

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, May 9, 2016  
City Hall, Council Chambers  
Meeting No. 09-16

**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 25, 2016
2. Approval of City Council Meeting Minutes from April 25, 2016

**F. APPOINTMENTS AND PRESENTATIONS**

1. Administrative Presentations
  - a. Council Calendar Update
2. Council Presentations
3. Approval of Resolution of Appreciation for Dale Trippler for His Service on the Planning and Environmental & Natural Resources Commissions
4. Approval of Resolution of Appreciation for Ron Cockriel for His Service on the Parks & Recreation Commission
5. Approval of Proclamation Recognizing National Police Week 2016
6. Approval of Proclamation Recognizing National Public Works Week – May 15-21

**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 Temporary Lawful Gambling - Local Permits for Friends and Families of Ramsey County Care Center, 2000 White Bear Avenue
3. Approval of a Conditional Use Permit Review, Beaver Lake Elementary School, 1060 Sterling Street
4. Approval of a Conditional Use Permit Review, Verizon Wireless Ground Equipment, 645 Sterling Street

5. Approval of a Conditional Use Permit Review, Laughlin Pest Control, 1055 Gervais Avenue
6. Approval of Lease Agreement with Ashland Productions for Maplewood Community Center Theatre
7. Approval to Accept Grant and Authorization for City Manager to Enter into Grant Agreement for Fish Creek Improvements
8. Approval Adopting Street Sweeping, Pothole Repair, and Sidewalk Maintenance Policies
9. Approval Authorizing Consultant to Prepare Plans and Specifications for Replacement of City Hall Chiller System
10. Approval of Release, Termination and Extinguishment of Temporary Easement – TH-36 and English
11. Approval of Temporary Lawful Gambling - Local Permit for the American Cancer Society of Minnesota, 3001 White Bear Avenue

**H. PUBLIC HEARINGS**

1. Consider Approval of Ordinance Amendments in the Mixed Use Zoning District

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Consider Approval of a Conditional Use Permit Resolution, Ebenezer Karen Baptist Church, 1055 Viking Drive
2. Consider Approval to Purchase In-Squad Cameras from Taser International, Totaling \$24,175.00
3. Consider Approval of 2016 Council Staff Retreat Report

**K. AWARD OF BIDS**

1. Consider Approval of Resolution Receiving Bids and Awarding Construction Contract for the Fish Creek Improvements, City Project 15-19

**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 25, 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 5:32 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**

**1. MCC Theatre Lease Discussion – Ashland Productions**

Parks and Recreation Director Konewko gave the staff report and answered questions of the council. Recreation Manager Robbins addressed the council to answer additional questions. City Attorney Kantrud gave additional information.

**E. NEW BUSINESS**

**1. Abatement Bond for Park Improvements**

Parks and Recreation Director Konewko introduced the staff report. Parks Manager Taylor provided additional information. Tom Denaway, from Springsted Incorporated addressed the council to give further information and answer questions of the council.

**F. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 6:59 p.m.

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

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:10 p.m. by Mayor Slawik.

Mayor Slawik reported on Maplewood's First Annual Day of Laughter event that will be held on Saturday, May 14, 2016 at the Maplewood Community Center. The Laugh-In will be a contest between the City Council and the Police Department and begins at 4:30 p.m. the public is invited.

**B. PLEDGE OF ALLEGIANCE****C. ROLL CALL**

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

**D. APPROVAL OF AGENDA**

The following items were added to the agenda under Appointments and Presentation, Council Presentations:

City-wide Clean Up, Update on the Parks Clean Up, Bergeron Memorial, City Employee Recognition, Organ Donation, Start by Believing, Rush Line Open House, Gateway Corridor and Tartan Arena.

Councilmember Abrams moved to approve the agenda as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES****1. Approval of April 11, 2016 City Council Workshop Minutes**

Councilmember Abrams moved to approve the April 11, 2016 City Council Workshop Minutes as submitted.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

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

Councilmember Juenemann noted a change to item F4, change the spelling from Molly to Mollie and add the name of the councilmember that seconded the motion.

Councilmember Abrams noted a change to item J1, change the spelling from Susan to Suzanne.

Councilmember Abrams moved to approve the April 11, 2016 City Council Meeting Minutes as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

## F. APPOINTMENTS AND PRESENTATIONS

### 1. Council Presentations

Councilmember Abrams reported on the City Wide Clean Up event.

Councilmember Juenemann reported on the City Wide and Parks Clean Up events, City Employee Recognition Luncheon, Bergeron Memorial Service on May 1, 2016, April Organ Donation Month and Ramsey County's Start by Believing Initiative.

Councilmember Xiong further reported on Organ Donations.

Mayor Slawik reported on the Rush Line Open House at Hayden Heights Library.

Councilmember Smith reported on the Gateway Corridor Commission Meeting and Tartan Ice Arena Meeting.

### 2. Administrative Presentations

#### a. Council Calendar Update

City Manager Coleman gave the update to the council calendar.

Citizen Services Director Haag reported on the 4<sup>th</sup> of July event.

City Manager Coleman recognized City Clerk/Citizen Services Director Haag for her 20 years of service.

#### b. Approval of Resolution in Support of Maplewood's Participation in the Ramsey County Start by Believing Initiative

Police Commander Shortreed gave the staff report. Councilmember Smith read the resolution of support.

Councilmember Juenemann moved to approve the resolution in support of Maplewood's

participation in the Ramsey County “Start by Believing” Initiative.

Resolution 16-04-1339  
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.*

Seconded by Councilmember Abrams

Ayes – All

The motion passed.

**c. Approval of Proclamation for National Teacher Day**







**I. UNFINISHED BUSINESS**

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

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

Councilmember Abrams moved to approve the second reading of the City Code of Ordinances, Chapter 2, Article II, Sec. 2-37 changing municipal elections from odd to even years.

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

Ordinance 964  
An Ordinance Amendment Changing the  
City Election from Odd to Even Year

**ARTICLE II. CITY COUNCIL**

Sec. 2-36. Terms of office; biennial elections in 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 even even-numbered year. The first such election in Maplewood shall be held in November, 2018.

All terms of office ending January 2018 at the time of adoption of this section shall be extended to January 2019. All terms of office ending in January 2020 at the time of adoption of this section be extended to January 2021.

Sec. 2-37. Primary elections.

The second Tuesday in August of each 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.

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

Seconded by Councilmember Smith

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

Nays – Councilmember Juenemann

The motion passed.

**J. NEW BUSINESS**

**1. Quarterly Report from Alan Kantrud, Maplewood Municipal Attorney**

City Attorney Kantrud gave the staff report and answered questions of the council.

Councilmember Abrams moved to approve the quarterly report from Alan Kantrud, Maplewood Municipal Attorney.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**K. AWARD OF BIDS**

None

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

1. Tim Richmond, Maplewood Resident
2. John Wykoff, Maplewood Resident
3. Bob Zick, North St. Paul Resident

**M. ADJOURNMENT**

Mayor Slawik adjourned the meeting at 8:40 p.m.

DRAFT

**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** May 3, 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 23<sup>rd</sup>
  - a. Workshop: Discuss Advisory Board and Commission Membership, Recruitment and Staffing Issues
2. June 9<sup>th</sup>
  - a. Workshop: Advisory Board/Commission Interviews, Communications Plan Update, Election Equipment Demonstration
3. June 27<sup>th</sup>
  - a. Workshop: State Demographer Susan Brower, 2017 - 2021 CIP Review

**Budget Impact**

None

**Recommendation**

No action required.

**Attachments**

None

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

**FROM:** Shann Finwall, AICP, Environmental Planner  
Michael Martin, AICP, Economic Development Coordinator

**DATE:** May 2, 2016

**SUBJECT:** Approval of Resolution of Appreciation for Dale Trippler for His Service on the Planning and Environmental & Natural Resources Commissions

**Introduction**

Dale Trippler recently resigned from his positions on the Maplewood Planning Commission and Environmental and Natural Resources Commission. Mr. Trippler has moved to a new home outside of the city of Maplewood. The city council appointed Mr. Trippler to the Planning Commission on June 8, 1998 and to the Environmental and Natural Resources Commission on February 25, 2008; and he served on the Environmental and Natural Resources Committee for three years prior to his Commission appointment.

**Commission Review**

The Planning Commission approved a resolution of appreciation on April 19, 2016. The Environmental and Natural Resources Commission approved a resolution of appreciation for Dale Trippler on February 25, 2016.

**Budget Impact**

None

**Recommendation**

Approve a resolution of appreciation for Planning Commissioner Trippler.

**Attachment**

1. Resolution of Appreciation for Dale Trippler

**RESOLUTION OF APPRECIATION**

***WHEREAS, Dale Trippler has been a member of the Maplewood Planning Commission since June 8, 1998 and has served faithfully in that capacity to the present time; and***

***WHEREAS, Mr. Trippler has been a member of the Maplewood Environmental and Natural Resources Commission since February 25, 2008; and he served on the Environmental Committee for three years prior to his appointment on the Commission. Mr. Trippler has served faithfully in those capacities; and***

***WHEREAS, the Planning Commission and Environmental and Natural Resources Commission have appreciated Mr. Trippler’s experience, insights and good judgment; and***

***WHEREAS, Mr. Trippler has freely given of his time and energy, without compensation, for the betterment of the City of Maplewood; and***

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

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

***Passed by the Maplewood  
City Council on \_\_\_\_\_, 2016***

\_\_\_\_\_  
***Nora Slawik, Mayor***

***Passed by the Maplewood  
Planning Commission  
On April 19, 2016***

\_\_\_\_\_  
***Paul Arbuckle , Chairperson***

***Passed by the Maplewood  
Environmental and Natural  
Resources Commission on  
February 25, 2016.***

\_\_\_\_\_  
***Mollie Miller, Chairperson***

***Attest:***

\_\_\_\_\_  
***Karen Haag, City Clerk***

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

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

**DATE:** May 9, 2016

**SUBJECT:** Approval of Resolution of Appreciation for Ron Cockriel

**Introduction**

Ron Cockriel has submitted his resignation as a member of the Maplewood Parks and Recreation Commission. Maplewood City Council appointed Mr. Cockriel to the Parks and Recreation Commission on February 11, 2013. Mr. Cockriel will be serving through April 20, 2016.

**Budget Impact**

None

**Recommendation**

Approve a Resolution of Appreciation for Parks and Recreation Commissioner Cockriel.

**Attachment**

1. Resolution of Appreciation for Ron Cockriel

**RESOLUTION OF APPRECIATION**

***WHEREAS, Ron Cockriel has been a member of the Maplewood Parks and Recreation Commission since February 11, 2013 and has served faithfully in that capacity to the present time; and***

***WHEREAS, the Parks and Recreation Commission has appreciated Mr. Cockriel’s experience, insights and good judgment; and***

***WHEREAS, Mr. Cockriel has freely given of his time and energy, without compensation, for the betterment of the City of Maplewood; and***

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

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

***Passed by the Maplewood  
City Council on \_\_\_\_\_, 2016***

\_\_\_\_\_  
***Nora Slawik, Mayor***

***Passed by the Maplewood  
Parks and Recreation Commission  
On April 20, 2016***

\_\_\_\_\_  
***Craig Brannon , Chairperson***

***Attest:***

\_\_\_\_\_  
***Karen Haag, City Clerk***

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Paul Schnell, Chief of Police  
**DATE:** May 3, 2016  
**SUBJECT:** Approval of Proclamation Recognizing National Police Week 2016

**Introduction**

The week of May 15 – 21, 2016 is National Police Week. The members of the Maplewood Police Department will honor law enforcement officers who were killed in the line of duty while protecting their communities and safeguarding democracy.

**Background**

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

Since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including **Sergeant Joseph Bergeron** of the Maplewood Police Department, who was murdered on May 1, 2010.

On the national, state, and local level a variety of Police Week events are planned and are open to the public. The service and sacrifice of Suburban Ramsey County officers killed in the line of duty will be honored during the 2016 SUBURBAN RAMSEY COUNTY LAW ENFORCEMENT MEMORIAL CEREMONY, which is being hosted by the MAPLEWOOD POLICE DEPARTMENT, and will be held on May 12, 2016, at the Hmong Alliance Church, located in Maplewood.

**Budget Impact**

No adverse budgetary impact.

**Recommendation**

It is recommended that the City Council approve the attached proclamation recognizing National Police Week 2016.

**Attachments**

1. Proclamation

## Proclamation Recognizing National Police Week 2016

To recognize National Police Week 2016 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the 51 dedicated sworn officers of the **MAPLEWOOD POLICE DEPARTMENT**;

WHEREAS, nearly 16,000 assaults against law enforcement officers were reported in 2014, resulting in approximately 14,000 injuries;

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

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

WHEREAS, 252 names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 123 officers killed in 2015 and 129 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 28<sup>th</sup> Annual Candlelight Vigil, on the evening of May 13, 2016;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the **MINNESOTA LAW ENFORCEMENT MEMORIAL ASSOCIATION'S** Annual Candlelight Vigil, on the evening of May 15, 2016;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year from May 15-21; however, as May 15, 2016 falls on a Sunday, some events will take place before the official dates of police week 2016;

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

WHEREAS, the service and sacrifice of **SUBURBAN RAMSEY COUNTY LAW ENFORCEMENT** officers killed in the line of duty will be honored during the **2016 SUBURBAN RAMSEY COUNTY LAW ENFORCEMENT MEMORIAL CEREMONY**, which the **MAPLEWOOD POLICE DEPARTMENT** is honored to host and will be held at 11:00 AM, on May 12, 2016, at the Hmong Alliance Church, in Maplewood;

**NOW, THEREFORE, BE IT RESOLVED** that the **MAPLEWOOD CITY COUNCIL** formally designates May 15-21, 2016, as Police Week in the **CITY OF MAPLEWOOD**, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Adopted this 9<sup>th</sup> day of May, 2016

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Nora Slawik, Mayor

Attest:

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Karen Haag, City Clerk

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Michael Thompson, Director of Public Works  
**DATE:** May 3, 2016  
**SUBJECT:** Approval of Proclamation Recognizing National Public Works Week  
 May 15-21

**Introduction**

The council will consider adopting a resolution recognizing National Public Works Week for the week of May 15-21.

**Background**

This is an opportunity to recognize the importance public works plays in the daily lives of residents. Whether plowing snow, maintaining roads, ensuring the sewer systems are flowing, prepping park fields, engineering new streets & utilities, or responding to public concerns... each is a key component in providing quality services to the residents of Maplewood.

At times many of these important tasks are taken for granted. This is an opportunity to recognize public works and its vital contributions to improving quality of life both nationally and within Maplewood. I would also like to recognize the City of Maplewood’s Public Works staff for its dedication in enhancing the health, safety, and quality of life for all of our residents.

The dedicated group of Maplewood public works servants is as follows:

<b><u>NAME</u></b>	<b><u>YEARS OF SERVICE IN PUBLIC WORKS</u></b>
ADAMS, DAVE	8
BRINK, TROY	15
BUCKLEY, BRENT	10
BURLINGAME, NATE	9
CHRISTENSON, SCOTT	9
CORTESI, LU	4
DEBILZAN, TOM	17
DUCHARME, JOHN	27
EDGE, DOUG	22
ENGSTROM, ANDY	13
HAAG, MARK	16
HAMRE, MILES	5
HAYS, TAMARA	5
HINNENKAMP, GARY	23
JAHN, DAVID	29
JAROSCH, JON	11
JENSEN, JOE	1

JONES, DON	17
LINDBLOM, RANDY	28
LOVE, STEVE	8
MEISSNER, BRENT	8
NAGEL, BRYAN	28
NAUGHTON, JOHN	15
NORDQUIST, RICHARD	22
ORE, JORDAN	5
OSWALD, ERICK	29
PRIEM, STEVEN	20
RUIZ, RICARDO	5
RUNNING, BOB	11
SCHULTZ, SCOTT	18
SINDT, ANDREA	3
TEVLIN, TODD	15
THOMPSON, MICHAEL	11
WILBER, JEFF	4
WOEHRLE, MATT	11
XIONG, BOON	3

### **Budget Impact**

There is no cost or budget impact from this approval.

### **Recommendation**

It is recommended that the council approve the Proclamation Recognizing National Public Works Week May 15-21, 2016.

### **Attachment**

1. Proclamation

**CITY OF MAPLEWOOD  
PROCLAMATION RECOGNIZING  
PUBLIC WORKS WEEK  
May 15-21, 2016**

Whereas, public works services provided in our community are an integral part of our citizens' everyday lives; and

Whereas, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collection; and

Whereas, the health, safety and comfort of this community greatly depends on these facilities and services; and

Whereas, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

Whereas, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform,

Now, therefore, the City Council does hereby proclaim the week of May 15-21 as **National Public Works Week** in the City of Maplewood, Minnesota and do hereby call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

Approved by the Maplewood City Council this 9<sup>th</sup> day of May 2016.

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Ellen Paulseth, Finance Director  
**DATE:** May 4, 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:

\$ 393,668.04	Checks # 97221 thru # 97248 dated 04/26/16
\$ 223,288.00	Disbursements via debits to checking account dated 04/18/16 thru 04/22/16
\$ 540,407.17	Checks #97249 thru #97288 dated 04/21/16 thru 05/03/16
\$ 621,055.37	Disbursements via debits to checking account dated 04/25/16 thru 04/29/16
<u>\$ 1,778,418.58</u>	Total Accounts Payable

PAYROLL

\$ 516,537.70	Payroll Checks and Direct Deposits dated 04/22/16
\$ 1,767.53	Payroll Deduction check # 99102161 thru # 99102164 dated 04/08/16
<u>\$ 518,305.23</u>	Total Payroll
<u><u>\$ 2,296,723.81</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**

04/21/2016

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
97221	04/26/2016	05215	CORESTRONG FITNESS LLC	SOCCER CLINIC INSTRUCTION	460.00
97222	04/26/2016	04137	THE EDGE MARTIAL ARTS	KARATE INSTRUCTION JAN-APRIL	2,771.50
97223	04/26/2016	04206	H A KANTRUD	ATTORNEY SERVICES - MAY	8,000.00
97224	04/26/2016	00985	METROPOLITAN COUNCIL	WASTEWATER - MAY	253,253.08
97225	04/26/2016	04244	NELSON AUTO CENTER	2016 FORD POLICE VEHICLE VIN 7821	26,283.95
97226	04/26/2016	01819	PAETEC	LOCAL PHONE SERVICE 03/15 - 04/14	720.53
97227	04/26/2016	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - MARCH	30,236.58
	04/26/2016	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - MARCH	5,995.67
	04/26/2016	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - MARCH	461.76
	04/26/2016	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - MARCH	421.20
97228	04/26/2016	05488	SUN LIFE FINANCIAL	PREMIUM - LIFE,LTD,STD - APRIL	7,696.90
97229	04/26/2016	01574	T A SCHIFSKY & SONS, INC	VARIOUS BITUMINOUS MATERIALS-	1,495.13
	04/26/2016	01574	T A SCHIFSKY & SONS, INC	VARIOUS BITUMINOUS MATERIALS-	1,367.93
	04/26/2016	01574	T A SCHIFSKY & SONS, INC	VARIOUS BITUMINOUS MATERIALS-	1,353.09
	04/26/2016	01574	T A SCHIFSKY & SONS, INC	BASE-STORM SEWER REPAIR-KINGSTON	156.69
97230	04/26/2016	01750	THE WATSON CO INC	MDSE FOR RESALE	239.85
97231	04/26/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,820.86
	04/26/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,085.17
	04/26/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	282.86
	04/26/2016	01190	XCEL ENERGY	FIRE SIRENS	55.12
97232	04/26/2016	01803	ZARNOTH BRUSH WORKS, INC.	BULK BOX OF GUTTER BROOMS	2,145.00
97233	04/26/2016	05507	COCA-COLA REFRESHMENTS	MDSE FOR RESALE	432.24
97234	04/26/2016	00003	ESCROW REFUND	ESCROW REFUND S RICHIE 2008 ARCADE	360.00
97235	04/26/2016	02263	HILLCREST ANIMAL HOSPITAL PA	ANIMAL IMPOUNDS & SRVS - MARCH	471.00
97236	04/26/2016	04790	MAYER ARTS, INC.	DANCE INSTRUCTION WINTER/SPRING	7,878.00
97237	04/26/2016	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - MARCH	3,358.17
	04/26/2016	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - APRIL	1,000.00
97238	04/26/2016	02300	OAKDALE LOCKSMITHS	KEYS FOR SQUAD FOR FISHCREEK	57.00
97239	04/26/2016	00001	ONE TIME VENDOR	REIMB J PORTILLO TOWING STORAGE	315.00
97240	04/26/2016	00001	ONE TIME VENDOR	REFUND M NICKSON MEMBERSHIP	197.12
97241	04/26/2016	00001	ONE TIME VENDOR	REFUND R IRABOR YOUNG REMBRANDTS	62.00
97242	04/26/2016	05153	PENGUIN MANAGEMENT, INC.	VOICE NOTIFICATION 05/1/16 - 10/31/16	774.00
97243	04/26/2016	05601	ALEC PEROZA	V-BALL CLINIC INSTRUCTIONS	180.00
97244	04/26/2016	01359	REGAL AUTO WASH BILLING	VEHICLE WASHES - MARCH	123.31
97245	04/26/2016	02001	CITY OF ROSEVILLE	PHONE SERVICE - MARCH	2,859.49
97246	04/26/2016	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	39.00
	04/26/2016	01836	ST PAUL, CITY OF	PRINTING FEES FOR MARKETING	39.00
97247	04/26/2016	04179	VISUAL IMAGE PROMOTIONS	PROGRAM DISPLAY SIGN MCC - FEB	325.00
	04/26/2016	04179	VISUAL IMAGE PROMOTIONS	PROGRAM DISPLAY SIGN MCC - MARCH	325.00
97248	04/26/2016	02159	WHITE BEAR AREA YMCA	MGMT & MARKETING SRVS MCC-MARCH	20,337.34
	04/26/2016	02159	WHITE BEAR AREA YMCA	PRIVATE SWIM - MARCH	6,232.50
				<b>393,668.04</b>	

**28 Checks in this report.**

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

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4/18/2016	MN State Treasurer	Drivers License/Deputy Registrar	34,086.37
4/18/2016	MN Dept of Revenue	MN Care Tax	8,016.00
4/19/2016	MN State Treasurer	Drivers License/Deputy Registrar	39,094.27
4/20/2016	MN State Treasurer	Drivers License/Deputy Registrar	19,692.90
4/20/2016	MN Dept of Revenue	Sales Tax	13,158.89
4/20/2016	Delta Dental	Dental Premium	905.13
4/21/2016	MN State Treasurer	Drivers License/Deputy Registrar	21,499.78
4/22/2016	MN State Treasurer	Drivers License/Deputy Registrar	74,034.37
4/22/2016	MN Dept of Natural Resources	DNR electronic licenses	1,945.75
4/22/2016	Optum Health	DCRP & Flex plan payments	7,358.54
4/22/2016	ICMA (Vantagepointe)	Deferred Compensation	3,496.00
			223,288.00

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

04/28/2016

<b>Check</b>	<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
97249	04/21/2016	00198	ST PAUL REGIONAL WATER SRVS	REIMB OF OVERCHARGE ENGLISH/36	90,060.60
97250	04/21/2016	04206	H A KANTRUD	REIMB FOR OUTSIDE COUNCIL	8,918.70
97251	04/22/2016	04382	KENNETH POWERS	PAYROLL NEVER GOT PROCESSED	473.07
97252	05/03/2016	02149	HEIDI CAREY	MARKETING & ADVERTISING - APRIL	4,000.00
97253	05/03/2016	04244	NELSON AUTO CENTER	2016 FORD POLICE VEHICLE	26,283.95
	05/03/2016	04244	NELSON AUTO CENTER	2016 FORD POLICE VEHICLE	26,283.95
	05/03/2016	04244	NELSON AUTO CENTER	2016 FORD POLICE VEHICLE	26,283.95
97254	05/03/2016	01160	NEWMAN TRAFFIC SIGNS	ALUMINUM BLANKS FOR SIGNS	2,971.75
97255	05/03/2016	01409	S E H	ENGINEERING STANDARDS UPDATES	1,401.00
97256	05/03/2016	04845	TENNIS SANITATION LLC	RECYCLING FEE - MARCH	42,831.25
97257	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0371999	662.49
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0371083	439.79
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0395052	231.56
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0328559	212.30
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0380041	104.78
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0395065	102.73
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0373496	73.82
	05/03/2016	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0349366	72.26
97258	05/03/2016	01750	THE WATSON CO INC	MDSE FOR RESALE	174.49
	05/03/2016	01750	THE WATSON CO INC	MDSE FOR RESALE	138.41
97259	05/03/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	16,594.87
	05/03/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	8,037.97
97260	05/03/2016	01190	XCEL ENERGY	MPCA-XCEL-TURN-KEY ASSMT	2,400.00
97261	05/03/2016	05559	APPRIZE TECHNOLOGY SOLUTIONS	ELECT ENROLLMENT ADMIN FEE-MARCH	300.00
97262	05/03/2016	05519	AUDUBON CTR OF THE NORTH WOODS	PRESENTATION AT OUTDOOR EXPO	495.00
97263	05/03/2016	04848	AVESIS	MONTHLY PREMIUM - MAY	269.17
97264	05/03/2016	00230	BRYAN ROCK PRODUCTS, INC.	RED BALL DIAMOND FOR BALLFIELDS	630.23
	05/03/2016	00230	BRYAN ROCK PRODUCTS, INC.	RIP RAP FOR STORM SEWER-KINGSTON	167.87
97265	05/03/2016	05187	WHITE BEAR AREA CHAMBER OF COMME	MEMBERSHIP RENEWAL-D KONEWKO	550.00
97266	05/03/2016	05641	CHP MAPLEWOOD MN OWNER, LLC	TIF PMT TO DEVELOPER 2ND HALF 2015	22,483.77
97267	05/03/2016	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	106.71
97268	05/03/2016	05316	DAYTRIPPERS DINNER THEATRE	TICKETS FOR SENIOR TRIP 4/21	397.50
97269	05/03/2016	05489	MAPLEWOOD SENIOR LIVING LLC	TIF PMT TO DEVELOPER 2ND HALF 2015	58,193.27
97270	05/03/2016	03818	MEDICA	MONTHLY PREMIUM - MAY	159,748.64
97271	05/03/2016	01089	MN UC FUND	QTR UNEMPLOYMENT - 1ST QTR	6,674.79
97272	05/03/2016	01184	NORTHERN DOOR COMPANY, INC.	PD GARAGE DOOR REPLACE/INSTALL	6,353.35
97273	05/03/2016	02629	NOVACARE REHABILITATION	PRE-EMPLOYMENT PHYSICALS	110.00
97274	05/03/2016	00001	ONE TIME VENDOR	REFUND S SCHMIDT MEDICA BENEFIT	160.00
97275	05/03/2016	00001	ONE TIME VENDOR	REFUND J&J MECH - 315 SUMMER PL	37.00
97276	05/03/2016	05103	PERFORMANCE PLUS LLC	SCBA MASK FIT TESTING	25.00
97277	05/03/2016	01338	RAMSEY COUNTY-VITAL RECORDS	NOTARY REGISTRATION - F SHEPPERD	20.00
97278	05/03/2016	05617	RICE STREET CAR WASH	VEHICLE WASHES - MARCH	43.92
97279	05/03/2016	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	288.20
	05/03/2016	01418	SAM'S CLUB DIRECT	DAYCAMP & EGG HUNT SUPPLIES	284.48
	05/03/2016	01418	SAM'S CLUB DIRECT	VENDING MACHINE SUPPLIES	237.79
	05/03/2016	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	176.92
	05/03/2016	01418	SAM'S CLUB DIRECT	CONCESSIONS	109.16
	05/03/2016	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	89.84
	05/03/2016	01418	SAM'S CLUB DIRECT	VENDOR GIFTS & SUPPLIES	70.00
97280	05/03/2016	01836	ST PAUL, CITY OF	PDI TRAINING EVOC REFRESHER	350.00
	05/03/2016	01836	ST PAUL, CITY OF	RADIO MAINT & SRVS - MARCH	130.00
97281	05/03/2016	04246	ST STEPHEN'S HUMAN SERVICES	HANDBOOKS OF THE STREETS	82.25
97282	05/03/2016	01522	STATE OF MINNESOTA	LAW ENFORCEMENT WORKSHOP-S SHEA	225.00
97283	05/03/2016	05320	SUN BADGE CO	POLICE DEPARTMENT BADGES	174.50
97284	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-003	498.68

