A Swearing In Ceremony and Reception will be held for Council Members Xiong and Smith prior to the City Council Meeting at 6:00 p.m. The Public is invited and refreshments will be served.

AGENDA
MAPLEWOOD CITY COUNCIL

7:00 P.M. Monday, January 11, 2016
City Hall, Council Chambers
Meeting No. 01-16

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 December 21, 2015 City Council Meeting Minutes

F. APPOINTMENTS AND PRESENTATIONS

1. A Resolution Pertaining to the Retirement and Ownership Status of Maplewood Police Service Dog (K-9) "Rebel"
2. Maplewood Communications Update

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

1. Approval of Claims
2. Approval of Resolution Designation of Depositories for Investments
3. Approve Purchase of Crack Sealer/Pavement Cutter
4. Approval to Order/Purchase 2016 Police Utility Vehicles
5. Approval of 2016 Trash Hauling Contract for City Facilities
6. Approval to Make Payment for Eden Systems Yearly Support Contract
7. Approval of Resolution for a Massage Premise License for A Massage Escape, 1774 Cope Ave

H. PUBLIC HEARINGS

None

I. UNFINISHED BUSINESS

None

J. NEW BUSINESS

1. Consider Approval of Agreement with Computer Forensic Services for Investigative Digital Equipment Forensics Services
2. Review and Consider Approval for the Establishment of a City Work Group for the Purpose of Analyzing Emergency Medical Services Delivery Models
3. Approval of 2016 City Council Appointments to Boards, Commissions and Miscellaneous Groups
4. Consider Approval of 2016 Rules of Procedure for City Council and Council Meetings Manual
5. Consider Approval of 2016 Policy and Procedures for a Public Hearing

K. AWARD OF BIDS

None

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

M. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update
2. Discussion of Upcoming Council / Staff Retreat

N. COUNCIL PRESENTATIONS

O. ADJOURNMENT

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

RULES OF CIVILITY FOR THE CITY COUNCIL, BOARDS, COMMISSIONS AND OUR COMMUNITY

Following are rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

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

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

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

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

MINUTES
MAPLEWOOD CITY COUNCIL

7:00 p.m., Monday, December 21, 2015
Council Chambers, City Hall
Meeting No. 24-15

A. CALL TO ORDER

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:00 p.m. by Mayor Slawik.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

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

D. APPROVAL OF AGENDA

The following items were added to the agenda:

N1 Natural Living Expo
N2 Recycle Your Holidays
N3 Christmas Tree Disposal
N4 Energize Maplewood
N5 Thanks for Service
N6 Maplewood Bruentrump Heritage Farm
N7 Rush Line

The following item was moved on the agenda.

Move L Visitor Presentation to after N Council Presentations.

Councilmember Juenemann moved to approve the agenda as amended.

Seconded by Councilmember Abrams Ayes – All

The motion passed.

E. APPROVAL OF MINUTES

1. Approval of December 14, 2015 City Council Meeting Minutes

Change L3, Diana Longrie, North St. Paul Resident to read Diana Longrie, Maplewood Resident.

Councilmember Juenemann moved to approve the December 21, 2015 City Council Meeting

Minutes as amended.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

F. APPOINTMENTS AND PRESENTATIONS

1. Update on SPRWS by Board Representative Will Rossbach

Board Representative Will Rossbach gave the report and answered questions of the council. Fire Chief Lukin gave additional information.

2. Approval of Resolution for Commission Reappointment

Economic Development Coordinator Martin gave the staff report.

Councilmember Juenemann moved to approve the resolution to reappoint Alan Ige to the Planning Commission with a term expiration date of 12/31/2018; and request Commissioner Trippler to remain on the Commission until a replacement can be made.

RESOLUTION 15-12-1291

BE IT RESOLVED THAT THE CITY COUNCIL OF MAPLEWOOD, MINNESOTA:

Hereby appoints the following individual, who the Maplewood City Council has interviewed, to serve on the following commission:

Planning Commission

Allan Ige, term expires 12/31/2018

Seconded by Councilmember Abrams Ayes – All

The motion passed.

G. CONSENT AGENDA

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

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

1. Approval of Claims

Councilmember Abrams moved to approve the Approval of Claims.

ACCOUNTS PAYABLE:

$ 151,810.30 Checks # 96412 thru # 96459

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		dated 12/15/15
$	517,712.27	Disbursements via debits to checking account dated 12/07/15 thru 12/11/15
$	669,522.57	Total Accounts Payable
$	669,522.57	GRAND TOTAL

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Approval of a Conditional Use Permit Review, St. Paul Hmong Alliance Church, 1770 McMenemy Street

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

The following person spoke:

1. Toumoua Lee, Representative from the St. Paul Hmong Alliance Church

Councilmember Abrams moved to approve to extend the approval of the conditional use permit for the St. Paul Hmong Alliance Church and review again in one year.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

3. Approval of a Conditional Use Permit Review, Bruentrup Heritage Farm, 2170 County Road D East

Councilmember Abrams moved to approve to review the conditional use permit for Bruentrup Heritage Farm located at 2170 County Road D again only if a problem arises or a major change is proposed.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

4. Approval of a Conditional Use Permit Review, U-Haul, 2250 White Bear Avenue

Councilmember Abrams moved to approve the conditional use permit for 2250 White Bear Avenue again in one year.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

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5. Approval of a Conditional Use Permit Review, Plaza 3000 Shopping Center, 3000 White Bear Avenue

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

The following person spoke:

1. Tom Schuette, Property Manager for Plaza 3000

Councilmember Abrams moved to approve to review the conditional use permit for Plaza 3000 again in one year to ensure all trash containers on site are properly screened as per city code.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

6. Approval to Purchase Microsoft Licenses

Councilmember Abrams moved to approve to purchase Microsoft licenses in the amount of $45,860 from SHI.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

7. Approval to Purchase Additional Council Chambers Audio/Visual Equipment

Councilmember Abrams moved to approve to purchase Council Chambers hardware improvements not to exceed $25,000 from Alpha Video.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

8. Consider Amendment to City Manager Contract

Councilmember Abrams moved to approve the First Amendment to Employment Agreement between the City of Maplewood and City Manager Melinda Coleman.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

H. PUBLIC HEARING

1. Consider Amendments to the Tree Ordinance and Environmental Chapters – Second Reading

a. Approval of Ordinance Regulating Trees in the City of Maplewood
b. Approval of Tree Standards
c. Approval of Ordinance Reconfiguring the City's Environmental Chapters

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Environmental Planner Finwall gave the staff report and answered questions of the council.

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

1. John Wykoff, Maplewood Resident
2. Bob Zick, North St. Paul Resident
3. Mark Bradley, Maplewood Resident

Mayor Slawik closed the public hearing.

Councilmember Koppen moved to approve an ordinance regulating trees in the City of Maplewood.

Ordinance 961
An Ordinance Regulating Trees in the City of Maplewood

The Maplewood City Council approves changes to the Code of Ordinances pertaining to the regulations of trees. This ordinance amends and reconfigures Chapter 38 (Trees), Chapter 12 (Buildings and Building Regulations), and Chapter 18 (Environment) as follows:

Section 1: This section deletes Chapter 38 (Trees) and adds new regulations pertaining to trees to Chapter 18 (Environment), Article V (Environment and Natural Resources), Division 3 (Trees) as outlined below.

Article V. Environment and Natural Resources

Division 3. Trees

Sec. 1. Findings and Purpose.

The city desires to protect the trees and woodlands in the City of Maplewood. Trees and woodlands provide numerous environmental, economic, and scenic benefits. They help filter air pollutants, absorb stormwater runoff, provide wildlife habitat, moderate temperatures, reduce cooling costs, increase property values, provide scenic beauty, provide sound and visual buffers, and provide screening for privacy. It is therefore the city's intent to protect, preserve, and enhance the trees and woodlands of Maplewood and to encourage a resourceful and prudent approach to development in the city thereby promoting and protecting public health, safety, and welfare of the citizens of Maplewood. The purpose of this ordinance is to establish tree preservation and protection regulations to assure the continuance of significant and specimen trees and woodlands for present and future generations which:

1. Preserve the natural character of neighborhoods (in developed and undeveloped areas).

2. Ensure the health and wellbeing of Maplewood's urban forest.

3 Protect the health and safety of residents.

4. Protect water quality and minimize storm water runoff.

5. Help prevent erosion or flooding.

6. Assure orderly development within wooded areas to minimize tree loss and environmental degradation.

7. Establish a minimum standard for tree preservation and mitigation of environmental impacts resulting from tree removal.

8. Ensure the city's urban forest has a good age distribution, from young trees through large old specimen trees.

9. Promote the planting of trees as outlined in the city's Living Streets Policy.

Sec. 2. Definitions.

The following words, terms and phrases shall have the meanings ascribed to them in this ordinance.

Applicant means developer, builder, contractor, or owner who applies for a woodlot alteration, land use, grading, or building permit.

Caliper inch is a measurement used for nursery stock and in this ordinance refers to replacement trees. It is the unit of measurement for defining the diameter of the tree trunk measured six (6) inches above the soil surface for tree trunks four (4) diameter inches or less and measured twelve (12) inches above the soil surface for tree trunks greater than four (4) diameter inches.

Certified Arborist is an arborist with up-to-date certification by the International Society of Arborists.

City Forester means a forester who is employed by the city or appropriate agent or independent contractor designated by the city manager.

Conifer Tree means a woody plant that is a member of the division Pinophyta and at maturity is at least twelve (12) feet or more in height. Conifers are cone bearing and most in our climate keep their leaves (also called needles) year-round. Tamarack (also called larch) is the one conifer in our climate that drops its needles in the fall.

Control includes measures to prevent, slow the spread, suppress, eradicate, or destroy a shade tree disease or pests.

Deciduous Tree means a woody plant, which sheds leaves annually, having a defined crown and at maturity is at least fifteen (15) feet or more in height.

Diameter is a measurement used for trees in the landscape. It is the diameter of a tree trunk as measured at a height of four and one-half (4.5) feet above ground. To determine diameter, measure the circumference of the tree trunk at four and one-half (4.5) feet above ground and divide by 3.14.

Environmental and Economic Development Department (EEDD) Director means the EEDD Director or an employee of the city who manages city-wide environmental programs, or appropriate agent designated by the city manager.

Hardwood Deciduous Tree means all deciduous tree species except those listed as softwood deciduous trees below.

Hazard tree means a tree that has structural defects that may cause the tree or tree part to fail, and the city forester determines that such failure could cause property damage or personal injury.

Invasive Species are species that are not native to Minnesota and cause economic or environmental harm or harm to human health.

Major Home Addition means an addition on a single or double dwelling lot of which the addition or accessory building is more than a sixty (60) percent increase in the footprint of the single or double dwelling structure on said lot.

Minor Home Addition means an addition on a single or double dwelling lot of which the addition or accessory building is less than a sixty (60) percent increase in the footprint of the single or double dwelling structure on said lot.

Native Prairie means a landscape or planting that consists predominantly of grasses, flowers, and sedges that are native to Minnesota prairie ecosystems.

Shade Tree means a woody perennial that at maturity is at least fifteen (15) feet in height and grown primarily for aesthetic or environmental purposes.

Shade Tree Pest means any vertebrate or invertebrate animal, plant pathogen, or plant that is determined by the city council to be harmful, injurious, or destructive to shade trees or community forests.

Significant Tree means a healthy tree measuring a minimum of six (6) inches in diameter for hardwood deciduous trees, eight (8) inches in diameter for conifer trees, twelve (12) inches in diameter for softwood deciduous trees, and specimen tree. Buckthorn or other noxious woody plants or trees as determined by the EEDD Director are not considered a significant tree species at any diameter.

Softwood Deciduous Tree means the following tree species: box elder, cottonwood, elm, poplar/aspen, silver maple, and willow.

Specimen Tree is a tree of any species that is twenty-eight (28) inches in diameter or greater, except invasive species. Specimen trees must have a life expectancy of greater than ten (10) years, have a relatively sound and solid trunk with no extensive decay or hollow, and have no major insects, pathological problem, or defects. Specimen trees are valued for their size and their legacy.

Structure means anything manufactured, constructed, or erected which is normally attached to or positioned on land, including portable structures.

Tree Preservation Plan is a plan that shows all trees in the area to be developed or within the property. The plan shall include all significant and specimen trees to be preserved and measures taken to preserve them. The plan will also include calculations to determine the number of replacement trees as required by the tree removal, mitigation, and replacement

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section of this ordinance and a proposed re-forestation landscape plan. The plan shall be developed by a forestry or horticultural professional whose qualifications are approved by the EEDD Director.

Tree Standards is a separate document authorized through this ordinance to help achieve the goals of the City's Tree Ordinance and Living Streets Policy. The standards highlight important aspects of the requirements for tree preservation, removal, replacement, and shade tree pest management. The standards do not replace or supersede city ordinances.

Utility means electric, telephone, cable television, water, sanitary or storm sewer, solid waste, gas or similar service operations.

Wetland as defined in the city's wetland ordinance.

Woodlot means a treed area of at least one-quarter (1/4) acre on a vacant lot, which includes significant and/or specimen tree(s).

Sec. 3. Standards.

The EEDD Director and city forester shall have the authority to develop Tree Standards concerning the management of trees. These standards shall not be contrary to this ordinance.

Sec. 4. Woodlot Alteration.

1. Woodlot alteration permit. A woodlot alteration permit application shall be submitted to the EEDD Director for review prior to removal of any significant or specimen living trees on a woodlot that is not reviewed by another land use, grading, or building permit. The applicant shall submit a tree plan and any other information needed to determine compliance with this ordinance. Specific requirements shall be stated on an application form in the office of the EEDD Director. An application fee shall be established yearly by the city council by resolution. Failure to submit a woodlot alteration permit application and gain subsequent approval prior to removal of significant and specimen trees will result in the total tree replacement for the property as outlined in the tree removal, mitigation, and replacement section to assume that all trees removed were significant and specimen trees.

2. Woodlot alteration permit appeal process. If the woodlot alteration permit is denied by the EEDD Director, the applicant may appeal the EEDD Director's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the city in writing within fifteen (15) days of the EEDD Director's written decision to deny the permit. The environmental and natural resources commission will review the appeal at its next available commission meeting. If the environmental and economic development commission denies the appeal, the applicant may appeal the environmental and economic development commission's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the city within fifteen (15) days of the environmental and natural resources commission's decision. The city council will review the appeal at its next available city council meeting for final decision of the appeal.

Sec. 5. Tree Preservation Plan.

A tree preservation plan as defined in this ordinance and outlined in the Tree Standards shall reflect the applicant's best effort to determine the most feasible and practical layout of buildings, parking lots, driveways, streets, storage, and other physical features, so that the fewest significant and specimen trees are destroyed or damaged and to minimize the negative environmental impact to the site.

1. Tree preservation plan applicability.

   a. This ordinance shall apply to any applicant that requests a woodlot alteration, land use, grading, or building permit, including a building permits for major home additions. This includes all sites of new or redevelopment that contain significant and specimen trees or woodlots. Platting and adding new roadway and right-of-way are subject to this ordinance.

   b. The following are exceptions and are exempt from the requirements of the tree preservation plan:

      1) Minor home additions, general home improvements, and construction of accessory buildings (i.e. garage, shed).

      2) Tree removal related to public improvement projects to existing roadways, sewers, parks, and utility/infrastructure work or repair.

      3) Emergency removal of a tree(s) to protect public health.

      4) Tree removal related to public improvement projects to restore or enhance woodlands, savannas, or prairies.

      5) Commercial tree nursery and landscape operations.

      6) Removal of dead or dying trees, unless those trees were planted as part of tree replacement in which case they shall be replaced based on the approved plan.

      7) Removal of nonnative trees that the city deems invasive species.

2. Tree preservation and safeguarding tree measures.

   a. All developments within the city shall be designed to preserve significant and specimen trees and woodlots, where such preservation would not adversely affect the public health, safety, or welfare of Maplewood citizens. The city may prohibit removal of all or a part of a woodlot or significant and specimen trees subject to the limitations as defined in this ordinance. This decision shall be based on, but not limited to, the following criteria:

      1) Size of trees.
      2) Size of lot.
      3) Species, health, and attractiveness of the trees, including:

         a) Sensitivity to disease.
         b) Life span.

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c) Nuisance characteristics.
d) Sensitivity to site grading.
e) Potential for transplanting.
f) Need for thinning a woodlot.
g) Effects on the functioning of a development.
h) Fragmentation of wooded area and effects on wildlife corridors.
i) The public health, safety, and welfare.
j) Effect on wetlands and/or watershed.
k) Native prairie or oak savanna habitat.

b. If any significant or specimen tree designated as preserved (protected) in the approved tree preservation plan is cut, damaged, or encroached upon by grading equipment or during the construction process without city authorization and if it is determined by the EEDD Director or city forester that the damaged tree(s) will not survive, the said damaged tree(s) shall be removed by the applicant at their expense and replacement tree(s) required at a rate of two (2) times the tree replacement outlined in the tree removal, mitigation, and replacement section below.

3. Tree removal, mitigation, and replacement.

a. Tree removal calculation: If less than twenty percent (20%) of the total significant or specimen tree diameter inches on the property is removed, the applicant shall replace one (1) tree per significant and specimen tree removed. Tree replacement shall be a minimum of two (2.0) caliper inches in size.

If twenty percent (20%) or more total significant and specimen tree diameter inches are removed, applicant shall mitigate all significant and specimen diameter inches using the tree mitigation/replacement schedule in accordance with the following formulas:

A = Total diameter inches of significant trees lost as a result of the land alteration (includes significant and specimen trees)
B = Total diameter inches of significant trees situated on the property (includes significant and specimen trees)
C = Tree replacement constant (1.5)
D = Total diameter inches of specimen trees saved*
E = Replacement trees (number of caliper inches)

$[((A/B - 0.2) \times C) \times A] - [D/2] = E$

*Applicant receives credit for each one (1) diameter inch of specimen tree saved at a rate of ½ (.5) diameter inches.

<u>Example</u>

A = 94
B = 234
C = 1.5
D = 28

E = 14 caliper inches

[((94 /234 – 0.2) x 1.5) x 94] – [28/2] = 14 caliper inches

The trees required to be replaced pursuant to this ordinance shall be in addition to any other trees required to be planted pursuant to any other provision of city code.

b. Tree mitigation: Once the total caliper inches for replacement trees are determined, the applicant shall mitigate loss of significant and specimen trees by planting replacement trees in appropriate areas on the property in accordance with the tree replacement requirements as outlined in the Tree Standards and tree preservation plan. After putting as many trees as feasible on the site, if the replacement requirement is still not met, the EEDD Director can approve tree replacement steps as outlined in the Tree Standards prior to issuance of a grading or building permit.

c. Tree replacement requirements: The applicant shall follow tree replacement requirements as outlined in the Tree Standards.

d. Tree replacement escrow: The applicant shall post tree replacement escrow with the city, such as a tree replacement cash deposit or letter of credit, as outlined in the Tree Standards.

Sec. 6. Diseased and Hazardous Trees.

1. Findings and declaration of purpose.

The health of trees in the city is threatened by epidemic shade tree pests. Hazardous trees can cause property damage or personal injury. The loss of trees, ill health of trees, or presence of hazardous trees on public and private property depreciates the value of property within the city and impairs the safety and general welfare of the public. In addition to, and in accordance with, Minnesota Statutes, sections 89.001, 89.01, and 89.51-.64, the provisions of this section are adopted as an effort to control and prevent the spread of these shade tree pests.

2. Declaration of a shade tree pest.

The EEDD Director or city forester may declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest as defined by Minnesota Statute, section 89.001.

3. Public nuisances.

Public nuisances relating to trees are outlined in the Tree Standards.

4. Inspection.

a. The EEDD Director and city forester shall have the ability and authority to inspect all premises and places within the city for public nuisances relating to trees. Inspection shall be of living or dead trees, parts of trees, stumps, and firewood.

b. The EEDD Director and city forester may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this ordinance.

5. Abatement of shade tree pest nuisances.

a. The EEDD Director or city forester shall notify in writing the owner of record or occupant of the premises that a public nuisance exists. The notice shall specify the measures to be taken to abate the nuisance and shall specify that the nuisance shall be abated within a reasonable amount of time, not less than ten (10) days from the date of mailing.

b. If the owner fails to comply with the removal or control measures specified for the hazard tree, infested tree, or wood on his/her property as outlined in this ordinance and the Tree Standards, and within the time specified, the EEDD Director or city forester may order the work done either by city employees or by contractor. The cost of this work shall be billed to the owner. If the bill is not paid within thirty (30) days, the city shall assess the costs to the property.

6. High-cost abatement.

If the cost of abating a nuisance from a shade tree pest will exceed five thousand dollars ($5,000) in a given year or in two consecutive years, based on a reasonable, good faith estimate from a certified arborist, the owner or occupant may request the matter be referred to the city council for a hearing as outlined in the Tree Standards. This does not apply to hazardous trees.

7. Emergency abatement.

Nothing in this ordinance shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

Sec. 7. Enforcement.

