation Department in the first quarter of 2015 (44 hours):

- MCC space generally
 - Contractor/Vendor Agreements (Fitness companies and other vendor agreements)
 - Lifeguard Agreements with various surrounding Cities
 - Community Center Policies re: clearances for contracted escorts
- Ashland Theater Company
 - Working with Director on new Lease for theater company arrangement at MCC including negotiating and drafting new lease several times and working through various terms for the parties.
- MCC Theatrical Space Safety Program
 - Coordinate warranty work on theater safety program
 - Coordinate training for theater staff and Ashland staff on best practices and oversee in-theater project
 - Follow-up with contractor and secure second training and certification of safety for the theater rigging for handoff to Ashland
- Parkland Development Fund
 - Park Dedication issues for redevelopment (staff inquiries)

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the Building Department in the first quarter of 2016 (84 hours):

- Extensive work regarding Conifer Ridge development request/project (continuing) (48)
- Work with Developer on Hermanson Dental Building renovation (continuing) (8)
- Working compliance issues with problem properties/code enforcement with building official, health official and Fire Marshal (4)
- Work with Environmental Planner on LCCMR grant for Fish Creek and associated agreements in the area (RamCo) and update City Forestry Contract for code (12)
- Continue to develop Energy Efficiency program with staff and intern from Xcel (business participation agreements) (5)
- Resolve issues with Taco Bell redevelopment project (wetland inventory issue) (4)
- Address sign set-back issues at Schmelz Countryside (3)
-

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the IT Department in the first quarter of 2016 (2 hours):

- Review advise and amend various technology agreements and contracts

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the Finance Department in the first quarter of 2016 (2 hours):

- Address Ambulance Charge/Billings issues for resolution
- Address bankruptcy effect on City billings

The following is a list of projects and activities that the City Attorney, Alan Kantrud, has been working on with the Executive/City Management Department in first quarter 2016 (200 hours):

- Coordinating the clearing of contingencies (including judgments and easements on title commitment) and closing on City Fire Station property (27)
- Assisting realtor with other parcels of saleable land (regular meetings with realtor)(14)
- Monitoring safe workplace compliance of Tennis Sanitation (continuing (reference recent report to Council)(1)
- Ensuring EDA Compliance by Larkin Dance Studio (loan reporting requirements) (continuing and working with Scott Symienetz on reporting in August as well as defining FT vs. FTE in report)(3)
- Cable Commission transfer of authority follow-up and claims (30)
- CenturyLink Cable Franchise (final negotiations and contract execution and follow-up) (stay tuned for first quarterly status report in May) (48)
- Liability Claims for City and citizen inquiries (investigate) (4)
- Followup on data practices requests (5)

- Followup on border issues with local residents including meeting with mgr and staff (5)
- Review Claims and provide Audit letter and disclosures to audit staff (3)
- City Meetings and SMT work, including retreats and prep (60)

Additionally this first quarter saw approximately 20 hours of professional development (CLE) and learning time and approximately 1 week of time that Attorney was out of State (ND) for family matters.

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: April 25, 2016

	<u>Name - First & Last</u> <i>(please print clearly)</i>	<u>Address</u>	<u>Agenda Item</u>
1.	<u>Tim Richmond</u>	<u>845 O'Day St S Maplewood</u>	<u>Chicken Ord.</u>
2.	<u>John WYKOFF</u>	<u>2345 WILBYLAND AVE. E, MAPLEWOOD</u>	<u>SONIC DRIVE</u>
3.	<u>Bob Zick</u>	<u>Inside Insight New Hour</u>	<u>L</u>
4.	<u> </u>	<u> </u>	<u> </u>
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