	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-001	376.45
	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-011	351.75
	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-005	334.58
	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-002	283.83
	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-004	228.35
	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-012	205.14
	05/03/2016	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-010	86.40
97285	05/03/2016	01698	GREATER TWIN CITIES UNITED WAY	1ST QTR PMT 2016	830.00
97286	05/03/2016	05525	USDA, APHIS, GENERAL	DEER CONTROL SERVICES	9,595.74
97287	05/03/2016	00063	VERIZON WIRELESS	MONTHLY PMT 03/17 - 04/16	7,606.20
97288	05/03/2016	02159	WHITE BEAR AREA YMCA	ON-SITE AQUATICS SRVS MCC - JAN	2,272.00

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540,407.17

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**40 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>
4/25/2016	MN State Treasurer	Drivers License/Deputy Registrar	45,566.56
4/25/2016	US Bank VISA One Card*	Purchasing card items	56,689.26
4/25/2016	U.S. Treasurer	Federal Payroll Tax	97,517.42
4/25/2016	P.E.R.A.	P.E.R.A.	98,259.50
4/25/2016	Empower - State Plan	Deferred Compensation	30,263.00
4/25/2016	MidAmerica	HRA Flex plan	13,566.77
4/25/2016	Labor Unions	Union Dues	4,005.38
4/25/2016	ICMA (Vantagepointe)	Retiree Health Savings	3,974.00
4/26/2016	MN State Treasurer	Drivers License/Deputy Registrar	33,977.21
4/27/2016	MN State Treasurer	Drivers License/Deputy Registrar	40,235.42
4/27/2016	Delta Dental	Dental Premium	2,221.22
4/27/2016	MN State Treasurer	State Payroll Tax	19,809.94
4/28/2016	MN State Treasurer	Drivers License/Deputy Registrar	101,818.11
4/29/2016	MN State Treasurer	Drivers License/Deputy Registrar	70,323.81
4/29/2016	MN Dept of Natural Resources	DNR electronic licenses	2,027.25
4/29/2016	Optum Health	DCRP & Flex plan payments	800.52
			621,055.37

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
04/12/2016	04/14/2016	MENARDS MAPLEWOOD MN	\$31.06	PAUL BARTZ
04/01/2016	04/04/2016	OFFICE DEPOT #1090	\$160.91	REGAN BEGGS
04/11/2016	04/12/2016	STK*SHUTTERSTOCK, INC.	\$49.00	CHAD BERGO
04/01/2016	04/04/2016	STREICHER'S MO	\$299.00	BRIAN BIERDEMAN
04/06/2016	04/07/2016	TASER INTERNATIONAL	\$4,369.47	BRIAN BIERDEMAN
04/07/2016	04/11/2016	COMO PARK ANIMAL HOSPITAL	\$185.72	BRIAN BIERDEMAN
04/09/2016	04/11/2016	GLOCK STORE	\$1,197.75	BRIAN BIERDEMAN
04/01/2016	04/04/2016	PAWFECTON	\$9.87	OAKLEY BIESANZ
04/13/2016	04/14/2016	PETSMART INC 461	\$39.60	OAKLEY BIESANZ
04/13/2016	04/15/2016	VOLGISTICS INC	\$180.00	OAKLEY BIESANZ
04/05/2016	04/06/2016	CVS/PHARMACY #01751	\$3.19	NEIL BRENEMAN
04/06/2016	04/11/2016	DOLRTREE 3150 00031500	\$36.21	NEIL BRENEMAN
04/12/2016	04/13/2016	SWANK MOTION PICTURES IN	\$303.00	NEIL BRENEMAN
04/12/2016	04/13/2016	SWANK MOTION PICTURES IN	\$28.00	NEIL BRENEMAN
04/01/2016	04/04/2016	GRUBERS POWER EQUIPMENT	\$64.95	TROY BRINK
04/05/2016	04/06/2016	THE STAR TRIBUNE CIRCULAT	\$14.99	SARAH BURLINGAME
04/09/2016	04/11/2016	NAPA STORE 3279016	\$23.98	JOHN CAPISTRANT
04/02/2016	04/04/2016	INT'L CODE COUNCIL INC	\$96.17	NICHOLAS CARVER
04/10/2016	04/12/2016	THE HOME DEPOT 2828	\$44.77	NICHOLAS CARVER
04/04/2016	04/05/2016	VIKING ELECTRIC-CREDIT DE	\$64.94	SCOTT CHRISTENSON
04/04/2016	04/05/2016	VIKING ELECTRIC-CREDIT DE	\$65.65	SCOTT CHRISTENSON
04/05/2016	04/06/2016	VIKING ELECTRIC-CREDIT DE	\$69.49	SCOTT CHRISTENSON
04/06/2016	04/07/2016	G&K SERVICES AR	\$271.97	SCOTT CHRISTENSON
04/07/2016	04/11/2016	THE HOME DEPOT 2801	(\$15.98)	SCOTT CHRISTENSON
04/07/2016	04/11/2016	MENARDS OAKDALE MN	\$18.34	SCOTT CHRISTENSON
04/07/2016	04/11/2016	THE HOME DEPOT 2801	\$53.55	SCOTT CHRISTENSON
04/07/2016	04/11/2016	THE HOME DEPOT 2801	\$7.92	SCOTT CHRISTENSON
04/08/2016	04/11/2016	HENRIKSEN ACE HARDWARE	\$4.49	SCOTT CHRISTENSON
04/11/2016	04/12/2016	MINNESOTA AIR OAKDALE	\$11.92	SCOTT CHRISTENSON
04/12/2016	04/13/2016	STATE SUPPLY	\$284.83	SCOTT CHRISTENSON
04/07/2016	04/08/2016	MINNESOTA COUNTY ATTORNEY	\$55.00	KERRY CROTTY
04/11/2016	04/12/2016	BCA TRAINING EDUCATION	\$240.00	KERRY CROTTY
04/06/2016	04/07/2016	FRATTALLONES WOODBURY AC	\$1.27	CHARLES DEAVER
04/06/2016	04/07/2016	G&K SERVICES AR	\$27.16	CHARLES DEAVER
04/07/2016	04/11/2016	THE HOME DEPOT 2810	\$37.47	CHARLES DEAVER
03/31/2016	04/04/2016	THE HOME DEPOT 2801	\$34.18	TOM DOUGLASS
03/31/2016	04/04/2016	BREDEMUS HARDWARE CO INC	\$170.00	TOM DOUGLASS
04/05/2016	04/06/2016	PLAZA TV & APPLIANCE	\$651.99	TOM DOUGLASS
04/05/2016	04/06/2016	IN *COMMERCIAL POOL AND S	\$881.00	TOM DOUGLASS
04/06/2016	04/07/2016	G&K SERVICES AR	\$439.90	TOM DOUGLASS
04/06/2016	04/07/2016	NUCO2 LLC	\$167.07	TOM DOUGLASS
04/06/2016	04/07/2016	NUCO2 LLC	\$183.93	TOM DOUGLASS
04/06/2016	04/07/2016	NUCO2 LLC	\$169.98	TOM DOUGLASS
04/06/2016	04/07/2016	NUCO2 LLC	\$191.20	TOM DOUGLASS
04/06/2016	04/07/2016	NUCO2 LLC	\$152.81	TOM DOUGLASS
04/06/2016	04/08/2016	FLOOR CARE COMPANY	\$69.99	TOM DOUGLASS
04/07/2016	04/08/2016	CORE HEALTH & FITNESS	\$81.44	TOM DOUGLASS
04/08/2016	04/11/2016	THE HOME DEPOT 2801	\$8.49	TOM DOUGLASS
04/09/2016	04/11/2016	IN *COMMERCIAL POOL AND S	\$385.00	TOM DOUGLASS
04/12/2016	04/13/2016	CORE HEALTH & FITNESS	\$36.44	TOM DOUGLASS
04/12/2016	04/13/2016	BUDGETLIGHT	\$500.00	TOM DOUGLASS
04/12/2016	04/13/2016	BUDGETLIGHT	\$1,275.00	TOM DOUGLASS
04/13/2016	04/15/2016	ELECTRIC MOTOR REPAIR INC	\$1,017.37	TOM DOUGLASS
04/05/2016	04/06/2016	PAYPAL *HOLLY	\$110.00	CHRISTINE EVANS
04/06/2016	04/08/2016	FIRST SHRED	\$28.00	CHRISTINE EVANS
04/06/2016	04/08/2016	OFFICE DEPOT #1090	\$81.30	CHRISTINE EVANS

04/12/2016	04/12/2016	AMAZON.COM	\$73.92	CHRISTINE EVANS
04/06/2016	04/08/2016	MENARDS MAPLEWOOD MN	\$59.20	PAUL E EVERSON
04/06/2016	04/08/2016	OFFICEMAX/OFFICE DEPOT616	\$17.64	PAUL E EVERSON
04/08/2016	04/11/2016	OFFICEMAX/OFFICE DEPOT616	\$25.36	PAUL E EVERSON
04/08/2016	04/11/2016	GRAFIX SHOPPE	\$256.55	CASSIE FISHER
04/01/2016	04/04/2016	BARNES & NOBLE #2786	\$96.38	MYCHAL FOWLDS
04/01/2016	04/04/2016	ELECTRO WATCHMAN INC	\$780.00	MYCHAL FOWLDS
04/07/2016	04/11/2016	LOFFLER	\$74.99	MYCHAL FOWLDS
04/07/2016	04/11/2016	TEAMSIDELINE.COM	\$898.00	MYCHAL FOWLDS
04/09/2016	04/11/2016	IDU*INSIGHT PUBLIC SEC	\$631.24	MYCHAL FOWLDS
04/10/2016	04/11/2016	AT&T*BILL PAYMENT	\$37.26	MYCHAL FOWLDS
04/11/2016	04/12/2016	COMPULINK MANAGEMENT CEN	\$200.00	MYCHAL FOWLDS
04/12/2016	04/13/2016	HP DIRECT-PUBLICSECTOR	\$4,974.24	MYCHAL FOWLDS
04/13/2016	04/14/2016	GANG HU USA INC	\$56.99	MYCHAL FOWLDS
04/04/2016	04/05/2016	BESTBUYCOM783611018373	\$160.68	NICK FRANZEN
04/07/2016	04/08/2016	AMAZON MKTPLACE PMTS	\$9.49	NICK FRANZEN
04/09/2016	04/11/2016	AMZ*MONOPRICE	\$5.57	NICK FRANZEN
04/14/2016	04/15/2016	IDU*INSIGHT PUBLIC SEC	\$215.30	NICK FRANZEN
04/05/2016	04/07/2016	THE HOME DEPOT 2801	\$215.76	VIRGINIA GAYNOR
04/05/2016	04/07/2016	FORESTRY SUPPLIERS	\$192.98	VIRGINIA GAYNOR
04/08/2016	04/11/2016	THE INTERNATIONAL SOCI	\$125.00	CLARENCE GERVAIS
04/01/2016	04/04/2016	MARSHALLS #0367	\$62.11	CHRISTINE GIBSON
04/05/2016	04/06/2016	GRANDMAS BAKERY INC	\$48.48	CHRISTINE GIBSON
04/07/2016	04/08/2016	TARGET 00024067	\$21.94	CHRISTINE GIBSON
04/12/2016	04/13/2016	GRANDMAS BAKERY INC	\$90.98	CHRISTINE GIBSON
04/12/2016	04/14/2016	HOBBY LOBBY #587	\$39.44	CHRISTINE GIBSON
04/13/2016	04/14/2016	THE STAR TRIBUNE MERCHAND	\$600.00	KAREN HAAG
04/08/2016	04/11/2016	VIKING INDUSTRIAL CENTER	(\$31.04)	MARK HAAG
04/08/2016	04/11/2016	VIKING INDUSTRIAL CENTER	\$85.98	MARK HAAG
04/08/2016	04/11/2016	NW LASERS AND INSTRUMENT	\$32.13	MARK HAAG
04/08/2016	04/11/2016	HENRIKSEN ACE HARDWARE	\$18.05	MILES HAMRE
04/07/2016	04/08/2016	DAVIS LOCK & SAFE	\$531.76	GARY HINNENKAMP
04/13/2016	04/14/2016	SITE ONE LANDSCAPES530	\$306.97	GARY HINNENKAMP
04/06/2016	04/07/2016	JOANN ETC #1970	\$19.20	ANN HUTCHINSON
04/08/2016	04/11/2016	LEARNING RESOURCES	\$24.68	ANN HUTCHINSON
04/11/2016	04/13/2016	THE HOME DEPOT 2801	\$25.20	DAVID JAHN
04/01/2016	04/04/2016	CARIBOU COFFEE CO # 155	\$12.84	JUSTIN JAMES
04/13/2016	04/14/2016	BOARD OF AELSLAGID	\$122.00	JON JAROSCH
04/05/2016	04/06/2016	CHIEF SUPPLY	\$35.97	KEVIN JOHNSON
04/13/2016	04/14/2016	SAFELITE ONLINE PAYMENTS	\$39.95	KEVIN JOHNSON
04/08/2016	04/11/2016	SITE ONE LANDSCAPES530	\$150.95	DON JONES
04/11/2016	04/12/2016	CHIPOTLE 0224	\$16.02	LOIS KNUTSON
04/11/2016	04/12/2016	CHIPOTLE 0224	\$74.99	LOIS KNUTSON
04/11/2016	04/13/2016	OFFICE DEPOT #1090	\$137.09	LOIS KNUTSON
04/12/2016	04/14/2016	FIRST SHRED	\$47.30	LOIS KNUTSON
04/12/2016	04/13/2016	DAVIS LOCK & SAFE	\$110.80	NICHOLAS KREKELER
04/01/2016	04/04/2016	DELTA AIR BAGGAGE FEE	\$25.00	DAVID KVAM
04/02/2016	04/04/2016	MSP AIRPORT PARKING	\$96.00	DAVID KVAM
04/02/2016	04/04/2016	COMCAST CABLE COMM	\$73.82	DAVID KVAM
04/10/2016	04/11/2016	SCHEELS ST CLOUD	\$100.00	DAVID KVAM
04/02/2016	04/04/2016	USPS 26834500133401316	\$3.94	MICHAEL LOCHEN
04/13/2016	04/14/2016	BOARD OF AELSLAGID	\$244.00	STEVE LOVE
04/01/2016	04/04/2016	EMERGENCY APPARATUS MAINT	\$2,928.81	STEVE LUKIN
04/02/2016	04/04/2016	AIRGASS NORTH	\$28.47	STEVE LUKIN
04/02/2016	04/04/2016	COMCAST CABLE COMM	\$2.25	STEVE LUKIN
04/04/2016	04/05/2016	IN *EMERGENCY RESPONSE SO	\$170.00	STEVE LUKIN
04/04/2016	04/06/2016	EMERGENCY AUTOMOTIVE	\$326.00	STEVE LUKIN

04/04/2016	04/06/2016	EMERGENCY AUTOMOTIVE	\$19.60	STEVE LUKIN
04/05/2016	04/06/2016	ASPEN MILLS INC.	\$52.95	STEVE LUKIN
04/05/2016	04/06/2016	ASPEN MILLS INC.	\$111.60	STEVE LUKIN
04/05/2016	04/06/2016	ASPEN MILLS INC.	\$22.00	STEVE LUKIN
04/07/2016	04/08/2016	FROGGYS FOG LLC	\$1,057.93	STEVE LUKIN
04/08/2016	04/11/2016	AIRGASS NORTH	\$213.87	STEVE LUKIN
04/08/2016	04/11/2016	AIRGASS NORTH	\$87.67	STEVE LUKIN
04/11/2016	04/13/2016	UNITED TRAILER LEASING	\$170.00	STEVE LUKIN
04/13/2016	04/13/2016	COMCAST CABLE COMM	\$175.87	STEVE LUKIN
04/05/2016	04/07/2016	HOLIDAY STNSTORE 0222	\$25.82	CITY OF MAPLEWOOD
04/05/2016	04/06/2016	PRIMARY PRODUCTS COMPA	\$1,000.00	MICHAEL MONDOR
04/05/2016	04/07/2016	BOUND TREE MEDICAL LLC	\$824.64	MICHAEL MONDOR
04/13/2016	04/14/2016	CENTURY COLLEGE-BO	\$2,394.10	MICHAEL MONDOR
04/14/2016	04/15/2016	CERTIFIED LABORATORIES	\$1,143.27	BRYAN NAGEL
04/06/2016	04/07/2016	HENRIKSEN ACE HARDWARE	\$29.98	RICHARD NORDQUIST
04/14/2016	04/15/2016	HENRIKSEN ACE HARDWARE	\$20.97	RICHARD NORDQUIST
04/10/2016	04/12/2016	MENARDS MAPLEWOOD MN	\$18.16	MICHAEL NYE
04/11/2016	04/13/2016	UNIFORMS UNLIMITED INC.	\$9.95	MICHAEL NYE
04/13/2016	04/14/2016	NITERIDER TECHNICAL LIGHT	\$276.43	MICHAEL NYE
04/05/2016	04/07/2016	THE HOME DEPOT 2801	\$182.66	ERICK OSWALD
04/12/2016	04/13/2016	OAKDALE RENTAL CENTER	\$214.00	ERICK OSWALD
04/01/2016	04/04/2016	TRI-STATE BOBCAT	\$30.78	STEVEN PRIEM
04/01/2016	04/04/2016	AN FORD WHITE BEAR LAK	\$75.00	STEVEN PRIEM
04/01/2016	04/04/2016	TERMINAL SUPPLY-MINN 7	\$58.92	STEVEN PRIEM
04/04/2016	04/05/2016	AUTO PLUS-LITTLE CANADA	(\$286.68)	STEVEN PRIEM
04/04/2016	04/05/2016	BORGEN RADIATOR CO	\$416.30	STEVEN PRIEM
04/05/2016	04/06/2016	COMO LUBE AND SUPPLIES	\$25.00	STEVEN PRIEM
04/05/2016	04/06/2016	AUTO PLUS-LITTLE CANADA	\$4.87	STEVEN PRIEM
04/05/2016	04/06/2016	AUTO PLUS-LITTLE CANADA	\$134.07	STEVEN PRIEM
04/06/2016	04/07/2016	ZARNOTH BRUSH WORKS INC	\$214.50	STEVEN PRIEM
04/07/2016	04/08/2016	AN FORD WHITE BEAR LAK	\$296.60	STEVEN PRIEM
04/08/2016	04/11/2016	POMP'S TIRE #021	\$1,038.96	STEVEN PRIEM
04/08/2016	04/11/2016	AUTO PLUS-LITTLE CANADA	\$41.62	STEVEN PRIEM
04/11/2016	04/13/2016	TURFWERKS EAGAN	\$624.24	STEVEN PRIEM
04/12/2016	04/13/2016	ZARNOTH BRUSH WORKS INC	\$256.00	STEVEN PRIEM
04/13/2016	04/14/2016	POMP'S TIRE #021	\$676.00	STEVEN PRIEM
04/13/2016	04/14/2016	FACTORY MOTOR PARTS #19	\$70.90	STEVEN PRIEM
04/14/2016	04/15/2016	OREILLY AUTO 00020743	\$129.90	STEVEN PRIEM
04/14/2016	04/15/2016	SAFELITE ONLINE PAYMENTS	\$156.44	STEVEN PRIEM
04/06/2016	04/08/2016	CINTAS 60A SAP	\$176.50	KELLY PRINS
04/07/2016	04/08/2016	ROTO-ROOTER 10048	\$1,083.75	KELLY PRINS
04/07/2016	04/11/2016	MENARDS MAPLEWOOD MN	\$34.87	KELLY PRINS
04/12/2016	04/13/2016	BATTERIES PLUS #31	\$404.05	KELLY PRINS
04/13/2016	04/15/2016	ULINE *SHIP SUPPLIES	(\$14.02)	KELLY PRINS
04/01/2016	04/04/2016	THE MCDOWELL AGENCY	\$140.00	TERRIE RAMEAUX
04/01/2016	04/04/2016	ON-SITE MEDICAL SERVICE	\$1,395.00	TERRIE RAMEAUX
04/04/2016	04/05/2016	PIONEER PRESS ADVERTISING	\$1,458.75	TERRIE RAMEAUX
04/13/2016	04/15/2016	MINNESOTA OCCUPATIONAL HE	\$322.00	TERRIE RAMEAUX
04/11/2016	04/12/2016	DALCO ENTERPRISES	\$365.52	MICHAEL REILLY
04/12/2016	04/13/2016	HILLYARD INC MINNEAPOLIS	\$870.82	MICHAEL REILLY
03/31/2016	04/04/2016	OFFICEMAX/OFFICE DEPOT616	\$82.90	MICHAEL RENNER
04/13/2016	04/14/2016	PLANTRONICS	\$171.29	MICHAEL RENNER
04/13/2016	04/15/2016	OFFICEMAX/OFFICE DEPOT616	\$65.45	MICHAEL RENNER
04/08/2016	04/11/2016	SUPREME AUDIO	\$317.75	LORI RESENDIZ
04/09/2016	04/12/2016	ELIVATE	\$385.70	LORI RESENDIZ
04/11/2016	04/12/2016	G&K SERVICES AR	\$105.20	LORI RESENDIZ
04/12/2016	04/14/2016	BEACHBODY LLC	\$24.95	LORI RESENDIZ

04/09/2016	04/11/2016	CTC*CONSTANTCONTACT.COM	\$60.00	AUDRA ROBBINS
04/01/2016	04/04/2016	MINNESOTA GOVERNMENT F	\$60.00	JOSEPH RUEB
04/01/2016	04/04/2016	MINNESOTA GOVERNMENT F	\$60.00	JOSEPH RUEB
04/01/2016	04/04/2016	MINNESOTA GOVERNMENT F	\$25.00	JOSEPH RUEB
04/07/2016	04/08/2016	ICMA ONLINE PURCHASES	\$149.00	JOSEPH RUEB
04/09/2016	04/11/2016	DLX FOR BUSINESS	\$259.33	JOSEPH RUEB
03/31/2016	04/04/2016	NORTHERN TOOL+EQUIP	\$35.98	ROBERT RUNNING
03/31/2016	04/04/2016	NORTHERN TOOL+EQUIP	\$49.95	ROBERT RUNNING
04/14/2016	04/15/2016	LILLIE SUBURBAN NEWSPAPER	\$191.70	DEB SCHMIDT
04/01/2016	04/04/2016	PANERA BREAD #1305	\$77.27	PAUL SCHNELL
04/04/2016	04/06/2016	DOWNTOWNER CAR WASH	\$18.28	PAUL SCHNELL
04/07/2016	04/08/2016	UNITED 0162487644896	\$131.20	PAUL SCHNELL
04/11/2016	04/13/2016	STORCHAK CLEANERS	\$16.26	PAUL SCHNELL
04/11/2016	04/13/2016	STORCHAK CLEANERS	\$40.65	PAUL SCHNELL
04/11/2016	04/13/2016	STORCHAK CLEANERS	\$67.94	PAUL SCHNELL
04/11/2016	04/13/2016	STORCHAK CLEANERS	\$8.13	PAUL SCHNELL
04/11/2016	04/13/2016	STORCHAK CLEANERS	\$8.13	PAUL SCHNELL
04/11/2016	04/13/2016	STORCHAK CLEANERS	\$16.95	PAUL SCHNELL
04/13/2016	04/14/2016	PANERA BREAD #1305	\$76.97	PAUL SCHNELL
04/02/2016	04/06/2016	CINTAS 60A SAP	\$104.21	SCOTT SCHULTZ
04/02/2016	04/06/2016	CINTAS 60A SAP	\$103.14	SCOTT SCHULTZ
04/06/2016	04/07/2016	G&K SERVICES AR	\$837.84	SCOTT SCHULTZ
04/06/2016	04/08/2016	OFFICEMAX/OFFICE DEPOT616	\$99.60	FAITH SHEPPERD
04/07/2016	04/11/2016	OFFICE DEPOT #1090	\$248.97	FAITH SHEPPERD
04/07/2016	04/11/2016	OFFICE DEPOT #1090	\$53.23	FAITH SHEPPERD
04/04/2016	04/05/2016	GRAPHIC DESIGN	\$89.17	MICHAEL SHORTREED
04/04/2016	04/05/2016	GRAPHIC DESIGN	\$173.00	MICHAEL SHORTREED
04/12/2016	04/13/2016	CUB FOODS #1599	\$35.44	MICHAEL SHORTREED
03/31/2016	04/04/2016	THE HOME DEPOT 2801	\$2.12	ROBERT STARKEY
03/31/2016	04/04/2016	MINNESOTA CHAMBER OF C	\$500.00	CHRIS SWANSON
04/07/2016	04/08/2016	STROMBERGS CHICKS & GAME	\$33.99	CHRIS SWANSON
04/07/2016	04/08/2016	IN *BIOBAG USA	\$638.52	CHRIS SWANSON
03/11/2016	04/11/2016	SALERNO'S RESTAURANT	(\$18.52)	PAUL THIENES
04/06/2016	04/07/2016	BOARD OF AELSLAGID	\$122.00	MICHAEL THOMPSON
04/01/2016	04/04/2016	THE WEBSTAUANT STORE	\$33.83	KAREN WACHAL
04/07/2016	04/11/2016	OFFICE DEPOT #1090	\$89.71	KAREN WACHAL
03/31/2016	04/04/2016	LIFELINE TRAINING - CA	\$209.00	TAMMY WYLIE
04/04/2016	04/06/2016	AMERICAN AIR0012196496131	\$320.20	TAMMY WYLIE
04/04/2016	04/06/2016	AMERICAN AIR0012196496132	\$320.20	TAMMY WYLIE
04/09/2016	04/11/2016	TASER TRAINING ACADEMY	\$435.00	TAMMY WYLIE
04/12/2016	04/12/2016	ULINE *SHIP SUPPLIES	\$86.11	TAMMY WYLIE
04/12/2016	04/13/2016	RAKUTEN.COM*BUY.COM	\$12.71	TAMMY WYLIE
04/13/2016	04/13/2016	ULINE *SHIP SUPPLIES	\$167.97	TAMMY WYLIE
04/14/2016	04/15/2016	BCA TRAINING EDUCATION	\$480.00	TAMMY WYLIE
04/08/2016	04/11/2016	WAL-MART #3498	\$54.33	SUSAN ZWIEG

\$56,689.26

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>
	04/22/16	ABRAMS, MARYLEE	456.30	
	04/22/16	JUENEMANN, KATHLEEN	456.30	
	04/22/16	SLAWIK, NORA	518.43	
	04/22/16	SMITH, BRYAN	456.30	
	04/22/16	XIONG, TOU	456.30	
	04/22/16	COLEMAN, MELINDA	5,911.41	
	04/22/16	FUNK, MICHAEL	4,887.30	
	04/22/16	KNUTSON, LOIS	2,528.39	
	04/22/16	CHRISTENSON, SCOTT	2,216.39	
	04/22/16	JAHN, DAVID	2,217.89	
	04/22/16	BURLINGAME, SARAH	57.89	
	04/22/16	RAMEAUX, THERESE	3,853.29	
	04/22/16	OSWALD, BRENDA	2,048.66	
	04/22/16	ANDERSON, CAROLE	1,691.47	
	04/22/16	DEBILZAN, JUDY	2,282.59	
	04/22/16	RUEB, JOSEPH	3,488.20	
	04/22/16	ARNOLD, AJLA	1,942.03	
	04/22/16	BEGGS, REGAN	1,835.34	
	04/22/16	HAAG, KAREN	4,707.36	
	04/22/16	KELSEY, CONNIE	4,539.25	3,974.00
	04/22/16	LO, CHING	1,058.41	
	04/22/16	SCHMIDT, DEBORAH	3,281.11	
	04/22/16	CRAWFORD, LEIGH	1,964.20	
	04/22/16	LARSON, MICHELLE	2,042.59	
	04/22/16	MECHELKE, SHERRIE	1,225.55	
	04/22/16	MOY, PAMELA	1,634.07	
	04/22/16	OSTER, ANDREA	2,049.51	
	04/22/16	RICHTER, CHARLENE	1,178.51	
	04/22/16	VITT, SANDRA	1,113.71	
	04/22/16	WEAVER, KRISTINE	2,534.49	
	04/22/16	CORCORAN, THERESA	2,044.89	
	04/22/16	KVAM, DAVID	4,551.01	
	04/22/16	SCHNELL, PAUL	5,248.65	
	04/22/16	SHEA, STEPHANIE	1,610.59	
	04/22/16	SHEPPERD, FAITH	2,023.70	
	04/22/16	SHORTREED, MICHAEL	4,423.37	
	04/22/16	WYLIE, TAMMY	1,801.79	
	04/22/16	ABEL, CLINT	3,245.44	14.97
	04/22/16	ALDRIDGE, MARK	3,468.84	
	04/22/16	BAKKE, LONN	3,392.41	
	04/22/16	BARTZ, PAUL	3,408.93	
	04/22/16	BELDE, STANLEY	3,421.30	
	04/22/16	BENJAMIN, MARKESE	3,284.54	
	04/22/16	BIERDEMAN, BRIAN	3,490.95	
	04/22/16	BUSACK, DANIEL	3,928.85	
	04/22/16	CARNES, JOHN	3,161.82	
	04/22/16	CROTTY, KERRY	4,167.22	
	04/22/16	DEMULLING, JOSEPH	3,584.29	
	04/22/16	DUGAS, MICHAEL	4,626.33	