The city shall be responsible for the enforcement of this ordinance. Any person who fails to comply with or violates any section of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be subject to punishment in accordance with section 1-15. All land use, building, and grading permits shall be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

The city reserves the right to inspect the site or property at any reasonable time for compliance with tree preservation requirements. If the city finds the site in violation, the city may issue a stop work order until conditions are corrected.

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Section 2: This section revises Chapter 12 (Buildings and Building Regulations), Article VI (Contractors and Subcontractors) to update licensing requirements for tree service companies (additions are underlined).

Sec. 12-207. General types of work.

Before any person shall engage in the business of doing or performing the following types of work in the city he or she shall first obtain a license or register to do so as provided in this ordinance:

1. . . . .
14. Tree service (pruning, removal, treatment, or care).
15. . . . .

Sec. 12-218. Tree service company licenses.

1. No person for hire shall fell, cut, or trim any tree in the city, or engage in the business of so doing, without a license. This shall apply only to the felling, cutting, or trimming of trees, limbs, and branches which are two (2) inches or more in diameter at the point of cutting or severance.

2. All licensees performing work under this chapter shall comply with the American National Standards Institute (ANSI) Standard A300, parts 1 through 9. Effective within one (1) year from the date of the adoption of these amendments, any new or renewal license applications shall require that the licensee employ or contract with an individual who possesses current certification as an arborist from the International Society of Arboriculture (ISA) or an individual that holds a post-secondary degree in urban forestry, arboriculture, or an equivalent area of study as approved by the EEDD Director.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

Councilmember Koppen moved to approve the City of Maplewood tree standards.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

Councilmember Koppen moved to approve an ordinance reconfiguring the City's environmental chapters.

Ordinance 962
An Ordinance Reconfiguring the City's Environmental Chapters

The Maplewood City Council approves changes to the Code of Ordinances pertaining to environmental chapters. This ordinance amends and reconfigures Chapter 38 (Trees), Chapter 12 (Buildings and Building Regulations), and Chapter 18 (Environment) as follows:

Section 1. This section reflects the new Chapter 18 (Environment) outline.

Chapter 18 (ENVIRONMENT)

Article I. In General
Article II. Nuisances
Article III. Erosion and Sedimentation Control
Article IV. Air Pollution Control
(Article V through VIII are moved to the new Article V [Environment and Natural Resources])
Article V. Environment and Natural Resources
(Div. 1-8 are moved from other areas of the Code including Chapters 12, 18 and 38)
Division 1. Generally
Division 2. Wetlands and Streams
Division 3. Trees
Division 4. Stormwater Management
Division 5. Renewable Energy
Division 6. Flood Plain Overlay District
Division 7. Slopes
Division 8. Mississippi Critical Area

<u>Section 2.</u> This section removes Chapter 38 (Trees) in its entirety. Portions of Article 2 (Shade Tree Disease Control) have been moved to Chapter 18 (Environment) and revised as noted in Section 4 below.

<u>Section 3.</u> This section removes Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area) in its entirety. Portions of this Article have been moved to Chapter 18 (Environment) as noted in Section 4 below.

<u>Section 4.</u> This section revises Chapter 18 (Environment) to include:

1. **A new outline and reordering of Articles and Divisions within Chapter 18;**
2. **Revisions to Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area), Sections 12-247 and 12-248 (Purpose and Applicability) to include moving to Chapter 18, Article V, Division 1 (Generally).**
3. **Revisions to Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area), Sections 12-310 through 12-336 (Wetland and Streams) to include moving to Chapter 18, Division 2 (Wetlands and Streams).**
4. **Revisions to Chapter 18 (Environment), Article V (Environmental Preservation and Protection of Trees and Woodlands) to include moving to Chapter 18, Article V, Division 3 (Trees) and revising the language.**
5. **Revisions to Chapter 18 (Environment), article VII (Stormwater Management) to include moving to Chapter 18, Article V, Division 4 (Stormwater Management).**
6. **Revisions to Chapter 18 (Environment), Article VIII (Renewable Energy Systems) to include moving to Chapter 18, Article V, Division 5 (Renewable Energy).**
7. **Revisions to Chapter 18 (Environment), Article VI (Floodplain Ordinance) to include moving to Chapter 18, Article V, Division 6 (Flood Plain Overlay District).**
8. **Revisions to Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area), portions of Section 12-249 (Definitions), all of Section 12-308 (Slopes), and all of Section 12-309 (Erosion**

Control and Soils) to include moving to Chapter 18, Article V, Division 7 (Slopes and Erosion Control).

9. Revisions to Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area), portions of Section 12-249 (Definitions), all of Section 12-307 (Scope) to include moving to Chapter 13, Article V, Division 8 (Mississippi Critical Area and Slopes).

Chapter 18

ENVIRONMENT

Article I. In General

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Article II. Nuisances

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Sec. 18-26 Unlawful to cause, create or commit.
Sec. 18-27 Common law and statutory nuisances adopted by reference.
Sec. 18-28 Unlawful to permit; cellars, drains cesspools or sewers.
Sec. 18-29 Rental agents to disclose name of owner or principal to city manager upon request.
Sec. 18-30 Public nuisances generally.
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Sec. 18-67 Definitions.
Sec. 18-68 Violation.
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Article III. Erosion and Sedimentation Control

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Sec. 18-116 Scope.
Sec. 18-117 Erosion and sediment control plan.
Sec. 18-118 Review of plan.
Sec. 18-119 Modification of plan.
Sec. 18-120 Escrow requirement.
Sec. 18-121 Enforcement; penalty.
Sec. 18-122 -18-175. Reserved.

Article IV. Air Pollution Control

Sec. 18-176 Short title.
Sec. 18-177 State regulations adopted.
Sec. 18-178 Approval required starting fire.
Sec. 18-179 Penalties for violations.
Sec. 18-180 -18-XXX. Reserved.

Article V. Environment and Natural Resources

Division 1. Generally.

Move Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area), Sections 12-247 and 12-248 (Purpose and Applicability) to this Division. Language as follows:

Purpose.

The purpose of this article is to protect significant natural features which:

1. Preserve the natural character of neighborhoods.

2. Protect the health and safety of residents.

3. Protect water quality.

4. Prevent erosion or flooding.

5. Manage the Mississippi River Corridor Critical Area in accordance with the Critical Areas Act of 1973, Minn. Stats. § 116G.01 et seq. the Minnesota Policy Act of 1973; and the governor's critical area designation order, Executive Order 130, dated November 23, 1976.

Applicability.

1. This article shall apply to any person or use that would alter a significant natural feature.

2. Public and semipublic projects, such as streets, utilities and parks, whether built by a public agency or private developer, shall be subject to this article, except that the city council may waive these requirements where there would be a greater public need for the project than to meet the requirements of this article. A public hearing shall be held before declaring such a waiver. The property owners within 350 feet of the site shall be notified at least ten days before the hearing.

Division 2. Wetlands and Streams.

Move Chapter 12, Article VII, Sections 12-310 to 12-336 (Wetlands and Streams) to Chapter 18, Division 2 (Wetlands and Streams) to this Division in its entirety.

Division 3. Trees

Revisions to Chapter 18, Article V (Tree Protection) to include moving to Chapter 18, Article V (Environmental Protection and Natural Resources), Division 3 (Trees) and revising the language as shown below. Also, revisions to Chapter 38 (Trees), Article II (Shade Tree Disease Control) to include moving to Chapter 18, Article V, Division 3 (Trees) and revising the language as shown below.

Sec. 1. Findings and Purpose.

The city desires to protect the trees and woodlands in the City of Maplewood. Trees and woodlands provide numerous environmental, economic, and scenic benefits. They help filter air pollutants, absorb stormwater runoff, provide wildlife habitat, moderate temperatures, reduce cooling costs, increase property values, provide scenic beauty, provide sound and visual buffers, and provide screening for privacy. It is therefore the city's intent to protect, preserve, and enhance the trees and woodlands of Maplewood and to encourage a resourceful and prudent approach to development in the city thereby promoting and protecting public health, safety, and welfare of the citizens of Maplewood. The purpose of this ordinance is to establish tree preservation and protection regulations to assure the continuance of significant and specimen trees and woodlands for present and future generations which:

1. Preserve the natural character of neighborhoods (in developed and undeveloped areas).

2. Ensure the health and wellbeing of Maplewood's urban forest.

3 Protect the health and safety of residents.

4. Protect water quality and minimize storm water runoff.

5. Help prevent erosion or flooding.

6. Assure orderly development within wooded areas to minimize tree loss and environmental degradation.

7. Establish a minimum standard for tree preservation and mitigation of environmental impacts resulting from tree removal.

8. Ensure the city's urban forest has a good age distribution, from young trees through large old specimen trees.

9. Promote the planting of trees as outlined in the city's Living Streets Policy.

Sec. 2. Definitions.

The following words, terms and phrases shall have the meanings ascribed to them in this ordinance.

Applicant means developer, builder, contractor, or owner who applies for a woodlot alteration, land use, grading, or building permit.

Caliper inch is a measurement used for nursery stock and in this ordinance refers to replacement trees. It is the unit of measurement for defining the diameter of the tree trunk measured six (6) inches above the soil surface for tree trunks four (4) diameter inches or less and measured twelve (12) inches above the soil surface for tree trunks greater than four (4) diameter inches.

Certified Arborist is an arborist with up-to-date certification by the International Society of Arborists.

City Forester means a forester who is employed by the city or appropriate agent or independent contractor designated by the city manager.

Conifer Tree means a woody plant that is a member of the division Pinophyta and at maturity is at least twelve (12) feet or more in height. Conifers are cone bearing and most in our climate keep their leaves (also called needles) year-round. Tamarack (also called larch) is the one conifer in our climate that drops its needles in the fall.

Control includes measures to prevent, slow the spread, suppress, eradicate, or destroy a shade tree disease or pests.

Deciduous Tree means a woody plant, which sheds leaves annually, having a defined crown and at maturity is at least fifteen (15) feet or more in height.

Diameter is a measurement used for trees in the landscape. It is the diameter of a tree trunk as measured at a height of four and one-half (4.5) feet above ground. To determine diameter,

measure the circumference of the tree trunk at four and one-half (4.5) feet above ground and divide by 3.14.

Environmental and Economic Development Department (EEDD) Director means the EEDD Director or an employee of the city who manages city-wide environmental programs, or appropriate agent designated by the city manager.

Hardwood Deciduous Tree means all deciduous tree species except those listed as softwood deciduous trees below.

Hazard tree means a tree that has structural defects that may cause the tree or tree part to fail, and the city forester determines that such failure could cause property damage or personal injury.

Invasive Species are species that are not native to Minnesota and cause economic or environmental harm or harm to human health.

Major Home Addition means an addition on a single or double dwelling lot of which the addition or accessory building is more than a sixty (60) percent increase in the footprint of the single or double dwelling structure on said lot.

Minor Home Addition means an addition on a single or double dwelling lot of which the addition or accessory building is less than a sixty (60) percent increase in the footprint of the single or double dwelling structure on said lot.

Native Prairie means a landscape or planting that consists predominantly of grasses, flowers, and sedges that are native to Minnesota prairie ecosystems.

Shade Tree means a woody perennial that at maturity is at least fifteen (15) feet in height and grown primarily for aesthetic or environmental purposes.

Shade Tree Pest means any vertebrate or invertebrate animal, plant pathogen, or plant that is determined by the city council to be harmful, injurious, or destructive to shade trees or community forests.

Significant Tree means a healthy tree measuring a minimum of six (6) inches in diameter for hardwood deciduous trees, eight (8) inches in diameter for conifer trees, twelve (12) inches in diameter for softwood deciduous trees, and specimen tree. Buckthorn or other noxious woody plants or trees as determined by the EEDD Director are not considered a significant tree species at any diameter.

Softwood Deciduous Tree means the following tree species: box elder, cottonwood, elm, poplar/aspen, silver maple, and willow.

Specimen Tree is a tree of any species that is twenty-eight (28) inches in diameter or greater, except invasive species. Specimen trees must have a life expectancy of greater than ten (10) years, have a relatively sound and solid trunk with no extensive decay or hollow, and have no major insects, pathological problem, or defects. Specimen trees are valued for their size and their legacy.

Structure means anything manufactured, constructed, or erected which is normally attached to or positioned on land, including portable structures.

Tree Preservation Plan is a plan that shows all trees in the area to be developed or within the property. The plan shall include all significant and specimen trees to be preserved and measures taken to preserve them. The plan will also include calculations to determine the number of replacement trees as required by the tree removal, mitigation, and replacement section of this ordinance and a proposed re-forestation landscape plan. The plan shall be developed by a forestry or horticultural professional whose qualifications are approved by the EEDD Director.

Tree Standards is a separate document authorized through this ordinance to help achieve the goals of the City's Tree Ordinance and Living Streets Policy. The standards highlight important aspects of the requirements for tree preservation, removal, replacement, and shade tree pest management. The standards do not replace or supersede city ordinances.

Utility means electric, telephone, cable television, water, sanitary or storm sewer, solid waste, gas or similar service operations.

Wetland as defined in the city's wetland ordinance.

Woodlot means a treed area of at least one-quarter (1/4) acre on a vacant lot, which includes significant and/or specimen tree(s).

Sec. 3. Standards.

The EEDD Director and city forester shall have the authority to develop Tree Standards concerning the management of trees. These standards shall not be contrary to this ordinance.

Sec. 4. Woodlot Alteration.

1. Woodlot alteration permit. A woodlot alteration permit application shall be submitted to the EEDD Director for review prior to removal of any significant or specimen living trees on a woodlot that is not reviewed by another land use, grading, or building permit. The applicant shall submit a tree plan and any other information needed to determine compliance with this ordinance. Specific requirements shall be stated on an application form in the office of the EEDD Director. An application fee shall be established yearly by the city council by resolution. Failure to submit a woodlot alteration permit application and gain subsequent approval prior to removal of significant and specimen trees will result in the total tree replacement for the property as outlined in the tree removal, mitigation, and replacement section to assume that all trees removed were significant and specimen trees.

2. Woodlot alteration permit appeal process. If the woodlot alteration permit is denied by the EEDD Director, the applicant may appeal the EEDD Director's decision. The appeal shall be submitted in writing, along with the reasons for the appeal, and received by the city in writing within fifteen (15) days of the EEDD Director's written decision to deny the permit. The environmental and natural resources commission will review the appeal at its next available commission meeting. If the environmental and economic development commission denies the appeal, the applicant may appeal the environmental and economic development commission's decision. The appeal shall be submitted in writing,

along with the reasons for the appeal, and received by the city within fifteen (15) days of the environmental and natural resources commission's decision. The city council will review the appeal at its next available city council meeting for final decision of the appeal.

Sec. 5. Tree Preservation Plan.

A tree preservation plan as defined in this ordinance and outlined in the Tree Standards shall reflect the applicant's best effort to determine the most feasible and practical layout of buildings, parking lots, driveways, streets, storage, and other physical features, so that the fewest significant and specimen trees are destroyed or damaged and to minimize the negative environmental impact to the site.

1. Tree preservation plan applicability.

a. This ordinance shall apply to any applicant that requests a woodlot alteration, land use, grading, or building permit, including a building permits for major home additions. This includes all sites of new or redevelopment that contain significant and specimen trees or woodlots. Platting and adding new roadway and right-of-way are subject to this ordinance.

b. The following are exceptions and are exempt from the requirements of the tree preservation plan:

8) Minor home additions, general home improvements, and construction of accessory buildings (i.e. garage, shed).

9) Tree removal related to public improvement projects to existing roadways, sewers, parks, and utility/infrastructure work or repair.

10) Emergency removal of a tree(s) to protect public health.

11) Tree removal related to public improvement projects to restore or enhance woodlands, savannas, or prairies.

12) Commercial tree nursery and landscape operations.

13) Removal of dead or dying trees, unless those trees were planted as part of tree replacement in which case they shall be replaced based on the approved plan.

14) Removal of nonnative trees that the city deems invasive species.

2. Tree preservation and safeguarding tree measures.

a. All developments within the city shall be designed to preserve significant and specimen trees and woodlots, where such preservation would not adversely affect the public health, safety, or welfare of Maplewood citizens. The city may prohibit removal of all or a part of a woodlot or significant and specimen trees subject to the limitations as defined in this ordinance. This decision shall be based on, but not limited to, the following criteria:

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1) Size of trees.
2) Size of lot.
3) Species, health, and attractiveness of the trees, including:

a) Sensitivity to disease.
b) Life span.
c) Nuisance characteristics.
d) Sensitivity to site grading.
e) Potential for transplanting.
f) Need for thinning a woodlot.
g) Effects on the functioning of a development.
h) Fragmentation of wooded area and effects on wildlife corridors.
i) The public health, safety, and welfare.
j) Effect on wetlands and/or watershed.
k) Native prairie or oak savanna habitat.

b. If any significant or specimen tree designated as preserved (protected) in the approved tree preservation plan is cut, damaged, or encroached upon by grading equipment or during the construction process without city authorization and if it is determined by the EEDD Director or city forester that the damaged tree(s) will not survive, the said damaged tree(s) shall be removed by the applicant at their expense and replacement tree(s) required at a rate of two (2) times the tree replacement outlined in the tree removal, mitigation, and replacement section below.

3. Tree removal, mitigation, and replacement.

a. Tree removal calculation: If less than twenty percent (20%) of the total significant or specimen tree diameter inches on the property is removed, the applicant shall replace one (1) tree per significant and specimen tree removed. Tree replacement shall be a minimum of two (2.0) caliper inches in size.

If twenty percent (20%) or more total significant and specimen tree diameter inches are removed, applicant shall mitigate all significant and specimen diameter inches using the tree mitigation/replacement schedule in accordance with the following formulas:

A = Total diameter inches of significant trees lost as a result of the land alteration (includes significant and specimen trees)
B = Total diameter inches of significant trees situated on the property (includes significant and specimen trees)
C = Tree replacement constant (1.5)
D = Total diameter inches of specimen trees saved*
E = Replacement trees (number of caliper inches)

$[((A/B - 0.2) \times C) \times A] - [D/2] = E$

*Applicant receives credit for each one (1) diameter inch of specimen tree saved at a rate of ½ (.5) diameter inches.

Example

A = 94
B = 234
C = 1.5
D = 28
E = 14 caliper inches

[((94 /234 – 0.2) x 1.5) x 94] – [28/2] = 14 caliper inches

The trees required to be replaced pursuant to this ordinance shall be in addition to any other trees required to be planted pursuant to any other provision of city code.

b. Tree mitigation: Once the total caliper inches for replacement trees are determined, the applicant shall mitigate loss of significant and specimen trees by planting replacement trees in appropriate areas on the property in accordance with the tree replacement requirements as outlined in the Tree Standards and tree preservation plan. After putting as many trees as feasible on the site, if the replacement requirement is still not met, the EEDD Director can approve tree replacement steps as outlined in the Tree Standards prior to issuance of a grading or building permit.

c. Tree replacement requirements: The applicant shall follow tree replacement requirements as outlined in the Tree Standards.

d. Tree replacement escrow: The applicant shall post tree replacement escrow with the city, such as a tree replacement cash deposit or letter of credit, as outlined in the Tree Standards.

Sec. 6. Diseased and Hazardous Trees.

1. Findings and declaration of purpose.

The health of trees in the city is threatened by epidemic shade tree pests. Hazardous trees can cause property damage or personal injury. The loss of trees, ill health of trees, or presence of hazardous trees on public and private property depreciates the value of property within the city and impairs the safety and general welfare of the public. In addition to, and in accordance with, Minnesota Statutes, sections 89.001, 89.01, and 89.51-.64, the provisions of this section are adopted as an effort to control and prevent the spread of these shade tree pests.

2. Declaration of a shade tree pest.
The EEDD Director or city forester may declare any vertebrate or invertebrate animal, plant pathogen, or plant in the community threatening to cause significant damage to a shade tree or community forest to be a shade tree pest and prescribe control measures to effectively eradicate, control, or manage the shade tree pest as defined by Minnesota Statute, section 89.001.

3. Public nuisances.

Public nuisances relating to trees are outlined in the Tree Standards.

4. Inspection.

   a. The EEDD Director and city forester shall have the ability and authority to inspect all premises and places within the city for public nuisances relating to trees. Inspection shall be of living or dead trees, parts of trees, stumps, and firewood.

   b. The EEDD Director and city forester may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned under this ordinance.

5. Abatement of shade tree pest nuisances.

   a. The EEDD Director or city forester shall notify in writing the owner of record or occupant of the premise that a public nuisance exists. The notice shall specify the measures to be taken to abate the nuisance and shall specify that the nuisance shall be abated within a reasonable amount of time, not less than ten (10) days from the date of mailing.

   b. If the owner fails to comply with the removal or control measures specified for the hazard tree, infested tree, or wood on his/her property as outlined in this ordinance and the Tree Standards, and within the time specified, the EEDD Director or city forester may order the work done either by city employees or by contractor. The cost of this work shall be billed to the owner. If the bill is not paid within thirty (30) days, the city shall assess the costs to the property.

6. High-cost abatement.

   If the cost of abating a nuisance from a shade tree pest will exceed five thousand dollars ($5,000) in a given year or in two consecutive years, based on a reasonable, good faith estimate from a certified arborist, the owner or occupant may request the matter be referred to the city council for a hearing as outlined in the Tree Standards. This does not apply to hazardous trees.

7. Emergency abatement.

   Nothing in this ordinance shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety.

Sec. 7. Enforcement.

The city shall be responsible for the enforcement of this ordinance. Any person who fails to comply with or violates any section of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction, shall be subject to punishment in accordance with section 1-15. All land use, building, and grading permits shall be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

The city reserves the right to inspect the site or property at any reasonable time for compliance with tree preservation requirements. If the city finds the site in violation, the city may issue a stop work order until conditions are corrected.

Division 4. Stormwater Management.

Move Chapter 18, Article VII (Stormwater Management) to this Division in its entirety.

Division 5. Renewable Energy.

Move Chapter 18, Article VIII (Renewable Energy) to this Division in its entirety.

Division 6. Flood Plain Overlay District

Move Chapter 18 (Environment), Article VI (Floodplain Ordinance) to this Division in its entirety.

Division 7. Slopes and Erosion Control

Move Chapter 12, Article VII, Division VII, portions of Section 12-249 (Definitions), all of Section 12-308 (Slopes), and all of Section 12-309 (Erosion control and soils) to this Division. Language as follows:

Definitions.

Direct drainage means drainage into a protected water without an intervening pond or wetland.

Erosion means the general process by which soils are removed by flowing surface or subsurface water or wind.

Gross soil loss means the average annual total amount of soil material carried from one acre of land by erosion.

Pipeline means an underground line of pipe including associated pumps, valves, control devices and other structures utilized for conveying liquids, gases, sewage or other finely divided solids from one point to another.

Retaining wall means a structure utilized to hold a slope in a position in which it would not naturally remain.

Sediment means suspended matter carried by water, sewage or other liquids.

Slope means the inclination of the natural surface of the land from the horizontal; commonly described as a ratio of the length to the height.

Substation means any utility structure, other than lines, pipelines, poles or towers.

Terrace means a relatively level area bordered on one or more sides by a retaining wall.

Utility means electric, telephone, telegraph, cable television, water, sanitary or storm sewer, solid waste, gas or similar service operations.

Vegetation means all plant growth, especially trees, shrubs, mosses or grasses.

Water body means any lake, stream, pond, wetland or river.

Slopes

1. No development shall be permitted on existing slopes of 18 percent or greater which are in direct drainage to a protected water.

3. In areas not in direct drainage to a protected water, no development shall be allowed on existing slopes greater than 40 percent.

4. No development, whether or not in direct drainage to a protected water, shall be permitted on land having an existing slope in excess of 12 percent, unless the applicant proves the following conditions are met:

    a. Controls and protections exist uphill from the proposed development such that there is no danger of structures or streets being struck by falling rock, mud, sediment from erosion, uprooted trees or other materials.

    b. The proposed development presents no danger of falling rock, mud, sediment from erosion, uprooted trees or other materials to structures downhill.

    c. The view of a developed slope within the critical area from the Mississippi River and opposite river bank is consistent with the natural appearance of the undeveloped slope, consistent with any state-registered historic areas nearby, compatible with the view from historic areas, and compatible with surrounding architectural features.

    d. The city engineer may require the developer to provide a soils engineer to certify the stability of potentially unstable slopes.

4. The basic character of natural slopes of 25 percent or more in grade shall not be altered without approval from the city council. The council shall base its decision on the following:

    a. The degree of alteration of the slope; and

    b. The importance of the slope to the character of the area.

5. All new structures and roads shall be placed no closer than 40 feet from a bluffline. Exceptions shall be as follows:

    a. Public recreation facilities, scenic overlooks, public observation platforms or public trail systems.

    b. The construction of aboveground pumping stations.

c. Other development, when the applicant can conclusively demonstrate that construction or final development will not negatively impact slopes with a grade of 18 percent or greater.

d. All other structures, other than buildings and roadway surfaces, but including retaining walls, shall meet the following design requirements:

1) Retaining walls or terrace contours in excess of four feet in height shall have a fence.

2) Construction materials shall be subject to community design review board approval.

6. The requirements of this section shall not apply in the following situations:

a. Where a slope has been substantially altered by prior excavation or filling.

b. Where a slope is less than 200 feet in length (top to bottom) or 500 feet in width (side to side).

c. Where earth-sheltered homes are proposed.

Erosion control and soils.

1. All erosion control, stormwater runoff, utility and similar structures shall be designed to be maintained and operated without requiring the crossing or operation of heavy maintenance vehicles and equipment, such as bulldozers, trucks and backhoes, on slopes in excess of eight percent. This requirement may be waived by the city council where there is no other alternative.

2. Construction shall not be allowed where there are soil problems, including but not limited to soil-bearing strength, shrink/swell potential or excessive frost movement, unless effective soil correction measures or building construction methods are approved by the building official.

3. Development shall be accomplished only in such a manner that on-site gross soil loss levels shall not exceed five tons per acre per year during construction, but only two tons per acre per year when the site is adjacent to a water body, watercourse or storm sewer inlet, and one-half ton per acre per year after construction activities are completed.

4. A development shall be located to minimize the removal of vegetation and alteration of the natural topography.

5. Erosion protection measures shall make maximum use of natural, in-place vegetation, rather than the placing of new vegetation on the site.

Division 8. Mississippi Critical Area and Slopes.

Move Chapter 12 (Buildings and Building Regulations), Article VII (Environmental Protection and Critical Area), portions of Section 12-249 (Definitions), all of Section 12-307 (Scope) to this Division. Language as follows:

Definitions

Bluffline means a line delineating a top of a slope with direct drainage to a protected water, connecting the points at which the slope becomes less than 18 percent. More than one bluffline may be encountered proceeding landward from a protected water.

Critical area means the Mississippi River Corridor Area bounded by Carver Avenue, I-494 and the city limits.

Protected water, formerly referred to as "public waters," means any water defined in Minn. Stats. § 105.37, subd. 14.

Significant water body means a water body shown on the city drainage plan or a water body over one acre in area.

Structure means any thing manufactured, constructed or erected which is normally attached to or positioned on land, including portable structures.

Significant natural feature means a significant water body, a large tree, a woodlot, a significant slope or a site of historical or archeological significance that has been recorded with the state.
Significant slope means a natural slope of 25 percent or more grade over an area at least 200 feet in length (top to bottom) and 500 feet in width (side to side).

Generally.

1. Under this article all plans and the conduct of all grading, landscaping, structure placement, and street routing shall be consistent with the city's comprehensive plan, and for development in the Mississippi River Corridor Critical Area, the Maplewood Critical Area Plan.

2. The proposed development shall not lessen existing public access to and along a protected water.

3. The proposed development shall be designed, constructed and maintained to avoid causing:

    a. Erosion.
    b. Pollution, contamination or siltation of water bodies or storm sewers.
    c. Flooding.
    d. Groundwater contamination.
    e. Alteration of significant natural features.

4. Development shall not substantially diminish the scientific, historical, educational, recreational or aesthetic value of unique natural areas, plants and animals, which are registered with the state as such, and shall not substantially alter their reproductive cycles.

5. Views of protected waters from buildings or public streets shall not be impaired by the placement of advertising signs.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

I. UNFINISHED BUSINESS

1. Update on Community Racial Equity Initiative

City Manager Coleman gave the staff report and answered questions of the council. Councilmember will let City Manager Coleman know if they are interested in participating. Coleman will notify the council of times and dates that have been established for the meetings.

No action required this item was presented for informational purposes.

J. NEW BUSINESS

1. Consider a Conditional Use Permit Amendment and Design Review, Maplewood Auto Mall, 2529 White Bear Avenue

Economic Development Coordinator Martin gave the staff report. Commissioner Kempe gave the reports from the Planning Commission and Community Design Review Board. Nick Sperides, applicant from Maplewood Auto Mall addressed the council to answer questions and give additional information.

Councilmember Koppen moved to approve the resolution approving a conditional use permit amendment for auto repair, auto detailing, auto rental, used auto sales, auto washing and expansion of a nonconforming parking lot at 2529 White Bear Avenue. Approval is based on the findings required by the code and subject to the following conditions:

1. All building expansion improvements for the Maplewood Auto Mall (Cooper Motors) shall follow the plans, date-stamped October 26, 2015. The applicant shall meet the requirements of the city engineer report, dated November 9, 2015 and the environmental planner report, dated November 10, 2015. The director of the environmental and economic development department may approve minor changes.

2. The property owner shall comply with the signage requirements of the city code and the auto center's sign criteria.

3. Fire protection systems (fire extinguishers and a sprinkler system) shall meet all requirements of the code. These systems shall be approved and installed before the applicant begins his business.

4. All vehicles on-site shall be operational.

5. Ensure that there is no illegal parking on the site including no parking on the grass and no stacking of vehicles (i.e., two vehicles to one stall).

6. Ensure that the entire site is cleared of trash including all illegally dumped material located within the drainage ditch behind the auto mall.

7. Ensure that trash dumpsters are placed inside enclosures at all times.

8. Ensure that the site is in compliance with the city's temporary sign ordinance including obtaining a sign permit for all temporary signs over 12 square feet and only allowing one temporary sign per business located within the center.

9. Ensure that all landscaped areas are maintained including removing all weeds from the landscaped area around the base of the center's pylon sign.

10. There shall be no parting-out of vehicles outside the building and left in the parking lot.

11. Auto salvage businesses are prohibited from operating at this site.

12. The parking lot shall be kept clear of junk and dirt.

13. All service work that is needed on vehicles shall be completed inside a proper service garage. All garage doors shall be closed anytime vehicle repair work is in progress.

14. There shall be an after-hours contact person on record with the city's emergency dispatcher.

15. If the building occupancy changes, the property owner shall comply with all applicable code requirements relative to the new building use. A building permit may then be required.

16. Verify that the parking on-site does not obstruct fire department access for their trucks.

17. All tenants at the Maplewood Auto Center must adhere to the parking plan, dated November 17, 2015, as submitted by the property owner to city staff. A parking plan needs to be filed with city staff at all times indicating the property is meeting the minimum parking requirements and how the spaces are allocated to each tenant. A new parking plan shall be filed any time a suite changes use or the building is physically altered in any way. A new plan shall be filed with the city reflecting the expansion of the existing parking lot.

18. Parking in the center of the canopy, adjacent to the 2529 building, shall be for inventory only. A no customer parking sign shall be posted.

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

20. The property owner shall provide city staff a plan for trash removal or design plans for a new enclosed structure for the 2529 building, subject to the city's design review process.

21. The property owner or manager is responsible for compliance of all conditions listed in this permit. If any tenant is found out of compliance the city will notify the property owner or manager in order to rectify the situation.

22. The expanded nonconforming parking lot shall maintain its existing setback.

Resolution
CONDITIONAL USE PERMIT RESOLUTION

DRAFT

WHEREAS, this permit for the Maplewood Auto Mall allows auto repair, auto detailing, auto rental, used auto sales, auto washing and the expansion of a nonconforming parking lot.

WHEREAS, this permit applies to property located at 2529 White Bear Avenue. The legal description is:

Lot I, Block 1, Maple Ridge Mall, according to the recorded plat thereof, Ramsey County, Minnesota, together with that part of Lot 2, said Block I, lying north of the westerly extension of the south line of said Lot 1.

Which lies easterly and northerly of a line described as beginning at the northwest comer of said Lot 1; thence on an assumed bearing of South 89 degrees 25 minutes 17 seconds West, along the north line of said Lot 2, a distance of 136.21 feet to the point of beginning of the line to be described; thence South 0 degrees 42 minutes 53 seconds East 163.86 feet; thence North 89 degrees 14 minutes 53 seconds East 299.59 feet to the easterly line of said Lot I and said line there terminating. (PIN 11-29-22-22-0043)

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

1. On November 17, 2015, the planning commission held a public hearing and recommended that the city council approve this permit. 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 also considered reports and recommendations of the city staff.

2. On December 21, 2015, the city council reviewed this proposal. The council also considered reports and recommendations of the city staff and planning commission.

NOW, THEREFORE, BE IT RESOLVED that the city council approves the above-described conditional use permit based on the building and site plans. The city approved this 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.

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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. All building expansion improvements for the Maplewood Auto Mall (Cooper Motors) ~~used auto sales business~~ shall follow the plans, date-stamped October 26, 2015 ~~approved by the city~~. The applicant shall meet the requirements of the city engineer report, dated November 9, 2015 and the environmental planner report, dated November 10, 2015. The director of ~~community development~~ the environmental and economic development department may approve minor changes.

2. The property owner shall comply with the signage requirements of the city code and the auto center's sign criteria.

3. Fire protection systems (fire extinguishers and a sprinkler system) shall meet all requirements of the code. These systems shall be approved and installed before the applicant begins his business.

4. All vehicles on-site shall be operational.

5. Ensure that there is no illegal parking on the site including no parking on the grass and no stacking of vehicles (i.e., two vehicles to one stall).

6. Ensure that the entire site is cleared of trash including all illegally dumped material located within the drainage ditch behind the auto mall.

7. Ensure that trash dumpsters are placed inside enclosures at all times.

8. Ensure that the site is in compliance with the city's temporary sign ordinance including obtaining a sign permit for all temporary signs over 12 square feet and only allowing one temporary sign per business located within the center.

9. Ensure that all landscaped areas are maintained including removing all weeds from the landscaped area around the base of the center's pylon sign.

10. There shall be no parting-out of vehicles outside the building and left in the parking lot.

11. Auto salvage businesses are prohibited from operating at this site.

12. The parking lot shall be kept clear of junk and dirt.

13. All service work that is needed on vehicles shall be completed inside a proper service garage. All garage doors shall be closed anytime vehicle repair work is in progress.

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14. There shall be an after-hours contact person on record with the city's emergency dispatcher.

15. If the building occupancy changes, the property owner shall comply with all applicable code requirements relative to the new building use. A building permit may then be required.

16. Verify that the parking on-site does not obstruct fire department access for their trucks.

17. All tenants at the Maplewood Auto Center must adhere to the parking plan, dated ~~July 8, 2013~~ November 17, 2015, as submitted by the property owner to city staff. A parking plan needs to be filed with city staff at all times indicating the property is meeting the minimum parking requirements and how the spaces are allocated to each tenant. A new parking plan shall be filed any time a suite changes use or the building is physically altered in any way. A new plan shall be filed with the city reflecting the expansion of the existing parking lot.

18. Parking in the center of the canopy, adjacent to the 2529 building, shall be for inventory only. A no customer parking sign shall be posted.

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

20. The property owner shall provide city staff a plan for trash removal or design plans for a new enclosed structure for the 2529 building, subject to the city's design review process.

21. The property owner or manager is responsible for compliance of all conditions listed in this permit. If any tenant is found out of compliance the city will notify the property owner or manager in order to rectify the situation.

22. The expanded nonconforming parking lot shall maintain its existing setback.

Councilmember Koppen moved to approve the design plans date-stamped October 26, 2015 for the building addition and expansion of the nonconforming parking lot for the site located at 2529 White Bear Avenue. Approval is subject to the following conditions:

1. Approval of design plans is good for two years. If the applicant has not begun construction within two years, this design review shall be repeated. Staff may approve minor changes.

2. The applicant's proposed addition to the parking lot shall not be any closer to the north property line than the setback established by the existing parking lot.

3. The building materials and colors used for the building addition shall match the materials and colors for the existing building.

4. The additional parking spaces shall be striped per ordinance requirements.

5. Prior to issuance of a grading or building permit, the applicant must submit a cash escrow or an irrevocable letter of credit for all required exterior improvements. The amount shall be 125 percent of the cost of the work.

6. Satisfy the requirements set forth in the staff report authored by staff engineer Jon Jarosch, dated November 9, 2015.

7. Satisfy the requirements set forth in the staff report authored by environmental planner Shann Finwall, dated November 10, 2015.

Seconded by Councilmember Juenemann Ayes – All

The motion passed.

2. Consider Approval of City Attorney Contract

City Manager Coleman gave the staff report.

Councilmember Cardinal moved to approve that City Manager Coleman be authorized to enter into a contract with H. Alan Kantrud to serve as the Maplewood City Attorney – Civil Services from January 1, 2016 thru December 31, 2018.

Seconded by Councilmember Koppen Ayes – All

The motion passed.

K. AWARD OF BIDS

None

L. ADMINISTRATIVE PRESENTATIONS

1. Council Calendar Update

City Manager Coleman gave the update to the council calendar.

M. COUNCIL PRESENTATIONS

1. Natural Living Expo

Councilmember Juenemann reported on the Natural Living Expo that took place on Saturday, December 5, 2015 at the Maplewood Community Center.

2. Recycle Your Holidays

Councilmember Juenemann informed citizens that Maplewood is part of the recycling used holiday lights. Receptacles will be available at City Hall, Maplewood Community Center and 1902 Building.

3. Christmas Tree Disposal

Councilmember Juenemann informed residents that Republic Services will be offering free Christmas tree disposal the first two weeks of January. It is requested that your trees be put alongside of your trash bin for pickup.

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4. Energize Maplewood

Councilmember Juenemann reported that the Energize Maplewood challenge is starting up January 1, 2016 through May 31, 2016. Additional information will be available on the City's website.

5. Thanks for Service

This item was reported on at the end of Council Presentations.

6. Maplewood Bruentrump Heritage Farm

Councilmember Cardinal reported on press release regarding the Maplewood Bruentrump Heritage Farm receiving the 2015 Best of Maplewood Award.

Councilmember Cardinal wished Bryan Smith and Tou Xiong the very best in serving on the City Council.

Councilmember Cardinal thanked Marv Koppen for serving on the council and added it was a pleasure to serve with him. He added that it was pleasure serving with Mayor Slawik and Councilmembers Abrams and Juenemann.

7. Rush Line

Mayor Slawik reported on the Rush Line Meetings she attended; one with developers and the other meeting regarding where the Line is coming out of St. Paul to Maplewood.

Mayor Slawik reported on the Kid City event that took place on Saturday, December 19, 2015 at the Maplewood Mall.

Mayor Slawik wished everyone a safe and happy holiday.

Councilmember Juenemann thanked Councilmember Cardinal, Councilmember Koppen and their families for their years of service to the City of Maplewood.

Councilmember Abrams thanked Councilmember Cardinal and Councilmember Koppen for their service to the City of Maplewood.

N. VISITOR PRESENTATION – This item was heard after M Visitor Presentations.

1. John Wykoff, Maplewood Resident
2. Bob Zick, North St. Paul Resident
3. Mark Bradley, Maplewood Resident

O. ADJOURNMENT

Mayor Slawik adjourned the meeting at 9:01 p.m.

DRAFT

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Paul P. Schnell, Chief of Police

DATE: January 6, 2016

SUBJECT: Approval of Resolution Pertaining to the Retirement ad Ownership Status of Maplewood Police Service Dog (K-9) "Rebel"

Introduction

Police Service dog (K-9) "Rebel" retired from the Maplewood Police Department on January 1, 2016. His partner, Sergeant Brian Bierdeman, is requesting to assume full ownership, responsibility and care of Rebel. In order for him to do so, the attached resolution and agreement is required to be approved by the council.

Budget Impact

None

Recommendation

It is recommended that the council approve the Resolution Pertaining to the Retirement and Ownership Status of Maplewood Police Service Dog (K-9) "Rebel", and approve the Agreement to Assume Ownership of Retired Canine "Bill of Sale" between the Maplewood Police Department and Sergeant Brian Bierdeman.

Attachments

1. Resolution Pertaining to the Retirement and Ownership Status of Maplewood Police Service Dog (K-9) "Rebel"
2. Agreement to Assume Ownership of Retired Canine "Bill of Sale" between the Maplewood Police Department and Sergeant Brian Bierdeman

CITY OF MAPLEWOOD
RAMSEY COUNTY, MINNESOTA

A RESOLUTION PERTAINING TO THE RETIREMENT AND OWNERSHIP STATUS OF MAPLEWOOD POLICE SERVICE DOG (K-9) "Rebel."

WHEREAS, the Maplewood Police Department has had a successful police service dog (K-9) program that has honorably and ably served the City for many years; and

WHEREAS, in 2007 then-Maplewood Police Officer Brian Bierdeman (now Sergeant Brian Bierdeman) was selected to serve as the department's police service dog handler and completed a comprehensive and demanding training program with his canine partner "Rebel;" and

WHEREAS, upon completion of the training program Sergeant Bierdeman and Rebel began a successful partnership of service to the City; and

WHEREAS, Sergeant Bierdeman and Rebel were responsible for the apprehension of more than 225 criminal suspects, and the effective and efficient execution of countless building and evidence searches; and

WHEREAS, during their partnership, Rebel and Sergeant Bierdeman demonstrated the unique skills and abilities of police service dogs to thousands of local residents and visitors at community, civic, and school events; and

WHEREAS, Rebel was retired from service with the City of Maplewood at the completion of his tour of duty on the morning of January 1, 2016; and

WHEREAS, the relationship between the police officer handler and K-9 is unique and storied, and it is commonplace for official ownership of the retired police service dog to be transferred to the handler/partner; and

WHEREAS, Sergeant Bierdeman has agreed to assume full ownership, responsibility, and care of Rebel for the remainder of his days.