04/22/16	ERICKSON, VIRGINIA	3,413.60
04/22/16	FISHER, CASSANDRA	1,615.40
04/22/16	FORSYTHE, MARCUS	3,064.20
04/22/16	FRITZE, DEREK	3,783.93
04/22/16	GABRIEL, ANTHONY	5,666.60
04/22/16	HAWKINSON JR, TIMOTHY	3,098.90
04/22/16	HER, PHENG	3,035.88
04/22/16	HIEBERT, STEVEN	3,468.84
04/22/16	HOEMKE, MICHAEL	2,642.48
04/22/16	HOFMEISTER, TIMOTHY	496.00
04/22/16	JAMES JR, JUSTIN	464.00
04/22/16	JOHNSON, KEVIN	4,073.52
04/22/16	KONG, TOMMY	3,191.25
04/22/16	KREKELER, NICHOLAS	1,038.39
04/22/16	KROLL, BRETT	3,279.01
04/22/16	LANDEROS CRUZ, JESSICA	464.00
04/22/16	LANGNER, SCOTT	3,162.13
04/22/16	LANGNER, TODD	3,498.32
04/22/16	LYNCH, KATHERINE	3,050.04
04/22/16	MARINO, JASON	3,162.13
04/22/16	MCCARTY, GLEN	3,334.60
04/22/16	METRY, ALESIA	3,580.54
04/22/16	MICHELETTI, BRIAN	2,654.77
04/22/16	MULVIHILL, MARIA	2,642.48
04/22/16	NYE, MICHAEL	3,784.71
04/22/16	OLDING, PARKER	2,739.82
04/22/16	OLSON, JULIE	3,278.62
04/22/16	PARKER, JAMES	241.65
04/22/16	PETERSON, JARED	2,419.72
04/22/16	REZNY, BRADLEY	3,740.78
04/22/16	SCHOEN, ZACHARY	2,642.48
04/22/16	SLATER, BENJAMIN	3,103.33
04/22/16	STARKEY, ROBERT	478.50
04/22/16	STEINER, JOSEPH	4,045.23
04/22/16	SYPNIEWSKI, WILLIAM	3,098.90
04/22/16	TAUZELL, BRIAN	3,105.93
04/22/16	THEISEN, PAUL	3,334.60
04/22/16	THIENES, PAUL	3,786.81
04/22/16	VANG, PAM	2,613.78
04/22/16	WELCHLIN, KATHLEEN	195.00
04/22/16	WENZEL, JAY	3,176.89
04/22/16	XIONG, KAO	3,206.01
04/22/16	ZAPPA, ANDREW	2,649.72
04/22/16	ANDERSON, BRIAN	344.24
04/22/16	BAHL, DAVID	219.68
04/22/16	BASSETT, BRENT	311.77
04/22/16	BAUMAN, ANDREW	2,857.87
04/22/16	BEITLER, NATHAN	194.85
04/22/16	BOURQUIN, RON	909.30
04/22/16	CAPISTRANT, JACOB	32.48
04/22/16	CAPISTRANT, JOHN	257.57
04/22/16	COREY, ROBERT	542.33
04/22/16	CRAWFORD - JR, RAYMOND	4,211.35
04/22/16	CRUMMY, CHARLES	383.21
04/22/16	DABRUZZI, THOMAS	3,148.61
04/22/16	DAWSON, RICHARD	3,635.26
04/22/16	EVERSON, PAUL	3,648.59
04/22/16	HAGEN, MICHAEL	344.25
04/22/16	HALE, JOSEPH	363.60

04/22/16	HALWEG, JODI	3,153.72
04/22/16	HAWTHORNE, ROCHELLE	3,194.56
04/22/16	HUTCHINSON, JAMES	68.18
04/22/16	IMM, TRACY	409.19
04/22/16	JANSEN, CHAD	480.64
04/22/16	KANE, ROBERT	977.18
04/22/16	KARRAS, JAMIE	870.33
04/22/16	KERSKA, JOSEPH	935.30
04/22/16	KONDER, RONALD	662.49
04/22/16	KUBAT, ERIC	3,082.64
04/22/16	LINDER, TIMOTHY	3,223.77
04/22/16	LOCHEN, MICHAEL	1,316.32
04/22/16	MERKATORIS, BRETT	311.76
04/22/16	MONDOR, MICHAEL	4,025.34
04/22/16	MORGAN, JEFFERY	309.54
04/22/16	NEILY, STEVEN	451.41
04/22/16	NIELSEN, KENNETH	37.88
04/22/16	NOVAK, JEROME	3,551.35
04/22/16	NOWICKI, PAUL	253.31
04/22/16	OPHEIM, JOHN	477.23
04/22/16	PACHECO, ALPHONSE	503.37
04/22/16	PETERSON, ROBERT	3,251.25
04/22/16	RAINEY, JAMES	1,269.85
04/22/16	SEDLACEK, JEFFREY	2,984.52
04/22/16	STREFF, MICHAEL	2,869.68
04/22/16	SVENDSEN, RONALD	4,119.96
04/22/16	GERVAIS-JR, CLARENCE	4,281.98
04/22/16	LUKIN, STEVEN	4,988.41
04/22/16	ZWIEG, SUSAN	1,249.98
04/22/16	CORTESI, LUANNE	2,042.59
04/22/16	SINDT, ANDREA	2,814.60
04/22/16	BRINK, TROY	2,897.49
04/22/16	BUCKLEY, BRENT	2,340.89
04/22/16	DEBILZAN, THOMAS	2,327.19
04/22/16	EDGE, DOUGLAS	2,299.50
04/22/16	JONES, DONALD	2,327.19
04/22/16	MEISSNER, BRENT	2,340.89
04/22/16	NAGEL, BRYAN	3,863.60
04/22/16	OSWALD, ERICK	2,385.20
04/22/16	RUIZ, RICARDO	2,031.29
04/22/16	RUNNING, ROBERT	2,672.29
04/22/16	TEVLIN, TODD	2,336.89
04/22/16	BURLINGAME, NATHAN	2,612.00
04/22/16	DUCHARME, JOHN	2,946.32
04/22/16	ENGSTROM, ANDREW	2,966.89
04/22/16	JAROSCH, JONATHAN	3,386.59
04/22/16	LINDBLOM, RANDAL	2,946.31
04/22/16	LOVE, STEVEN	4,167.20
04/22/16	THOMPSON, MICHAEL	5,001.30
04/22/16	ZIEMAN, SCOTT	160.00
04/22/16	JANASZAK, MEGHAN	2,065.79
04/22/16	KONEWKO, DUWAYNE	4,770.12
04/22/16	HAMRE, MILES	1,962.40
04/22/16	HAYS, TAMARA	461.37
04/22/16	HINNENKAMP, GARY	2,536.80
04/22/16	NAUGHTON, JOHN	2,024.62
04/22/16	NORDQUIST, RICHARD	2,312.00
04/22/16	ORE, JORDAN	2,015.29
04/22/16	SALCHOW, CONNOR	450.00

04/22/16	BIESANZ, OAKLEY	1,497.49
04/22/16	DEAVER, CHARLES	708.29
04/22/16	GERNES, CAROLE	1,415.88
04/22/16	HUTCHINSON, ANN	2,873.90
04/22/16	SOUTTER, CHRISTINE	615.00
04/22/16	WACHAL, KAREN	1,046.13
04/22/16	GAYNOR, VIRGINIA	3,513.22
04/22/16	JOHNSON, ELIZABETH	1,610.59
04/22/16	KROLL, LISA	2,122.59
04/22/16	FINWALL, SHANN	3,553.89
04/22/16	LORENZ, DANIELA	459.00
04/22/16	MARTIN, MICHAEL	3,371.97
04/22/16	BRASH, JASON	2,941.29
04/22/16	CARVER, NICHOLAS	4,517.64
04/22/16	SWAN, DAVID	2,970.59
04/22/16	SWANSON, CHRIS	2,068.19
04/22/16	WEIDNER, JAMES	1,760.00
04/22/16	WELLENS, MOLLY	1,987.15
04/22/16	BJORK, BRANDON	217.25
04/22/16	BRENEMAN, NEIL	2,558.95
04/22/16	JACOBS, ROCHELLE	397.50
04/22/16	PHENGPHAENG, MAICHOVA	144.00
04/22/16	PHENGPHAENG, RICKY	117.00
04/22/16	ROBBINS, AUDRA	3,605.73
04/22/16	ROBBINS, CAMDEN	269.50
04/22/16	SCHOUVIELLER, ABIGAIL	30.00
04/22/16	SENESE, FRANCIS	140.00
04/22/16	SENESE, MARIO	90.00
04/22/16	TAYLOR, JAMES	3,605.73
04/22/16	VANG, RICKY	92.00
04/22/16	VUKICH, CANDACE	20.00
04/22/16	WILLIAMS, JAMES	63.00
04/22/16	ADAMS, DAVID	2,207.20
04/22/16	HAAG, MARK	2,561.99
04/22/16	JENSEN, JOSEPH	1,835.30
04/22/16	SCHULTZ, SCOTT	3,894.83
04/22/16	WILBER, JEFFREY	1,905.80
04/22/16	BIDWELL JR, GEORGE	336.00
04/22/16	CRANDALL, KRISTA	155.93
04/22/16	DIONNE, ANN	360.25
04/22/16	EVANS, CHRISTINE	2,174.03
04/22/16	FINNEY, LINDA	296.63
04/22/16	GIBSON, CHRISTINE	2,187.06
04/22/16	HENDRICKS, JENNIFER	593.18
04/22/16	HERMANN, MICHELLE	183.75
04/22/16	HOFMEISTER, MARY	1,289.85
04/22/16	KRECH, TRAVIS	171.00
04/22/16	KUHN, MATTHEW	222.75
04/22/16	NEDEAU, NICOLE	236.25
04/22/16	O'CONNOR, TERRINA	793.88
04/22/16	ORTIZ, ROSALIA	388.88
04/22/16	RUZICHKA, JANICE	314.15
04/22/16	SKRYPEK, JOSHUA	616.00
04/22/16	ST SAUVER, CRAIG	819.74
04/22/16	WISTL, MOLLY	303.50
04/22/16	BASSETT, ANDREA	126.00
04/22/16	BEAR, AMANDA	168.00
04/22/16	BESTER, MICHAEL	34.88
04/22/16	BUTLER, ANGELA	45.63

04/22/16	CLARK, PAMELA	14.85
04/22/16	CURLEY, ELAINE	30.00
04/22/16	DEMPSEY, BETH	414.39
04/22/16	ERICKSON-CLARK, CAROL	18.75
04/22/16	GARTNER, DARYL	68.00
04/22/16	GREGG, PETER	306.00
04/22/16	GRUENHAGEN, LINDA	437.50
04/22/16	GUSTAFSON, BRENDA	145.00
04/22/16	HAASCH, ANGELA	95.00
04/22/16	HOLMBERG, LADONNA	184.52
04/22/16	JOHNSON, BARBARA	256.40
04/22/16	KRASS, JEFFERY	254.00
04/22/16	LAMSON, ELIANA	27.38
04/22/16	MCINERNEY, JANICE	72.00
04/22/16	MCKILLOP, AMANDA	146.26
04/22/16	MUSKAT, JULIE	224.89
04/22/16	NITZ, CARA	389.80
04/22/16	OHS, CYNTHIA	127.88
04/22/16	RANEY, COURTNEY	915.51
04/22/16	RESENDIZ, LORI	2,837.55
04/22/16	RICHTER, DANIEL	114.90
04/22/16	ROLLERSON, TERRANCE	45.57
04/22/16	ROMERO, JENNIFER	23.50
04/22/16	SCHERER, KATHLENE	88.38
04/22/16	SCHREIER, ROSEMARIE	135.76
04/22/16	SMITLEY, SHARON	169.97
04/22/16	TREPANIER, TODD	191.83
04/22/16	TRUONG, CHAU	48.00
04/22/16	TUPY, MARCUS	96.00
04/22/16	WAGNER, JODY	215.00
04/22/16	WAKEM, CAITLYN	108.00
04/22/16	YANG, JUDY	154.00
04/22/16	ZIMMERMAN, JANE	279.52
04/22/16	AUBUCHON, IMAGINARA	230.40
04/22/16	BUTLER-MILLER, JADE	128.26
04/22/16	CARTER, PRECIOUS	254.63
04/22/16	CHRISTAL, JENNIFER	90.75
04/22/16	CUMMINGS, KYRAYA	430.50
04/22/16	ELLISON, LELIA	165.00
04/22/16	GRACE, EMILY	189.01
04/22/16	LANGER, CHELSEA	95.00
04/22/16	AUSTIN, CATHERINE	225.00
04/22/16	CRAWFORD, SHAWN	600.00
04/22/16	DOUGLASS, TOM	2,079.39
04/22/16	HEINTZ, JOSHUA	234.00
04/22/16	KRECH, ELAINE	696.64
04/22/16	MALONEY, SHAUNA	198.00
04/22/16	PRINS, KELLY	2,023.70
04/22/16	REILLY, MICHAEL	2,423.24
04/22/16	STEFFEN, MICHAEL	108.00
04/22/16	TRAUTMAN, JACOB	252.00
04/22/16	COUNTRYMAN, BRENDA	1,680.00
04/22/16	HARRER, NATALIE	1,520.00
04/22/16	OJCZYK, CYNTHIA	312.00
04/22/16	PRIEM, STEVEN	2,612.79
04/22/16	WOEHRLE, MATTHEW	2,391.13
04/22/16	XIONG, BOON	1,879.29
04/22/16	BERGO, CHAD	2,936.67
04/22/16	FOWLDS, MYCHAL	4,136.85

	04/22/16	FRANZEN, NICHOLAS	3,244.77
	04/22/16	RENNER, MICHAEL	2,085.65
99102157	04/22/16	CAMPBELL, DARIUS	280.88
99102158	04/22/16	SMITH, JEROME	135.25
99102159	04/22/16	VANG, VICHAI	205.00
99102160	04/22/16	CRAYNE, WILLIAM	229.50
			516,537.70

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Karen Haag, Director Citizen Services  
**DATE:** April 29, 2016  
**SUBJECT:** Approval of Temporary Lawful Gambling - Local Permits for Friends and Families of Ramsey County Care Center, 2000 White Bear Avenue

**Introduction**

Four (4) applications for temporary Lawful Gambling – Local permits have been submitted by Lisa Kopren on behalf of Friends and Families of Ramsey County Care Center, to be used at Ramsey County Care Center, 2000 White Bear Avenue, in Maplewood.

**Background**

This permits will be used for the Care Center’s Bingo Night on the following dates in 2016: July 28, August 25, September 29, and October 20, from 5:30pm to 8:00pm each event. Proceeds from the event will go towards raising funds to support outings for the residents at the Care Center, not typically covered by traditional funding.

**Budget Impact**

None

**Recommendation**

Staff recommends that Council approve the temporary Lawful Gambling – Local permit(s) for Friends and Families of Ramsey County Care Center, 2000 White Bear Avenue.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

**FROM:** Daniela Lorenz, Planning Technician  
Michael Martin, AICP, Economic Development Coordinator

**DATE:** April 25, 2016

**SUBJECT:** Approval of a Conditional Use Permit Review, Beaver Lake Elementary School, 1060 Sterling Street

**Introduction**

The conditional use permit (CUP) for Beaver Lake Elementary School, located at 1060 Sterling Street North, is due for its annual review. In 2014, the city council approved a building addition and other site improvements.

**Background**

On May 12, 2014, the council approved an amendment to a CUP for a building addition and design plans.

On May 26, 2015, the council approved the CUP review and moved to review it again in one year.

**Discussion**

All required exterior work, including paving the parking lot and building a trash enclosure has been completed and the landscaping is in place and is healthy.

**Budget Impact**

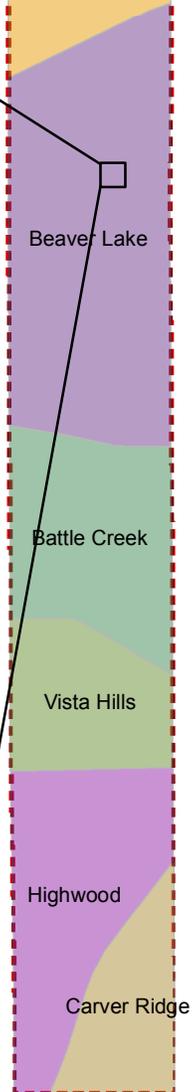
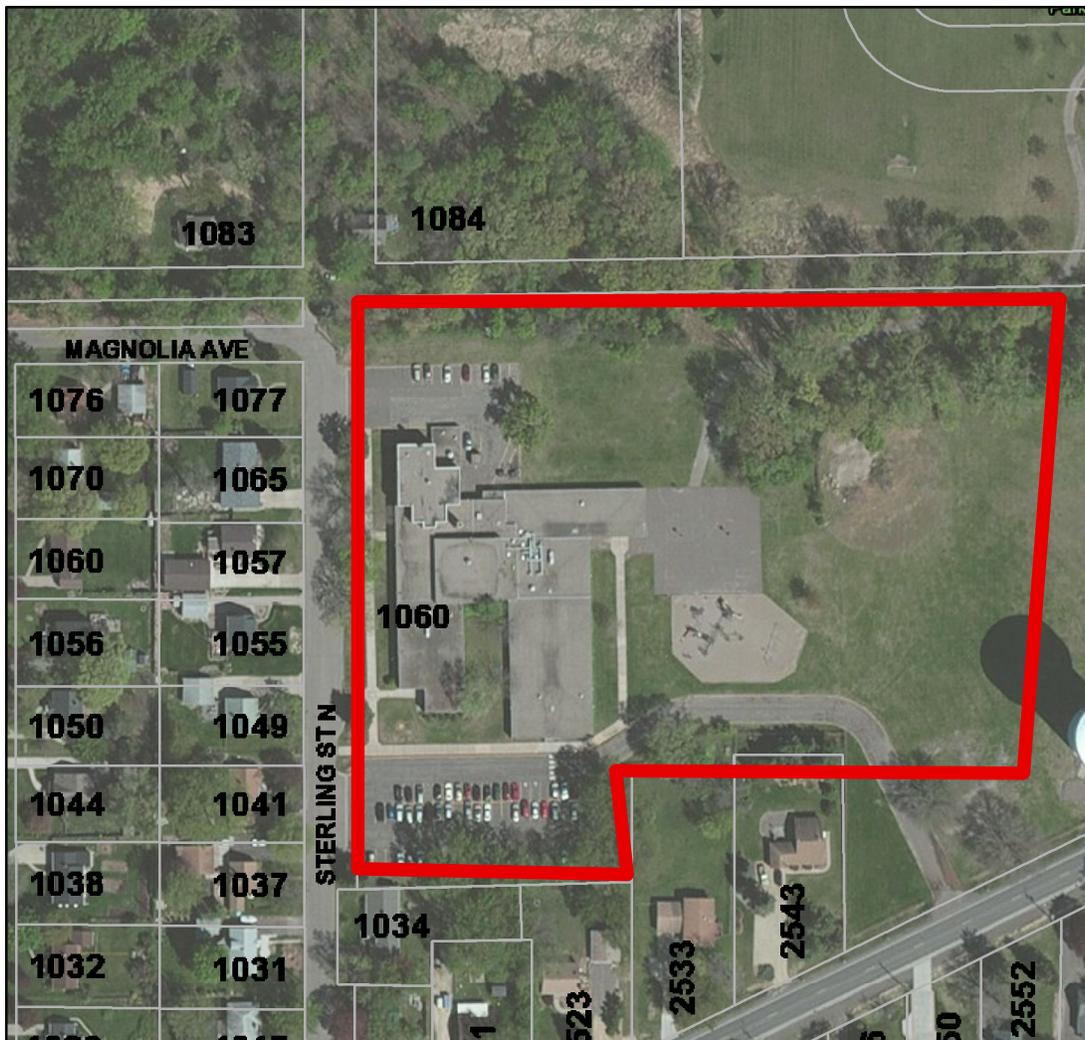
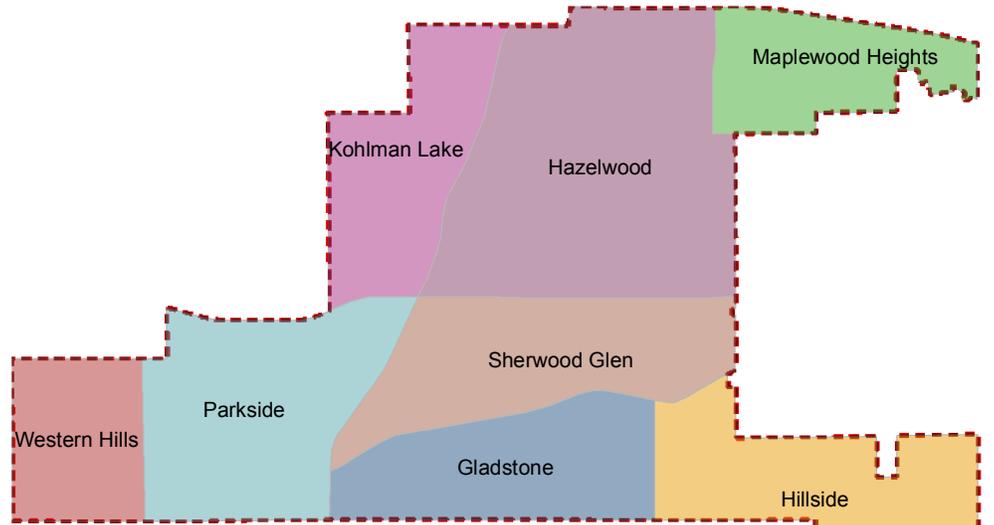
None.

**Recommendation**

Review the conditional use permit for Beaver Lake Elementary School again only if a problem arises or a major change is proposed.

**Attachments**

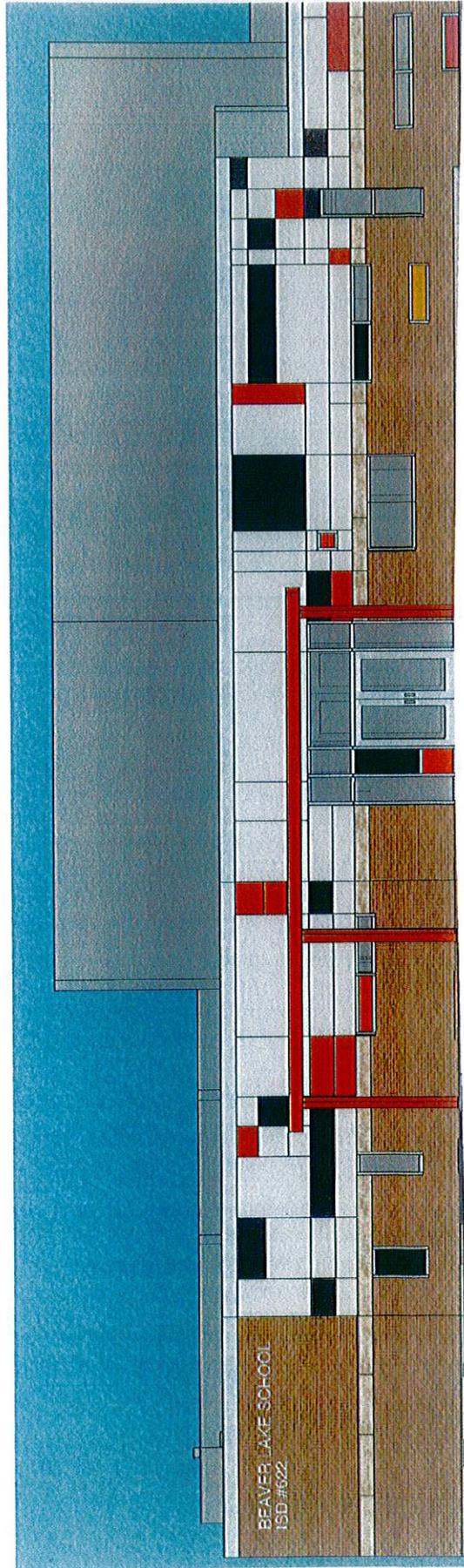
1. Overview Map
2. Site Plan
3. Building Elevations
4. City Council Minutes, May 12, 2014



**1060 Sterling Street North - Beaver Lake Elementary School**

CUP Review - Overview Map





Beaver Lake School  
South Elevation Material Palette

*mLa*  
architects



~~A. Strict enforcement of the ordinance would cause the applicant practical difficulties because complying with the shoreland setback requirement stipulated by the ordinance would prohibit the building of any permanent structures, substantially diminishing the potential of this lot.~~

~~B. Approval of the requested shoreland setback variance would benefit the adjacent lake because the site will have its impervious surface area reduced.~~

~~C. Approval would meet the spirit and intent of the ordinance since the proposed addition would be built in an area that is already maintained as lawn, which is also allowed by ordinance.~~

~~D. The Minnesota Department of Natural Resources has reviewed the applicant's plans and does not require a permit or have any state statutes that prevent the addition from being built.~~

~~Conditions of Approval:~~

~~Approval of the shoreland setback variance shall be subject to complying with all of the conditions of approval in Shann Finwall and Virginia Gaynor's Environmental Review.~~

~~The Maplewood City Council approved this resolution on May 12, 2014.~~

~~Seconded by Councilmember Juenemann                      Ayes – All~~

~~The motion passed.~~

**7. Approval of a Conditional Use Permit Resolution and Design Plans for a Building Addition to Beaver Lake Elementary School, 1060 Sterling Street**

Senior Planner Ekstrand gave the staff report. Mike Boland, ISD622 Operations & Maintenance Supervisor address the council to give additional information and answer questions.

Councilmember Juenemann moved to approve the conditional use permit resolution approving the plans for the addition to Beaver Lake Elementary, located at 1060 Sterling Street North. Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped April 15, 2014. Staff may approve minor changes.
2. The proposed construction shall be substantially started within one year of council approval or this permit shall be null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The applicant shall plant four trees to replace the four that are to be removed. Replacement trees shall be at least two inches in caliper if they are deciduous or at least six feet tall if they are evergreens. The applicant shall work with staff on this landscaping plan.

5. The applicant shall repair the pot holes in the parking lots and driveway from Stillwater Road. The graveled area on the north side of the building shall be paved within one year.
6. The applicant shall work with staff on the construction of a trash enclosure for the north side of the building to contain the two trash dumpsters. The trash enclosure shall be a material compatible with the building and have closeable gates. The trash enclosure shall be completed along with the construction of the proposed addition.
7. The applicant shall comply with all requirements of the city's engineering department report dated April 15, 2014.

Resolution 14-5-1066  
Conditional Use Permit

WHEREAS, Independent School District 622, has applied for a conditional use permit to construct a building addition to the Beaver Lake Elementary School.

WHEREAS, Section 44-1092 (3) requires a CUP for any educational institution.

WHEREAS, this permit applies to the property located at 1060 Sterling Street North. The legal description of this property is:

This property lies within the NE ¼ of Section 25, Township 29, Range 22, Ramsey County, Minnesota. PID #252922130064

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

1. On May 6, 2014, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.

2. On May 12, 2014, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.

2. The use would not change the existing or planned character of the surrounding area.

3. The use would not depreciate property values.

4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.