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

1. That the faithful, valued, and committed service of Maplewood police service dog, Rebel, is hereby acknowledged and lauded; and

2. That the care and training of Rebel provided by Maplewood Police Sergeant Brian Bierdeman is recognized and commended; and

3. That full ownership, responsibility, and care for Rebel shall be transferred to Sergeant Bierdeman in accordance with the separate Agreement and "Bill of Sale" document; and

4. That transfer of ownership to Sergeant Bierdeman shall be without remuneration in recognition of the special bond and unique characteristics of police service dogs; and

5. That the City Attorney prepared Agreement and "Bill of Sale" transferring ownership from the City to Sergeant Bierdeman as executed by Sergeant Bierdeman and the Chief of Police is accepted and approved, and, finally

6. That the City Council extends its gratitude to Sergeant Bierdeman for the competent care of his canine partner and publically acknowledges Rebel's well-deserved transition from police service to family pet.

Adopted this 11th day of January 2016,

_____

Nora Slawik, Mayor

Attest:

_____

Karen Haag, City Clerk

MAPLEWOOD POLICE DEPARTMENT
CANINE UNIT

AGREEMENT TO ASSUME OWNESHIP OF RETIRED CANINE
"Bill of Sale"

This Agreement is entered into between the City of Maplewood (City) and Sergeant Brian Bierdeman, the trainer handler and caregiver (handler) to, Rebel, a certified police dog (canine) utilized and owned by the City.

City and handler both acknowledge that the canine is a unique piece of, "property," utilized by the City in that is a living creature that by its biology, training, and instinct forms a bond with its handler. City and handler also acknowledge that the canine, Rebel, and handler, Brian Bierdeman, have maintained that canine/handler relationship for 8 years and that the aforementioned bond has been established;

City and handler both acknowledge that the useful service of the canine, Rebel, has come to an end for the City's policing purposes;

City and handler acknowledge that due to the bond between the handler and the canine, to allow the canine to be disposed of by public auction, as a piece of surplus "property," would be irresponsible, inhumane, and pose potential liability to the City in that the canine may never acclimate and accept another human handler and thus be then-disposed to antisocial, potentially harmful behavior;

City and handler have reached an accord that the canine unit will either need to be released to handler or euthanized in order to protect the public and limit the exposure of the City to liability stemming from the canine's retirement. City and handler also agree that the while the useful life of the canine does not equate to the actual life of the canine and that the canine should be allowed to live out its years if possible.

In recognition of the above, Handler has agreed to take full possession, ownership and responsibility for the canine, Rebel, from the date of removal from regular K-9 service on or about January 1, 2016. The transfer of ownership of the canine from the City to Brian Bierdeman without remuneration to the City is premised upon the purpose of protecting the City from potential liability and preserving the canine's life by transitioning the animal to domestic pet environment. City acknowledges the aforementioned as appropriate and compelling under the circumstances.

Handler shall hold City harmless from this date forward and City shall be held harmless for any and all future actions attributable to the canine, "Rebel."

This executed Agreement shall serve as the "Bill of Sale" for canine, Rebel, and is approved by separate resolution of the Maplewood City Council this 11th day of January, 2016.

Chief Paul P. Schnell
Maplewood Police Department

Sergeant Brian Bierdeman, Handler

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Mychal Fowlds, IT Director

DATE: January 6, 2016

SUBJECT: Maplewood Communications Update

Introduction

Using the momentum from the recent roll-out of our new website, staff has been exploring new ways to communicate with our residents. This brief discussion will update you on those projects.

Background

The City recently went live with our new website. Once that project was completed staff started looking at other mediums where we could tell our story beyond the new site. Social media was an area where we had dabbled in the past but it was not until recently, where staff time has specifically been dedicated to this work, that we've begun to see consistent interactions with residents. Staff looks forward to highlighting some of these recent endeavors at the upcoming City Council meeting.

Budget Impact

At this point there is no budget impact associated with this item.

Recommendation

This item is being brought before you for informational purposes only and therefore there are no recommendations at this time.

Attachments

None

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Gayle Bauman, Finance Director

DATE: January 6, 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:

$	794,086.33	Checks #96460 thru #96513 dated 12/15/15 thru 12/22/15
$	215,249.21	Disbursements via debits to checking account dated 12/14/15 thru 12/18/15
$	204,712.84	Checks # 96514 thru # 96569 dated 12/29/15
$	439,222.55	Disbursements via debits to checking account dated 12/21/15 thru 12/24/15
$	1,663,108.29	Checks #96570 thru # 96598 dated 12/30/15 thru 01/05/15
$	369,642.25	Disbursements via debits to checking account dated 12/28/15 thru 12/31/15
$	3,686,021.47	Total Accounts Payable

PAYROLL

$	513,638.09	Payroll Checks and Direct Deposits dated 12/18/15
$	1,553.83	Payroll Deduction check # 99101964 thru # 99101967 dated 12/18/15
$	540,868.44	Payroll Checks and Direct Deposits dated 12/31/15
$	390.00	Payroll Deduction check # 99101983 dated 12/31/15
$	1,056,450.36	Total Payroll
$	4,742,471.83	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

12/17/2015

Check	Date	Vendor		Description	Amount
96460	12/15/2015	04848	AVESIS	MONTHLY PREMIUM - NOVEMBER	454.96
96461	12/15/2015	02929	GLTC PREMIUM PAYMENTS	LTC MONTHLY PREMIUM - DECEMBER	201.38
96462	12/15/2015	03818	MEDICA	MONTHLY PREMIUM - DECEMBER	170,737.43
96463	12/15/2015	01126	NCPERS MINNESOTA	MONTHLY PREMIUM - DECEMBER	464.00
96464	12/15/2015	02464	US BANK	FUNDS FOR MCC ATM	9,000.00
96465	12/22/2015	05324	CHRISTIE BERNARDY	RETAINER FEE - NOVEMBER	500.00
96466	12/22/2015	05114	BOLTON & MENK, INC.	PROJ 14-02 CNTY RD B TRAIL IMPRV	8,653.62
	12/22/2015	05114	BOLTON & MENK, INC.	1481 STERLING ST S - SSTS PERMITS	1,437.00
96467	12/22/2015	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - NOV 23725123035	3,148.33
96468	12/22/2015	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - DECEMBER	11,062.42
	12/22/2015	05353	MANSFIELD OIL CO	CONTRACT DIESEL - DECEMBER	8,207.76
96469	12/22/2015	00932	MAPLEWOOD BAKERY	BAKERY FOR SNACK BAR	1,519.20
96470	12/22/2015	05311	WILLIE MCCRAY	OFFICIALS AT JOHN GLEN 12/12	378.00
	12/22/2015	05311	WILLIE MCCRAY	WEEK #1 OFFICIALS	324.00
96471	12/22/2015	01202	NYSTROM PUBLISHING CO INC	MAPLEWOOD LIVING,SEASONS-NOV/DEC	9,431.71
96472	12/22/2015	01337	RAMSEY COUNTY-PROP REC & REV	911 DISPATCH SERVICES - NOVEMBER	30,453.91
	12/22/2015	01337	RAMSEY COUNTY-PROP REC & REV	CAD SERVICES - NOVEMBER	5,824.07
	12/22/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - NOVEMBER	458.64
	12/22/2015	01337	RAMSEY COUNTY-PROP REC & REV	FLEET SUPPORT FEES - NOVEMBER	427.44
96473	12/22/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS FOR PAVING	487.65
	12/22/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS FOR PAVING	306.35
	12/22/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS FOR PAVING	126.00
96474	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0371999	816.96
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0371083	511.90
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0328559	230.45
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0395052	193.77
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0395065	117.41
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0380041	104.73
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0373496	87.67
	12/22/2015	05305	TOSHIBA FINANCIAL SERVICES (1)	CONTRACT 500-0349366	67.31
96475	12/22/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,298.30
	12/22/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	1,954.96
	12/22/2015	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	240.03
	12/22/2015	01190	XCEL ENERGY	FIRE SIRENS	50.87
96476	12/18/2015	05602	JUDY DEBILZAN	PAYROLL PROCESSING ERROR	1,489.23
96477	12/18/2015	01969	THOMAS DEBILZAN	PAYROLL PROCESSING ERROR	245.74
96478	12/22/2015	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	51.00
96479	12/22/2015	05369	CINTAS CORPORATION #470	ULTRA CLEAN SERVICE - CITY HALL	462.53
	12/22/2015	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	106.71
96480	12/22/2015	00412	DONALD SALVERDA & ASSOCIATES	BOOKS LEADERSHIP GROUP HORWATH	176.35
	12/22/2015	00412	DONALD SALVERDA & ASSOCIATES	BOOKS LEADERSHIP A HUTCHINSON	176.35
	12/22/2015	00412	DONALD SALVERDA & ASSOCIATES	BOOKS LEADERSHIP GROUP D KONEWKO	73.99
96481	12/22/2015	00420	DOWNTOWNER DETAIL CENTER	SQUAD #950 CAR WASH/DETAIL	209.00
96482	12/22/2015	04371	ELECTRO WATCHMAN INC.	SERVICE CALL - S FIRE STATION	147.50
96483	12/22/2015	00003	ESCROW REFUND	ESCROW REL HOLIDAY CO 1285 COPE AVE	5,052.88
96484	12/22/2015	00003	ESCROW REFUND	ESCROW TERRY BROS 2240 HAZELWOOD	5,000.00
96485	12/22/2015	00003	ESCROW REFUND	ESCROW REL KRAMER 1870 E SHORE DR	300.00
96486	12/22/2015	05368	HEALTHEAST VEHICLE SERVICES	SQUAD #952 MAINT & SRVS	462.59
	12/22/2015	05368	HEALTHEAST VEHICLE SERVICES	SQUAD #950 MAINT & SRVS	340.08
	12/22/2015	05368	HEALTHEAST VEHICLE SERVICES	SQUAD #960 MAINT & SRVS	155.38
	12/22/2015	05368	HEALTHEAST VEHICLE SERVICES	SQUAD #959 MAINT & SRVS	85.64
96487	12/22/2015	00755	JEFFERSON FIRE & SAFETY INC	BLITZ FIRE MONITOR W/NOZZLES	6,733.38
96488	12/22/2015	05377	ERIC KUBAT	REIMB FOR TUITION MAY-AUG	2,177.78
96489	12/22/2015	04353	LEE HOMES, LLC	ESCROW RELEASE 2792 KELLER PKWY N	4,542.40
96490	12/22/2015	04329	LITTLE FALLS MACHINE, INC.	REPLACEMENT WING CYL & HARDWARE	2,212.72

96491	12/22/2015	04373	MN NATIVE LANDSCAPES	REMOVAL OF BUCKTHORN ECT AT NC	4,050.00
96492	12/22/2015	05503	NET TRANSCRIPTS, INC.	AUDIO TRANSCRIPTION	5.97
96493	12/22/2015	05356	NORTH SUBURBAN ACCESS CORP	VIDEOGRAPHER SRVS - NOVEMBER	961.40
	12/22/2015	05356	NORTH SUBURBAN ACCESS CORP	TAPING WOMEN CANDIDATE FORUM	100.00
96494	12/22/2015	01184	NORTHERN DOOR COMPANY, INC.	REPAIR TO PD GARAGE DOOR	859.90
	12/22/2015	01184	NORTHERN DOOR COMPANY, INC.	GARAGE DOOR REPAIR-1902 WASH BAY	408.95
	12/22/2015	01184	NORTHERN DOOR COMPANY, INC.	GARAGE DOOR REPAIR-1902 WASH BAY	140.00
96495	12/22/2015	02300	OAKDALE LOCKSMITHS	KEYS FOR NEW SQUAD #981 TOPPER	29.00
96496	12/22/2015	00001	ONE TIME VENDOR	REFUND C KREJCE FOR TRANS MEDIC	355.82
96497	12/22/2015	00001	ONE TIME VENDOR	REFUND R LOSTON B-DAY PARTY	208.90
96498	12/22/2015	00001	ONE TIME VENDOR	REFUND W SACHI SPRINKLER SYS	80.66
96499	12/22/2015	00001	ONE TIME VENDOR	REFUND J RASMUSSEN BCBS CREDITS	40.00
96500	12/22/2015	00001	ONE TIME VENDOR	REFUND CITY VIEW ELECT 1600 GERVAIS	36.00
96501	12/22/2015	02903	PARK CONSTRUCTION CO	PROJ 14-02 CO RD B TRAIL PMT#5	343,014.43
96502	12/22/2015	01261	PHYSIO-CONTROL, INC.	EMS REPORTING SOFTWARE - DEC	791.30
96503	12/22/2015	02001	CITY OF ROSEVILLE	PHONE SERVICE - DECEMBER	2,757.70
96504	12/22/2015	04578	S & S TREE SPECIALISTS, INC	TREE INSPECTION SERVICES	120.00
96505	12/22/2015	04883	SPRING LAKE PARK FIRE DEPT INC	BLUE CARD TRAINING UPDATE	100.00
96506	12/22/2015	01522	STATE OF MINNESOTA	CITATIONS 11/1/14 THROUGH 10/31/15	228.00
96507	12/22/2015	01578	T R F SUPPLY CO.	ICE MELT FOR PARKS DEPT	1,848.65
96508	12/22/2015	05342	TERRA GENERAL CONTRACTORS	EAST METRO PSTC - CLASSROOM BLDG	122,290.27
96509	12/22/2015	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 869488-002C	185.02
	12/22/2015	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 867791-001C	161.69
	12/22/2015	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 869488-002C	149.96
	12/22/2015	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 867791-001C	96.31
	12/22/2015	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 869488-001	6.65
	12/22/2015	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 869488-001	3.63
96510	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-003	454.44
	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-002	270.92
	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-001	258.57
	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-004	218.52
	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-011	190.95
	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-005	183.91
	12/22/2015	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-010	86.40
96511	12/22/2015	01647	TRI-COUNTY LAW ENFORCEMENT	ANNUAL DUES	75.00
96512	12/22/2015	00063	VERIZON WIRELESS	MONTHLY PMT 10/17 - 11/16	7,757.14
96513	12/22/2015	05013	YALE MECHANICAL LLC	FALL HVAC MAINT - 1902 PUBLIC WORKS	2,913.75
	12/22/2015	05013	YALE MECHANICAL LLC	INSPECTED BOILER 1 CITY HALL	1,536.75
	12/22/2015	05013	YALE MECHANICAL LLC	MAINT - FIRE STATION #2	494.04
	12/22/2015	05013	YALE MECHANICAL LLC	FALL HVAC MAINT - NATURE CENTER	136.25
					794,086.33

54 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement Date	Payee	Description	Amount
12/14/2015	MN State Treasurer	Drivers License/Deputy Registrar	42,539.11
12/15/2015	MN State Treasurer	Drivers License/Deputy Registrar	47,050.99
12/15/2015	US Bank Merchant Services	Credit Card Billing fee	117.95
12/16/2015	MN State Treasurer	Drivers License/Deputy Registrar	19,303.04
12/16/2015	Delta Dental	Dental Premium	2,221.43
12/17/2015	MN State Treasurer	Drivers License/Deputy Registrar	20,969.57
12/18/2015	MN State Treasurer	Drivers License/Deputy Registrar	22,523.36
12/18/2015	MN Dept of Natural Resources	DNR electronic licenses	1,353.50
12/18/2015	US Bank VISA One Card*	Purchasing card items	46,383.26
12/18/2015	MN Dept of Revenue	Sales Tax	6,402.00
12/18/2015	Optum Health	DCRP & Flex plan payments	2,500.00
12/18/2015	ICMA (Vantagepointe)	Deferred Compensation	3,885.00
			215,249.21

*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
12/08/2015	12/10/2015	KEEPRS INC 2	$400.00	LONN BAKKE
12/02/2015	12/02/2015	PITNEY BOWES PI	$50.14	REGAN BEGGS
12/09/2015	12/10/2015	STREICHER'S MO	$149.98	STANLEY BELDE
12/09/2015	12/10/2015	UNIFORMS UNLIMITED INC.	$21.51	STANLEY BELDE
11/25/2015	11/30/2015	BROWNELLS INC	$82.62	BRIAN BIERDEMAN
12/09/2015	12/10/2015	AMAZON.COM	$299.30	BRIAN BIERDEMAN
12/09/2015	12/10/2015	AMAZON MKTPLACE PMTS	$116.65	BRIAN BIERDEMAN
12/10/2015	12/10/2015	AMAZON.COM AMZN.COM/BILL	$1,205.30	BRIAN BIERDEMAN
12/03/2015	12/04/2015	PCI*PATTERSON MEDICAL	$97.67	OAKLEY BIESANZ
12/09/2015	12/10/2015	TARGET 00021352	$15.00	NEIL BRENEMAN
12/10/2015	12/11/2015	PP*DAYTRIPPERS	$397.50	NEIL BRENEMAN
12/02/2015	12/04/2015	THE HOME DEPOT 2801	$182.85	TROY BRINK
12/10/2015	12/11/2015	GANDER MOUNTAIN	$164.99	TROY BRINK
12/04/2015	12/07/2015	BCA TRAINING EDUCATION	$240.00	SARAH BURLINGAME
12/10/2015	12/11/2015	AMAZON MKTPLACE PMTS	$28.73	SARAH BURLINGAME
12/09/2015	12/10/2015	UNIFORMS UNLIMITED INC.	$54.95	DANIEL BUSACK
12/01/2015	12/03/2015	NAPA STORE 3279016	$23.07	JOHN CAPISTRANT
11/27/2015	11/30/2015	OAKDALE OPTICAL CENTER	$357.00	SCOTT CHRISTENSON
12/03/2015	12/04/2015	VIKING ELECTRIC-CREDIT DE	$58.73	SCOTT CHRISTENSON
12/03/2015	12/04/2015	VIKING ELECTRIC-CREDIT DE	$128.16	SCOTT CHRISTENSON
12/03/2015	12/04/2015	VIKING ELECTRIC-CREDIT DE	$222.50	SCOTT CHRISTENSON
12/03/2015	12/04/2015	BEARING DIST*	$10.98	SCOTT CHRISTENSON
12/04/2015	12/07/2015	VIKING ELECTRIC-CREDIT DE	$148.29	SCOTT CHRISTENSON
12/08/2015	12/09/2015	HENRIKSEN ACE HARDWARE	$49.33	SCOTT CHRISTENSON
12/08/2015	12/09/2015	VIKING ELECTRIC-CREDIT DE	$5.96	SCOTT CHRISTENSON
12/08/2015	12/09/2015	BEARING DIST*	$33.19	SCOTT CHRISTENSON
12/09/2015	12/11/2015	TWIN CITY FILTER SERVICE	$31.58	SCOTT CHRISTENSON
12/10/2015	12/11/2015	G&K SERVICES AR	$262.24	SCOTT CHRISTENSON
12/04/2015	12/07/2015	FRATTALLONES WOODBURY AC	$12.83	CHARLES DEAVER
12/04/2015	12/07/2015	MENARDS OAKDALE MN	$37.67	CHARLES DEAVER
12/10/2015	12/11/2015	FRATTALLONES WOODBURY AC	$5.13	CHARLES DEAVER
12/10/2015	12/11/2015	G&K SERVICES AR	$27.16	CHARLES DEAVER
11/29/2015	11/30/2015	OAKLEY, INC.	$140.33	JOSEPH DEMULLING
12/02/2015	12/03/2015	COMMERCIAL POOL & SPA SUP	$124.98	TOM DOUGLASS
12/03/2015	12/04/2015	NUCO2 LLC	$182.19	TOM DOUGLASS
12/03/2015	12/04/2015	NUCO2 LLC	$148.81	TOM DOUGLASS
12/03/2015	12/04/2015	NUCO2 LLC	$171.43	TOM DOUGLASS
12/03/2015	12/04/2015	NUCO2 LLC	$182.77	TOM DOUGLASS
12/03/2015	12/04/2015	NUCO2 LLC	$174.34	TOM DOUGLASS
12/03/2015	12/04/2015	NUCO2 LLC	$177.83	TOM DOUGLASS
12/03/2015	12/04/2015	STATE SUPPLY	$2,094.40	TOM DOUGLASS
12/03/2015	12/07/2015	CAPITAL CITY GLASS INC.	$225.00	TOM DOUGLASS
12/04/2015	12/07/2015	ECOLAB CENTER	$287.19	TOM DOUGLASS
12/06/2015	12/08/2015	THE HOME DEPOT 2801	$10.34	TOM DOUGLASS
12/07/2015	12/08/2015	HENRIKSEN ACE HARDWARE	$4.49	TOM DOUGLASS
12/07/2015	12/08/2015	JL HONBERGER	$80.86	TOM DOUGLASS
12/07/2015	12/08/2015	COMMERCIAL POOL & SPA SUP	$374.75	TOM DOUGLASS
12/09/2015	12/10/2015	SCHELEN GRAY AUTO AND ELE	$325.00	TOM DOUGLASS
12/10/2015	12/11/2015	BATTERIES PLUS #31	$13.77	TOM DOUGLASS
12/10/2015	12/11/2015	G&K SERVICES AR	$439.90	TOM DOUGLASS
12/10/2015	12/11/2015	U OF M CCE NONCREDIT	$65.00	DOUG EDGE
11/27/2015	11/30/2015	FUN EXPRESS	$18.99	CHRISTINE EVANS
11/27/2015	11/30/2015	AMAZON MKTPLACE PMTS	$33.61	CHRISTINE EVANS
11/27/2015	11/30/2015	AMAZON MKTPLACE PMTS	$10.20	CHRISTINE EVANS

12/05/2015	12/07/2015	MINN EMPLOYEE RECREATION	$400.00	CHRISTINE EVANS
12/06/2015	12/08/2015	THE HOME DEPOT 2828	$35.76	CHRISTINE EVANS
12/07/2015	12/08/2015	WM SUPERCENTER #2087	$181.85	CHRISTINE EVANS
12/08/2015	12/10/2015	THE HOME DEPOT 2801	$21.39	PAUL E EVERSON
11/27/2015	11/30/2015	CASEYS GEN STORE 2845	$8.54	SHANN FINWALL
11/25/2015	11/30/2015	ELECTRO WATCHMAN INC	$147.50	MYCHAL FOWLDS
11/25/2015	11/30/2015	ELECTRO WATCHMAN INC	$147.50	MYCHAL FOWLDS
11/30/2015	12/01/2015	TOSHIBA BUSINESS SOLUTIO	$44.50	MYCHAL FOWLDS
12/04/2015	12/07/2015	BROTHER MALL	$182.00	MYCHAL FOWLDS
12/09/2015	12/11/2015	LOFFLER COMPANIES	$576.00	MYCHAL FOWLDS
12/10/2015	12/11/2015	AT&T*BILL PAYMENT	$37.10	MYCHAL FOWLDS
12/02/2015	12/03/2015	IDU*INSIGHT PUBLIC SEC	$651.99	NICK FRANZEN
12/02/2015	12/04/2015	APPROVED OPTICS	$261.39	NICK FRANZEN
12/03/2015	12/04/2015	IDU*INSIGHT PUBLIC SEC	$3,259.95	NICK FRANZEN
12/03/2015	12/04/2015	AMZ*DATAQ DIRECT	$1,398.00	NICK FRANZEN
12/04/2015	12/07/2015	AMZ*DATAQ DIRECT	$2,486.00	NICK FRANZEN
12/04/2015	12/07/2015	AMAZON.COM	$29.40	NICK FRANZEN
12/05/2015	12/07/2015	AMAZON MKTPLACE PMTS	$71.98	NICK FRANZEN
12/08/2015	12/10/2015	IMPARK 00200150	$10.00	NICK FRANZEN
12/09/2015	12/10/2015	IDU*INSIGHT PUBLIC SEC	$168.40	NICK FRANZEN
12/09/2015	12/11/2015	IMPARK 00200149	$10.00	NICK FRANZEN
12/10/2015	12/11/2015	TARGET 00011858	$34.26	VIRGINIA GAYNOR
12/10/2015	12/11/2015	MICHAELS STORES 2744	$5.98	CAROLE GERNES
12/10/2015	12/11/2015	MILLS FLEET FARM 2700	$51.21	CAROLE GERNES
11/30/2015	12/01/2015	CENTURY COLLEGE-BO	$1,100.00	CLARENCE GERVAIS
11/27/2015	11/30/2015	ACE OF SALES	$20.00	CHRISTINE GIBSON
12/01/2015	12/02/2015	GRANDMAS BAKERY INC	$48.48	CHRISTINE GIBSON
12/01/2015	12/02/2015	WEDDINGPAGES INC	$335.84	CHRISTINE GIBSON
12/02/2015	12/03/2015	TARGET 00011858	$18.51	CHRISTINE GIBSON
12/03/2015	12/04/2015	PARTY CITY #768	$57.15	CHRISTINE GIBSON
12/03/2015	12/07/2015	HOBBY LOBBY #587	$27.82	CHRISTINE GIBSON
12/08/2015	12/09/2015	PARTY CITY #768	$78.19	CHRISTINE GIBSON
12/08/2015	12/09/2015	GRANDMAS BAKERY INC	$48.48	CHRISTINE GIBSON
12/08/2015	12/10/2015	HOBBY LOBBY #587	$52.45	CHRISTINE GIBSON
12/10/2015	12/11/2015	LUNDS & BYERLYS-ES	$33.17	JAN GREW HAYMAN
12/02/2015	12/03/2015	VIKING INDUSTRIAL CENTER	$885.00	MARK HAAG
12/03/2015	12/07/2015	THE HOME DEPOT 2801	$20.90	MARK HAAG
12/10/2015	12/11/2015	DISCOUNT STEEL -MN	$210.06	MARK HAAG
12/03/2015	12/04/2015	HENRIKSEN ACE HARDWARE	$20.39	MILES HAMRE
12/07/2015	12/09/2015	KEEPRS INC 2	$358.00	TIMOTHY HAWKINSON JR.
12/03/2015	12/07/2015	THE HOME DEPOT 2801	$346.85	TAMARA HAYS
12/08/2015	12/09/2015	HENRIKSEN ACE HARDWARE	($1.30)	GARY HINNENKAMP
12/08/2015	12/09/2015	HENRIKSEN ACE HARDWARE	$26.85	GARY HINNENKAMP
12/08/2015	12/09/2015	NOR*NORTHERN TOOL	$289.22	GARY HINNENKAMP
12/09/2015	12/10/2015	MILLS FLEET FARM 2700	$24.56	GARY HINNENKAMP
12/10/2015	12/11/2015	HENRIKSEN ACE HARDWARE	$16.47	GARY HINNENKAMP
12/03/2015	12/04/2015	HENRIKSEN ACE HARDWARE	$12.27	ANN HUTCHINSON
12/03/2015	12/04/2015	MILLS FLEET FARM 2700	$24.15	ANN HUTCHINSON
12/05/2015	12/07/2015	KNOWLAN'S MARKET #2	$6.41	ANN HUTCHINSON
12/07/2015	12/08/2015	FILTERS FAST	$203.82	DAVID JAHN
12/08/2015	12/10/2015	HOMEDEPOT.COM	$15.99	DAVID JAHN
11/30/2015	12/01/2015	WHITE BEAR AREA CHAMBE	$158.00	LOIS KNUTSON
12/02/2015	12/03/2015	ICMA ONLINE PURCHASES	$149.00	LOIS KNUTSON
12/02/2015	12/04/2015	OFFICE DEPOT #1090	$76.67	LOIS KNUTSON
12/08/2015	12/10/2015	FIRST SHRED	$94.60	LOIS KNUTSON
12/01/2015	12/02/2015	BATTERIES PLUS #31	$23.55	NICHOLAS KREKELER

12/01/2015	12/03/2015	U-HAUL OF MAPLEWOOD	$21.69	DAVID KVAM
12/03/2015	12/03/2015	COMCAST CABLE COMM	$73.82	DAVID KVAM
12/04/2015	12/07/2015	UNIFORMS UNLIMITED INC.	$860.50	DAVID KVAM
12/07/2015	12/08/2015	THOMSON WEST*TCD	$337.49	DAVID KVAM
12/10/2015	12/11/2015	MACY*S EAST #236	$90.90	DAVID KVAM
12/02/2015	12/03/2015	BATTERIES PLUS #31	$21.37	RANDY LINDBLOM
11/30/2015	12/02/2015	MENARDS MAPLEWOOD MN	$599.00	STEVE LUKIN
12/02/2015	12/03/2015	COMCAST CABLE COMM	$2.25	STEVE LUKIN
12/03/2015	12/03/2015	AIRGASS NORTH	$27.71	STEVE LUKIN
12/03/2015	12/07/2015	NORTHERN TOOL EQUIP-MN	$241.92	STEVE LUKIN
12/04/2015	12/07/2015	RAPID RECOVERY MPLS	$150.00	STEVE LUKIN
12/04/2015	12/07/2015	AUTOZONE3948	$3.20	STEVE LUKIN
12/04/2015	12/07/2015	THE HOME DEPOT 2801	$36.88	STEVE LUKIN
12/07/2015	12/08/2015	ADVANCE AUTO PARTS #7152	$5.35	STEVE LUKIN
12/08/2015	12/10/2015	OVERHEAD DOOR COMPANY OF	$422.00	STEVE LUKIN
12/08/2015	12/10/2015	THE HOME DEPOT 2801	$42.85	STEVE LUKIN
12/10/2015	12/11/2015	AIRGASS NORTH	$139.06	STEVE LUKIN
12/10/2015	12/11/2015	AIRGASS NORTH	$49.44	STEVE LUKIN
12/08/2015	12/09/2015	OAKLEY, INC.	$96.00	BRIAN MICHELETTI
12/02/2015	12/04/2015	BOUND TREE MEDICAL LLC	$385.00	MICHAEL MONDOR
12/02/2015	12/04/2015	BOUND TREE MEDICAL LLC	$407.97	MICHAEL MONDOR
12/05/2015	12/07/2015	DELTA AIR BAGGAGE FEE	$25.00	MICHAEL MONDOR
12/05/2015	12/07/2015	YELLOW RADIO SERVICE	$16.91	MICHAEL MONDOR
12/07/2015	12/08/2015	UNDER ARMOUR DIRECT VIRT	$74.98	MARIA MULVIHILL
12/02/2015	12/04/2015	MENARDS OAKDALE MN	$46.96	JOHN NAUGHTON
12/03/2015	12/07/2015	THE HOME DEPOT 2801	$948.00	JOHN NAUGHTON
12/05/2015	12/07/2015	AUTOZONE3948	$18.29	MICHAEL NYE
11/27/2015	11/30/2015	THE HOME DEPOT 2801	$59.94	ROBERT PETERSON
11/30/2015	12/01/2015	POMP'S TIRE #021	$826.80	STEVEN PRIEM
11/30/2015	12/02/2015	MINNESOTA EQUIPMENT	$664.64	STEVEN PRIEM
12/01/2015	12/02/2015	AN FORD WHITE BEAR LAK	$184.58	STEVEN PRIEM
12/01/2015	12/02/2015	BARNETT CHRYJEEPKIA	$180.00	STEVEN PRIEM
12/02/2015	12/03/2015	AUTO PLUS LITTLE CANADA	$27.88	STEVEN PRIEM
12/02/2015	12/03/2015	AN FORD WHITE BEAR LAK	$150.10	STEVEN PRIEM
12/02/2015	12/03/2015	AN FORD WHITE BEAR LAK	$76.64	STEVEN PRIEM
12/02/2015	12/07/2015	ZAHL PMC	$132.63	STEVEN PRIEM
12/03/2015	12/04/2015	AN FORD WHITE BEAR LAK	$10.95	STEVEN PRIEM
12/04/2015	12/07/2015	AN FORD WHITE BEAR LAK	($100.00)	STEVEN PRIEM
12/04/2015	12/07/2015	AUTO PLUS LITTLE CANADA	$168.39	STEVEN PRIEM
12/04/2015	12/07/2015	AN FORD WHITE BEAR LAK	$412.52	STEVEN PRIEM
12/04/2015	12/07/2015	AN FORD WHITE BEAR LAK	$445.82	STEVEN PRIEM
12/07/2015	12/08/2015	AUTO PLUS LITTLE CANADA	$82.59	STEVEN PRIEM
12/07/2015	12/09/2015	EVEREST EMERGENCY VEHICLE	$228.68	STEVEN PRIEM
12/07/2015	12/09/2015	WHEELCO BRAKE &SUPPLY	$36.16	STEVEN PRIEM
12/07/2015	12/09/2015	WHEELCO BRAKE &SUPPLY	$60.62	STEVEN PRIEM
12/08/2015	12/09/2015	AUTO PLUS LITTLE CANADA	$79.90	STEVEN PRIEM
12/09/2015	12/10/2015	AUTO PLUS LITTLE CANADA	$589.32	STEVEN PRIEM
12/03/2015	12/04/2015	VIKING ELECTRIC-CREDIT DE	$349.37	KELLY PRINS
11/30/2015	12/01/2015	HILLYARD INC MINNEAPOLIS	$858.66	MICHAEL REILLY
12/08/2015	12/09/2015	DALCO ENTERPRISES, INC	$394.02	MICHAEL REILLY
11/27/2015	11/30/2015	NATIONAL ACADEMY OF SPORT	$764.02	LORI RESENDIZ
11/30/2015	12/02/2015	APPOINTMENT-PLUS/STORMSOU	$49.00	LORI RESENDIZ
12/02/2015	12/02/2015	PPL*INSANITY	$32.23	LORI RESENDIZ
12/06/2015	12/07/2015	LES MILLS WEST COAST	$270.00	LORI RESENDIZ
12/09/2015	12/10/2015	L A POLICE GEAR INC	$152.97	BRADLEY REZNY
12/08/2015	12/09/2015	TARGET 00011858	$34.42	AUDRA ROBBINS

12/08/2015	12/10/2015	HOBBY LOBBY #587	$39.64	AUDRA ROBBINS
12/01/2015	12/02/2015	LILLIE SUBURBAN NEWSPAPER	$557.61	DEB SCHMIDT
12/04/2015	12/07/2015	INTERNATIONAL INSTITUTE O	$195.00	DEB SCHMIDT
11/27/2015	11/30/2015	UNIFORMS UNLIMITED INC.	$164.96	PAUL SCHNELL
12/06/2015	12/08/2015	DOWNTOWNER CAR WASH	$8.60	PAUL SCHNELL
12/07/2015	12/08/2015	IN *ENCOMPASS TELEMATICS,	$598.00	PAUL SCHNELL
12/08/2015	12/10/2015	UNIFORMS UNLIMITED INC.	$207.48	PAUL SCHNELL
12/07/2015	12/09/2015	ON SITE SANITATION INC	$171.00	SCOTT SCHULTZ
12/10/2015	12/11/2015	G&K SERVICES AR	$1,133.46	SCOTT SCHULTZ
11/30/2015	12/01/2015	GRAFIX SHOPPE	$1,390.00	MICHAEL SHORTREED
12/10/2015	12/11/2015	DON'S PAINT & COLLISION	$517.71	MICHAEL SHORTREED
12/07/2015	12/09/2015	OFFICE DEPOT #1214	($28.39)	ANDREA SINDT
12/08/2015	12/10/2015	OFFICE DEPOT #1090	$48.72	ANDREA SINDT
12/09/2015	12/11/2015	OFFICE DEPOT #5910	$22.71	ANDREA SINDT
11/27/2015	11/30/2015	SPORTS AUTHORITY 0701	$119.96	RONALD SVENDSEN
11/30/2015	12/01/2015	UNIFORMS UNLIMITED INC.	$163.99	RONALD SVENDSEN
12/03/2015	12/04/2015	OAKLEY, INC.	$106.29	BRIAN TAUZELL
12/07/2015	12/08/2015	AMAZON MKTPLACE PMTS	$19.39	BRIAN TAUZELL
12/09/2015	12/10/2015	AMAZON.COM	$66.27	BRIAN TAUZELL
12/02/2015	12/03/2015	MN RECREATION AND PARK A	$1,472.00	JAMES TAYLOR
12/01/2015	12/02/2015	UNIFORMS UNLIMITED INC.	$200.96	PAUL THIENES
11/30/2015	12/01/2015	NUSHIELD INC	$82.56	MICHAEL THOMPSON
12/03/2015	12/03/2015	U OF M CONTLEARNING	$365.00	MICHAEL THOMPSON
12/04/2015	12/07/2015	OFFICE DEPOT 1135	$7.49	KAREN WACHAL
12/08/2015	12/10/2015	OFFICE DEPOT #1090	$120.98	KAREN WACHAL
12/09/2015	12/11/2015	OFFICE DEPOT #1090	$53.56	KAREN WACHAL
12/02/2015	12/04/2015	SIRCHIE FINGER PRINT LABO	$295.03	TAMMY WYLIE
12/05/2015	12/07/2015	FEDEX 781859568338	$9.22	TAMMY WYLIE
12/05/2015	12/07/2015	ULINE *SHIP SUPPLIES	$34.84	TAMMY WYLIE
12/08/2015	12/08/2015	ULINE *SHIP SUPPLIES	$89.71	TAMMY WYLIE
12/08/2015	12/08/2015	ULINE *SHIP SUPPLIES	$32.19	TAMMY WYLIE
12/08/2015	12/08/2015	ULINE *SHIP SUPPLIES	$59.07	TAMMY WYLIE
12/08/2015	12/09/2015	AMAZON MKTPLACE PMTS	$22.47	TAMMY WYLIE
12/09/2015	12/09/2015	ULINE *SHIP SUPPLIES	$55.17	TAMMY WYLIE
12/10/2015	12/10/2015	ULINE *SHIP SUPPLIES	$96.58	TAMMY WYLIE
12/02/2015	12/03/2015	MEDICBATTERIES COM	$307.20	SUSAN ZWIEG
			$46,383.26	