5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.

6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.

7. The use would not create excessive additional costs for public facilities or services.

8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.

9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped April 15, 2014. Staff may approve minor changes.

2. The proposed construction shall be substantially started within one year of council approval or this permit shall be null and void. The council may extend this deadline for one year.

3. The city council shall review this permit in one year.

4. The applicant shall plant four trees to replace the four that are to be removed. Replacement trees shall be at least two inches in caliper if they are deciduous or at least six feet tall if they are evergreens. The applicant shall work with staff on this landscaping plan.

5. The applicant shall repair the pot holes in the parking lots and driveway from Stillwater Road. The graveled area on the north side of the building shall be paved within one year.

6. The applicant shall work with staff on the construction of a trash enclosure for the north side of the building to contain the two trash dumpsters. The trash enclosure shall be a material compatible with the building and have closeable gates. The trash enclosure shall be completed along with the construction of the proposed addition.

7. The applicant shall comply with all requirements of the city's engineering department report dated April 15, 2014.

The Maplewood City Council approved this resolution on May 12, 2014.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**8. Approval of a Conditional Use Permit Resolution to Reduce the Parking Lot Setback for the Hobby Lobby Dock Addition at the Plaza 3000 Shopping Center, 3000 White Bear Avenue**

City Planner Ekstrand gave the staff report and answered questions of the council. Tom Schuette of Azure Properties addressed the council to give additional information and answer questions.

Councilmember Cardinal moved to approve the conditional use permit resolution approving the plans for the widening of the Plaza 3000 Shopping Center parking lot on the south side of the building. This approval allows a parking lot setback reduction from 11.5 feet to six feet 10 inches. Approval is based on the findings required by ordinance and subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped March 27, 2014. Staff may approve minor changes.
2. The proposed parking lot widening shall be substantially started within one year of council approval of this permit shall be null and void. The council may extend this deadline for one year.
3. The city council shall review this permit in one year.
4. The property owner shall replace the six trees that would be removed due to this parking lot widening. They shall plant shrub varieties that grow tall enough to provide some screening, but not massive enough to have a substantial root spread that would interfere with nearby buried cables in the street boulevard. The property owner shall plant six planting groupings of three shrubs each (18 shrubs total) to replace the six trees to be removed. The planting plan shall be subject to staff approval.

Resolution 14-5-1067  
Conditional Use Permit

WHEREAS, Azure Properties has applied for a conditional use permit to reduce their parking lot setback on the south side of the building from the Lydia Avenue right-of-way.

WHEREAS, Section 44-12 (e) of the city ordinances requires a conditional use permit to enlarge, reconstruct or structurally alter a non-confirming use.

WHEREAS, this permit applies to the property located at 3000 White Bear Avenue. The legal description of this property is:

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

**FROM:** Daniela Lorenz, Planning Technician  
Michael Martin, AICP, Economic Development Coordinator

**DATE:** April 25, 2016

**SUBJECT:** Approval of a Conditional Use Permit Review, Verizon Wireless Ground Equipment, 645 Sterling Street

**Introduction**

The conditional use permit (CUP) for the cell phone and public safety communications facility at the St. Paul Regional Water Services water tower site at the corner of Hillwood Drive and Sterling Street is due for its annual review. In 2014, Verizon Wireless was approved to build a new 12-foot by 30-foot building on site and add antennas to the water tower.

**Background**

April 11, 2005: The city council approved a CUP to allow Ramsey County to install 800MHz antennas and the ground structure at the water tower site.

May 12, 2014: The city council approved a CUP revision to allow Verizon Wireless to add antennas and the ground structure at the water tower site.

May 26, 2015: The city council approved the CUP review and moved to review the permit again in one year.

**Discussion**

The construction of the building is completed and the fence and trees have been installed.

**Budget Impact**

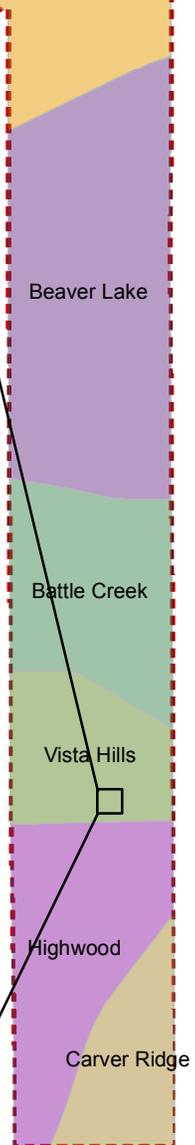
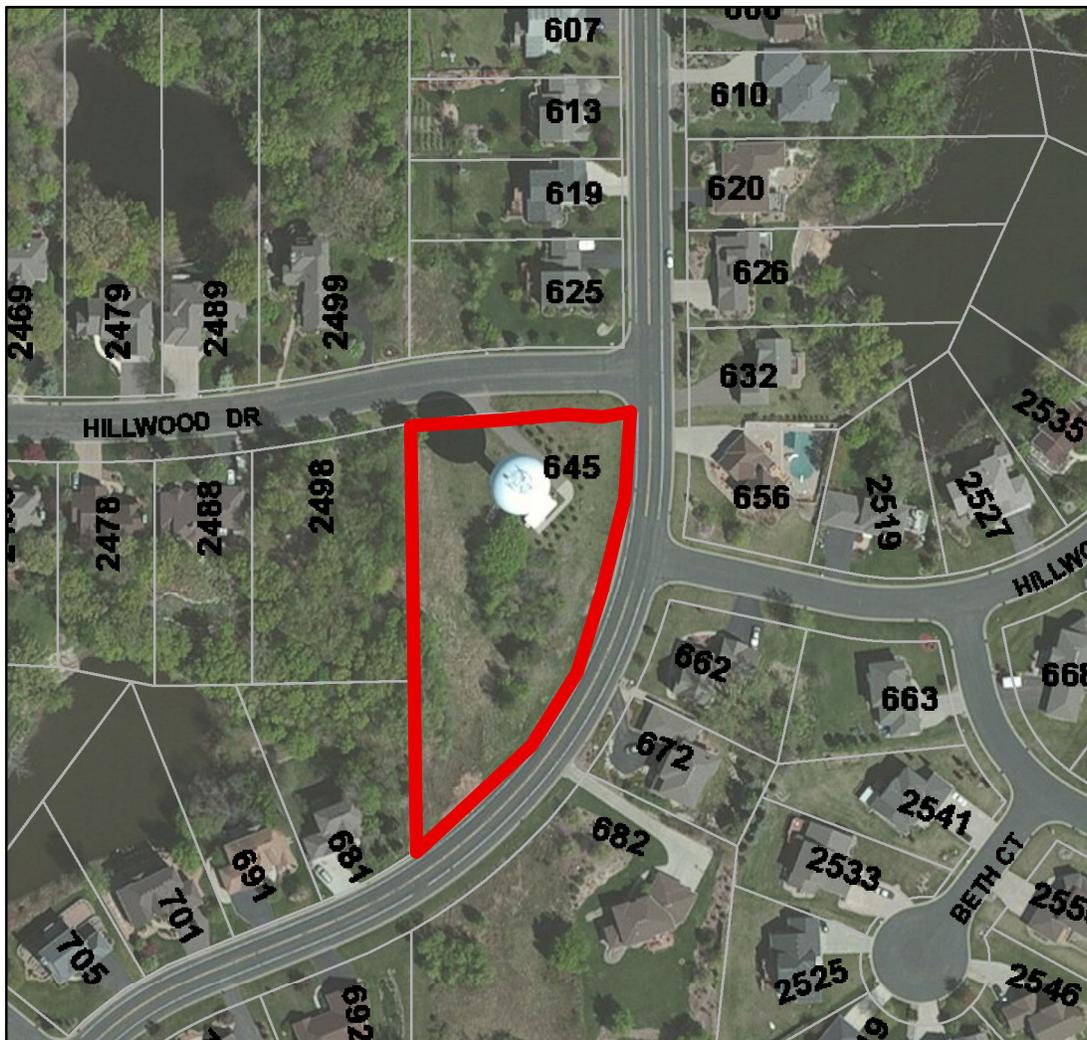
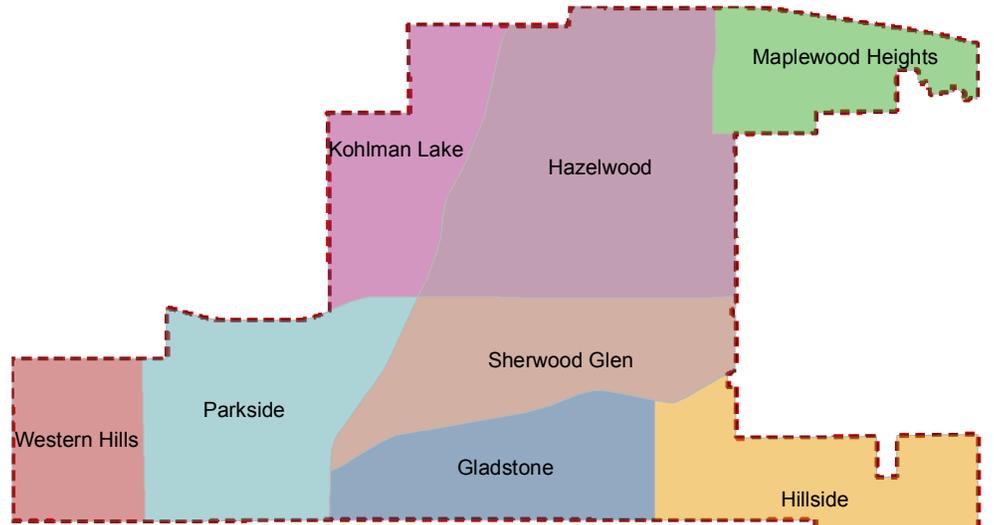
None.

**Recommendation**

Review the conditional use permit for cell phone and public safety communications facility at the St. Paul Regional Water Services water tower site again only if a problem arises or a major change is proposed.

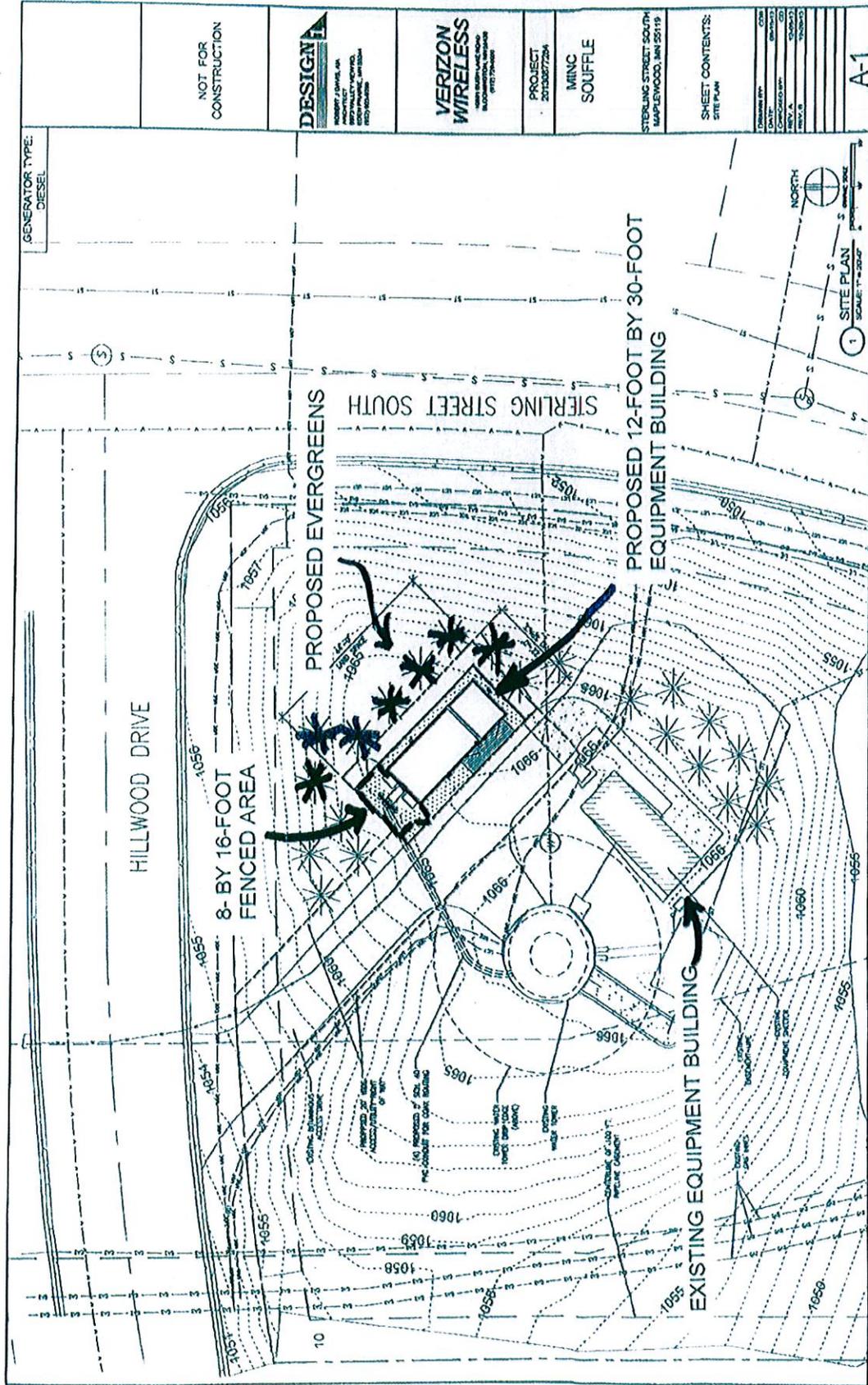
**Attachments**

1. Overview Map
2. Site Plan
3. Building Elevations
4. City Council Minutes, May 12, 2014



**645 Sterling Street South - Water Tower Site**

CUP Review - Overview Map



SITE PLAN



**MINUTES**  
**MAPLEWOOD CITY COUNCIL**

7:00 p.m., Monday, May 12, 2014  
Council Chambers, City Hall  
Meeting No. 09-14

**1. Approval of a Conditional Use Permit Revision Resolution and Design Plans for Verizon Wireless Ground Equipment at Hillwood Drive and Sterling Street**

City Planner Ekstrand gave the staff report. Steven Wegland of Verizon Wireless addressed the council to give additional information and answer questions.

Councilmember Cardinal moved to:

- A. Adopt the conditional use permit revision resolution approving the expansion of the cell phone and public safety communications facility at the St. Paul Regional Water Services water tower site at the corner of Hillwood Drive and Sterling Street. Approval is based on the findings required by ordinance and subject to the following conditions (additions are underlined):
1. All construction shall follow the site plan approved by the city date-stamped February 18, 2014. The director of community development may approve minor changes.
  2. The proposed construction of the new antenna facility must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
  3. The city council shall review this permit in one year.
  4. Any antenna or equipment that is not used for a year shall be deemed abandoned and the city may require the owner to remove it.
  5. Ramsey County shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by this facility. The county shall make any such corrections or changes in a timely manner. Ramsey County shall be responsible only for their communications equipment.
  6. Verizon shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by their communications equipment.
  7. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
  8. The applicant shall provide written approval of this project by the St. Paul Regional Water Services since the proposal is on their site.
- B. Approve the plans date-stamped February 18, 2014 for the proposed equipment

building for Verizon Wireless to locate on the water tower site at the corner of Hillwood Drive and Sterling Street. 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. The applicant shall obtain a conditional use permit from the city council for the proposed expanded use of the site with an additional building and equipment by Verizon Wireless.
3. The applicant shall revise the landscape plan to show the planting locations of the trees to be staggered into two rows, instead of a single row. The applicant shall also work with staff on increasing the number of trees to the landscape plan to bolster the screening provided. The minimum height of these trees shall be six feet tall. The applicant shall make sure to maintain these trees and keep them watered.
4. If the building project results in a need for a retaining wall at the base of the proposed pre-fabricated building due to grades, the applicant shall provide a detail of this wall for staff approval.
5. The proposed structure shall match the pattern and color of the existing structure.
6. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.
7. 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.

Resolution 14-5-1068  
Conditional Use Permit Revision

WHEREAS, Verizon Wireless has applied for a conditional use permit revision be allowed to expand the wireless communications facility which is in place at the St. Paul Regional Water Services water tower site.

WHEREAS, Section 44-1327 of the city ordinances requires a conditional use permit for communications towers, including their support equipment, in residential zoning districts.

WHEREAS, this permit applies to the property located at the southwest corner of Hillwood Drive and Sterling Street. The legal description of this property is:

Outlot B, Beth Heights First Addition, according to the recorded plat in Section 12, Township 28, Range 22 in Ramsey County, Minnesota. (PIN 12-28-22-43-0012)

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

1. On March 18, 2014, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the reports and recommendation of city staff. The planning commission recommended that the city council approve this permit.

2. On May 12, 2014, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and Code of Ordinances.

2. The use would not change the existing or planned character of the surrounding area.

3. The use would not depreciate property values.

4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.

5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.

6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.

7. The use would not create excessive additional costs for public facilities or services.

8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.

9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions:

1. All construction shall follow the site plan approved by the city date-stamped February 18, 2014. The director of community development may approve minor changes.

2. The proposed construction of the new antenna facility must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.

3. The city council shall review this permit in one year.

4. Any antenna or equipment that is not used for a year shall be deemed abandoned and the city may require the owner to remove it.

5. Ramsey County shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by this facility. The county shall make any such corrections or changes in a timely manner. Ramsey County shall be responsible only for their communications equipment.

6. Verizon shall be responsible for costs and implementation of any corrections or changes necessary because of interference or other problems caused by their communications equipment.

7. The applicant shall comply with the conditions noted in the engineering report by Steve Love dated February 13, 2014.

8. The applicant shall provide written approval of this project by the St. Paul Regional Water Services since the proposal is on their site.

The Maplewood City Council approved this resolution on May 12, 2014.

Seconded by Councilmember Koppen

Ayes – All

The motion passed.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

**FROM:** Daniela Lorenz, Planning Technician  
Michael Martin, AICP, Economic Development Coordinator

**DATE:** April 25, 2016

**SUBJECT:** Approval of Conditional Use Permit Review for Laughlin Pest Control, 1055 Gervais Avenue

**Introduction**

The conditional use permit (CUP) for Laughlin Pest Control, located at 1055 Gervais Avenue is due for its annual review. Last year, the city council approved revisions to the conditional use permit on the property to allow outdoor storage and a commercial building to be constructed within 350 feet of a residential area.

**Background**

May 8, 2000: the city council approved a CUP and the project design plans for a business called Fresh Paint. These approvals were for the business to build a new office/warehouse building with a hard surfaced parking lot on the property at 1055 Gervais Avenue. The owner of Fresh Paint, however, decided to not go forward with the proposed development and eventually sold the property.

September 26, 2005: the city council approved CUPs allowing outdoor storage and a commercial building within 350 feet of a residential district for K and W Roll-Offs.

May 26, 2015: the city council approved a CUP revision to allow Laughlin Pest Control to occupy this site.

**Discussion**

Laughlin Pest Control is occupying the site and is meeting all conditions of approval. City staff is not aware of any neighborhood complaints or concerns.

**Budget Impact**

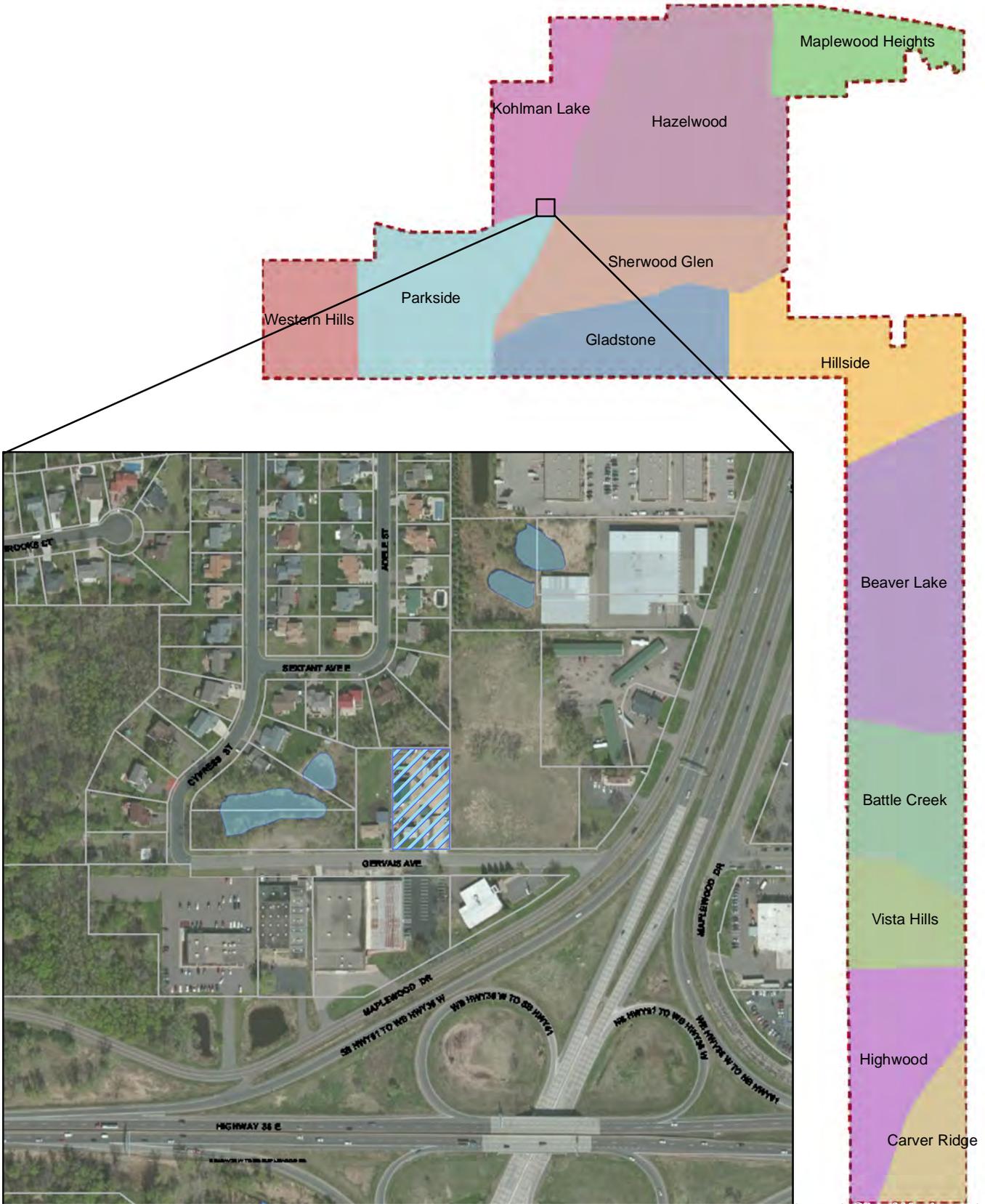
None.

**Recommendations**

Review the conditional use permit revision for Laughlin's Pest Control again only if a problem arises or a major change is proposed.

**Attachments**

1. Location Map
2. Site Map
3. City Council Minutes, May 26, 2015



**1055 Gervais Avenue - Laughlin's Pest Control Company**

Conditional Use Permit Revision - Overview Map



Mapwood, Source: Esri, DigitalGlobe, GeoEye, Earthstar

**1055 Gervais Avenue - Laughlin's Pest Control Company**

Conditional Use Permit Revision - Site Map

**FMINUTES**  
**MAPLEWOOD CITY COUNCIL**  
7:00 p.m., Tuesday, May 26, 2015  
Council Chambers, City Hall  
Meeting No. 10-15

**A. NEW BUSINESS**

**1. Approval of Conditional Use Permit Revisions for Outdoor Storage and Commercial Building within 350 Feet of a Residential District, Laughlin Pest Control, 1055 Gervais Avenue**

Commissioner Dale Trippler gave the Planning Commission report. Joseph Christianson, attorney for the applicant addressed the council and gave additional information.

Councilmember Abrams moved to:

A. Approve the conditional use permit revision resolution. This conditional use permit resolution approves outdoor storage on the property at 1055 Gervais Avenue. The city bases approval on the findings required by the code and subject to the following conditions (additions are underlined and deletions are crossed out):

1. The approved exterior storage is limited to equipment, trailers and vehicles associated with a pest and animal control and snow removal business. All vehicles and trailers must be licensed and operable and stored on an approved parking surface.
2. The owner or applicant installing and maintaining a screening fence that is 100 percent opaque around the perimeter of the outdoor storage area. The owner shall maintain and repair the fence so that it remains in good condition and 100 percent opaque.
3. There shall be no noise-making business activity conducted in the property, or made by vehicles entering or leaving the lot, between 7 p.m. and 7 a.m., Monday through Saturday, and not on Sunday as required by city code. This condition shall not prohibit business activity on the property during these hours so long as the business activity does not otherwise violate the provisions of the city ordinance regulating noise.
4. The proposed construction and the outdoor storage on the property must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
5. The city council shall review this permit in one year.
6. The owner or applicant shall meet the hard surface parking and minimum space requirements as stated in the staff engineer's report, dated April 28, 2015, and required by ordinance.

B. Approve the conditional use permit revision resolution. This conditional use permit

allows a 40 by 49-foot storage building within the M-1 (light manufacturing) zoning district that is within 350 feet of a residential zoning district (at 1055 Gervais Avenue). This approval shall be subject to the following conditions (additions are underlined and deletions are crossed out):

1. All construction shall follow the project plans as approved by the city. This shall include providing a driveway to the gate of the storage yard, subject to the requirements of the fire marshal.
2. The approved exterior storage is limited to equipment, trailers and vehicles associated with a pest and animal control and snow removal business. All vehicles and trailers must be licensed and operable and stored on an approved parking surface.
3. The owner or applicant installing and maintaining a screening fence that is 100 percent opaque around the perimeter of the outdoor storage area. The owner shall maintain and repair the fence so that it remains in good condition and 100 percent opaque.
4. There shall be no noise-making business activity conducted in the property, or made by vehicles entering or leaving the lot, between 7 p.m. and 7 a.m., Monday through Saturday, and not on Sunday as required by city code. This condition shall not prohibit business activity on the property during these hours so long as the business activity does not otherwise violate the provisions of the city ordinance regulating noise.
5. The proposed construction and the outdoor storage on the property must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
6. The city council shall review this permit in one year.
7. The owner or applicant shall meet the hard surface parking and minimum space requirements as stated in the staff engineer's report, dated April 28, 2015, and required by ordinance. The city council may require more parking spaces should the need arise.
8. The property owner shall keep the site clean of debris and shall cut or remove any noxious weeds.
9. The owners and operators shall only use Maplewood Drive and Gervais Avenue for access to the site. There shall be no truck traffic from this business on Cypress Street or on Keller Parkway.
10. The owner shall not make any changes or modifications to the north 44 feet of the property which will have a negative impact on the managed B wetland to the north of the property. Any changes or modifications proposed by the owner shall be submitted to the city for approval prior to implementation.

Resolution 15-5-1215  
Conditional Use Permit Revision Resolution

WHEREAS, Mike and Sue Laughlin, representing Laughlin Pest Control, applied for a conditional use permit (CUP) revision to have an outdoor storage area.

WHEREAS, this permit applies to property at 1055 Gervais Avenue.

WHEREAS, the legal description of the property is:

The South 290.4 feet of the East 150.00 feet of the Northwest Quarter of Section 9, Township 29, Range 22, Ramsey County, Minnesota. (PIN 09-29-22-24-0038)

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

1. On May 5, 2015, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave persons at the hearing a chance to speak and present written statements. The commission also considered reports and recommendations of the city staff. The planning commission recommended that the city council approve the conditional use permit.
2. On May 26, 2015, the city council discussed the proposed conditional use permit. They considered reports and recommendations from the planning commission and city staff.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the city's comprehensive plan and code of ordinances.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would generate only minimal vehicular traffic on local streets and would not create traffic congestion or unsafe access on existing or proposed streets.
6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and

scenic features into the development design.

9. The use would cause minimal adverse environmental effects.

Approval is subject to the following conditions (additions are underlined and deletions are crossed out):

1. The approved exterior storage is limited to equipment, trailers and vehicles associated with pest and animal control and snow removal business. All vehicles and trailers must be licensed and operable and stored on an approved parking surface.
2. The owner or applicant installing and maintaining a screening fence that is 100 percent opaque around the perimeter of the outdoor storage area. The owner shall maintain and repair the fence so that it remains in good condition and 100 percent opaque.
3. There shall be no noise-making business activity conducted in the property, or made by vehicles entering or leaving the lot, between 7 p.m. and 7 a.m., Monday through Saturday, and not on Sunday as required by city code. This condition shall not prohibit business activity on the property during these hours so long as the business activity does not otherwise violate the provisions of the city ordinance regulating noise.
4. The proposed construction and the outdoor storage on the property must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
5. The city council shall review this permit in one year.
6. The owner or applicant shall meet the hard surface parking and minimum space requirements as stated in the staff engineer's report, dated April 28, 2015, and required by ordinance.

Resolution 15-5-1216

CONDITIONAL USE PERMIT REVISION RESOLUTION

WHEREAS, Mike and Sue Laughlin, representing Laughlin Pest Control, applied for a conditional use permit (CUP) revision to allow a commercial building within 350 feet of a residential district.

WHEREAS, this permit applies to property at 1055 Gervais Avenue.

WHEREAS, the legal description of the property is:

The South 290.4 feet of the East 150.00 feet of the Northwest Quarter of Section 9, Township 29, Range 22, Ramsey County, Minnesota. (PIN 09-29-22-24-0038)

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

1. On May 5, 2015, the planning commission held a public hearing. The city staff

published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave persons at the hearing a chance to speak and present written statements. The commission also considered reports and recommendations of the city staff. The planning commission recommended that the city council approve the conditional use permit.

2. On May 26, 2015, the city council discussed the proposed conditional use permit. They considered reports and recommendations from the planning commission and city staff.

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

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

Approval is subject to the following conditions (additions are underlined and deletions are crossed out):

1. All construction shall follow the project plans as approved by the city. This shall include providing a driveway to the gate of the storage yard, subject to the requirements of the fire marshal.
2. The approved exterior storage is limited to roll-off containers equipment, trailers and vehicles associated with a roll-off delivery pest and animal control and snow removal business. All vehicles and trailers must be licensed and operable and stored on an approved parking surface.

3. The owner or applicant installing and maintaining a screening fence that is 100 percent opaque around the perimeter of the outdoor storage area. The owner shall maintain and repair the fence so that it remains in good condition and 100 percent opaque.
4. There shall be no noise-making business activity conducted in the property, or made by vehicles entering or leaving the lot, between 7 p.m. and 7 a.m., Monday through Saturday, and not on Sunday as required by city code. This condition shall not prohibit business activity on the property during these hours so long as the business activity does not otherwise violate the provisions of the city ordinance regulating noise.
5. The proposed construction and the outdoor storage on the property must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
6. The city council shall review this permit in one year.
7. The owner or applicant shall meet the hard surface parking and minimum space requirements as stated in the staff engineer's report, dated April 28, 2015, and required by ordinance. The city council may require more parking spaces should the need arise.
8. The property owner shall keep the site clean of debris and shall cut or remove any noxious weeds.
9. The owners and operators shall only use Maplewood Drive and Gervais Avenue for access to the site. There shall be no truck traffic from this business on Cypress Street or on Keller Parkway.
10. The owner shall not make any changes or modifications to the north 44 feet of the property which will have a negative impact on the managed B wetland to the north of the property. Any changes or modifications proposed by the owner shall be submitted to the city for approval prior to implementation.

Seconded by Councilmember Koppen

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

The motion passed.

## AGENDA REPORT

**TO:** Melinda Coleman, City Manager

**FROM:** DuWayne Konewko, Parks & Recreation Director

**DATE:** May 9, 2016

**SUBJECT:** Approval of Lease Agreement with Ashland Productions for MCC Theatre

### Introduction

Ashland Productions has rented the Maplewood Community Center (MCC) theatre space continuously since 2001. Ashland has been on a month-to-month lease arrangement since January (2016) to allow time for the City and Ashland to negotiate a new lease agreement. The lease agreement with Ashland was approved by the City Council in 2010 and was for a period of five years beginning in January of 2011.

Staff brought this item to a City Council Workshop last August (2015) and again on April 25, 2016 and Council was supportive of the draft lease agreement with one addition. Per council request, staff has added the following language to the lease agreement under Article 1.1B – Commencement of Term and Possession – sub article ii Term 3), which reads as follows:

*Both Parties agree to submit an Annual Report to the Maplewood City Council on or before the 31<sup>st</sup> of July for each year that the Lease is in effect. The Parties shall define their respective reporting obligations in the Operational Agreement to allow the parties to annually review those obligations.*

The annual report shall at a minimum include the following elements:

1. Utilization of theatre
2. Revenue streams and distribution
3. Expenses
4. Non-Ashland Performances
5. Discussion regarding program partnerships
6. Outreach efforts
7. Alignment with missions of both parties

### ***Lease Agreement Discussion (Information provided at the Council Workshop on April 25, 2016)***

Staff has been discussing the proposed lease agreement extension with Ashland for the past nine-months and both parties have tentatively approved the attached lease agreement. The following points serve to summarize the major provisions in the draft lease agreement:

- The lease would be for an initial five year period with one five-year option to extend the lease.
- The lease would have an effective start date of June 1, 2016.
- Ashland will assume responsibilities for operating the theatre.
- The City is responsible for maintaining the theatre space.
- The lease agreement will include a revenue sharing provision whereby the City is paid a portion of the revenue received for additional non-Ashland theatre performances.
- Ashland will be providing the City \$0.25 for each Ashland performance ticket sold.

- The annual lease payment for 2016 will increase 28.6% from \$34,200 to \$44,000 per year with annual increases of 2% thereafter.
- The City is committed to making theatre specific improvements to the theatre in an amount not to exceed \$110K with a completion date of June 1, 2017.
- Both parties have option to terminate lease agreement with a minimum of a 12 month advance notice and not before 4 years.
- Reciprocity agreement for use of “each-other’s” spaces within the MCC provided space is available and the request is within two weeks to one-month notice.

### **Recommendation**

Staff is recommending that the City Council approve the Lease Agreement with Ashland Productions for MCC Theatre.

### **Attachments**

None

## MEMORANDUM

**TO:** Melinda Coleman, City Manager

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

**DATE:** May 9, 2016

**SUBJECT:** Approval to Accept Grant and Authorization for City Manager to Enter into Grant Agreement for Fish Creek Improvements

### **Introduction**

Maplewood has been awarded a Metropolitan (MET) Council grant for improvements at Fish Creek. City Council will consider approval of the grant.

### **Discussion**

The 70-acre Fish Creek site was acquired by the City of Maplewood in December 2013. Ramsey County owns 142 acres adjacent and the City and county work together on managing their sites. In addition, Great River Greening, a non-profit organization dedicated to restoring native ecosystems, has been Maplewood's partner on restoring the site to native plant communities.

Maplewood City Council updated the Fish Creek Master Plan January 2016. On March 17, 2016, the City Council approved Plans and Specifications for the Fish Creek Trail and authorized staff to advertise for bids. Bids were received on April 21, 2016 and will be considered by Council on May 9, 2016 under Award of Bids.

In 2014, the City was awarded a \$318,000 MET Council grant for Fish Creek improvements. The grant may be used for installation of trails, parking lot, and kiosk. Met Council requested we wait until project costs were better defined to prepare a grant agreement.

With trail costs now defined by bids, the City is ready to enter into a grant agreement with MET Council. The low bid for the trail was \$230,290, thus there may be up to \$87,710 to use towards parking lot and kiosk. When trail construction is completed, staff will bring a proposal to council regarding the use of the remaining grant funds. Improvements done under the grant must be completed by July 31, 2018.

### **Budget Impacts**

Accepting this grant will not impact budgets; there is no match required.

### **Recommendation**

It is recommended that City Council accept \$318,000 MET Council Grant for improvements at Fish Creek. In addition, authorize City Manager to enter into grant agreement with MET Council for improvements at Fish Creek.

### **Attachments**

None

## MEMORANDUM

**TO:** Melinda Coleman, City Manager  
**FROM:** Michael Thompson, Director of Public Works  
**DATE:** May 2, 2016  
**SUBJECT:** Approval Adopting Street Sweeping, Pothole Repair, and Sidewalk Maintenance Policies

### **Introduction**

The City Council will consider formally adopting the three attached maintenance policies which include street sweeping, pothole repair, and sidewalk maintenance.

### **Background / Discussion**

The Public Works Department already approaches maintenance similar to the proposed attached policies; however the maintenance practices have never been written into a formal policy and adopted.

The action proposed will create transparency regarding public works operations and memorialize operational practices. Adopting these policies also relates to loss control helping the city minimize risk in case legal claims arise from maintenance practices. The League of Minnesota Cities, our insurer, recommends such policies to assist in loss control.

The city previously adopted maintenance policies for snow and ice control and sanitary sewer operations for example. Both of which can be found on the city's website within the public works section. If these proposed policies are adopted they would also be added to the website so customers can easily access and understand maintenance operations and priorities.

### **Budget Impact**

There is no budget impact.

### **Recommendation**

Staff recommends that the City Council approve the adoption of the attached Street Sweeping, Pothole Repair, and Sidewalk Maintenance Policies.

### **Attachments**

1. Street Sweeping Policy
2. Pothole Repair Policy
3. Sidewalk Maintenance Policy



## MAPLEWOOD STREET SWEEPING POLICY

MAY 2016

### 1. Introduction

The City of Maplewood, Minnesota finds that it is in the best interest of the residents for the city to assume basic responsibility of sweeping city streets. Reasonable sweeping is necessary for vehicle and pedestrian safety, water quality issues, and environmental concerns. The city will provide such service in a cost-effective manner, keeping in mind safety, budget, personnel, and environmental concerns. The city will use city employees to provide this service. Completion dates are dependent on weather conditions, personnel, and equipment availability. The Street Superintendent or his/her designee will be responsible for scheduling of personnel and equipment.

### 2. Application

This policy applies to city streets. It does not apply to other governmental unit's roads that go through the city (such as County and State roadways) or privately owned roads within the city, unless there is a specific agreement between the city and that other entity.

### 3. Timing of Street Sweeping Operations

- A. Spring sweeping will begin when streets are significantly clear of snow and ice, usually late March or early April, after most risk of snowfall has passed. The first round of spring sweeping is typically completed by mid-April, depending on weather.
- B. Fall sweeping will commence mid-October and continue until weather becomes a factor, such as snow or consistent below freezing temperatures. Areas with extensive foliage will be swept after most of the leaves have fallen.
- C. Storm water quality areas will be swept on a priority basis throughout the year.
- D. Environmental/general sweeping will be performed on a routine/as needed basis.
- E. Erosion/siltation dirt & debris cleanup from construction projects is the responsibility of the developer, contractor, or property owner. Except in cases of emergency, the streets shall be cleaned and swept within 1 day of notification. If the streets are not swept within the specified time allowed, or in the case of an emergency, the city may sweep the street and the responsible party will reimburse the city for all associated costs.

- F. Tree trimming and pruning areas will be swept as needed.
- G. Citizen requests for sweeping will be evaluated and the Street Superintendent will determine the priority.

4. **Street Sweeping Methods**

Sweeping is a slow process with average gutter line speeds for the first sweeping in spring that can be as slow as 2 to 3 miles per hour. The city will sweep with its own equipment and personnel. Normally centerlines are swept after gutter lines are cleaned. Equipment may include mechanical, vacuum, or regenerative air sweepers.

5. **Priorities**

To provide the maximum possible benefit, the priorities will take into account the street function, traffic volume, and impact on the environment.

6. **Weather Conditions**

Sweeping operations will be conducted as weather conditions permit. Factors that may delay sweeping operations include, but are not limited to:

- a) Temperatures below freezing
- b) Wind
- c) Rain
- d) Snow
- e) Frozen gutter lines

7. **Work Schedule**

Sweeping operations are performed in conjunction with and can be impacted by other maintenance operations. Sweeping operations will normally be conducted during a normal work week schedule. Extended workdays and shift changes may be utilized for spring cleanup or emergency sweeping to provide maximum efficiency.

8. **Sidewalks and Trails**

The city will sweep trails and sidewalks along Municipal State Aid Street Routes on an as-needed basis. The remainder of trail and sidewalk segments will be swept on a complaint based approach.

9. **Review of Policy**

The Street Superintendent shall keep comments and complaints on file regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.



## **MAPLEWOOD POTHOLE REPAIR POLICY**

### **MAY 2016**

#### **1. Introduction**

The City of Maplewood, Minnesota finds that it is in the best interest of the residents for the city to do the maintenance of its city streets. An important part of street maintenance is the repair of potholes. The city will repair potholes in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The city will use city employees to provide this service. Pothole repair is part of the city's overall pavement management program.

#### **2. Application**

This policy applies to city streets. It does not apply to other governmental unit's roads that go through the city (such as County and State roadways) or privately owned roads within the city, unless there is a specific agreement between the city and that other entity.

#### **3. When the City Repairs Potholes**

The Street Superintendent will decide when to conduct pothole repairs. Repairs will consist of two elements:

##### ***Crew Repair***

A crew will be assigned an area to inspect. It will repair any potholes found in that area. Each street will be inspected a minimum of once per year depending on available resources and factors such as weather and other street work. The timing for the repairs will also be based upon those factors.

##### ***Response to Complaint or Accident***

When the city receives a pothole complaint or notice of an accident or damage involving a pothole, a crew will be sent out to inspect the street and the reported pothole. The crew will make any necessary street repairs.

#### **4. Criteria for Pothole Repair**

Not every imperfection in a street surface is necessarily considered to be a pothole in need of repair. The general criterion for repair is a pothole two inches or more deep and over five (5) inches in diameter. The Street Superintendent or his or her designated employee will decide if a condition is a pothole in need of repair.

#### **5. Method of Pothole Repair**

Potholes will be repaired temporarily during cold weather with a cold asphalt mix or other means. During cold weather, the repairs will be limited to those determined

to be hazardous for motor vehicles. In warmer weather and when hot asphalt mix is available, potholes will be filled with the hot asphalt mix or other means for a more permanent repair.

6. **Priorities and Schedule for Potholes Repair Determination**

The city has classified city streets based on the street function, traffic volume, and importance to the welfare of the community (similar to the call out priority for snowfall clearing events). The city will repair potholes based on the following street priority ranking:

- a) High volume and high speed routes that connect major sections of the city and provide access for emergency fire, police, and medical services
- b) Streets providing access to schools and commercial businesses
- c) Low volume residential streets
- d) City parking lots and other lower priority areas

7. **Weather Conditions**

Pothole repairs will be conducted only when weather conditions do not limit the ability to perform the work or when such work does not endanger the safety of city employees and equipment. Factors that may delay repairs are cold temperatures, rain, snow, and ice conditions.

8. **Documentation**

The Street Superintendent will maintain documentation of pothole repairs that are made under this policy. Records will not necessarily identify each individual pothole, but may show the general street location where repairs were made and the approximate date.

9. **Warning Signs or Devices**

If the city knows of a pothole in a street and is not able to repair it the city will consider the use of warning signs or devices. Factors that will be examined will be the location of the pothole, how dangerous it is, and whether a warning sign or device would be effective.

10. **Review of Policy**

The Street Superintendent shall keep comments and complaints on file regarding this policy. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.



## **MAPLEWOOD SIDEWALK MAINTENANCE POLICY**

### **MAY 2016**

#### **1. Introduction**

The City of Maplewood, Minnesota has approximately 36 miles of public sidewalks. Public sidewalks vary in age and in quality of condition. The city recognizes some sidewalk conditions may create unreasonable hazards for pedestrians and other sidewalk users. However, not every irregularity in the sidewalk surface is a defect. Additionally, the city does not conduct annual inspections of all city maintained sidewalks. The time and resources to inspect, repair, or replace all deficient sidewalks annually exceeds available resources.

Accordingly, the city will exercise both discretion and professional judgment in determining whether and when sidewalks need to be replaced or repaired. This includes activities such as identifying conditions requiring replacement/repair, in the scheduling of replacement/repair, and in establishing priorities for replacement/repair.

It should be noted this sidewalk maintenance policy attempts to address maintenance needs only, not ADA related improvements. The city's adopted ADA Transition Plan addresses ADA upgrades and improvements which is a more extensive capital investment and ties into major capital projects programmed in the city's 5 year capital improvement plan.

#### **2. Sidewalk Inspection Procedures**

The Street Superintendent shall establish procedures for regular sidewalk inspections. Those procedures will include:

- a) Annual sidewalk survey inspections will be scheduled based on splitting the city into five separate zones; with the goal of inspecting one zone per year.
- b) Criteria for determining whether a particular sidewalk condition warrants replacement or repair. The criteria will include, but not necessarily be limited to, a deviation or difference in elevation greater than 1 inch, as determined at the time of inspection.

#### **3. Sidewalk Replacement and Repair**

Upon completion of the annual zone sidewalk survey the Street Superintendent shall establish a replacement and repair schedule. This schedule is subject to modification based on sidewalk conditions and the availability of funding and resources for sidewalk replacement/repair. The replacement and repair schedule

will take into consideration and weigh the following factors:

- a) Sidewalk location
- b) Proximity of sidewalk identified as needing replacement/repair to other sidewalks also needing replacement/repair
- c) The nature and severity of the condition needing replacement/repair
- d) The city's budget for replacement/repair of sidewalks
- e) Availability of employees, equipment, and other resources for sidewalk replacement/repair
- f) Public safety
- g) History of prior accidents or complaints

#### **4. Sidewalk Maintenance**

City crews will be responsible for removing snow from sidewalks that run along Municipal State Aid Street Routes and those that abut city-owned buildings, parks, and parking lots. Adjacent property owners, including other public entities, may remove snow and ice from sidewalks that abut their property along Non-Municipal State Aid Roadways; but are not required to do so. The Street Superintendent will identify sidewalks where the city will remove ice and snow.

#### **5. Review of Policy**

The Street Superintendent will keep comments and complaints regarding this policy on file. The policy will be reviewed periodically. Any review will consider comments and complaints since the last review and any other factors affecting the policy or its implementation.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager  
**FROM:** Michael Thompson, Director of Public Works  
**DATE:** April 29, 2016  
**SUBJECT:** Approval Authorizing Consultant to Prepare Plans and Specifications for Replacement of City Hall Chiller System

### **Introduction**

The City Council will consider authorizing a consultant to prepare plans and specification for replacement on the city hall chiller system.

### **Background / Discussion**

This project was identified as a critical item in the asset management report completed on April 20, 2015. The project is also included in the approved 2016-2020 CIP. The system is obsolete and not reliable. The 20+ year system has broken down a number of times and is no longer cost effective to continue to troubleshoot and repair. Regulating and providing a proper air temperature to the city hall building is essential.

The proposed action would authorize a consultant within the City's approved pool who performed the asset management study, to commence with preparing plans and specifications for the project, and go through the public bidding process per MN State Statutes.

After plans and specifications are prepared a cost estimate will be generated for the chiller system replacement. It is anticipated that the project could be in the range of \$400,000 or more which is consistent with past CIP estimates. The funding source for this project is proposed to be CIP Bonds. The finance department, public works, and Springsted are currently working on a CIP Bond Plan which is required by MN Statute 475.521. The council will be requested to consider approval of the CIP Bond Plan and CIP Bond issuance in late summer.

### **Budget Impact**

This action would authorize services with a consultant in an amount of \$47,500.00.

### **Recommendation**

Staff recommends that the City Council Approve Authorizing a Consultant to Prepare Plans and Specification for Replacement of the City Hall Chiller System. It is further authorized that the Public Works Director is authorized to sign the attached proposal to engage in such services.

### **Attachments**

1. Consultant Proposal



May 2, 2016

RE: Professional Services Fee Proposal  
Maplewood City Hall Chiller Replacement  
SEH No. MAPLE P-137048 14.00

Mr. Michael Thompson, PE  
Director of Public Works  
City of Maplewood  
1902 County Road B East  
Maplewood, MN 55109

Dear Mr. Thompson:

This Supplemental Letter Agreement No. 119 is an extension of and in accordance with the Standard Agreement for Professional Engineering Services between the City of Maplewood (City) and Short Elliott Hendrickson Inc. (SEH®). This supplemental agreement pertains to the Maplewood City Hall Chiller Replacement Project.

#### PROJECT OVERVIEW

The City of Maplewood would like to replace the existing chilled water system at the City Hall building. This includes the replacement of the existing exterior chiller unit, related chilled water piping and the design of a new electrical service to feed the new chiller system. The goal of the equipment replacement is to provide up-to-date, reliable and energy efficient HVAC equipment and systems.

#### SCOPE OF WORK

Our Engineering and project management services include the following:

##### Task 1: Final Design:

Provide design and bidding documents for the installation of a new chilled water system to serve the Maplewood City Hall. The design shall be for a complete system and shall include the following:

- Demolition plans to include the removal of the existing DX cooling system including existing condensing units and associated DX piping and controls. Removal of DX coils at AHU-1 and AHU-2 are also included.
- Mechanical plans to include the complete air cooled chilled water system including new chiller, chilled water distribution system including piping, pumps and accessories, new controls for the chilled water system with integration into the facilities existing Trane EMS, and new chilled water coils and valves at AHU-1 and AHU-2. In addition, the existing heating coil in AHU-2 will be relocated downstream of the new cooling coil to allow for additional dehumidification strategies.
- Civil and/or structural plans to include trench work, grading, back fill, and site restoration for buried chilled water piping routed from new chiller to mechanical room. A new concrete pad will also be designed for the new chiller.
- Electrical plans to include electrical work associated with new chilled water system including new service, ground wire, and circuiting. New service would be installed @480 volt, 3 phase for the outside chiller package.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 651.490.2000 | 800.325.2055 | 888.908.8166 fax

- Specifications for all disciplines including front end procurement documents.

Deliverables

- One site visit for kick off meeting and information gathering
- On site meeting with Owner to review 90% complete design documents.
- Final design documents certified by professional engineer for the purposes of bidding and permitting. Final documents shall include drawings and specifications.

Task 2: Bidding

- Assist City with public bidding process.
- Distribute bidding documents to potential bidders electronically via SEH website.
- Provide responses and clarifications to bidder questions via addendum process.
- Review and tabulate bids received and prepare written recommendation of award letter to City.

Task 3: Construction Services

- Prepare construction contract between City and Contractor upon approval of City Council.
- Review shop drawings for equipment.
- Respond to contractor RFIs.
- Review pay applications and provide recommendations to City.
- Provide one mid-construction site visit to review progress.
- Provide final walk through and develop punch list upon completion of work.

Task 4: Commissioning (Cx) - Provide third party commissioning of new chilled water system.

Commissioning to include:

- Review of 90% complete design documents and provide recommended alternates to be consider.
- Review of equipment shop drawings for Cx related items.
- Operation tests of new equipment.
- Review and verification of controls and balancing,
- Completion of startup checks according to manufacturer’s written instructions.
- Prepare final commissioning report for review by Owner and Design Engineer.

Please *note the following services are not included in this Scope of Work:*

- *Redesign of the City Hall’s HVAC distribution system (duct work).*
- *Design or replacement of the existing building air handlers.*
- *Testing and/or removal of hazardous materials encountered during the project.*
- *Indoor air quality testing.*

COMPENSATION

We are pleased to offer the professional services, as outlined in the Scope of Work above, on a lump sum basis plus reimbursable expenses, i.e., mileage, computer expenses, printing costs, etc., related to the project. Our fee will be billed as a percentage complete, on a monthly basis and are as follows:

- Design, Bidding and Construction Services (Tasks 1, 2 and 3): .....\$42,500
- Third Party Commissioning Services (Task 4) .....\$5,000

**SCHEDULE**

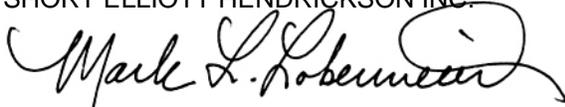
The Consultants services shall be performed as expeditiously as is consistent with the orderly progress of the Work. It is our understanding that the City desires to have the chiller replacement work take place in the fall of 2016. Based upon this information we propose to complete final design and release documents for bidding in early June with a bid opening in late June. It is anticipated that there will be an 8 to 12 week lead time once the chiller equipment is ordered which will allow the installation to take place in September or October. Upon acceptance of this proposal a more detailed project schedule will be developed and submitted to the City for review and approval if requested.

**REMARKS**

This letter represents the entire understanding between the City and SEH in respect to the project and may only be modified in writing, signed by both parties. We look forward to working with you on this project. If this letter proposal satisfactorily sets forth the conditions of our agreement, please sign in the space below and return one copy to our office. Thank you again for the opportunity to propose these services.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Mark Lobermeier, PE  
Client Service Manager

**City of Maplewood (Owner)**

By: \_\_\_\_\_

Title: \_\_\_\_\_

r:\admin\anjie\engineers\_corp comm people\brian bergstrom\maplewood city hall chiller replacment\_050116.docx

## MEMORANDUM

**TO:** City Council

**FROM:** Steve Love, City Engineer  
H. Alan Kantrud, City Attorney

**DATE:** May 3, 2016

**SUBJECT:** Approval of Release, Termination and Extinguishment of Temporary Easement – TH-36 and English

### **Introduction and Background**

The City of Maplewood obtained both permanent and temporary (construction) easements for the Th-36 and English project. The Project is complete and while the permanent easements remain, the temporary easements are no-longer required and the City is being asked to release any rights it may have in temporary easements on one of the parcels at the intersection.

### **Discussion**

As part of the construction of the on-ramp onto TH-36 (east bound) and the manipulation of the corner at Cope Avenue and English, the City obtained temporary easements from the owner of the parcel located there. Some permanent easement was taken as well however and those Easements were recorded with the County. The City does not record its temporary easements as they are only temporary and usually used to facilitate construction of projects. In this case there is a pictorial reference to the temporary easements on an Exhibit to the Permanent Easement (See Exhibit A (last page)) that was recorded.

The property these easements apply to is the site formerly known as the “Corner Kick” complex and it is being purchased by Steve Linn (who owns the Holiday Station Store across from the site). The title commitment calls out the temporary easements mentioned above as a potential problem and the seller is attempting to clear the objection. While this is not a cloud on title and nor even an interest “of record” it is also not a hard request to fulfill.

From a staff perspective this is not an issue. The City is being asked to do this to help facilitate the closing on the land-purchase and there is no impact on the City by releasing these Temporary Easements that are unrecorded and have now expired. The release is attached as Exhibit B.

### **Budget Impact**

There is no budgetary impact with this item.

### **Recommendation**

Staff recommends that the Council approve and authorize the signing of the Release.

### **Attachments**

1. Recorded Permanent Easement
2. Release and Termination of Easement

No delinquent taxes & transfer entered



Dec 5, 2014 12:38 PM

Doc No **A04534929**

Certified, filed and/or recorded on  
Dec 5, 2014 12:38 PM

Ramsey County, Minnesota  
Mark E Oswald  
County Auditor and Treasurer

Office of the County Recorder  
Ramsey County, Minnesota  
Susan R Roth, County Recorder  
Mark E Oswald, County Auditor and Treasurer

Deputy 701

Pkg ID 1040951D

Document Recording Fee Abstract	\$46.00
<b><i>Document Total</i></b>	<b><i>\$46.00</i></b>

This cover sheet is now a permanent part of the recorded document.

A045 34929  
10-29-22-32-0017  
PROJ 09-08

No delinquent taxes and transfer entered; Certificate of Real Estate Value ( ) filed ( ) not required.  
 Certificate of Real Estate Value No. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 County Auditor  
 By \_\_\_\_\_  
 Deputy

(Reserved for recording data)

**EASEMENT**

THIS INDENTURE, made this 4<sup>th</sup> day of December, 2014, by Peoples Bank Midwest, of Ramsey County, Minnesota, Grantor, and the City of Maplewood, Minnesota, Ramsey County, a Minnesota municipal corporation, Grantee.

Grantor hereby conveys and grants to the Grantee, its successors, and assigns a perpetual easement for roadway, sidewalk, trail, utility, and drainage purposes in, over, under, and across the following described property in Ramsey County, Minnesota:

**Property Description:**

See attached Exhibit A.