Check Register
City of Maplewood

12/24/2015

Check	Date	Vendor		Description	Amount
96514	12/29/2015	04572	ETTEL & FRANZ ROOFING CO.	REPLACE ROOF DRAIN - MCC THEATRE	3,908.00
96515	12/29/2015	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 14-01 PROF SRVS THRU 11/30	9,370.57
96516	12/29/2015	05311	WILLIE MCCRAY	WEEK #3 OFFICIALS - YOUTH BASKETBALL	270.00
96517	12/29/2015	04316	CITY OF MINNEAPOLIS RECEIVABLES	AUTO PAWN SYSTEM - NOVEMBER	693.90
96518	12/29/2015	01819	PAETEC	LOCAL PHONE SERVICE 11/15 - 12/14	694.18
96519	12/29/2015	01409	S E H	REDESIGN MCC'S ENTRANCE AREA	6,236.94
96520	12/29/2015	05488	SUN LIFE FINANCIAL	PREMIUM - LIFE,LTD,STD - DECEMBER	7,336.12
96521	12/29/2015	01574	T A SCHIFSKY & SONS, INC	RECYCLED BASE-WICKLANDER STORM	343.44
	12/29/2015	01574	T A SCHIFSKY & SONS, INC	BITUMINOUS MATERIALS FOR PAVING	114.43
96522	12/29/2015	04845	TENNIS SANITATION LLC	RECYCLING FEE - OCTOBER	38,939.25
	12/29/2015	04845	TENNIS SANITATION LLC	RECYCLING FEE - NOVEMBER	38,939.25
96523	12/29/2015	01750	THE WATSON CO INC	MDSE FOR RESALE	222.75
96524	12/29/2015	01048	3M	ESCROW 3M CAMPUS IMPROVEMENTS	2,490.46
96525	12/29/2015	00052	ADVANCED GRAPHIX INC	AMB ID REFLECTIVE UNIT NUMBERS	685.00
	12/29/2015	00052	ADVANCED GRAPHIX INC	AMB ID REFLECTIVE UNIT NUMBERS	207.75
96526	12/29/2015	03092	AMERICAN ACCOUNTS & ADV INC	REC COLLECTIONS PMT AT MCC	43.27
96527	12/29/2015	05561	B L I LIGHTING SPECIALISTS	BANQUET ROOM LED UPGRADE	3,094.00
96528	12/29/2015	04419	LOUISE A. BEAMAN	REFEREE 2ND HALF FALL VOLLEYBALL	225.00
96529	12/29/2015	01811	BERNATELLO'S PIZZA	MDSE FOR RESALE	51.00
96530	12/29/2015	01869	DALE BOETTCHER	REFEREE 2ND HALF FALL VOLLEYBALL	50.00
96531	12/29/2015	01865	DON BOWMAN	ASSIGNMENTS 2ND HALF FALL V-BALL	665.00
96532	12/29/2015	03486	BUBERL BLACK DIRT INC	DISPOSAL OF LEAVES	1,794.00
96533	12/29/2015	00258	CARDINAL HOMEBUILDERS INC	ESCROW REL COTTAGEWOOD-2ND DEV	7,539.07
96534	12/29/2015	03310	CDW GOVERNMENT INC	TOUGHPAD DESKTOP/POWER SUPPLIES	1,147.71
96535	12/29/2015	05606	COMPUTER RENTAL SYSTEMS	LAPTOP RENTAL FOR TRAINING	975.00
96536	12/29/2015	01871	KENNETH COOPER	REFEREE 2ND HALF FALL VOLLEYBALL	550.00
96537	12/29/2015	05605	COVENTRY SENIOR LIVING	ESCROW RELEASE 1870 E SHORE DR N	8,009.95
96538	12/29/2015	00412	DONALD SALVERDA & ASSOCIATES	LEADERSHIP GROWTH GROUP J TAYLOR	600.00
	12/29/2015	00412	DONALD SALVERDA & ASSOCIATES	BOOKS LEADERSHIP GROUP M FOWLDS	185.44
96539	12/29/2015	00003	ESCROW REFUND	ESCROW REL CARMAX PROJ 13-11	381.32
96540	12/29/2015	05512	FORECAST PUBLIC ART	CONSULTING SRVS JOY PARK	1,050.00
96541	12/29/2015	03538	PATRICK JAMES HUBBARD	REFEREE 2ND HALF FALL VOLLEYBALL	350.00
96542	12/29/2015	04152	ISD 622 COMMUNITY EDUCATION	ESCROW REL BEAVER LAKE 1060 CUP REVISION	1,211.59
96543	12/29/2015	05183	JOSEPH MARK JANQUART	INTO TO BASKETBALL INSTRUCTION	1,200.00
96544	12/29/2015	04950	JERRY JOHNSON	REFEREE 2ND HALF FALL VOLLEYBALL	225.00
96545	12/29/2015	00244	LINE 1 PARTNERS, INC	RECABLING CITY HALL TO REPLACE OUTDATED	10,105.55
96546	12/29/2015	05567	LUBE-TECH ESI	REPAIR MECHANICS BAY #1	5,625.97
96547	12/29/2015	00532	MADDEN GALANTER HANSEN, LLP	HR ATTORNEY FEE LABOR REL-NOV	941.63
96548	12/29/2015	05604	MORGAN MAGNUSON	REFEREE 2ND HALF FALL VOLLEYBALL	150.00
96549	12/29/2015	04781	DAVE MATTSON	REFEREE 2ND HALF FALL VOLLEYBALL	75.00
96550	12/29/2015	05173	MN ENVIRONMENTAL FUND	4TH QUARTER PLEDGES	154.98
96551	12/29/2015	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - NOVEMBER	2,976.68
	12/29/2015	01175	CITY OF NORTH ST PAUL	FIBER OPTIC ACCESS CHG - DECEMBER	1,000.00
96552	12/29/2015	00001	ONE TIME VENDOR	P DAVIS - STIPEND FOR TIPSTER	250.00
96553	12/29/2015	00001	ONE TIME VENDOR	REFUND N WISTL HR MONITER	50.00
96554	12/29/2015	05603	KATHERINE OTTEN	REFEREE 2ND HALF FALL VOLLEYBALL	100.00
96555	12/29/2015	05609	OUTDOOR LAB LANDSCAPE DESIGN	MAINT OF BOULEVARD PLANTINGS	5,084.00
96556	12/29/2015	04264	RAMSEY-WASHINGTON	REIMB 2015 BMP MAINT PROG	786.25
96557	12/29/2015	04432	EUGENE E. RICHARDSON	REFEREE 2ND HALF FALL VOLLEYBALL	350.00
96558	12/29/2015	01374	ROBERT ENGSTROM CO.	ESCROW RELEASE 861 NEW CENTURY	3,491.22
96559	12/29/2015	02001	CITY OF ROSEVILLE	DNS HOSTING OF MAPLEWOODMN.GOV	34.00
96560	12/29/2015	02663	CARL SAARION	REFEREE 2ND HALF FALL VOLLEYBALL	150.00
96561	12/29/2015	05120	RICH SCHELL	REFEREE 2ND HALF FALL VOLLEYBALL	475.00
96562	12/29/2015	02664	HEIDI SCHWICHTENBERG	REFEREE 2ND HALF FALL VOLLEYBALL	350.00
96563	12/29/2015	05188	JENNA SOBERG	REFEREE 2ND HALF FALL VOLLEYBALL	50.00
96564	12/29/2015	05393	SOCIALMENTUM, LLC	YEARLY MINDMIXER SUBSCRIPTION 2015	2,000.00
96565	12/29/2015	01836	ST PAUL, CITY OF	PROJ 14-01 GLADSTONE PHASE 2 WATER SRVS	19,438.17
	12/29/2015	01836	ST PAUL, CITY OF	RADIO MAINT & SRVS - NOVEMBER	260.00

96566	12/29/2015	01536	STRAUSS SKATES & BICYCLES	INTRO TO BASKETBALL JERSEYS	620.00
96567	12/29/2015	01669	TWIN CITIES TRANSPORT &	TOWING FEES FOR NOVEMBER	100.00
	12/29/2015	01669	TWIN CITIES TRANSPORT &	TOWING FEES FOR NOVEMBER	70.00
96568	12/29/2015	04577	SANDRA JEAN WEBER	REFEREE 2ND HALF FALL VOLLEYBALL	225.00
96569	12/29/2015	02159	WHITE BEAR AREA YMCA	PROMISE FELLOW/YOUTH DEV PARTNERSHIP	10,000.00
					204,712.84

56 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement Date	Payee	Description	Amount
12/21/2015	MN State Treasurer	Drivers License/Deputy Registrar	68,964.49
12/21/2015	MN Dept of Revenue	Fuel Tax	411.83
12/21/2015	U.S. Treasurer	Federal Payroll Tax	95,234.63
12/21/2015	P.E.R.A.	P.E.R.A.	98,917.34
12/21/2015	Empower - State Plan	Deferred Compensation	29,384.00
12/22/2015	MN State Treasurer	Drivers License/Deputy Registrar	32,109.67
12/22/2015	MidAmerica	HRA Flex plan	13,837.60
12/22/2015	Labor Unions	Union Dues	1,250.72
12/22/2015	MN State Treasurer	State Payroll Tax	19,765.47
12/23/2015	MN State Treasurer	Drivers License/Deputy Registrar	30,401.68
12/23/2015	Delta Dental	Dental Premium	2,551.45
12/24/2015	MN State Treasurer	Drivers License/Deputy Registrar	46,393.67
			439,222.55

Check Register
City of Maplewood

12/31/2015

Check	Date	Vendor		Description	Amount
96570	12/30/2015	02464	US BANK	FUNDS FOR CITY HALL ATM	10,000.00
96571	01/05/2016	02149	HEIDI CAREY	MARKETING & ADVERTISING - DEC	4,000.00
96572	01/05/2016	05339	CHRIS MASTELL TRAILER RENTALS	TRAILER RENTAL 9/22 - 12/22	460.00
96573	01/05/2016	04206	H A KANTRUD	ATTORNEY SERVICES - JANUARY	8,000.00
96574	01/05/2016	02728	KIMLEY-HORN & ASSOCIATES INC	PROJ 09-08 PROF SRVS THRU 11/30	3,890.26
96575	01/05/2016	00985	METROPOLITAN COUNCIL	WASTEWATER - JANUARY	253,253.08
96576	01/05/2016	01337	RAMSEY COUNTY-PROP REC & REV	RANGE USE NOV 9	600.00
96577	01/05/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	17,827.02
	01/05/2016	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	9,408.60
96578	01/05/2016	00135	ASSOC OF TRNG OFFICERS OF MN	MEMBERSHIP RENEWAL	250.00
96579	01/05/2016	05608	CENTER FOR SOCIAL INCLUSION	COHORT PARTICIPATION (GARE)	5,000.00
96580	01/05/2016	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	124.98
	01/05/2016	05369	CINTAS CORPORATION #470	CLEANING SUPPLIES - CITY HALL	106.71
96581	01/05/2016	05500	E S A B A	MEMBERSHIP RENEWAL	195.00
96582	01/05/2016	03569	ELPIS ENTERPRISES	BIRDFEEDER CLASS 12/29	200.00
96583	01/05/2016	04152	ISD 622 COMMUNITY EDUCATION	1/3 SHARE OF TARTAN ARENA 7/14-6/15	38,793.50
96584	01/05/2016	00789	KATH FUEL OIL SERVICE CO	BULK OIL FOR VEHICALS	5,658.42
96585	01/05/2016	00827	L M C I T	WORK COMP QTR JAN-MAR 2016	118,031.25
	01/05/2016	00827	L M C I T	INSURANCE PREMIUM JAN-MARCH 2016	57,168.75
96586	01/05/2016	00922	MAILE ENTERPRISES INC	FIRE HYDRANT MARKERS	1,625.71
96587	01/05/2016	03069	MN AMBULANCE ASSN	MEMBERSHIP DUES	75.00
96588	01/05/2016	00001	ONE TIME VENDOR	REFUND W WEYANDT TRANS MEDIC	96.27
96589	01/05/2016	00001	ONE TIME VENDOR	REFUND G WANDERSEE TRANS MEDIC	74.08
96590	01/05/2016	02903	PARK CONSTRUCTION CO	PROJ 14-01 PHASE 2 PMT#3	1,115,133.20
96591	01/05/2016	05103	PERFORMANCE PLUS LLC	MANTOUX N95 MASK FIT	68.00
96592	01/05/2016	01342	RAMSEY C0 CHF OF POLICE ASSN	MEMBERSHIP DUES	100.00
96593	01/05/2016	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	218.81
	01/05/2016	01418	SAM'S CLUB DIRECT	CONCESSIONS/SUPPLIES	196.53
	01/05/2016	01418	SAM'S CLUB DIRECT	MCC SUPPLIES	170.50
	01/05/2016	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	168.50
	01/05/2016	01418	SAM'S CLUB DIRECT	FOOD OPEN ENROLLMENT MEETING	79.54
	01/05/2016	01418	SAM'S CLUB DIRECT	MCC SUPPLIES	54.70
	01/05/2016	01418	SAM'S CLUB DIRECT	MDSE FOR RESALE	47.96
	01/05/2016	01418	SAM'S CLUB DIRECT	CAKE FOR E SPANGLERS RETIREMENT	37.99
96594	01/05/2016	05611	BENJAMIN SLATER	REIMB FOR TUITION 8/22 - 12/13	1,053.43
96595	01/05/2016	04334	ULTRAMAX	40 CAL SPEER 180G AMMO (53652)	9,339.00
96596	01/05/2016	05599	UNITED TRAILER LEASING	EAST METRO STORAGE 1/8/16-3/3/16	170.00
96597	01/05/2016	01691	USPCA REGION 18	MEMBERSHIP RENEWAL 3 OFFICERS	150.00
96598	01/05/2016	05013	YALE MECHANICAL LLC	HVAC REPAIRS N FIRE STATION #3	1,039.00
	01/05/2016	05013	YALE MECHANICAL LLC	HVAC REPAIRS 1902 PUBLIC WORKS	242.50
					1,663,108.29

29 Checks in this report.

CITY OF MAPLEWOOD
Disbursements via Debits to Checking account

Settlement Date	Payee	Description	Amount
12/28/2015	MN State Treasurer	Drivers License/Deputy Registrar	28,671.11
12/28/2015	MN Dept of Natural Resources	DNR electronic licenses	3,504.00
12/28/2015	Optum Health	DCRP & Flex plan payments	310.81
12/29/2015	MN State Treasurer	Drivers License/Deputy Registrar	16,133.63
12/30/2015	MN State Treasurer	Drivers License/Deputy Registrar	28,278.48
12/30/2015	Delta Dental	Dental Premium	408.40
12/31/2015	MN State Treasurer	Drivers License/Deputy Registrar	53,774.30
12/31/2015	U.S. Treasurer	Federal Payroll Tax	108,782.93
12/31/2015	P.E.R.A.	P.E.R.A.	103,219.46
12/31/2015	Empower - State Plan	Deferred Compensation	23,051.13
12/31/2015	ICMA (Vantagepointe)	Deferred Compensation	3,508.00
			369,642.25

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

CHECK #	CHECK DATE	EMPLOYEE NAME	AMOUNT	Exp Reimb, Severance, Conversion incl in Amount
	12/18/15	ABRAMS, MARYLEE	430.99	
	12/18/15	CARDINAL, ROBERT	430.99	
	12/18/15	JUENEMANN, KATHLEEN	430.99	
	12/18/15	KOPPEN, MARVIN	430.99	
	12/18/15	SLAWIK, NORA	489.68	
	12/18/15	COLEMAN, MELINDA	5,425.56	
	12/18/15	FUNK, MICHAEL	4,679.30	
	12/18/15	KNUTSON, LOIS	2,503.62	
	12/18/15	CHRISTENSON, SCOTT	2,393.23	
	12/18/15	JAHN, DAVID	2,014.19	
	12/18/15	BURLINGAME, SARAH	2,458.36	77.86
	12/18/15	KNUTSON, ALEC	498.00	
	12/18/15	RAMEAUX, THERESE	3,579.24	
	12/18/15	BAUMAN, GAYLE	4,977.28	
	12/18/15	OSWALD, BRENDA	2,079.07	
	12/18/15	ANDERSON, CAROLE	1,213.37	
	12/18/15	DEBILZAN, JUDY	818.33	
	12/18/15	RUEB, JOSEPH	3,180.20	
	12/18/15	ARNOLD, AJLA	1,921.50	
	12/18/15	BEGGS, REGAN	1,803.20	
	12/18/15	HAAG, KAREN	4,660.99	
	12/18/15	KELSEY, CONNIE	645.00	
	12/18/15	LO, CHING	895.62	
	12/18/15	SCHMIDT, DEBORAH	3,248.90	
	12/18/15	SPANGLER, EDNA	1,042.90	572.46
	12/18/15	CRAWFORD, LEIGH	1,942.77	
	12/18/15	LARSON, MICHELLE	2,020.37	
	12/18/15	MECHELKE, SHERRIE	1,212.22	
	12/18/15	MOY, PAMELA	1,616.31	
	12/18/15	OSTER, ANDREA	2,027.03	
	12/18/15	RICHTER, CHARLENE	1,183.38	
	12/18/15	VITT, SANDRA	1,101.82	
	12/18/15	WEAVER, KRISTINE	2,507.39	
	12/18/15	CORCORAN, THERESA	2,022.59	
	12/18/15	KVAM, DAVID	4,506.18	
	12/18/15	SCHNELL, PAUL	5,196.61	
	12/18/15	SHEA, STEPHANIE	1,593.17	
	12/18/15	SHEPPERD, FAITH	2,003.88	
	12/18/15	SHORTREED, MICHAEL	4,379.47	
	12/18/15	WYLIE, TAMMY	1,781.97	
	12/18/15	ABEL, CLINT	3,259.29	
	12/18/15	ALDRIDGE, MARK	3,605.07	
	12/18/15	BAKKE, LONN	3,357.32	
	12/18/15	BARTZ, PAUL	3,357.32	
	12/18/15	BELDE, STANLEY	3,333.73	
	12/18/15	BENJAMIN, MARKESE	3,109.30	
	12/18/15	BIERDEMAN, BRIAN	3,901.35	
	12/18/15	BUSACK, DANIEL	4,027.98	
	12/18/15	CARNES, JOHN	2,899.44	
	12/18/15	CROTTY, KERRY	4,125.61	
	12/18/15	DEMULLING, JOSEPH	3,587.45	99.87
	12/18/15	DUGAS, MICHAEL	4,821.52	

12/18/15	ERICKSON, VIRGINIA	3,385.94	
12/18/15	FISHER, CASSANDRA	1,540.00	
12/18/15	FORSYTHE, MARCUS	3,060.03	
12/18/15	FRITZE, DEREK	3,282.46	
12/18/15	GABRIEL, ANTHONY	3,848.29	160.00
12/18/15	HAWKINSON JR, TIMOTHY	3,207.99	
12/18/15	HER, PHENG	3,004.33	
12/18/15	HIEBERT, STEVEN	3,714.22	
12/18/15	HOEMKE, MICHAEL	2,500.98	
12/18/15	HOFMEISTER, TIMOTHY	496.00	
12/18/15	JAMES JR, JUSTIN	464.00	
12/18/15	JASKOWIAK, AMANDA	480.00	
12/18/15	JOHNSON, KEVIN	4,049.90	
12/18/15	KONG, TOMMY	3,172.78	
12/18/15	KREKELER, NICHOLAS	1,024.53	
12/18/15	KROLL, BRETT	3,129.33	
12/18/15	LANGNER, SCOTT	3,129.33	
12/18/15	LANGNER, TODD	3,066.73	
12/18/15	LYNCH, KATHERINE	3,004.33	
12/18/15	MARINO, JASON	3,187.01	
12/18/15	MCCARTY, GLEN	3,558.99	
12/18/15	METRY, ALESIA	3,300.09	
12/18/15	MICHELETTI, BRIAN	2,834.81	
12/18/15	MULVIHILL, MARIA	2,372.91	
12/18/15	NYE, MICHAEL	3,677.79	
12/18/15	OLDING, PARKER	2,415.60	
12/18/15	OLSON, JULIE	3,129.33	
12/18/15	PARKER, JAMES	3,046.02	
12/18/15	PETERSON, JARED	2,344.41	
12/18/15	REZNY, BRADLEY	3,731.13	
12/18/15	SCHOEN, ZACHARY	2,341.04	
12/18/15	SLATER, BENJAMIN	1,713.36	
12/18/15	STARKEY, ROBERT	456.75	
12/18/15	STEINER, JOSEPH	3,973.69	
12/18/15	SYPNIEWSKI, WILLIAM	3,066.73	
12/18/15	TAUZELL, BRIAN	3,004.33	
12/18/15	THEISEN, PAUL	3,300.09	
12/18/15	THIENES, PAUL	3,782.47	
12/18/15	VANG, PAM	2,204.47	
12/18/15	WENZEL, JAY	3,360.03	
12/18/15	XIONG, KAO	3,288.13	
12/18/15	ZAPPA, ANDREW	2,082.96	
12/18/15	ANDERSON, BRIAN	308.66	
12/18/15	BAHL, DAVID	487.50	
12/18/15	BASSETT, BRENT	102.89	
12/18/15	BAUMAN, ANDREW	3,738.93	
12/18/15	BEITLER, NATHAN	411.54	
12/18/15	BOURQUIN, RON	788.90	
12/18/15	CAPISTRANT, JACOB	282.93	
12/18/15	CAPISTRANT, JOHN	270.00	
12/18/15	COREY, ROBERT	463.00	
12/18/15	CRAWFORD - JR, RAYMOND	3,239.65	
12/18/15	CRUMMY, CHARLES	360.09	
12/18/15	DABRUZZI, THOMAS	2,711.56	
12/18/15	DAWSON, RICHARD	3,782.39	
12/18/15	EVERSON, PAUL	3,675.40	
12/18/15	HALE, JOSEPH	360.00	
12/18/15	HALWEG, JODI	2,643.39	
12/18/15	HAWTHORNE, ROCHELLE	3,330.80	
12/18/15	HUTCHINSON, JAMES	300.00	
12/18/15	JANSEN, CHAD	462.96	
12/18/15	JUREK, GREGORY	257.20	
12/18/15	KANE, ROBERT	1,125.00	

12/18/15	KARRAS, JAMIE	154.33	
12/18/15	KERSKA, JOSEPH	321.52	
12/18/15	KONDER, RONALD	630.17	
12/18/15	KUBAT, ERIC	2,862.76	
12/18/15	LINDER, TIMOTHY	3,115.61	
12/18/15	LOCHEN, MICHAEL	531.67	
12/18/15	MERKATORIS, BRETT	334.38	
12/18/15	MONDOR, MICHAEL	3,958.19	
12/18/15	MORGAN, JEFFERY	229.86	
12/18/15	NOVAK, JEROME	3,226.46	
12/18/15	NOWICKI, PAUL	257.21	
12/18/15	OLSON, JAMES	2,744.47	
12/18/15	OPHEIM, JOHN	180.00	
12/18/15	PACHECO, ALPHONSE	617.33	
12/18/15	PARROW, JOSHUA	360.09	
12/18/15	PETERSON, MARK	450.00	
12/18/15	PETERSON, ROBERT	3,219.40	
12/18/15	POWERS, KENNETH	765.19	
12/18/15	RAINEY, JAMES	1,507.87	
12/18/15	RICE, CHRISTOPHER	167.19	
12/18/15	RODDY, BRETT	520.84	
12/18/15	SEDLACEK, JEFFREY	3,009.70	
12/18/15	STREFF, MICHAEL	3,103.65	75.00
12/18/15	SVENDSEN, RONALD	3,865.18	
12/18/15	TROXEL, REID	360.08	
12/18/15	GERVAIS-JR, CLARENCE	4,239.86	
12/18/15	LUKIN, STEVEN	4,939.44	
12/18/15	ZWIEG, SUSAN	1,238.01	
12/18/15	CORTESI, LUANNE	2,020.38	
12/18/15	SINDT, ANDREA	2,654.60	
12/18/15	BRINK, TROY	3,273.78	
12/18/15	BUCKLEY, BRENT	2,562.92	
12/18/15	DEBILZAN, THOMAS	2,302.49	
12/18/15	EDGE, DOUGLAS	2,365.53	
12/18/15	JONES, DONALD	2,397.92	
12/18/15	MEISSNER, BRENT	2,395.70	
12/18/15	NAGEL, BRYAN	3,814.30	
12/18/15	OSWALD, ERICK	2,461.94	
12/18/15	RUIZ, RICARDO	1,984.40	
12/18/15	RUNNING, ROBERT	2,888.97	
12/18/15	TEVLIN, TODD	2,395.70	
12/18/15	BURLINGAME, NATHAN	2,586.40	
12/18/15	DUCHARME, JOHN	2,915.03	
12/18/15	ENGSTROM, ANDREW	2,935.88	
12/18/15	JAROSCH, JONATHAN	3,351.59	
12/18/15	LINDBLOM, RANDAL	2,915.02	
12/18/15	LOVE, STEVEN	3,929.38	
12/18/15	THOMPSON, MICHAEL	4,952.44	
12/18/15	ZIEMAN, SCOTT	168.00	
12/18/15	JANASZAK, MEGHAN	1,985.97	
12/18/15	KONEWKO, DUWAYNE	4,722.81	
12/18/15	HAMRE, MILES	1,886.35	
12/18/15	HAYS, TAMARA	1,937.02	
12/18/15	HINNENKAMP, GARY	2,567.09	
12/18/15	NAUGHTON, JOHN	2,342.09	
12/18/15	NORDQUIST, RICHARD	2,329.02	
12/18/15	ORE, JORDAN	1,937.02	
12/18/15	BIESANZ, OAKLEY	1,887.76	
12/18/15	DEAVER, CHARLES	414.58	
12/18/15	GERNES, CAROLE	542.51	
12/18/15	HAYMAN, JANET	1,233.32	
12/18/15	HUTCHINSON, ANN	2,845.81	
12/18/15	WACHAL, KAREN	1,010.19	