**Permanent Street and Utility Easement:**

Which easement shall include the perpetual right of said Grantee to freely enter upon, over, across, through and under the real estate designated as the Permanent Street and Utility Easement as described below and depicted by drawing on Easement Acquisition Exhibit "A" and at any time the Grantee may see fit, for the purpose of constructing, reconstructing, operating, maintaining, and/or repairing said Street and Utility appurtenances; including but not limited to boulevards, sidewalks, utilities, trails, pipes, signage, utility structures, excavations, embankments, equipment, and any other items related to street, drainage, and utility functions. Grantor shall dedicate the easement at no cost to the Grantee. Grantee agrees to assume ownership and maintenance responsibilities for the existing Street and Utility appurtenances within the Permanent Street and Utility Easement.

Grantor further agrees not to place any permanent structure upon said perpetual easement or do anything that will materially interfere with the operation or maintenance of said perpetual easement, without first securing the written approval of said Grantee.

Grantee acknowledges and agrees that Grantor has made no representations or warranties, express or implied, regarding: (i) the physical condition of the easement area; or (ii) the suitability of the easement area for the purposes contemplated by Grantee. Grantee further acknowledges and agrees that: (a) that Grantee has conducted all necessary and appropriate inspections of the easement area; and (b) that Grantee accepts the easement areas in "AS-IS," "WHERE-IS," and "WITH ALL FAULTS" condition, and without any warranty, expressed or implied, of any sort from Grantor.

**Permanent Street and Utility Easement Description:**

A perpetual easement for municipal roadway and utility purposes over, under, and across that part of the west 398.00 feet of the south half of the Northwest Quarter of the Southwest Quarter, EXCEPT the west 75.00 feet thereof, in Section 10, Township 29 North, Range 22 West, Ramsey County, Minnesota, being coincident with and 10.00 feet south of the south right of way line of State Trunk Highway No. 36. (See attached Exhibit B for reference.)

TO HAVE AND TO HOLD THE SAME, together with all the hereditaments and appurtenances there unto belonging, or in anyway appertaining, to the Grantee, its successors and assigns forever.

IN WITNESS WHEREOF, the Grantor has hereunto set their hands the day and year first above written.

Exempt from Deed Tax per MSA 287.22F

  
\_\_\_\_\_  
Owner or Official

14

STATE OF MINNESOTA ) ss.  
COUNTY OF RAMSEY )

This instrument was acknowledged before me on Dec 4, 2014, by Kevin J. Whelan, the President of Peoples Bank Midwest, the Grantor.



Cynthia R. Holzmer  
Signature of person taking acknowledgment

RETURN TO:  
Randy Lindblom  
Public Works Department  
1902 County Road B East  
Maplewood Minnesota 55109

Document prepared by:  
  
Maplewood Public Works  
1902 County Road B East  
Maplewood, Minnesota 55109

Tax statements for the real property described in this instrument should be sent to:

1275 East County Road D #106  
Maplewood, MN 55109

## Exhibit A

All that part of the West 398 feet of the South Half of the Northwest Quarter of the Southwest Quarter in Section 10, Township 29, Range 22, City of Maplewood, County of Ramsey, State of Minnesota, lying Southerly and Westerly of the following described dividing line:

Commencing at the Southwest corner of the South Half of the Northwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 56 seconds East 342.00 feet, along the South line of said South Half of the Northwest Quarter of the Southwest Quarter of the point of beginning of the following described dividing line; thence North 91.86 feet along a line parallel to and 342.00 feet East of the West line of said South Half of the Northwest Quarter of the Southwest Quarter; thence North 45 degrees 00 minutes 00 seconds East 29.70 feet; thence North 64.71 feet along a line parallel to and 363.00 feet East of said West line; thence South 89 degrees 56 minutes 00 seconds West 128.50 feet along a line parallel with the South right-of-way line of trunk Highway NO. 36; thence North 125.00 feet along a line parallel to and 234.50 feet East from the said West line; thence South 89 degrees 56 minutes 00 seconds West parallel to said South right-of-way line of Trunk Highway No. 36 to the West line of the Northwest Quarter of the Southwest Quarter.

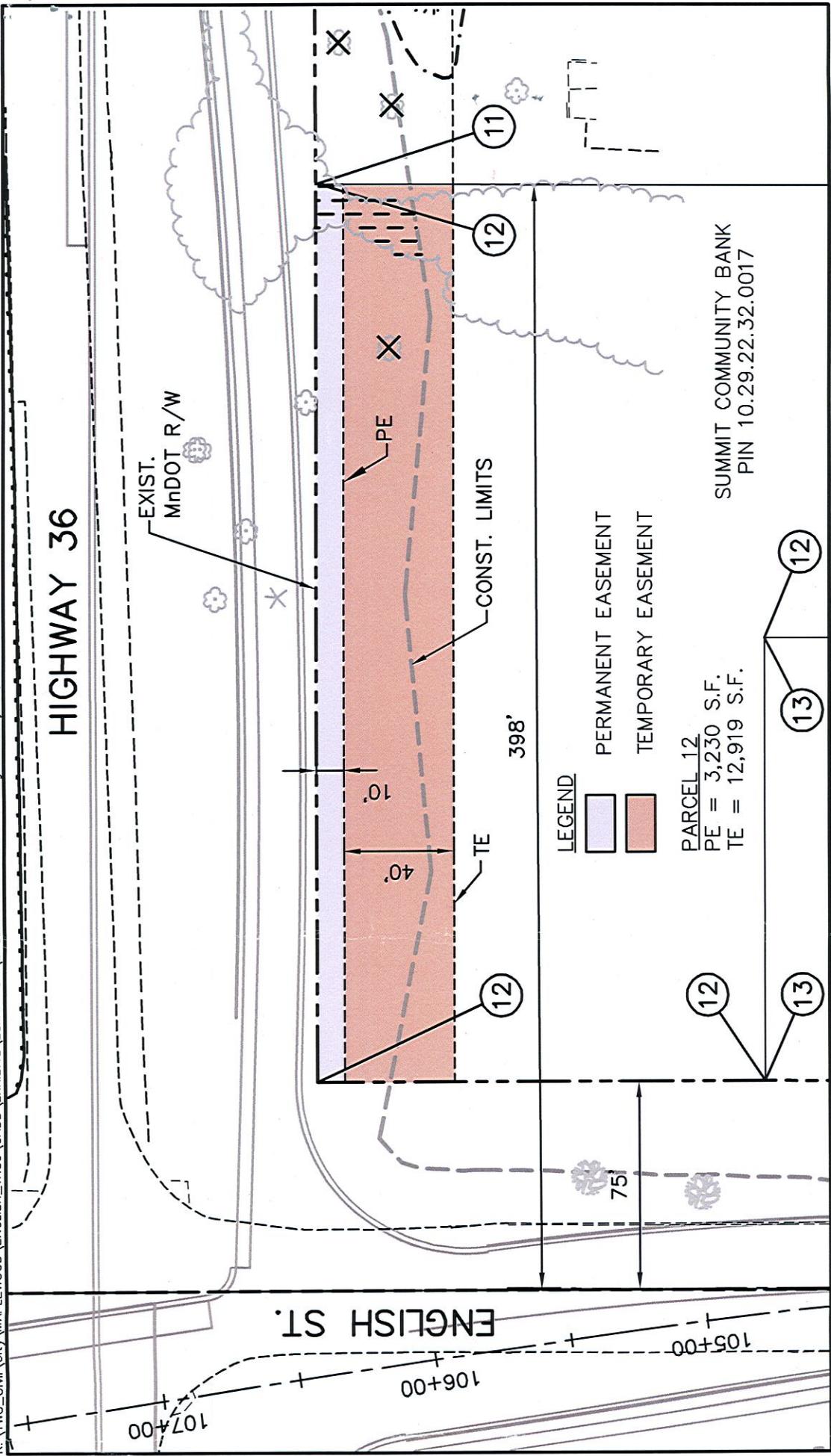
Together with a perpetual non-exclusive easement for ingress and egress over that part of the East 56 feet of the South 177.58 feet of the West 398 feet of the South Half of the Northwest Quarter of the Southwest Quarter in Section 10, Township 29, Range 22, City of Maplewood, County of Ramsey, State of Minnesota, lying Easterly of the following described dividing line:

Commence at the Southwest Corner of the South Half of the Northwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 56 seconds East 342.00 feet, along the South line of said South Half of the Northwest Quarter of the Southwest Quarter to the point of beginning of the following described dividing line; thence North 91.86 feet along a line parallel to and 342.00 feet East of the West line of said South Half of the Northwest Quarter of the Southwest Quarter; thence North 45 degrees 00 minutes 00 seconds East 29.70 feet; thence North 64.71 feet to the point of termination.

And together with a perpetual non-exclusive easement for ingress and egress over a 55 foot strip of land, the South line of said strip being described as follows:

Commence at the Southwest corner of the South Half of the Northwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 56 seconds East 342.00 feet along the South line of said South Half of the Northwest Quarter of the Southwest Quarter; thence North 177.58 feet along a line parallel to and 342.00 feet East of the West line of said South Half of the Northwest Quarter of the Southwest Quarter; thence South 89 degrees 56 minutes 00 seconds West 107.50 feet along a line parallel with the South right-of-way line of Trunk Highway No. 36; thence North 125.00 feet along a line parallel to and 234.50 feet East From said West line; thence South 89 degrees 56 minutes 00 seconds West 95.50 feet along a line Parallel to said South line of Trunk Highway No. 36 to the point of beginning; thence continue South 89 degrees 56 minutes 00 seconds West Parallel to said South right-of-way line of Trunk Highway No. 36 to the West line of said Northwest Quarter of the Southwest Quarter and there terminating and, except the West 75 feet thereof, taken for highway purposes by Final Certificate Document No. 1560996.

K:\TWC\_Civil\City\MAPLEWOOD\ENGLISH\_TH36\CADD\EXHIBITS\ESMT-ROW\ENGLISH-ROW-PARCEL12.dwg, February 03, 2012 - 11:00am

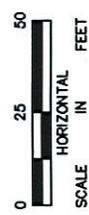


HIGHWAY 36/ ENGLISH STREET  
 INTERCHANGE IMPROVEMENTS  
 CITY PROJECT NO. 09-08

SUMMIT COMMUNITY BANK  
 PIN 10.29.22.32.0017

LEGEND  
 [Purple Box] PERMANENT EASEMENT  
 [Brown Box] TEMPORARY EASEMENT

PARCEL 12  
 PE = 3,230 S.F.  
 TE = 12,919 S.F.



City of Maplewood, Minnesota  
 Department of Public Works  
 Engineering Division

**Kimley-Horn  
 and Associates, Inc.**  
 2605 UNIVERSITY AVE. SUITE 230A  
 ST. PAUL, MINNESOTA 55114  
 TEL. NO. (651) 845-4197  
 FAX. NO. (651) 845-3116

ISSUED 2/3/2012

PARCEL 12

4

**RELEASE, TERMINATION AND EXTINGUISHMENT OF  
TEMPORARY EASEMENTS**

**THIS RELEASE, TERMINATION AND EXTINGUISHMENT OF TEMPORARY EASEMENTS** is made, executed and effective this \_\_\_\_ day of \_\_\_\_\_, 2016, by the City of Maplewood (the “City”).

**WHEREAS**, Peoples Bank Midwest, a Wisconsin corporation, (the “Landowner”), owns property in the City of Maplewood, Ramsey County, Minnesota, legally described on the attached Exhibit A (the “Subject Property”).

**WHEREAS**, the Landowner conveyed and granted to the City and its successors and assigns, forever, permanent street and utility easements upon, over, across, through and under real property situated in Ramsey County, Minnesota described on the attached Exhibit A.

**WHEREAS**, these permanent street and utility easements were recorded on December 5, 2014, as Document Nos. A04534928 and A04534929 with the Ramsey County Recorder (the “Permanent Easements”).

**WHEREAS**, Exhibit B attached to each Permanent Easement consisted of a schematic that depicted a temporary easement solely to illustrate where it was in relation to the Permanent Easement being created by the above-recorded Document Nos.

**WHEREAS**, the Landowner did not intend to, nor did it, grant any temporary easements to the City in the Permanent Easements created by the above-recorded Document Nos.

**WHEREAS**, to avoid confusion and to ensure that no unexpired temporary easements encumber the Subject Property, the City agrees to release, terminate and extinguish any temporary easements, real or perceived, created and existing solely by virtue of their depiction on Exhibit B to the Permanent Easements.



**This instrument drafted by:**

Kenneth J. Rohlf  
LeVander, Gillen & Miller, P.A.  
633 South Concord Street, Suite 400  
South St. Paul, MN 55075  
(651) 451-1831

**After recording, please return  
document to:**

Kenneth J. Rohlf  
LeVander, Gillen & Miller, P.A.  
633 South Concord Street, Suite 400  
South St. Paul, MN 55075  
(651) 451-1831

Exhibit A

Parcel A: (Abstract)

All that part of the West 398 feet of the South Half of the Northwest Quarter of the Southwest Quarter in Section 10, Township 29, Range 22, City of Maplewood, County of Ramsey, State of Minnesota, lying Southerly and Westerly of the following described dividing line:

Commencing at the Southwest corner of the South Half of the Northwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 56 seconds East 342.00 feet, along the South line of said South Half of the Northwest Quarter of the Southwest Quarter of the point of beginning of the following described dividing line; thence North 91.86 feet along a line parallel to and 342.00 feet East of the West line of said South Half of the Northwest Quarter of the Southwest Quarter; thence North 45 degrees 00 minutes 00 seconds East 29.70 feet; thence North 64.71 feet along a line parallel to and 363.00 feet East of said West line; thence South 89 degrees 56 minutes 00 seconds West 128.50 feet along a line parallel with the South right-of-way line of Trunk Highway No. 36; thence North 125.00 feet along a line parallel to and 234.50 feet East from the said West line; thence South 89 degrees 56 minutes 00 seconds West parallel to said South right-of-way line of Trunk Highway No. 36 to the West line of the Northwest Quarter of the Southwest Quarter.

Parcel B: (Abstract)

All that part of the West 398 feet of the South Half of the Northwest Quarter of the Southwest Quarter in Section 10, Township 29, Range 22, City of Maplewood, County of Ramsey, State of Minnesota, lying Northerly and Easterly of the following described dividing line:

Commencing at the Southwest corner of the South Half of the Northwest Quarter of the Southwest Quarter; thence South 89 degrees 51 minutes 56 seconds East 342.00 feet, along the South line of said South Half of the Northwest Quarter of the Southwest Quarter to the point of beginning of the following described dividing line; thence North 91.86 feet along a line parallel to and 342.00 feet East of the West line of said South Half of the Northwest Quarter of the Southwest Quarter; thence North 45 degrees 00 minutes 00 seconds East 29.70 feet; thence North 64.71 feet along a line parallel to and 363.00 feet East of said West line; thence South 89 degrees 56 minutes 00 seconds West 128.50 feet along a line parallel with the South right-of-way line of Trunk Highway No. 36; thence North 125.00 feet along a line parallel to and 234.50 feet East from the said West line; thence South 89 degrees 56 minutes 00 seconds West parallel to said South right-of-way line of Trunk Highway No. 36 to the West line of the Northwest Quarter of the Southwest Quarter. Subject to public right-of-way for Cope Avenue and English Street.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Karen Haag, Director Citizen Services  
**DATE:** May 4, 2016  
**SUBJECT:** Approval of a Temporary Lawful Gambling - Local Permit for the American Cancer Society of Minnesota, 3001 White Bear Avenue

**Introduction**

An application for a temporary Lawful Gambling – Local permit has been submitted by Keira Evans on behalf of the American Cancer Society of Minnesota, to be used at the Maplewood Mall at 3001 White Bear Avenue.

**Background**

This permit will be used for the Maplewood Mall's Women's Event held on Saturday, May 21, 2016 from 2:00pm to 7:00pm. Proceeds from the event will go towards raising awareness for Women's Breast Health services in the Maplewood community, and to support the mission of the American Cancer Society.

**Budget Impact**

None

**Recommendation**

Staff recommends that Council approve the temporary Lawful Gambling - Local permit for the American Cancer Society of Minnesota, 3001 White Bear Avenue

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager  
**FROM:** Michael Martin, AICP, Economic Development Coordinator  
**DATE:** May 3, 2016  
**SUBJECT:** Consider Approval of Ordinance Amendments in the Mixed Use Zoning District

**Introduction**

The city was recently contacted by Sam Munger, a Hardee's franchisee who owns most of the locations in the upper Midwest, and he has 1706 White Bear Avenue under contract with the intention of demolishing the existing building and building a new Hardee's building. This site is currently zoned mixed-use and prohibits drive-throughs and requires a maximum building setback of 10 feet. The city council reviewed this issue at its April 11 workshop and directed staff to bring this to the planning commission to consider amendments to the mixed-use ordinance to allow a pathway for this type of use yet maintain the city council's ability to review for approval. The planning commission did review and made a recommendation to approve the amendments.

**Background**

September 23, 2002: The city council adopted the Hillcrest Village Redevelopment Plan dated March 15, 2002, and the Hillcrest Village Urban Design Standards dated April, 2002. The plan and design standards were based on the Metropolitan Council's smart-growth development principles, which are designed to help guide changes in an area to create a village center with an active street life that mixes shops, workplaces, housing, passive recreation, and civic uses.

February 23, 2004: The city council adopted the mixed-use zoning district and rezoned areas in the Hillcrest neighborhood from business commercial and single-dwelling residential, to the new mixed-use zoning district.

**Discussion**

The Hardee's proposal would be the first proposed new construction in the Hillcrest neighborhood in several years. There are some initial zoning challenges with this project. In 2004, the city council adopted the mixed-use zoning district for this area which prohibits drive-through and drive-up sales. Setbacks would also require the building to be no more than 10 feet from the front property line. Any changes to the ordinance would impact all properties zoned mixed-use – not just 1706 White Bear Avenue, or this neighborhood.

### *Land Use*

The initial issue that needs to be addressed is the prohibition of drive-throughs in the mixed-use district. Currently, *drive-through sales and services* and *drive-up food or beverage windows* are prohibited. Staff is recommending these two uses be amended to be allowed via a conditional use permit (CUP) which would have to be approved by the city council.

Several options of addressing this issue were considered by the planning commission but its recommendation was to work within the confines of the existing district. The added flexibility of allowing drive-up and –through sales via a CUP has the potential to benefit the Gladstone neighborhood as well. Because of traffic counts and market demand staff is not concerned a chain fast food restaurant would choose to locate in Gladstone but a small coffee shop might and the added ability to have a drive-up window might make the use more feasible. The property owner of the Villages at Frost-English has indicated they are not currently seeking commercial tenants that would require a drive-through but they do support having the flexibility available via the zoning district.

### *Setbacks*

The mixed-use ordinance requires a building setback of 0-10 feet from the front property line. The intent is to have building brought closer to the street to create a village environment that is more walkable. South of Larpenteur Avenue is the city of Saint Paul and those commercial properties also allow a zero-foot setback but do not set a maximum setback. For comparison, the city of Oakdale recently approved a new Hardee's building within its Tartan Crossing (Hy-Vee) development and a 30-foot setback is required. Other commercial areas in Maplewood require a 30-foot building setback.

The planning commission recommended the mixed-use district be amended to allow no maximum setback with the approval of a CUP by the city council. In order to approve a CUP the city council must make a determination that the site plan contains elements that meet the intent of the mixed-use district and its setback requirements.

### *Off-Street Parking*

Because of the planning commission's recommendation of eliminating a maximum building setback, if the city council approves a CUP, the off-street parking ordinance would need a minor amendment as well. From a site design perspective, if the city allows an increased building setback it is reasonable that parking would then occur between the front property line and the building. Currently, the mixed use district prohibits parking lots in front of the building.

Staff is recommending the off-street parking section be amended to allow the city council to approve, with a CUP, parking in front of the building if an increased setback is also approved.

### **Commission Review**

At the April 19, 2016 Planning Commission meeting, the commission recommended approval of the amendments to the mixed use zoning district.

**Budget Impact**

None

**Recommendation**

Recommend approval of the attached ordinance amendments allowing increased building setbacks, the uses of drive-through sales and services and drive-up food or beverage windows and off-street parking in front of the building with the approval of a conditional use permit.

**Attachment**

1. Ordinance amendments
2. Draft Planning Commission Minutes; April 19, 2016

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE AMENDMENTS TO THE MIXED-USE ZONING DISTRICT**

The Maplewood City Council approves the following revision to the Maplewood Code of Ordinances. (Additions are underlined and deletions are crossed out.)

Section 1. Sections 44-680, 44-681 and 44-683 of the Maplewood Code of Ordinances are hereby amended as follows:

**Sec. 44-680. Uses.**

Uses allowed within an M-U mixed-use zoning district are as follows:

Type of Use	Permitted (P) Conditional Use Permit (CUP) Prohibited (PR)
Drive-through sales and services	<del>(PR)</del> <u>(CUP)</u>
Drive-up food or beverage window	<del>(PR)</del> <u>(CUP)</u>

**Sec. 44-681. Dimensional standards.**

Building Type	Lot Size Per Unit (square feet)	Height	Front	Side	Rear
Single dwelling	7,260	35 <sup>1</sup>	20 to 25	5 <sup>2</sup>	15 <sup>2</sup>
Double dwelling/ townhouse	n/a	35 <sup>1</sup>	20 to 25	5 <sup>2</sup>	15 <sup>2</sup>
Residential garage accessed from alley	n/a	Per section 44-114	n/a	5	0 to 6
Residential garage not accessed from alley	n/a	Per section 44-114	20 to 25	5	5

<b>Building Type</b>	Lot Size Per Unit (square feet)	Height	Front	Side	Rear
Multiple dwelling	n/a	35 <sup>1</sup>	0 to 20	0 <sup>3</sup>	0 <sup>3</sup>
Mixed-use/residential and commercial	n/a	n/a	0 to 10	0 <sup>3</sup>	0 <sup>3</sup>
Commercial/including structure parking	n/a	n/a	0 to 10	0 <sup>3</sup>	0 <sup>3</sup>

<sup>1</sup> No single dwelling, double dwelling, townhouse or multi-dwelling building shall exceed a height of 35 feet, or three stories, unless the city council approves a conditional use permit.

<sup>2</sup> When a mixed-use zoned single or double-dwelling/townhouse adjoins a single or double-dwelling residential zoning district, the side and rear yard setbacks of the adjacent single or double-dwelling residential zoning district shall apply, or a side yard setback of ten feet and a rear yard setback of 20 feet, whichever is greater.

<sup>3</sup> The zero setback specified above is allowed except as otherwise specified in the building code. Side and rear yard setbacks of at least ten feet shall be required when a mixed-use zoned commercial, mixed-use (residential and commercial) or multi-family use adjoins a mixed-use zoned single or double-dwelling/townhouse residential use. Side and rear yard setbacks shall be as specified in subsection 44-20(c)(6)b. (additional design standards) when a mixed-use zoned commercial, mixed-use (residential and commercial), or multi-family use adjoins a single or double-dwelling residential zoning district.

<sup>4</sup> The city council may increase maximum setbacks with approval of a conditional use permit. The conditional use permit may only be approved if the applicant has demonstrated on its site plan the intent of the mixed-use zoning district is being met.

**Sec. 44-683. Off-street parking.**

Section 44-17 (off-street parking) of the City Code applies in the mixed-use zoning district unless specified differently below:

Placement of surface parking within the mixed-use zoning district must meet the following:

- a. Surface parking must be located to the rear of a principal building, or an interior side yard if parking in the rear is impractical.

- b. Surface parking must maintain a ten-foot setback to a road when constructed on the side or rear of a building on a corner lot.
- c. Surface parking must maintain a five-foot side and five-foot rear yard setback, unless the surface parking adjoins a single or double-dwelling residential zoning district, in which case the required setback is as specified in subsection [44-19\(a\)](#) (landscaping and screening).
- d. The city council may approve ~~variances~~ modifications to the surface parking placement standard with a conditional use permit if a building has special needs and site constraints or an increased building setback is also approved. In these cases, there should be good pedestrian connections between the sidewalk and building entrance, and the area in front of the parking lot should be well landscaped.

Section 2. This ordinance shall take effect after the approval by the city council and publishing in the official newspaper.

The Maplewood City Council approved this ordinance revision on \_\_\_\_\_.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

**DRAFT**  
**MINUTES OF THE MAPLEWOOD PLANNING COMMISSION**  
**1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA**  
**TUESDAY, APRIL 19, 2016**  
**7:00 P.M.**

**6. NEW BUSINESS**

**a. Consider Approval of Amendments to the Mixed-Use Zoning District**

- i. Economic Development Coordinator, Mike Martin gave the report on the Amendments to the Mixed-Use Zoning District and answered questions of the commission.
- ii. City Manager, Melinda Coleman addressed the commission about the Mixed-Use Zoning District.

Commissioner Dahm stated he would like to add to the recommendation the 10 ft building setback could be increased with a conditional use permit (CUP) approval.

Commissioner Dahm moved to approve the ordinance amendments allowing increased building setbacks with no maximum and the uses of drive-through sales and services and drive-up food or beverage windows with the approval of a conditional use permit.

Seconded by Commissioner Ige.

Ayes - All

The motion passed.

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**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

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

**DATE:** May 3, 2016

**SUBJECT:** Consider Approval of a Conditional Use Permit Resolution, Ebenezer Karen Baptist Church, 1055 Viking Drive

**Introduction**

Peter Stalland, on behalf of Tom Hermanson and Ebenezer Karen Baptist Church, is requesting approval of a conditional use permit (CUP) for a church to operate at the building located at 1055 Viking Drive East. The city requires an approved CUP for a church to operate within any zoning district.

**Background**

September 7, 1972: The city council approved plans for the original building.

August 22, 1988: The city council approved a CUP for an addition on the west side of the building.

June 8, 1998: The city council approved a CUP allowing the parking lot to be expanded and thereby increasing the amount of impervious surface area to 67 percent of the lot.

**Discussion***Parking*

The church is proposing a gathering space to accommodate up to 400 people. For a church, city ordinance requires one parking space per every four seats – meaning 100 spaces are required. The applicant is proposing to leave the lower level as office space that will continue to be leased out. The lower level has 12,750 square feet of office space. For office space, city ordinance requires one space per every 200 square feet of area – meaning 64 spaces would be required. According to the applicant's letter, the site currently has 159 parking spaces and for the two proposed uses 164 are required. The church's main day of operation will be Sunday and the office space will be mainly used Monday through Friday. Because the uses do not overlap staff is not concerned of a parking shortage. The applicant should be required to submit to staff a seating chart for the main gathering space showing how 400 seats will be accommodated. Staff recommends the CUP for this site limit the gathering space to an occupancy of 400 persons.

### *Site Conditions*

Before any certificates of occupancy are issued by the city the following items will need to be addressed:

- The applicant must repair any areas of the parking lot that are currently in disrepair
- All parking spaces must be clearly striped.
- All trash and recycling receptacles must be screened and may require building an enclosure

### **Department Review**

Fire Marshall, Butch Gervais – The facility will require fire protection system throughout the entire building with visual and audio notification throughout. The system will be required to be monitored, all work will require permits and completed by a licensed contractor.

Building Inspector, Jason Brash – Must build per 2012 IBC, 2012 IMC, 2012 IFGC, 2014 NEC, 2012 UPC Minnesota State Plumbing Code, 2015 Minnesota State Building Code, 1323 Commercial Energy Code, 2012 IECC, 2015 Minnesota State Building Code with ANSI A117. 1-2009 accessibility rules. City will also require an architectural code analysis for construction, accessibility, and exiting requirements.

Staff Engineer, Jon Jarosch – See attached report.

### **Commission Review**

On April 19, 2016, the planning commission reviewed the proposed conditional use permit for this site and recommended approval.

### **Budget Impact**

None.

### **Recommendations**

Adopt the resolution approving a conditional use permit for Peter Stalland, on behalf of Tom Hermanson and Ebenezer Karen Baptist Church, at 1055 Viking Drive. Approval is based on the findings required by ordinance and subject to the following conditions:

1. The main gathering space of the church is limited to 400 persons. Applicant shall submit a seating chart to city staff.
2. No exterior site or building exterior changes, except signage, shall take place unless approved by the city. Signs shall follow the city's sign ordinance. Signs shall not be installed unless the applicant first obtains sign permits.
3. Any and all trash receptacles shall be contained within an enclosed structure. Any design of a new structure shall be subject to the city's design review process.

4. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
5. The city council shall review this permit in one year.
6. All of the applicant's parking shall be confined to the site and not allowed on city streets or neighboring properties.
7. City ordinance requires 164 spaces for the use of the building as a church and office space and 159 are being provided. The city approves the waiver of five parking spaces. The applicant shall submit to the city a parking plan showing the location of 5 proof-of-parking spaces or a reconfigured parking plan showing the existing site with 164 spaces while meeting all parking ordinance requirements.
8. The city shall monitor any parking complaints and report to the city council about compliance annually during the CUP review.
9. The applicant shall submit a parking restriping plan and maintenance plan for staff approval.
10. The applicant shall comply with all requirements of the building official, assistant fire chief and city engineer.

### **Citizen Comments**

Staff surveyed the 21 property owners within 500 feet of this property for their comments about this proposal. Staff did not receive any comments.

### **Reference Information**

#### *Site Description*

Site Size: 2.54 acres  
Existing Land Use: Office building and former dental lab

#### *Surrounding Land Uses*

North: Single Family Homes  
South: Highway 36  
East: Office and warehouse buildings planned C and zoned M-1  
West: Open Space

#### *Planning*

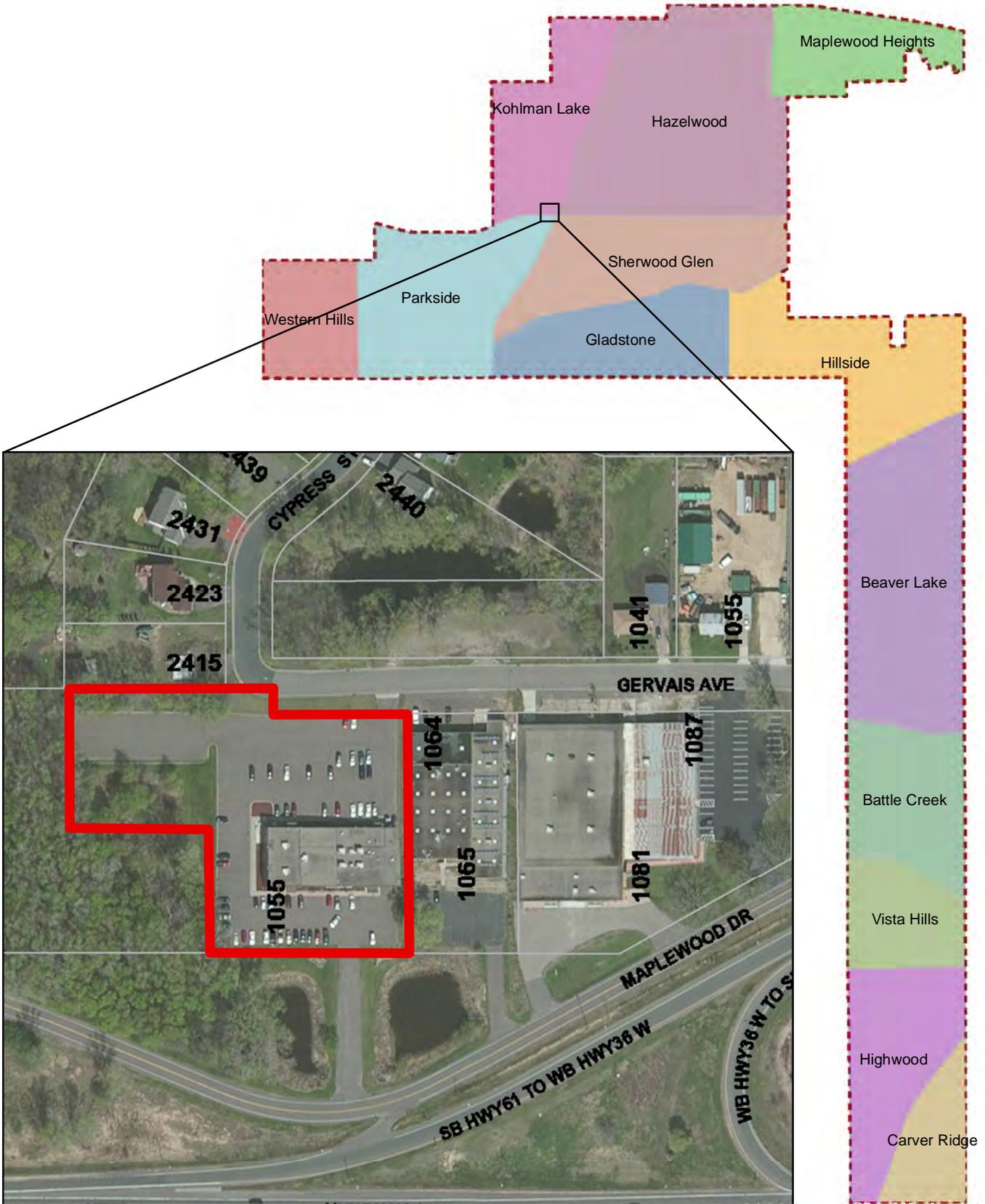
Land Use Plan: C (commercial)  
Zoning: M-1 (light manufacturing)

*Application Date*

The city received a complete CUP application for this request on April 1, 2016. Minnesota Statutes, Section 15.99 requires that the city take action within 60 days of receiving a complete application for a land use proposal. Therefore, city action is required on this request by May 31, 2016.

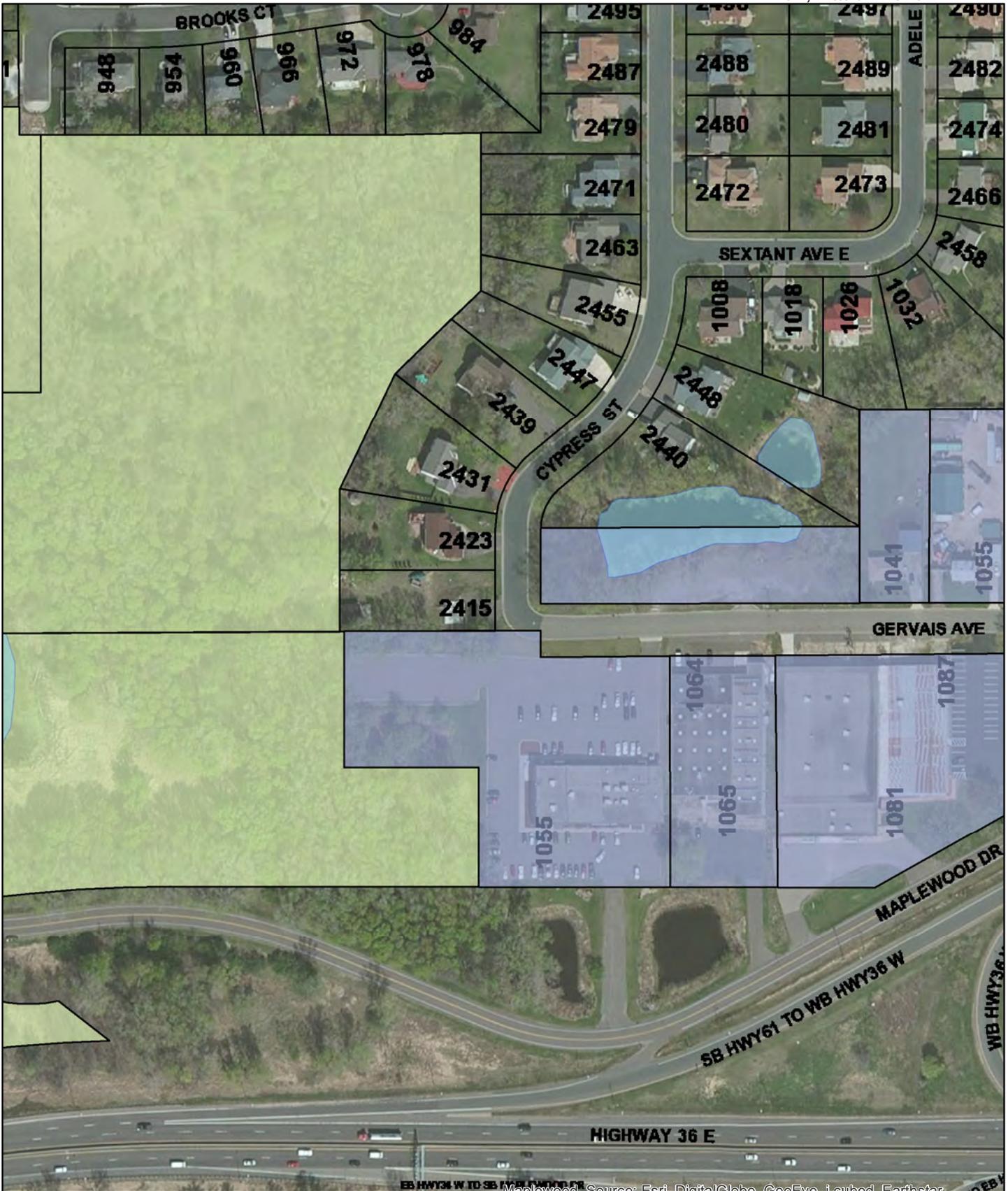
**Attachments**

1. Location Map
2. Land Use Map
3. Zoning Map
4. Site Map
5. Applicant's Narrative
6. Engineering Report, Jon Jarosch, dated April 28, 2015
7. Draft Planning Commission Minutes, April 19, 2016
8. Resolution for a Conditional Use Permit Revision for a Church



**1055 Viking Drive - Ebenezer Karen Baptist Church**

Conditional Use Permit Review - Overview Map

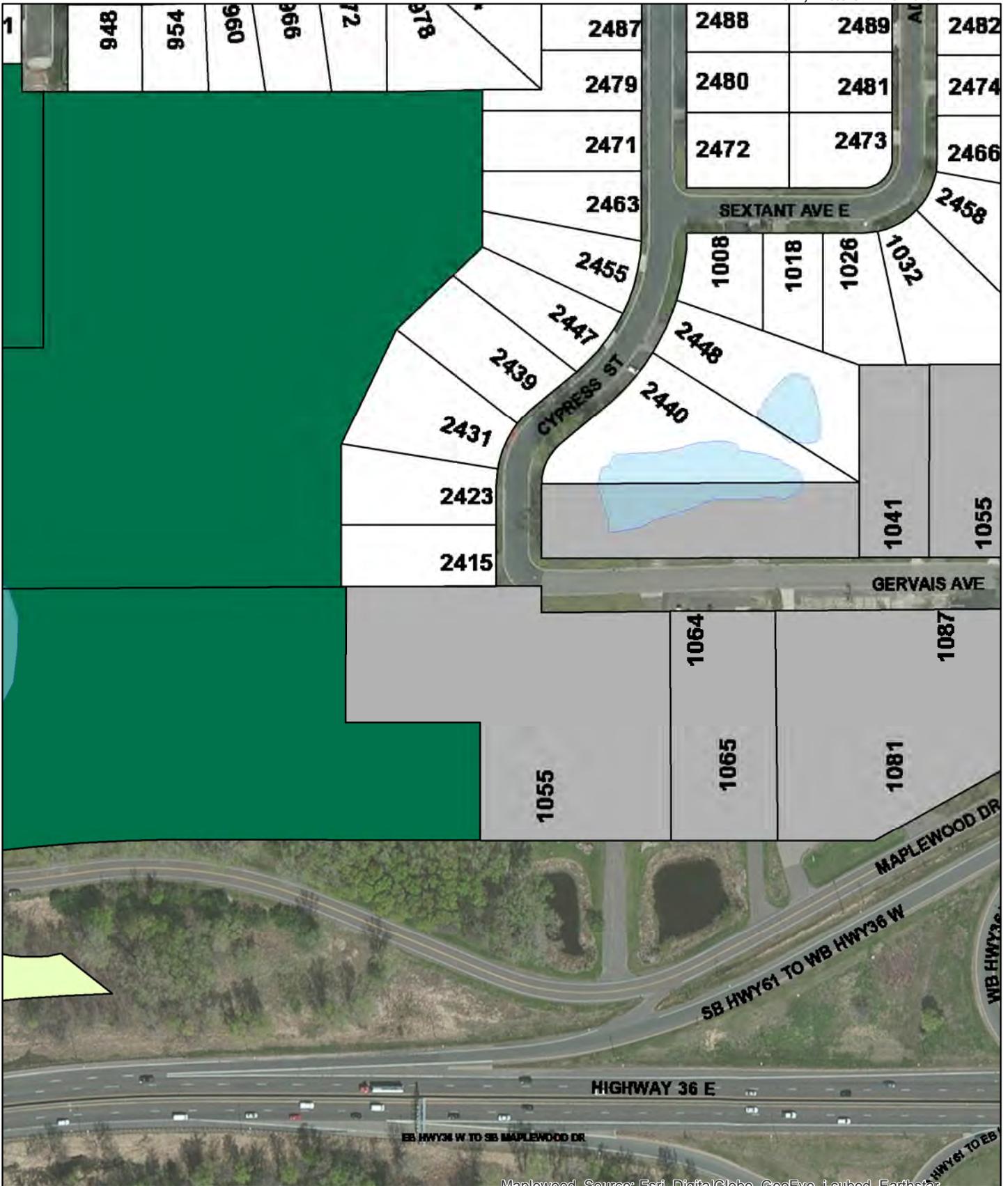


### 1055 Viking Avenue - Ebenezer Karen Baptist Church

Conditional Use Permit - Land Use Map

### Legend

- Low Density Residential
- Commercial
- Park



### 1055 Viking Avenue - Ebenezer Karen Baptist Church

Conditional Use Permit - Zoning Map

### Legend

- Light Manufacturing (m1)
- Open Space/Park
- Single Dwelling (r1)



**Stalland Law Office, PLLC**  
**K. Peter Stalland, Esq.**  
**171 5th Street**  
**Marine on St Croix, MN 55047**  
**Tel#: 651-433-0155**  
**Cell#: 651-245-7222**  
**Email: peterstalland@hotmail.com**

March 29, 2016

Mr. Michael Martin  
City Planner  
City of Maplewood  
1902 County Road B East  
Maplewood, MN 55109

Re: Hermanson building: 1055 Viking Drive East  
Conditional Use Permit Application

Dear Mike,

Please find enclosed a Conditional Use Application on behalf of Tom Hermanson, my client, as owner of the Hermanson Dental Building located at 1055 Viking Drive East, Maplewood. Mr. Hermanson currently has an executed purchase agreement with the Ebenezer Karen Baptist Church to buy his building subject to certain contingencies, one of which is obtaining the approval of the City of Maplewood for this conditional use permit to operate the building as a church. Also enclosed is a check in the amount of \$ 1,696.00 for the City and County fees associated with this permit application. The legal description for the property is attached marked as Exhibit A.

Our proposal does not involve any new construction or any outside additions or modifications to the building (see photo attached of the building exterior). The application is consistent with City Ordinance Section 44-1092 (3) which allows a church use in any zoning district which does not prohibit such use. There are 159 existing parking spaces. There are no changes to the exterior site plan (see site plan attached).

Attached are architectural renderings of the upper and lower floor plans for the building. The lower floor will remain primarily office space. The upper floor plan shows a sanctuary which will accommodate 400 seats. The church will not change the existing character of the area since the building and exterior parking lot surrounding the building will not change. The church will not depreciate property values since historically churches are located in and around residential neighborhoods. Given that the building will generate traffic only on Sundays, the use will not involve any activity that would be dangerous or cause a nuisance to the neighborhood. The general rule for parking/traffic assumes one parking space per 4 seats in a church sanctuary; at 400 seats the 159 spaces

easily accommodates this ratio. The current building is served by public utilities so there is no increase in services required.

Similarly, since the exterior building and site are not going to be changed in any way, the use will preserve the surrounding natural features and will not cause any adverse environmental effect.

It is interesting to note that the Twin Cities has the largest population of Karens from Burma in the United States, now totaling approximately 8,000. Of these, approximately 3,000 live in Maplewood. There are numerous Karen Baptist congregations in the St. Paul area. The Ebenezer group, which is buying the Hermanson building, lives in close proximity to the subject site which is one reason why this location makes sense for the congregation.

Please contact me with any questions, concerns, or need for additional information.

Thank you.

Yours truly,

  
K. Peter Stalland

cc Tom Hermanson

John Mannillo, representative for the Karen Baptist Church

**Engineering Plan Review**

**PROJECT:** Ebenezer Karen Baptist Church – 1055 Viking Drive  
**PROJECT NO:** 16-05

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

**DATE:** 4-8-2016

**PLAN SET:** Conceptual Site Plan

The applicant is proposing to convert the interior of the current Hermanson Dental building into a church. No exterior site improvements are proposed at this time.

The following are engineering review comments on the design and act as conditions prior to issuing permits.

**Sanitary Sewer and Water Service**

- 1) A Sanitary Sewer Availability Charge (SAC) determination is required for this change in use. The applicant shall be responsible for paying any SAC, WAC, or PAC charges related to the improvements proposed with this project.

- END COMMENTS -

**DRAFT  
MINUTES OF THE MAPLEWOOD PLANNING COMMISSION  
1830 COUNTY ROAD B EAST, MAPLEWOOD, MINNESOTA  
TUESDAY, APRIL 19, 2016  
7:00 P.M.**

**5. PUBLIC HEARING**

**a. 7:00 p.m. or later: Consider Approval of a Conditional Use Permit Resolution, Ebenezer Karen Baptist Church, 1055 Viking Drive**

- i. Economic Development Coordinator, Mike Martin gave the report for considering the Approval of a Conditional Use Permit Resolution for Ebenezer Karen Baptist Church, 1055 Viking Drive.
- ii. Attorney, Peter Stalland, Stalland Law Office, 171 – 5<sup>th</sup> Street, Marine on St Croix, representing the seller and the buyer in this project addressed and answered questions of the commission.
- iii. Pastor, Bill Englund, First Baptist Church, St. Paul, addressed and answered questions of the commission.

Chairperson Arbuckle opened the public hearing.

1. Wilfred Tunbaw, Board Chair of the Ebenezer Karen Baptist Church addressed the commission.

Chairperson Arbuckle closed the public hearing.

Commissioner Tripler moved to approve the resolution approving a conditional use permit for Peter Stalland, on behalf of Tom Hermanson and Ebenezer Karen Baptist Church at 1055 Viking Drive. Approval is based on the findings required by ordinance and subject to the following conditions: **(changes to the motion are in bold and underlined)**.

1. The main gathering space of the church is limited to 400 persons. Applicant shall submit a seating chart to city staff.
2. No exterior site or building exterior changes, except signage, shall take place unless approved by the city. Signs shall follow the city's sign ordinance. Signs shall not be installed unless the applicant first obtains sign permits.
3. Any and all trash receptacles shall be contained within an enclosed structure. Any design of a new structure shall be subject to the city's design review process.
4. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
5. The city council shall review this permit in one year.

6. All of the applicant's parking shall be confined to the site and not allowed on city streets or neighboring properties.
7. City ordinance requires 164 spaces for the use of the building as a church and office space and 159 are being provided. The city approves the waiver of five parking spaces. **The applicant shall submit to the city a parking plan showing the location of 5 proof-of-parking spaces.**
8. The city shall monitor any parking complaints and report to the city council about compliance annually during the CUP review.
9. The applicant shall submit a parking restriping plan and maintenance plan or staff approval.
10. The applicant shall comply with all requirements of the building official, assistant fire chief and city engineer.

Seconded by Commissioner Kempe.

Ayes - All

The motion passed.

This item goes to the city council on May 9, 2016.

## CONDITIONAL USE PERMIT RESOLUTION

WHEREAS, Peter Stalland, on behalf of Tom Hermanson and Ebenezer Karen Baptist Church, applied for a conditional use permit to operate a church.

WHEREAS, Section 44-1092(3) of the city ordinances requires a conditional use permit for churches and institutions of any educational, philanthropic and charitable nature.

WHEREAS, this permit applies to the property located at 1055 Viking Drive. The property description is:

That part of the West 171.32 feet of the East 662.32 feet of the Southwest 1/4 of Section 9, Township 29, Range 22 lying Northerly of State Trunk Highway No. 36-118, according to the United States Government Survey thereof, Ramsey County, Minnesota.

The North 180.00 feet of the West 180.8 feet of the East 920.32 feet of the Northeast 1/4 of the Southwest 1/4 of Section 9, Township 29, Range 22, Ramsey County, Minnesota.

That part of the West 77.20 feet of the East 739.52 feet of the Southwest 1/4 of Section 9, Township 29, Range 22, lying Northerly of State Trunk Highway No. 36-118, Ramsey County, Minnesota, according to the United States Government Survey thereof.

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

1. On April 19, 2016, the planning commission held a public hearing. The city staff published a notice in the paper and sent notices to the surrounding property owners. The planning commission gave everyone at the hearing a chance to speak and present written statements. The planning commission also considered the report and recommendation of city staff. The planning commission recommended that the city council approve this permit.
2. On May 9, 2016, the city council considered reports and recommendations of the city staff and planning commission.

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

1. The use would be located, designed, maintained, constructed and operated to be in conformity with the City's Comprehensive Plan and this Code.
2. The use would not change the existing or planned character of the surrounding area.
3. The use would not depreciate property values.
4. The use would not involve any activity, process, materials, equipment or methods of operation that would be dangerous, hazardous, detrimental, disturbing or cause a nuisance to any person or property, because of excessive noise, glare, smoke, dust, odor, fumes, water or air pollution, drainage, water run-off, vibration, general unsightliness, electrical interference or other nuisances.
5. The use would not exceed the design standards of any affected street.

6. The use would be served by adequate public facilities and services, including streets, police and fire protection, drainage structures, water and sewer systems, schools and parks.
7. The use would not create excessive additional costs for public facilities or services.
8. The use would maximize the preservation of and incorporate the site's natural and scenic features into the development design.
9. The use would cause no more than minimal adverse environmental effects.

Approval is subject to the following conditions:

1. The main gathering space of the church is limited to 400 persons. Applicant shall submit a seating chart to city staff.
2. No exterior site or building exterior changes, except signage, shall take place unless approved by the city. Signs shall follow the city's sign ordinance. Signs shall not be installed unless the applicant first obtains sign permits.
3. Any and all trash receptacles shall be contained within an enclosed structure. Any design of a new structure shall be subject to the city's design review process.
4. The proposed use must be substantially started within one year of council approval or the permit shall become null and void. The council may extend this deadline for one year.
5. The city council shall review this permit in one year.
6. All of the applicant's parking shall be confined to the site and not allowed on city streets or neighboring properties.
7. City ordinance requires 164 spaces for the use of the building as a church and office space and 159 are being provided. The city approves the waiver of five parking spaces. The applicant shall submit to the city a parking plan showing the location of 5 proof-of-parking spaces or a reconfigured parking plan showing the existing site with 164 spaces while meeting all parking ordinance requirements.
8. The city shall monitor any parking complaints and report to the city council about compliance annually during the CUP review.
9. The applicant shall submit a parking restriping plan and maintenance plan for staff approval.
10. The applicant shall comply with all requirements of the building official, assistant fire chief and city engineer.

The Maplewood City Council \_\_\_\_\_ this resolution on May 9, 2016.

## MEMORANDUM

**TO:** Melinda Coleman, City Manager  
**FROM:** Paul P. Schnell, Chief of Police  
**DATE:** May 4, 2016  
**SUBJECT:** Consider Approval to Purchase In-Squad Cameras from Taser International, Totaling \$24,175.00

### Introduction

In late 2015 and early 2016, the police department decommissioned and removed the previous in-squad cameras that had been in use for approximately eight years. The removal decision was based on the fact that the camera system and storage server were beyond useful life causing many units to be inoperable and unrepairable. The manufacturers of the system no longer provided support for the existing system and we were unable to obtain parts.

The department is requesting authorization to procure 25 in-squad camera set-ups along with the Criminal Justice Information System (CJIS) compliant cloud storage for the data collected by the cameras. The cost of this deployment has been quoted at \$24,175.00.

### Background

In 2008, the Maplewood Police Department purchased an In-Squad video camera system resulting in the cameras being placed in all of the department's marked patrol cars. The L-3 in-squad video system, is a local server-based system; meaning all data collected by the cameras is stored on site.

Over the past several years the camera units began to fail. Initially, we were able to get support and parts for the camera and associated body microphones units, but when L-3 launched their new system support for the old system slowly dissipated. The cameras were ultimately removed from squads because the majority of squad camera systems were non-functional. This created concerns for prosecutors as a portion of our squads had working cameras while others did not.

The decision to utilize Taser Squad cameras, is based upon the cost of the cameras, which are considerably less costly than traditional server-based systems. In addition, the department in coordination with IT Director Fowlds began exploring cloud-based storage options as it is expected that when body worn cameras are fully deployed, we will collect significant quantities of video data, which will need to be cataloged and easily accessed for sharing with prosecuting authorities and defense attorneys through the disclosure process. Finally, we are currently storing a range of digital data on Taser's Evidence.com. Evidence.com is used to securely store photograph evidence and audio statements. With full deployment of body worn cameras, all the department's digital evidence pertaining to cases will be stored, maintained and accessed on a single secure network as opposed to what would otherwise disparate systems storing different forms of data.

The Taser in-squad camera system is known as Axon Fleet. The cost of the 50 cameras, to outfit the department's 25 marked squads, is \$12,475.00, which includes a 4 year extended warranty. At the same time we purchase the cameras, we will activate a one year subscription to Evidence.com-Fleet which provides for unlimited storage of video data. The cost of licenses and associated data storage for one year is \$11,700.00.

### **Budget Impact**

The cost for the purchase of the Axon Fleet Camera System and storage will be paid for by use of forfeiture funds (Police Services Fund). Vehicle forfeiture is the source of most of the department's fund balance (the current fund balance is \$91,553.12). The purchase of squad and body worn cameras is an allowable expenditure for forfeiture funds.

### **Recommendation**

It is recommended that the City Council authorize the department to purchase in-squad cameras from Taser International using funds from the Police Services Fund (208).

### **Attachments**

1. Taser quotation

**TASER International**

Protect Life. Protect Truth.

17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 Phone: (800) 978-2737  
 Fax: (480) 696-7643

**Paul Schnell**  
 (651) 249-2602  
 (651) 249-2699  
 paul.schnell@maplewoodmn.gov



**TASER**

*In-Squad*

**Quotation**

**Quote:** Q-53266-4  
**Date:** 4/8/2016 11:21 AM  
**Quote Expiration:** 4/30/2016  
**Contract Start Date\*:** 8/1/2016  
**Contract Term:** 5 years

**AX Account Number:**  
 108037

**Bill To:**  
 Maplewood Police Dept. - MN  
 1830 E. COUNTY ROAD B  
 Maplewood, MN 55109  
 US

**Ship To:**  
 Paul Schnell  
 Maplewood Police Dept. - MN  
 1830 E. COUNTY ROAD B  
 Maplewood, MN 55109  
 US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Chad Gappa	(480) 502-6255	cgappa@taser.com	Fedex - Ground	Net 30

\*Note this will vary based on the shipment date of the product.

Hardware/E.com: Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
50	74003	CAMERA SYSTEM, AXON FLEET	USD 399.00	USD 19,950.00	USD 7,475.00	USD 12,475.00
50	74025	AXON FLEET MOUNT ASSEMBLY	USD 0.00	USD 0.00	USD 0.00	USD 0.00
25	70112	AXON SIGNAL UNIT	USD 0.00	USD 0.00	USD 0.00	USD 0.00
25	85163	UNLIMITED EVIDENCE.COM FLEET: YEAR 1 PAYMENT	USD 468.00	USD 11,700.00	USD 0.00	USD 11,700.00
50	87032	4 YEAR EXTENDED WARRANTY AXON FLEET	USD 0.00	USD 0.00	USD 0.00	USD 0.00
<b>Hardware/E.com: Net 30 Total Before Discounts:</b>						USD 31,650.00
<b>Hardware/E.com: Net 30 Discount:</b>						USD 7,475.00
<b>Hardware/E.com: Net 30 Net Amount Due:</b>						USD 24,175.00

**MEMORANDUM**

**TO:** City Council  
**FROM:** Melinda Coleman, City Manager  
**DATE:** May 3, 2016  
**SUBJECT:** Consider Approval of 2016 Council Staff Retreat Report

**Introduction/Background**

On March 21, 2016, the City Council and the Management Staff met for a retreat. The Retreat was facilitated by Barbara Strandell of What Works, Inc.