12/18/15	GAYNOR, VIRGINIA	3,478.53
12/18/15	HOIER, KARA	948.47
12/18/15	JOHNSON, ELIZABETH	1,590.05
12/18/15	KROLL, LISA	2,092.37
12/18/15	FINWALL, SHANN	3,518.07
12/18/15	LORENZ, DANIELA	476.00
12/18/15	MARTIN, MICHAEL	3,338.93
12/18/15	BRASH, JASON	2,855.87
12/18/15	CARVER, NICHOLAS	4,473.03
12/18/15	SWAN, DAVID	2,939.57
12/18/15	SWANSON, CHRIS	1,951.57
12/18/15	WEIDNER, JAMES	1,760.00
12/18/15	WELLENS, MOLLY	1,898.61
12/18/15	BJORK, BRANDON	387.75
12/18/15	BRENEMAN, NEIL	2,533.34
12/18/15	CULVER, BAILEY	45.00
12/18/15	DIEZ, ANTONIO	63.00
12/18/15	ETTER, LAURA	56.00
12/18/15	GORACKI, GERALD	192.38
12/18/15	JACOBS, ROCHELLE	262.50
12/18/15	JASKULSKE, JOHN	18.00
12/18/15	JASKULSKE, NICHOLAS	18.00
12/18/15	MIGGLER, ABIGAIL	42.00
12/18/15	NORDLING, AARON	90.00
12/18/15	PIEPER, THEODORE	60.00
12/18/15	RASMUSSEN, BRADLEY	47.50
12/18/15	ROBBINS, AUDRA	3,570.21
12/18/15	ROBBINS, CAMDEN	544.50
12/18/15	RUSS, KAYLA	21.38
12/18/15	STILP, MADISON	42.00
12/18/15	TAYLOR, JAMES	3,570.21
12/18/15	THIELMAN, RICHARD	48.75
12/18/15	VUKICH, CANDACE	255.00
12/18/15	WILLIAMS, JAMES	38.25
12/18/15	XIONG, BLONG	72.50
12/18/15	ADAMS, DAVID	2,212.92
12/18/15	HAAG, MARK	2,635.97
12/18/15	JENSEN, JOSEPH	1,845.48
12/18/15	SCHULTZ, SCOTT	3,856.84
12/18/15	WILBER, JEFFREY	1,916.66
12/18/15	BARAHONA, FREYA	175.50
12/18/15	CRANDALL, KRISTA	174.83
12/18/15	DIONNE, ANN	412.50
12/18/15	EVANS, CHRISTINE	2,152.57
12/18/15	GIBSON, CHRISTINE	2,327.15
12/18/15	HENDRICKS, JENNIFER	781.34
12/18/15	HOFMEISTER, MARY	1,248.47
12/18/15	KRECH, TRAVIS	211.50
12/18/15	KUHN, MATTHEW	310.50
12/18/15	O'CONNER, TERRINA	797.50
12/18/15	RUZICHKA, JANICE	110.00
12/18/15	SKRYPEK, JOSHUA	656.75
12/18/15	ST SAUVER, CRAIG	616.00
12/18/15	WISTL, MOLLY	193.50
12/18/15	YANG, YOUA	220.00
12/18/15	BASSETT, ANDREA	135.00
12/18/15	BEAR, AMANDA	273.00
12/18/15	BUTLER, ANGELA	27.38
12/18/15	CLARK, PAMELA	79.20
12/18/15	DEMPSEY, BETH	350.65
12/18/15	ERICKSON-CLARK, CAROL	37.50
12/18/15	GARTNER, DARYL	42.50
12/18/15	GREGG, PETER	345.50

	12/18/15	GRUENHAGEN, LINDA	403.67
	12/18/15	GUSTAFSON, BRENDA	151.00
	12/18/15	HAASCH, ANGELA	66.50
	12/18/15	HOLMBERG, LADONNA	153.76
	12/18/15	IACARELLA-FUDALI, BARBARA	140.00
	12/18/15	JOHNSON, BARBARA	515.00
	12/18/15	LAMSON, ELIANA	27.38
	12/18/15	MCKILLOP, AMANDA	165.76
	12/18/15	MUSKAT, JULIE	224.89
	12/18/15	NITZ, CARA	365.54
	12/18/15	RANEY, COURTNEY	883.51
	12/18/15	RESENDIZ, LORI	2,809.47
	12/18/15	ROLLERSON, TERRANCE	60.76
	12/18/15	ROMERO, JENNIFER	47.00
	12/18/15	SCHERER, KATHLENE	88.38
	12/18/15	SCHREIER, ROSEMARIE	137.20
	12/18/15	SMITH, ANN	62.40
	12/18/15	SMITH, JEROME	40.25
	12/18/15	SMITLEY, SHARON	300.72
	12/18/15	THOMPSON, SARA	71.24
	12/18/15	TREPANIER, TODD	337.14
	12/18/15	TRUONG, CHAU	28.00
	12/18/15	TUPY, MARCUS	96.00
	12/18/15	WAKEM, CAITLYN	36.00
	12/18/15	YANG, JUDY	149.00
	12/18/15	ZIMMERMAN, JANE	279.52
	12/18/15	AUBUCHON, IMAGINARA	668.80
	12/18/15	BILJAN, MERANDA	130.50
	12/18/15	BOSLEY, CAROL	117.00
	12/18/15	BUTLER-MILLER, JADE	123.75
	12/18/15	CHRISTAL, JENNIFER	40.00
	12/18/15	ELLISON, LELIA	123.75
	12/18/15	FRANZMEIER, EILEEN	54.00
	12/18/15	GRACE, EMILY	225.76
	12/18/15	LANGER, CHELSEA	76.00
	12/18/15	AUSTIN, CATHERINE	328.50
	12/18/15	CRAWFORD, SHAWN	375.00
	12/18/15	CRAYNE, WILLIAM	72.00
	12/18/15	DOUGLASS, TOM	2,471.40
	12/18/15	HEINTZ, JOSHUA	189.00
	12/18/15	KRECH, ELAINE	739.20
	12/18/15	MAIDMENT, COLIN	714.92
	12/18/15	MALONEY, SHAUNA	90.00
	12/18/15	PRINS, KELLY	2,003.88
	12/18/15	REILLY, MICHAEL	2,059.39
	12/18/15	STEFFEN, MICHAEL	108.00
	12/18/15	TRAUTMAN, JACOB	65.25
	12/18/15	OJCZYK, CYNTHIA	708.00
	12/18/15	PRIEM, STEVEN	2,617.12
	12/18/15	WOEHRLE, MATTHEW	2,479.01
	12/18/15	XIONG, BOON	1,967.76
	12/18/15	BERGO, CHAD	2,907.76
	12/18/15	FOWLDS, MYCHAL	4,096.38
	12/18/15	FRANZEN, NICHOLAS	3,212.56
	12/18/15	RENNER, MICHAEL	2,065.00
99101959	12/18/15	BONKO, NICHOLAS	90.00
99101960	12/18/15	GREENER, DOUGLAS	51.75
99101961	12/18/15	WAGNER, ERIC	70.00
99101962	12/18/15	WILLIAMS III, WALLACE	18.00
99101963	12/18/15	VANG, VICHAI	100.00

513,638.09

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

CHECK #	CHECK DATE	EMPLOYEE NAME	AMOUNT	Exp Reimb, Severance, Conversion incl in Amount
	12/31/15	ABRAMS, MARYLEE	430.99	
	12/31/15	CARDINAL, ROBERT	430.99	
	12/31/15	JUENEMANN, KATHLEEN	430.99	
	12/31/15	KOPPEN, MARVIN	430.99	
	12/31/15	SLAWIK, NORA	489.68	
	12/31/15	COLEMAN, MELINDA	5,425.56	
	12/31/15	FUNK, MICHAEL	4,651.80	
	12/31/15	KNUTSON, LOIS	2,503.63	
	12/31/15	CHRISTENSON, SCOTT	2,134.93	
	12/31/15	JAHN, DAVID	2,385.88	
	12/31/15	BURLINGAME, SARAH	2,749.14	
	12/31/15	KNUTSON, ALEC	150.00	
	12/31/15	RAMEAUX, THERESE	3,256.09	
	12/31/15	BAUMAN, GAYLE	4,949.78	
	12/31/15	OSWALD, BRENDA	2,079.05	
	12/31/15	ANDERSON, CAROLE	1,232.15	
	12/31/15	DEBILZAN, JUDY	2,257.97	
	12/31/15	RUEB, JOSEPH	3,180.20	
	12/31/15	ARNOLD, AJLA	976.70	
	12/31/15	BEGGS, REGAN	1,806.53	
	12/31/15	HAAG, KAREN	4,633.49	
	12/31/15	KELSEY, CONNIE	420.00	
	12/31/15	LO, CHING	956.27	
	12/31/15	SCHMIDT, DEBORAH	3,391.68	170.28
	12/31/15	CRAWFORD, LEIGH	2,539.88	
	12/31/15	LARSON, MICHELLE	2,058.52	
	12/31/15	MECHELKE, SHERRIE	1,320.42	
	12/31/15	MOY, PAMELA	1,620.49	
	12/31/15	OSTER, ANDREA	2,072.89	
	12/31/15	RICHTER, CHARLENE	1,784.74	
	12/31/15	VITT, SANDRA	1,172.93	
	12/31/15	WEAVER, KRISTINE	2,507.40	
	12/31/15	CORCORAN, THERESA	2,022.59	
	12/31/15	KVAM, DAVID	4,478.68	
	12/31/15	SCHNELL, PAUL	5,169.11	
	12/31/15	SHEA, STEPHANIE	1,593.17	
	12/31/15	SHEPPERD, FAITH	2,167.64	
	12/31/15	SHORTREED, MICHAEL	4,351.97	
	12/31/15	WYLIE, TAMMY	1,781.97	
	12/31/15	ABEL, CLINT	3,388.87	
	12/31/15	ALDRIDGE, MARK	3,401.77	
	12/31/15	BAKKE, LONN	3,605.12	
	12/31/15	BARTZ, PAUL	3,357.32	
	12/31/15	BELDE, STANLEY	3,385.94	
	12/31/15	BENJAMIN, MARKESE	3,236.25	
	12/31/15	BIERDEMAN, BRIAN	4,284.03	
	12/31/15	BUSACK, DANIEL	4,363.32	
	12/31/15	CARNES, JOHN	3,112.92	
	12/31/15	CROTTY, KERRY	4,125.60	
	12/31/15	DEMULLING, JOSEPH	3,985.13	
	12/31/15	DUGAS, MICHAEL	4,388.81	
	12/31/15	ERICKSON, VIRGINIA	3,479.68	

12/31/15	FISHER, CASSANDRA	1,669.96	
12/31/15	FORSYTHE, MARCUS	3,004.33	
12/31/15	FRITZE, DEREK	3,446.44	
12/31/15	GABRIEL, ANTHONY	3,928.62	
12/31/15	HAWKINSON JR, TIMOTHY	3,377.51	
12/31/15	HER, PHENG	3,225.67	
12/31/15	HIEBERT, STEVEN	3,729.64	
12/31/15	HOEMKE, MICHAEL	2,629.34	
12/31/15	HOFMEISTER, TIMOTHY	511.50	
12/31/15	JAMES JR, JUSTIN	464.00	
12/31/15	JASKOWIAK, AMANDA	480.00	
12/31/15	JOHNSON, KEVIN	4,175.48	
12/31/15	KONG, TOMMY	3,158.17	
12/31/15	KREKELER, NICHOLAS	1,036.70	
12/31/15	KROLL, BRETT	3,129.33	
12/31/15	LANGNER, SCOTT	3,129.33	
12/31/15	LANGNER, TODD	3,213.27	
12/31/15	LYNCH, KATHERINE	3,253.34	
12/31/15	MARINO, JASON	3,129.33	
12/31/15	MCCARTY, GLEN	3,482.70	
12/31/15	METRY, ALESIA	4,118.09	117.99
12/31/15	MICHELETTI, BRIAN	2,646.85	
12/31/15	MULVIHILL, MARIA	2,500.98	
12/31/15	NYE, MICHAEL	3,677.79	
12/31/15	OLDING, PARKER	2,629.05	
12/31/15	OLSON, JULIE	3,129.33	
12/31/15	PARKER, JAMES	3,248.91	
12/31/15	PETERSON, JARED	2,045.61	
12/31/15	REZNY, BRADLEY	3,804.48	
12/31/15	SCHOEN, ZACHARY	2,714.43	
12/31/15	SLATER, BENJAMIN	2,330.22	
12/31/15	STARKEY, ROBERT	485.75	
12/31/15	STEINER, JOSEPH	3,763.69	
12/31/15	SYPNIEWSKI, WILLIAM	3,292.75	
12/31/15	TAUZELL, BRIAN	3,170.34	
12/31/15	THEISEN, PAUL	3,300.09	
12/31/15	THIENES, PAUL	3,747.83	
12/31/15	VANG, PAM	2,587.19	
12/31/15	WENZEL, JAY	3,388.87	
12/31/15	XIONG, KAO	3,446.93	
12/31/15	ZAPPA, ANDREW	2,055.07	
12/31/15	ANDERSON, BRIAN	192.92	
12/31/15	BAHL, DAVID	330.00	
12/31/15	BASSETT, BRENT	437.25	
12/31/15	BAUMAN, ANDREW	3,161.11	
12/31/15	BEITLER, NATHAN	385.80	
12/31/15	BOURQUIN, RON	986.14	
12/31/15	CAPISTRANT, JACOB	363.30	
12/31/15	CAPISTRANT, JOHN	375.00	
12/31/15	COREY, ROBERT	347.26	
12/31/15	CRAWFORD - JR, RAYMOND	3,937.96	
12/31/15	CRUMMY, CHARLES	205.76	
12/31/15	DABRUZZI, THOMAS	3,580.22	
12/31/15	DAWSON, RICHARD	4,750.47	
12/31/15	EVERSON, PAUL	4,067.38	
12/31/15	HAGEN, MICHAEL	462.97	
12/31/15	HALE, JOSEPH	405.00	
12/31/15	HALWEG, JODI	880.30	106.51
12/31/15	HAWTHORNE, ROCHELLE	3,767.63	
12/31/15	HUTCHINSON, JAMES	420.00	
12/31/15	JANSEN, CHAD	347.24	

12/31/15	JUREK, GREGORY	154.33
12/31/15	KANE, ROBERT	675.00
12/31/15	KARRAS, JAMIE	257.22
12/31/15	KONDER, RONALD	591.60
12/31/15	KUBAT, ERIC	3,162.40
12/31/15	LINDER, TIMOTHY	3,874.05
12/31/15	LOCHEN, MICHAEL	411.61
12/31/15	MERKATORIS, BRETT	334.38
12/31/15	MONDOR, MICHAEL	3,958.19
12/31/15	MORGAN, JEFFERY	457.78
12/31/15	NEILY, STEVEN	360.09
12/31/15	NOVAK, JEROME	3,351.06
12/31/15	NOWICKI, PAUL	270.08
12/31/15	OLSON, JAMES	2,105.39
12/31/15	OPHEIM, JOHN	420.00
12/31/15	PACHECO, ALPHONSE	552.15
12/31/15	PARROW, JOSHUA	308.66
12/31/15	PETERSON, MARK	825.00
12/31/15	PETERSON, ROBERT	3,424.22
12/31/15	POWERS, KENNETH	1,033.54
12/31/15	RAINEY, JAMES	1,606.87
12/31/15	RICE, CHRISTOPHER	231.49
12/31/15	RODRIGUEZ, ROBERTO	154.33
12/31/15	SEDLACEK, JEFFREY	3,451.21
12/31/15	STREFF, MICHAEL	3,331.77
12/31/15	SVENDSEN, RONALD	4,769.49
12/31/15	GERVAIS-JR, CLARENCE	4,239.86
12/31/15	LUKIN, STEVEN	4,911.94
12/31/15	ZWIEG, SUSAN	1,210.52
12/31/15	CORTESI, LUANNE	2,020.37
12/31/15	SINDT, ANDREA	2,654.60
12/31/15	BRINK, TROY	5,315.73
12/31/15	BUCKLEY, BRENT	4,016.82
12/31/15	DEBILZAN, THOMAS	2,120.52
12/31/15	EDGE, DOUGLAS	2,407.96
12/31/15	JONES, DONALD	2,639.47
12/31/15	MEISSNER, BRENT	2,528.98
12/31/15	NAGEL, BRYAN	3,786.80
12/31/15	OSWALD, ERICK	3,511.02
12/31/15	RUIZ, RICARDO	2,177.43
12/31/15	RUNNING, ROBERT	4,543.77
12/31/15	TEVLIN, TODD	2,637.25
12/31/15	BURLINGAME, NATHAN	3,645.75
12/31/15	DUCHARME, JOHN	2,915.02
12/31/15	ENGSTROM, ANDREW	2,908.37
12/31/15	JAROSCH, JONATHAN	3,351.59
12/31/15	LINDBLOM, RANDAL	2,915.03
12/31/15	LOVE, STEVEN	3,929.29
12/31/15	THOMPSON, MICHAEL	4,924.94
12/31/15	ZIEMAN, SCOTT	160.00
12/31/15	JANASZAK, MEGHAN	1,985.97
12/31/15	KONEWKO, DUWAYNE	4,695.31
12/31/15	SONNEK, MELISSA	660.00
12/31/15	HAMRE, MILES	1,921.64
12/31/15	HAYS, TAMARA	1,822.20
12/31/15	HINNENKAMP, GARY	2,678.21
12/31/15	NAUGHTON, JOHN	2,309.68
12/31/15	NORDQUIST, RICHARD	2,305.46
12/31/15	ORE, JORDAN	1,908.07
12/31/15	BIESANZ, OAKLEY	1,872.71
12/31/15	DEAVER, CHARLES	414.58

12/31/15	GERNES, CAROLE	201.25	
12/31/15	HAYMAN, JANET	1,361.18	
12/31/15	HUTCHINSON, ANN	2,818.31	
12/31/15	SOUTTER, CHRISTINE	163.99	163.99
12/31/15	WACHAL, KAREN	1,047.08	
12/31/15	GAYNOR, VIRGINIA	3,451.03	
12/31/15	HOIER, KARA	948.47	
12/31/15	JOHNSON, ELIZABETH	1,590.05	
12/31/15	KROLL, LISA	2,081.37	
12/31/15	FINWALL, SHANN	3,435.57	
12/31/15	LORENZ, DANIELA	476.00	
12/31/15	MARTIN, MICHAEL	3,779.93	248.00
12/31/15	BRASH, JASON	2,828.37	
12/31/15	CARVER, NICHOLAS	4,445.53	
12/31/15	SWAN, DAVID	2,939.57	
12/31/15	SWANSON, CHRIS	1,951.57	
12/31/15	WEIDNER, JAMES	1,584.00	
12/31/15	WELLENS, MOLLY	1,871.11	
12/31/15	AYD, GWEN	36.00	
12/31/15	BJORK, BRANDON	104.50	
12/31/15	BRENEMAN, NEIL	2,533.34	
12/31/15	CULVER, BAILEY	45.00	
12/31/15	DIEZ, ANTONIO	45.00	
12/31/15	ETTER, LAURA	84.00	
12/31/15	GORACKI, GERALD	47.50	
12/31/15	JACOBS, ROCHELLE	165.00	
12/31/15	JASKULSKE, NICHOLAS	70.00	
12/31/15	KUSTERMAN, KEVIN	28.50	
12/31/15	MIGGLER, ABIGAIL	28.00	
12/31/15	NORDLING, AARON	150.00	
12/31/15	PIEPER, THEODORE	70.00	
12/31/15	RASMUSSEN, BRADLEY	66.50	
12/31/15	ROBBINS, AUDRA	3,542.71	
12/31/15	ROBBINS, CAMDEN	264.00	
12/31/15	RUSS, KAYLA	192.38	
12/31/15	STILP, MADISON	28.00	
12/31/15	TAYLOR, JAMES	3,542.71	
12/31/15	THIELMAN, RICHARD	113.75	
12/31/15	VUKICH, CANDACE	50.00	
12/31/15	WILLIAMS, JAMES	99.00	
12/31/15	XIONG, BLONG	101.50	
12/31/15	ADAMS, DAVID	2,233.41	
12/31/15	HAAG, MARK	5,128.01	
12/31/15	JENSEN, JOSEPH	1,819.79	
12/31/15	SCHULTZ, SCOTT	3,829.34	
12/31/15	WILBER, JEFFREY	1,908.07	
12/31/15	CRANDALL, KRISTA	137.03	
12/31/15	DIONNE, ANN	360.25	
12/31/15	EVANS, CHRISTINE	2,152.56	
12/31/15	GIBSON, CHRISTINE	1,979.77	
12/31/15	GREEN, MATTHEW	252.00	
12/31/15	HENDRICKS, JENNIFER	496.87	
12/31/15	HERMANN, MICHELLE	315.00	
12/31/15	HOFMEISTER, MARY	1,201.74	16.39
12/31/15	KRECH, TRAVIS	171.00	
12/31/15	KUHN, MATTHEW	279.00	
12/31/15	O'CONNER, TERRINA	1,007.75	
12/31/15	RUZICHKA, JANICE	252.50	
12/31/15	SKRYPEK, JOSHUA	732.00	
12/31/15	ST SAUVER, CRAIG	605.00	
12/31/15	WISTL, MOLLY	219.50	