The purpose of the retreat was:

- Teambuilding: Staff and Council
- Update Accomplishments
- Identify Key Challenges going Forward
- Create Parameters for Branding/Values

Attached is the report from Ms. Strandell summarizing the day's presentations and discussion.

**Budget Impact**

None.

**Recommendation**

It is recommended that the Council approve the attached Council Staff Retreat Report.

**Attachments**

1. Council Staff Retreat Report



**CITY OF MAPLEWOOD  
COUNCIL- STAFF RETREAT SESSION**

March 21, 2016

Retreat participants were Mayor Nora Slawik; Councilmembers Kathy Juenemann, Bryan Smith, Marylee Abrams and Tou Xiong; City Manager Melinda Coleman and Assistant City Manager Mike Funk; Department Heads Karen Haag, Steve Lukin, Dewey Konewko, Mychal Fowlds, Paul Schnell, Michael Thompson, Alan Kantrud; facilitator, Barbara Strandell.

The retreat was held at the St. Paul Humanities Center on March 21, 2016. The meeting began at 2:00 PM and ended at 8:00 PM.

**PURPOSE OF RETREAT:**

- ✚ Teambuilding: Staff and Council
- ✚ Update Accomplishments
- ✚ Identify Key Challenges going Forward
- ✚ Create Parameters for Branding/Values

**TOPICAL AGENDA**

*The facilitator introduced the agenda and welcomed staff and council to the retreat. Special welcome was made to the newly elected Council Members Tou Xiong, and Bryan Smith.*

**I. Welcome**

- A. Welcome and Opening Comments: Mayor Nora Slawik
- B. Introduction of City Councilmembers – Champion and Legacy

**II. Current Situation**

- A. Overview of Accomplishments: Melinda Coleman
  - 1. Accomplishments from Survey
  - 2. Senior Management Team: What we do
  - 3. Update of Strategic Objectives
- B. Other Pre-Retreat Survey Results:
  - 1. What have we overcome?
  - 2. Sacred Cows
  - 3. SWOT – What has changed?

**III. Teambuilding**

- A. StrengthsFinder Overview
- B. Small Group Exercise using Signature Themes Worksheet

**IV. Going Forward:**

- A. "Challenges" from Survey
- B. Becoming Ambassadors
- C. Branding/Values
- D. Presentation: **Maplewood: Our Story!**

**V. Wrap:**

- A. Closing Remarks from Nora and Melinda
- B. Best of the Day



## 2015 SIGNIFICANT ACCOMPLISHMENTS

- MCC Partnership with YMCA
- East Metro Training Facility and classroom
- Working toward Heart Safe City Classification
- Complete overhaul of the City's webpage, including many new features such as business list, transparency page and increased use of social media.
- New City Logo/branding
- Street replacement program funded with Gas Franchise fee
- Gladstone Redevelopment; Phase 2 of new infrastructure, streets, sidewalks along with multi-family project of 50 units with 2 more phases (housing and commercial)
- Expanded role of Community Service Personnel in Animal Control
- Chief Schnell leader on racial equity and domestic violence
- Conducted 2015 Elections with no challenges
- Created a policy regarding City Building Replacement needs
- Completed the 2015-2017 Maplewood Strategic Plan

### Your Accomplishments from the Pre-Retreat Survey

#### # 1 Accomplishment:

"We" have successfully separated from the Ramsey Washington Cable Commission!

- Made Transition to New Team at City Hall
- Redevelopment Partnership – Green Building
- Kid City
- Living Streets
- Energize Maplewood
- Webpage and Social Media Improvements
- Gas Franchise Fees
- Identified Strategic Objectives
- Police led diversity/equity program
- Parks and Recreation Master Plan
- City Building Replacement needs identified
- Improved community safety
- PW and Park & Rec partnered with Safe Routes to School
- Public improvements in the Gladstone Neighborhood
- 3M: 400,000 square foot research and development lab

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## STRATEGIC OBJECTIVES/PRIORITIES

*An Update, presented by Melinda Coleman*

*The City Council created Objectives/Priorities at their 2015 retreat. The City Manager presented a status update as to where the city was toward achieving or addressing the Objectives/Priorities.*

### A. Coordinated Communication

- Create a long-term vision that reflects our community identity and effectively communicates a consistent, broad-based message and brand through a variety of mediums.

### B. Effective Governance

- Creating a culture that is built on trust, conveys clearly identified goals and expectations, and is focused on the City's long range mission and vision.

### C. Financial Sustainability

- Maintain positive financial position by balancing revenues and expenditures for operations, debt management, and capital investments. Provide quality City services that reflect community values and that are supported by available resources.

### D. Operational Effectiveness

- Valuing organizational efficiencies which are based on performance measurement and accountability.

### E. Targeted Redevelopment

- Guide residential development by leveraging resources to expand tax base but also create housing options that meets the diversity of the community.
- Promote commercial development through the green building code and innovation that supports business growth.

## WHAT HAVE WE OVERCOME?

*While the Council and Staff were asked this question on the pre-retreat survey, there was also a robust discussion at the retreat on how important it was to celebrate our success in overcoming many obstacles the teams faced in 2015.*

- Divisiveness on the Council
- Challenging Council dynamics
- Barriers to building trust, differences in personalities
- Transition of City Manager
- Challenging budget and CIP decisions
- Fire department investigation
- Employee separation agreement and FBI investigation
- We are beginning to overcome the "bad old days"
- Homicides and crimes in our city
- Potholes and street issues
- Outdated website
- Nay-sayers

### DO WE HAVE ANY SACRED COWS?

*Survey Question: In your opinion, what are the "sacred cows" (an idea, custom, department, role or person held, especially unreasonably, to be above questioning or doubt) in Maplewood? Why?*

- ⇒ Fire and EMS funding and staffing
- ⇒ Public Safety spending/funding (needs vs wants)
- ⇒ MCC privatization
- ⇒ Park funding
- ⇒ City staff and operations, conflicts occur because of legal issues and expertise
- ⇒ Sometimes staff and Councilmembers are viewed to be above questioning
- ⇒ That we will never be better than we are now
- ⇒ For me it is more about the how than the what

### SACRED COWS: COMMENTS AND DISCUSSION

*Additional Comments from the survey:*

- ⌘ Now we have a workgroup looking at funding and staffing (Fire/EMS)
- ⌘ It is the idea that we are **honest, transparent, respectful, and reasonable**. We can all have differing ideas, but these are the key things for me.
- ⌘ We have the ability to be a great community. I believe we have **some stale ideas and as old as I am** :-) I recognize it.
- ⌘ **Police and fire** historically, however, not any more with the challenge to seek efficiencies
- ⌘ Staff and Council have been working hard to overcome the deficits of the **MCC**.
- ⌘ Perhaps **NEW** sacred cows are being developed?

*Additional comments noted at the retreat:*

- ⇒ The view that it feels like the City Council - owns certain "staff" or departments they advocate for.
- ⇒ A reputation for "Bad Government" in the past: demoralizing; are we through it? Sub-conscious; we don't have anything to be ashamed of; we are not victims. Sometimes the sacred cow is not talking about the very thing we wish we could forget, like the years when Maplewood elected leadership publicly dragged the City down.



**New SWOT: Strengths  
from Survey 2016**

Survey Question: At the 2015 Council Staff Retreat, the following SWOT Analysis of our City was created. Please review each area and indicate if you believe the elements are still relevant today, or are no longer relevant. In addition, what new element(s) would you add that better reflect our current situation in the City?

Below is the list of the 2015 SWOT and the new – 2016 additional SWOT elements

**2015 STRENGTHS:**

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

**New Strengths - 2016**

- ◆ Our Focus on Communication
- ◆ Engaged and diverse City Council
- ◆ Strategic Objectives reaffirmed
- ◆ Customer Service
- ◆ Leadership in the metro: communication, citizen engagement and transportation/infrastructure
- ◆ Creative energy, forward thinking

**2015 WEAKNESSES**

- Communication-Council/staff/public
- Leadership-vision
- Financing-spending

**New Weaknesses - 2016:**

- ◆ Community image/perception as an organization- especially in recruiting of top talent
- ◆ Weak "brand" of Maplewood
- ◆ Lack of consistency in customer service to our business community

**2015 OPPORTUNITIES**

- Connections-building community cohesiveness
- Communication
- Collaboration/partnership, diversity
- Uniqueness, redevelopment

**New Opportunities -2016:**

- ◆ Creativity in police/fire/EMS - scheduling, staffing community paramedics
- ◆ Marketing/building of image
- ◆ With rebranding and communications: opportunity to sell our community in a positive way
- ◆ Redevelopment with emphasis on housing rehab and "green" remodels
- ◆ Housing redevelopment should become a high priority

**2015 THREATS**

- Leadership-communication
- Financial sustainability
- Redevelopment-business & housing
- Direction/strategic planning
- Naysayers

**New Threats- 2016:**

- ◆ Need to address diversity issues more specifically - ideas? Goals? Funding?
  - ◆ The ever-changing alignment of the police department, the stability of the fire department and the financial impact of continuing with a full time staff.
- 

**TEAMBUILDING**

Using the Strengths Finders program developed by Gallup Inc, the leadership teams prepared for and participated in an extensive team building exercise. Small groups were formed and each person shared the top five strengths they have with his/her group. They discussed how they use them in their role with the City, etc. The small groups reported back to the larger group.

"Day-to-Day frustrations" exercise can be found in the appendix.

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**COUNCIL STAFF RELATIONSHIPS*****What can the Staff Team do to Improve its Relationship with the City Council?***

1. Spend more time together
2. Gain a better understanding of what their collective goals are
3. Keep the Council informed, listen to concerns, communicate more on sensitive or important decisions
4. Be clear about what you need from me, and give me the time and resources to deliver.
5. Have open communications with the Council
6. Listen, carry out CC policy directives
7. Provide clear information
8. Continue to funnel information through Melinda on real-time happenings (ensure constant communication)
9. Take the time to consult with the Council on big issues
10. Remember that the Council does not like surprises

**COUNCIL STAFF RELATIONSHIPS*****What can the City Council do to Improve Relationship with the Staff?***

1. More communication
2. Continue to communicate expectations to staff
3. Allow us to make corrections where needed
4. Continue to ask staff for information and new ideas and trust the responses
5. Very good now
6. One area to improve is respecting the boundaries of communication - going through the City Manager.
7. Support staff and participate in city functions and outreach activities
8. Read the CC packet and FYI and communicate needs to City Manager if changes are needed or desired
9. Trust staff to get things done
10. I think it's pretty good. Continue to be collaborative and respectful.
11. I believe we are on a roll, listen and communicate.
12. Just time and understanding that it is all for one and one for all.

13. Ask questions.
14. I believe the working relationship is currently in a good position.
15. Trust them to do the job and not to get involved with day-to-day operations.
16. Council wants to have better communication with the staff team.
17. CC to have meaningful input into policy decisions
18. Thank the staff more and acknowledge their expertise
19. Council could have one to ones with various staff as well to learn more about the various areas

**OUR BIGGEST “CHALLENGES” NEXT TWO YEARS:**

*Survey Question: What do you see as the biggest challenges facing our leadership teams in the next two years? These challenges are in no particular order but were identified in the survey and confirmed by the Leadership teams. However, it was evident that there was a sense of urgency to begin the positive branding or messaging for the City.*

- ◆ Budget
- ◆ Succession Planning
- ◆ MCC
- ◆ EMS/Fire
- ◆ Communications
- ◆ Creating a Positive Brand for the City

**WHAT CAN WE DO TO BECOME BETTER AMBASSADORS OF OUR CITY?**

- ❖ Message the **successes** of city government
- ❖ Remind people and staff of all of the **great things** that the City of Maplewood does.
- ❖ Promote and embrace **racial equity** as a community strength
- ❖ **Tell our story.** We have a great SMT and engaged, future thinking Council. We have Strategic Objectives to guide us and most importantly, we all want to make Maplewood a great place to live and work.
- ❖ Find **the positives** and get our messaging out there.
- ❖ Brag about the positive **developments** wherever we are.

**◆ How do we become better AMBASSADORS?**

- ⌘ Combat misinformation
- ⌘ Use all types of media.
- ⌘ Participate in outreach activities.
- ⌘ **Have a Plan**
- ⌘ Be Proactive: Community and Business Groups
- ⌘ Encourage citizen input
- ⌘ Be "present" at city and neighborhood events
- ⌘ Respond to resident questions/issues without making promises.

**BRANDING AND MESSAGING:**

Branding, Values and Key Messages from other Cities lead by Melinda Coleman

Melinda Coleman presented an overview of branding and communications, and examples from other cities:

**Branding and Values Relative to Communication**

- ⇒ A communication program should be built around strong themes. A program built on strong and consistent themes is more efficient than one with unrelated and scattered messages.
- ⇒ Communications should reinforce and reflect the City's brand, goals and vision of the city government, as established by the City Council and the City's management team.

**Examples Presented:**

- ⌘ City of Minnetonka: Vision, Guiding Principles
- ⌘ White Bear Lake: Mission Statement, Philosophy Statement
- ⌘ St. Louis Park: Key Brand Messages, Supportive Brand Messages – examples:
  - St. Louis Park – Where trails keep us connected and parks are a part of our nature.
  - St. Louis Park actively engages varied social, economic, religious, and ethnic heritages.
  - St. Louis Park is growing green.
- ✚ **Warm up:** Top of Mind Exercise for other cities: The names of 10 Minnesota cities were present to the group and they were asked to write down the first thoughts that came to mind regarding that city. This is called the Top of Mind Exercise. The cities and associated thoughts are [resented below.

**Top Mind Exercise - Cities**

1. Blaine: Sports, Soccer, Big, Hockey, Anoka, Growing, Automatic, Junkyard, Bus
2. White Bear Lake: Jo Emerson, Low Lake, Provincial, charming, boat works, Washington Square grill, Pizza, nice downtown, no parking, parade
3. Minneapolis: City of Lakes, political, nightlife, Mill City, neighborhoods, restaurants, light rail
4. Woodbury: Shopping, sprawl, stuck up, sameness, houses, retail overdone
5. Stillwater: Prison, bridge, lovely downtown, quaint, food, boat, historic district
6. Lake Elmo: Glad it's them, big lots, LE Inn, anti-development, dysfunctional, airport
7. Oakdale: Hy-Vee, ok, Summer fest, big Menard's, old school, redevelopment
8. North St. Paul: Snowman, car shows, Bob Zick, surrounded, faltering core downtown, zero enrollment - hockey
9. Roseville: Parks, retail, J Jill, forever 21, not as good as Maplewood, oval
10. St. Paul: Stadium, River, Xcel, historic, gangsters, Irish, Cathedral, downtown

✚ **Maplewood:** Question was then asked "What would be the top of mind for Maplewood?"

**Top of Mind: Maplewood**

- Green, Cars, Costco, Mall, 3M, July 4<sup>th</sup> Celebration/Fireworks, St John's Hospital, Jail,
- Business friendly, Streets, Hmong, Senior living
- Trails, MCC, Nature Center
- Parks, open spaces, Bruentrup Heritage Farm
- Weird shape

**KEY BRANDING MESSAGES EXERCISE**

The large group was divided into three sub-groups and assigned to:

- A. Each group creates a "Story Board" that highlights key elements each group would like to include when telling the story about the City of Maplewood.
- B. Each group presents their "story" to the whole group.

**Table 1: Michael, Kathy, Mychal, Steve, Karen**

- Parks, Trails, Open Space - green
- Cradle to Grave - "where you can start and depart"
- Active living/MCC
- First ring suburb (diverse) with unique shape
- Location (with good access)
- City services (quality)
- Medical corridor/Legacy Village
- Family friendly
- Something for Everyone (meet needs)
- Live, work, play
- *Where Character Meets Innovation*
- Green, Growing, Generations

**Table 2: Bryan, Nick, Tou, Nora, Mike**

- For: Families who want a connection to Urban Center
- Maplewood is: a collection of Suburban neighborhoods with the right Urban benefits
- Offers:
  - U- proximity
  - U - diversity (PPL, Housing, Dvs.)
  - U - Transportation (road/transit)
  - S - parks
  - S - retail
  - S- quality services
  - ? Safety

**Table 3: Melinda, Marylee, Dewey, Paul, Alan**

- Great - Visit - Better Stay
- Good Place to Be
- Connected - parks, trails
- Good stewards
- Sustainable
- United
- Joined by Values
- Connected through Community - diversity, families
- Work, Play, Live
- Strong Thru Connection - youth, inclusive, business, schools, trains, etc.
- Strengths, measurement

**BEST OF DAY:**

*At the end of the retreat, each participant was asked what topic of discussion was most useful (to them) in making this retreat a success. Here are the answers:*

Mayor & Councilmembers:

- ✚ **Nora Slawik** - Getting to talk like this - with each other - hear ideas - teams, positive - (R & D is the heartbeat of 3M - what is our heartbeat?)
- ✚ **Kathy Juenemann** - talk about strengths (suggestion - topic about our strengths) - positive energy (Green City); we should do this more than once a year
- ✚ **Marylee Abrams** - How creative and positive this group is (repaying debts - clarity on plan - are we saving for a rainy day?)
- ✚ **Tou Xiong** - Large group discussion
- ✚ **Bryan Smith** - Making fun of Nick - getting to know others - branding stuff (now more a unified thing....)

Staff Leadership Team:

- ✚ **Melinda Coleman** - pre-work, introspective - celebrating strengths - succession planning - review of accomplishments
- ✚ **Michael Thompson** - camaraderie - branding - moving forward to community
- ✚ **Mike Funk** - strengths - building relationships and building trust - 18 years, best one
- ✚ **Mychal Fowlds** - branding/messaging discussions - knowing skill sets - in years past, just keep our heads down. staff ok making mistakes
- ✚ **Nick Carver** - getting together - strengths
- ✚ **Paul Schnell** - disagree with Alan, Dewey, Steve - thinking bigger about stuff
- ✚ **Steve Lukin** - StrengthsFinder exercise
- ✚ **Karen Haag** - that we actually all get together
- ✚ **Dewey Konewko** - deeper dive StrengthsFinder
- ✚ **Alan Kantrud** - small group session

End of Report Notes

**Appendix:****Blue Sheets - Day-to-Day Frustrations**

- Process long and extensive - can make it better
- Message sometimes changes - consistency?
- Enough time to get everything done - want to be proactive
- Political perception drives decisions, usurps problem solving
- Avoiding a topic rather than risking people's negative reaction to how it is, must be e.g. over-reacting to a police emergency
  
- Available financial resources to carry out their mission
- Authentic input into making policy decisions
- Effective communication
- Council having genuine thoughtful input without having external critics every step of the way
- Progressive, forward thinking SMT, however resistance to change/new ideas. Doesn't go as fast as I'd want.
  
- Want to be on the same page with others but not having the history
- People are on the same page, but we can't move things forward
- Frivolous requests/activities (legal or otherwise) that people can engage in when it has no real bearing on anything and takes staff away from important tasks.
- The inability of others to understand what is crystal clear to me
- The sacred cow or unwillingness to develop a comprehensive tuition reimbursement policy
  
- Things take longer to happen in local government
- When others are afraid of change
- Don't like the "ball" being dropped
- Wishing I could do more than resources allow
  
- Accepting progress as a "win"
- When people ignore the facts and go with opinion
- Functionally having to wait for/on others to the detriment of my own timeline
- Managing details and organization - it takes a lot of energy for me.

**MEMORANDUM**

**TO:** Melinda Coleman, City Manager

**FROM:** Virginia Gaynor, Natural Resource Coordinator  
James Taylor, Park Manager  
Steven Love, City Engineer / Deputy Public Works Director  
Jon Jarosch, Civil Engineer II

**DATE:** May 2, 2016

**SUBJECT:** Consider Approval of Resolution Receiving Bids and Awarding Construction Contract, Fish Creek Improvements, Project 15-19

**Introduction**

Final plans and specifications for the above referenced project have been completed and were advertised for bids. The bid opening for this project was held at 2:00 p.m., Thursday, April 21, 2016. The City Council will consider receiving the bids and awarding a construction contract for the Fish Creek Improvements, City Project 15-19.

**Background**

On October 22, 2012 the City Council approved the Fish Creek Master Plan. On August 24, 2015 the City Council authorized city staff to proceed with the Fish Creek Improvements, City Project 15-19. On January 25, 2016 the City Council approved updates to the Fish Creek Master Plan. Attached to this report is a project location map that shows the location of the proposed bituminous trail.

The City of Maplewood was awarded a \$318,000 grant from the Metropolitan Council in 2014 for improvements at the 70-acre Fish Creek site. The improvements to the Fish Creek site must be completed by July 31, 2018 to receive the grant money. The goal of the Fish Creek Improvements project is to design an accessible paved bituminous trail while minimizing the amount of area that will be impacted by construction activities.

This is a joint project between the City of Maplewood's Park and Recreation Department, Ramsey County, and the Public Works Department. During the design process this item was brought before the Parks and Recreation Commission, Environmental and Natural Resources Commission, Heritage Preservation Commission, Community Design Review Board, and City Council. Additionally, staff held an open house meeting to gather input from the public.

**Discussion**

The proposed project is focused primarily on an accessible paved bituminous trail while minimizing the amount of area that will be impacted by construction activities. The project also includes the construction of low-maintenance rain gardens which are needed to meet the storm water runoff quality treatment requirements for this project.

Final plans and specifications for the Fish Creek Improvements were approved and authorization was given to advertize for sealed bids on March 28, 2016. Bids were received, opened and read on April 21, 2016.

Seven valid bids were received and tabulated. A summary of the bids are shown in Exhibit 1. All bids have been checked and tabulated for accuracy.

The engineer's estimate for project construction is \$322,864.55. As seen in Exhibit 1 the bids ranged from \$230,292.00 to \$389,378.20. The low bid from Sunram Construction of \$230,292.00 is approximately \$92,572.55 less than the engineer's estimate.

<b>BID TABULATION - EXHIBIT 1</b>		
Bids	Contractor	Total Bid
1	<b>Sunram Construction, Inc.</b>	<b>\$230,292.00</b>
2	T.A. Schifsky and Sons, Inc.	\$239,300.51
3	Park Construction Company	\$254,612.37
4	Aslaksons Blacktopping Service	\$299,650.19
5	Barber Construction	\$326,403.10
6	FPI Paving Contractors, Inc.	\$330,821.20
7	Urban Companies	\$389,378.20
	<b>Engineering Estimate</b>	<b>\$322,864.55</b>

The City has not worked with Sunram Construction, Inc. as a prime contractor in the past. However, staff has called and spoken with several of their references and based on these conversations and bid results, Sunram Construction, Inc. is the lowest responsible bidder.

### **Budget Impact**

The total estimated project cost, including 15% for contingencies, is \$264,835.80. The Public Works Department has supplied the in-house engineering for the design. Additionally, the Public Works Department will be providing the in-house construction management and project inspection. The estimated cost is approximately \$53,000 below the awarded grant. City staff recommends establishing a project budget equal to the awarded grant at \$318,000. After the project is completed city staff will review the remaining budget and prioritize additional projects to be considered as a second phase of the Fish Creek Improvements.

### **Recommendation**

It is recommended that the City Council approve the attached resolutions for the Fish Creek Improvements, City Project 15-19, Approving Plans and Advertisement for Bids.

### **Attachments**

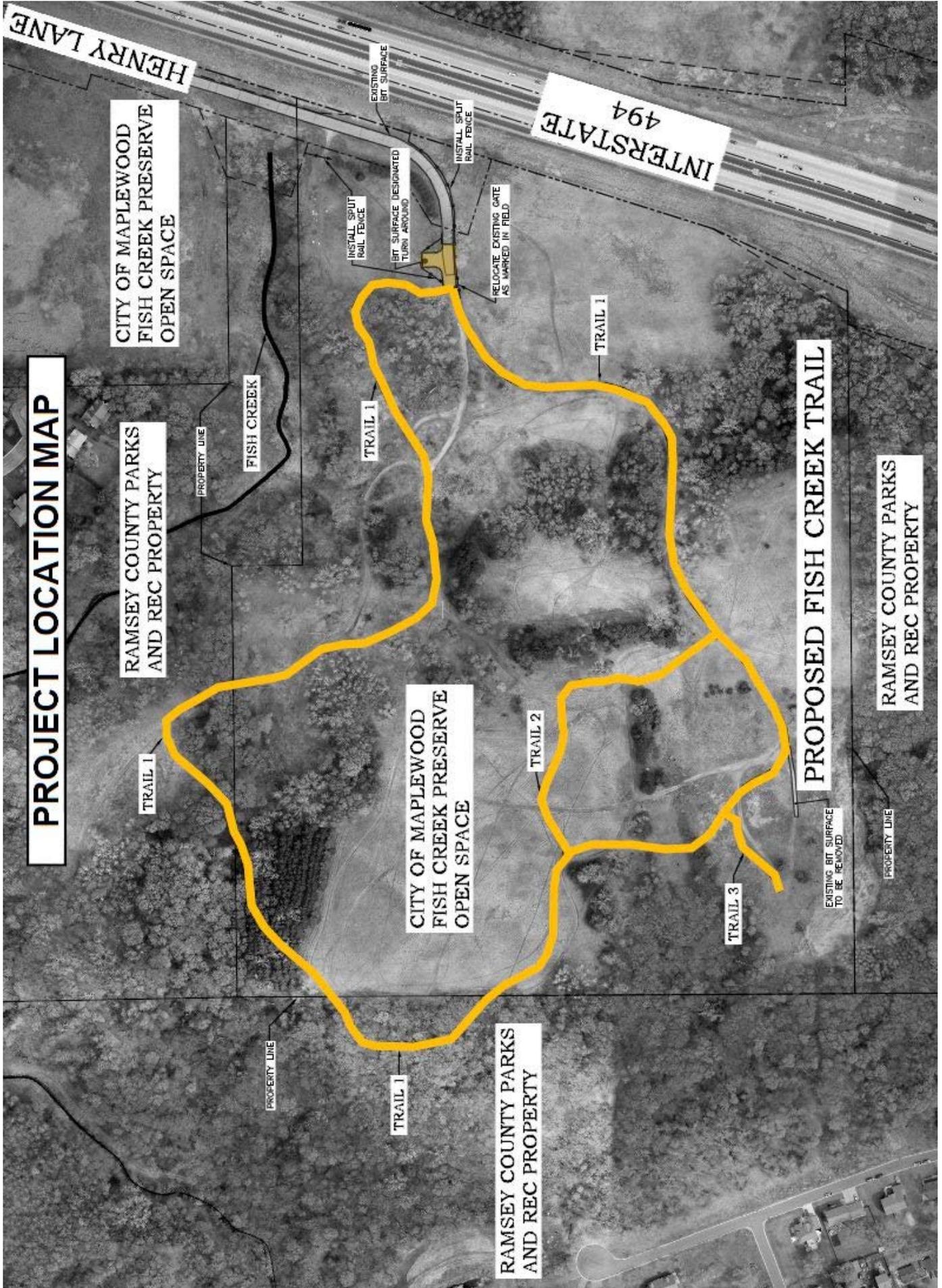
1. Resolution Approving Plans and Advertising for Bid
2. Project Location Map

RESOLUTION  
RECEIVING BIDS AND AWARDING CONSTRUCTION CONTRACT

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MINNESOTA that the bid of Sunram Construction, Inc. in the amount of \$230,292.00 is the lowest responsible bid for the construction of the Fish Creek Improvements, City Project 15-19, and the Mayor and the City Manager are hereby authorized and directed to enter into a contract with said bidder for and on behalf of the City.

The Finance Director is hereby authorized to make the financial transfers necessary to implement the project. A proposed budget of \$318,000 shall be established. The proposed financing plan is equal to the awarded grant of \$318,000 from the Metropolitan Council in 2014 for improvements at the 70-acre Fish Creek site.

Approved this 9th day of May 2016.



**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: May 9, 2016

	<u>Name - First &amp; Last</u> <i>(please print clearly)</i>	<u>Address</u>	<u>Agenda Item</u>
1.			
2.	<i>Bob Zick</i>	<i>Inside Insight News Hour</i>	<i>L</i>
3.			
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