12/31/15	YANG, YOUA	154.00	
12/31/15	BASSETT, ANDREA	117.00	
12/31/15	BEAR, AMANDA	210.00	
12/31/15	BLANKENFELD, RUSSELL	15.00	
12/31/15	BUTLER, ANGELA	63.88	
12/31/15	CLARK, PAMELA	39.60	
12/31/15	DEMPSEY, BETH	280.52	
12/31/15	ERICKSON-CLARK, CAROL	18.75	
12/31/15	GARTNER, DARYL	17.00	
12/31/15	GREGG, PETER	120.75	
12/31/15	GRUENHAGEN, LINDA	384.43	
12/31/15	GUSTAFSON, BRENDA	147.00	
12/31/15	HAASCH, ANGELA	47.50	
12/31/15	HOLMBERG, LADONNA	153.76	
12/31/15	IACARELLA-FUDALI, BARBARA	177.50	
12/31/15	JOHNSON, BARBARA	398.80	
12/31/15	LAMSON, ELIANA	13.69	
12/31/15	MCKILLOP, AMANDA	126.76	
12/31/15	MUSKAT, JULIE	80.88	
12/31/15	NITZ, CARA	298.92	
12/31/15	RANEY, COURTNEY	761.14	
12/31/15	RESENDIZ, LORI	2,781.97	
12/31/15	ROLLERSON, TERRANCE	45.57	
12/31/15	ROMERO, JENNIFER	47.00	
12/31/15	SCHERER, KATHLENE	88.38	
12/31/15	SCHREIER, ROSEMARIE	83.76	
12/31/15	SMITH, JEROME	72.75	
12/31/15	SMITLEY, SHARON	254.96	
12/31/15	TREPANIER, TODD	337.14	
12/31/15	TRUONG, CHAU	70.00	
12/31/15	TUPY, MARCUS	96.00	
12/31/15	WAKEM, CAITLYN	18.00	
12/31/15	YANG, JUDY	198.00	
12/31/15	ZIMMERMAN, JANE	258.01	
12/31/15	AUBUCHON, IMAGINARA	608.00	
12/31/15	BILJAN, MERANDA	57.00	
12/31/15	BOSLEY, CAROL	99.00	
12/31/15	BUTLER-MILLER, JADE	110.25	
12/31/15	ELLISON, LELIA	110.00	
12/31/15	FRANZMEIER, EILEEN	119.25	
12/31/15	GRACE, EMILY	94.52	
12/31/15	AUSTIN, CATHERINE	207.00	
12/31/15	CRAWFORD, SHAWN	512.50	
12/31/15	CRAYNE, WILLIAM	171.00	
12/31/15	DOUGLASS, TOM	3,751.18	
12/31/15	HEINTZ, JOSHUA	225.00	
12/31/15	KRECH, ELAINE	696.08	
12/31/15	MAIDMENT, COLIN	714.92	
12/31/15	MALONEY, SHAUNA	108.00	
12/31/15	PRINS, KELLY	3,441.77	
12/31/15	REILLY, MICHAEL	2,059.39	
12/31/15	STEFFEN, MICHAEL	108.00	
12/31/15	TRAUTMAN, JACOB	36.00	
12/31/15	OJCZYK, CYNTHIA	258.00	
12/31/15	PRIEM, STEVEN	2,905.86	
12/31/15	WOEHRLE, MATTHEW	4,831.50	
12/31/15	XIONG, BOON	1,846.29	
12/31/15	BERGO, CHAD	3,313.10	432.84
12/31/15	FOWLDS, MYCHAL	4,068.88	
12/31/15	FRANZEN, NICHOLAS	3,185.06	
12/31/15	RENNER, MICHAEL	2,065.00	

9996476	12/18/15	DEBILZAN, JUDY	2,257.97
9996477	12/18/15	DEBILZAN, THOMAS	845.35
99101975	12/31/15	ANDERSON, JOSHUA	112.00
99101976	12/31/15	BONKO, NICHOLAS	45.00
99101977	12/31/15	GREENER, DOUGLAS	51.75
99101978	12/31/15	JORGENSON, SETH	42.00
99101979	12/31/15	KRUEGER, SCOTT	115.00
99101980	12/31/15	WAGNER, ERIC	126.00
99101981	12/31/15	WILLIAMS III, WALLACE	72.00
99101982	12/31/15	VANG, VICHAI	165.00
			540,868.44

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Gayle Bauman, Finance Director

DATE: January 5, 2016

SUBJECT: Approval of Resolution Designation of Depositories for Investments

Introduction

State law, Chapter 427 requires that cities from time to time re-designate financial institutions as depositories for city investments. The last time this was done was in January 2015 when depositories were approved for the period through December 31, 2015.

When city investments are made, quotations are obtained from securities dealers who are on the Federal Reserve Bank's list of primary dealers (e.g., Smith Barney/Citigroup), securities dealers that are subsidiaries of financial institutions that have been designated as depositories (e.g., Wells Fargo Brokerage Services) and RBC Dain Rauscher which is the securities dealer for the League of Minnesota Cities 4M Fixed Rate Program.

If a financial institution that is not a designated depository becomes a good option for city investments in the future, it will be recommended to the Council for designation as a depository as a separate agenda item.

Budget Impact

None.

Recommendation

It is recommended that the City Council adopt the attached resolution designating depositories for investments.

Attachments

1. Resolution for Designation of Depositories for Investments

RESOLUTION NO. ___
DESIGNATION OF DEPOSITORIES FOR INVESTMENTS

BE IT RESOLVED, that the following be and hereby are selected as depositories for time deposits of the City of Maplewood:

Alerus Financial (fka Prosperan Bank, Washington County Bank)
Premier Bank
Wells Fargo Bank
US Bank
4M Fund

BE IT FURTHER RESOLVED, that the deposits in any of the above depositories shall not exceed the amount of F.D.I.C. insurance covering such deposit unless collateral or a bond is furnished as additional security, and

BE IT FURTHER RESOLVED, that funds in the above depositories may be withdrawn and wire transferred to any other depository of the city by the request of the Finance Director or his/her designee.

BE IT FURTHER RESOLVED, that these depository designations are effective until December 31, 2016.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Michael Thompson, Director of Public Works
Scott Schultz, Utility/Fleet/Parks Superintendent

DATE: January 5, 2016

SUBJECT: Approval of Purchase of Crack Sealing/Pavement Cutting Equipment

Introduction

The 2016 capital outlay budget includes funding for the replacement of the Crack Sealer/Pavement Cutting equipment. Council approval is needed to move forward with this purchase.

Background

The 1995 crack sealer and pavement cutter is in need of replacement. The current equipment is outdated and is no longer cost effective to operate. The new sealer and cutter have upgraded safety features to allow for a safer and more productive operation.

The crack sealing operations are typically performed over a month or two each year therefore equipment sharing with a neighboring municipality for this item is cost effective. Thus this equipment would be jointly purchased and owned by the City of Maplewood and the City of Oakdale. The replacement costs will be split evenly between the two cities. The old equipment will be sold at the state auction and/or traded in.

Budget Impact

The 2016 capital improvement plan identified $20,000.00 (Maplewood share) under project number PW 15.040 for the replacement of the units described above. This equipment will be purchased under MN State Contract pricing. Following are the costs for the replacements:

Craftco Crack Sealer and Pavement Cutter	$75,958.28
Trade/sale of old units	$3,000.00
Total cost	**$72,958.28**

The total cost, less the trade in, for this purchase is $72,958.28. The City of Maplewood's portion of the cost (50%) is $36,479.14. Due to the upgrades in safety and operations on the unit our share of costs is $16,479.14 greater than the anticipated. However this will be partially offset by $5,500.00 in savings on the 1-ton truck purchase (approved by the City Council on September 28, 2015 for purchase in 2016) in addition to $6,800.00 in savings on the single axle plow truck purchase (approved by City Council on October 12, 2015 for purchase in 2016).

Recommendation

It is recommended that the council approve the joint purchase (in partnership with the City of Oakdale) of the crack sealer/pavement cutting equipment, and to enter into contract with Brock White Company LLC for 50% of the cost of this purchase under MN State Contract in an amount totaling $36,479.14.

Crafco SS125 Crack filler and Pavement Cutter MN State Contract # 102640

Attachments

1. Quote/Specs from Brock White Company LLC

Crack & Joint Sealing Trailer

Vendor	Brock White Company LLC	Total Cost	$ 59,289.28
Model	Crafco SS125		

Spec #	Description	Qty	Price	Subtotal
1.0	**Price for base unit:**		44,571.00	$ 44,571.00
2.0	**Tank & application Options;**			
	use this section to offer tank and application options such as but not limited to; auto loader, extra applicator hose, applicator tips, overnight heater, etc. Number items starting with 2.1, 2.2, etc. Add lines as needed. If not offering options in this section deleate lines and type NA after secition heading			
2.1	24095K Strobe Light Kit Installed		342.00	$ -
2.2	24096K Flash Bar (Rotating Beacon)		550.80	$ -
2.3	24190K Overnight Heater (1Req)		360.00	$ -
2.4	26058 10# Fire Ext w/Cover (need 26059 to mount)		240.00	$ -
2.5	26059 Mounting Bracket for 10# Fire Ext		95.00	$ -
2.6	26060 20# Fire Ext w/ Cover (need 26061 to mount)		325.00	$ -
2.7	26061 Mounting Bracket for 20# Fire Ext		96.00	$ -
2.8	26098 Tool Box Mounted		96.00	$ -
2.9	51177 Auto-Loader (must order a Hitch Extension)		9,100.00	$ 9,100.00
2.10	29770 Special paint Color CALL			$ -
2.11	43416 Gravity Feed Kit		300.00	$ -
2.12	44849 Arrow Board LED Kit		1,740.00	$ -
3.0	**Engine Options**			
	use this section to offer engine options such as; lockable battery cover, lockable engine corer, fuel filter shut off valves, etc. Number item starting with 3.1, 3.2 etc. Add lines as needed. If not offering options in this section deleate lines and type NA after secition heading			
3.1	24086 Lockable Battery Box		167.00	$ -
3.2	45535 Engine Cover / Tier 2		1,503.30	$ -
3.3	45599 Engine Cover / Tier 2 - INSULATED		1,750.00	$ 1,750.00
4.0	**Trailer Options**			
	Use this section to offer trailer options such as different hitches , spare tires, etc. Number items starting with 4.1, 4.2, etc. Add lines as needed. If not offering options in this section deleate lines and type NA after secition heading			
4.1	20014 3" Pintle Hitch		142.80	$ 142.80
4.2	20016 2 1/2" Pintle		210.00	$ -
4.3	20018 2 5/16" Ball Hitch		235.00	$ -
44	24074 Six Pin Round Connector		67.48	$ -
4.5	24183 Seven pin Round Connector		67.74	$ -
46	24227 Seven pin Round Blade Connector		67.48	$ 67.48
4.7	20120 18" Hitch Extension		620.00	$ -
4.8	20140 28" hitch Extension		680.00	$ 680.00
4.9	20150 39" Hitch Extension		760.00	$ -
4.10	23007 + 20014 Surge Brake option with 3" Pintle		1,800.00	$ -
4.11	23082C Tongue Jack with Caster Wheel		500.00	$ -
4.12	26119 3/8" Safety Hook with Latch (2 required)		65.00	$ -
4.13	43520 Spare Tire Kit		370.00	$ -
4.14	29357 Mudflap (Each one per tire)		143.40	$ -
5.0	**Air compressor & Tools**			
	Use this section for all other options air compressor and associated tools. Number items starting with 5.1, 5.2, etc. Add lines as needed. If not offering options in this section deleate lines and type NA after secition heading			
5.1	50 CFM Compressor		11,429.00	$ -
5.2	70 CFM Compressor		16,143.00	$ -
5.3	45650 Hot Air Lance with 40' Hose		2,978.00	$ 2,978.00
5.4	45660 Hot Air Lance with 60' Hose		2,890.00	$ -
6.0	**EXTENDED WARRANTY OPTIONS : NA**			
	Use this section to offer performance/warranty options, number these items starting with 9.1, 9.2, 9.3, etc. (Specify years, miles or hours extended term covers.)			
7.0	**DELIVERY CHARGES - SEE SPECIAL TERMS AND CONDITIONS**			
	NO FLAT RATE ALLOWED			
	DELIVERY STARTING POINT - City, State, Zip			
7.1	**Sioux Falls, SD 57104**			
7.2	**Price per loaded mile**		1.00	-
	VENDOR OWNED RENTAL RETURN OR DEMO EQUIPMENT PROGRAM			
8.0	See Solicitation Special Terms and Conditions. **DEDUCT** cost per **Used Hour** from the original Contract Price		5.00	-
9.0	**DISCOUNT OFF LIST PRICE FOR RELATED PARTS**		0%	

AND ACCESSORIES - (See Special Terms and Conditions)

Price List Date and Number ########

10.0

Shop Labor Rates NA

Total Cost $ 59,289.28

Price quote

Pavement Cutter

Vendor **Brock White Company LLC**

Model **Crafco Model 30 Pavement Cutter**

Spec #	Description	Qty	Price	Subtotal
1.0	**Price for base unit:**		$ 11,124.00	$ 11,124.00
2.0	**Cutter, Cutter Pin and other Options** use this section to offer cutter options such as Bits, Spacers, Hour Meters, Repair manuals, etc. Number items starting with 2.1, 2.2, etc. Use as many numbers as you need			
2.4	20919 Stabilizer Wear Plate carbide		$ 240.00	$ 240.00
2.5	32001 Actuator		$ 450.00	$ -
2.6	31289 Clutch		$ 432.00	
2.8	20980 Pavement Cracksaw		$ 1,316.00	
2.9	21340 Self Propelled Option		$ 5,305.00	$ 5,305.00
2.10	21350 Dust Control Option		$ 4,519.00	$ -
2.11	21360 Dist Control with Self Propelled		$ 11,019.00	$ -
3.0	**EXTENDED WARRANTY OPTIONS** Use this section to offer performance/warranty options, number these items starting with 9.1, 9.2, 9.3, etc. (Specify years, miles or hours extended term covers.)			
3.1			NA	#VALUE!
4.0	**DELIVERY CHARGES - SEE SPECIAL TERMS AND CONDITIONS** **NO FLAT RATE ALLOWED** **DELIVERY STARTING POINT - City, State, Zip**			
4.1	**Sioux Falls, SD 57104**			
4.2	**Price per loaded mile**		$ 1.00	$ -
5.0	**VENDOR OWNED RENTAL RETURN OR DEMO EQUIPMENT PROGRAM** See Solicitation Special Terms and Conditions. **DEDUCT** cost per **Used Hour** from the original Contract Price			
5.1				$ -

6.0 **DISCOUNT OFF LIST PRICE FOR RELATED PARTS AND ACCESSORIES** - (See Special Terms and Conditions) 0%

Price List Date and Number #########

7.0 **Shop Labor Rates: NA**

Total #VALUE!

$16,669.00

MEMORANDUM

TO: City Manager Melinda Coleman

FROM: Police Chief Paul Schnell

DATE: January 4, 2016

SUBJECT: Approval to Order/Purchase 2016 Police Utility Vehicles

Introduction

The Police Department is requesting approval to purchase five new 2016 Ford Police Interceptor utility vehicles in accordance with the 2016 budget.

Background

The Police Department requests approval to place an order for five 2016 Ford Police Interceptor utility vehicles as per the approved department budget. The vehicles will be ordered from Nelson Auto of Fergus Falls, MN, who is the current State contract vendor. Four of these vehicles are priced at $26,283.95 each, for a total of $105,135.80. One of the utilities, which will be used as a patrol-based unmarked traffic car is priced at $26.336.95. The total cost of this squad replacement order is $131,472.75. From the time of order, delivery of the squads is to be 12 to 16 weeks.

Budget Impact

Funding for the purchase of these vehicles, as part of the department's regular fleet rotation, was budgeted for and approved in the 2016 budget.

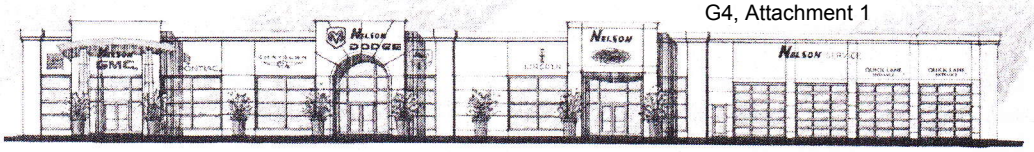
Recommendation

It is recommended that authorization be given to order/purchase five 2016 Ford Police Interceptor utility vehicles in accordance with the approved budget.

Attachments

1. Vehicle quote

NELSON Auto Center



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8866 • 800-477-3013 Ext. 8866 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER F Maplewood K8A 16H

Sold To: Maplewood, MN, City of
Attn: Chief Paul P. Schnell; Kevin Johnson
Address: 1830 County Rd B East
Maplewood, MN 55109
paul.schnell@maplewoodmn.gov

Date: 12/21/2015
Phone: 651-249-2602
FAX: 651-249-2699
Salesperson: Gerry Worner
Key Code:Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Maplewood K8A	2016	Ford Police Interceptor	4dr Police Utility	New	0
		Color:	Black/Black cloth/vinyl		

Price of Vehicle — Contract 83065 — 2016 price — $25,562.95

Includes rearview camera display in rearview mirror vs. std. dash location

Options & Extras — $721.00

Add for Dept. options per specs — $721.00
Dealer installed options:

Delivery — $0.00

Subtotal — $26,283.95

Trade - In

Total Cash Price — each: **$26,283.95**
4 Total for 4: **$105,135.80**

Terms: Net 30 days; add daily interest at 1.5%/month if we receive payment later

Your Purchase Order # **Project #** MN Contract 83065

Thanks for your business!

Ship To / Lessee / End User: Maplewood, MN, City of
Chief Paul P. Schnell; Kevin Johnson
Police Dept.
1830 County Rd B East
Maplewood, MN 55109

Phone: 651-249-2602
FAX: 651-249-2699

Signed _____ and Initialed _____

Printed Name _____ and Date _____

Nelson Auto Center

Customer:	Maplewood, MN, City of	Fleet Department	
Attn.:(Name,Title)	Chief Paul P. Schnell; Kevin Johnson	PO Box 338	
Dept:	Police Dept.	Fergus Falls, MN 56538-0338	
Address:	1830 County Rd B East	Gerry Worner	
	Maplewood, MN 55109	Phone:	218-998-8866
Phone:	651-249-2602	Fax:	218-998-8813
Fax:	651-249-2699		
email	paul.schnell@maplewoodmn.gov	gerryworner@nelsonfergusfalls.com	

MN Contract 83065

Line 2 Marked Utility Vehicle

1	Ford Police Interceptor Utility Vehicle All Wheel Drive	2016	1	K8A	$25,562.95	$25,562.95
	License Plate brakdet - front (Std. for MN)			153	$0.00	
	Auxiliary rear Air conditioning			17A	$532.00	
	Cloth rear seat, instead of standard vinyl rear seat			88F FW	$53.00	
	Power passenger seat NEW for 2016			87P	$284.00	
	Rear view camera display in mirror, vs. in std. 4" diagonal screen on dash cannot be modified once vehicle is built; must specify at time of order		1	87R	$0.00	$0.00
	SYNC Voice Activated Communication System		1	53M	$258.00	$258.00
	Engine block heater			41H	$79.00	
	Delete carpet floor covering; std.full rubber floor instead		1	- 16C	($103.00)	($103.00)
	LH spotlamp halogen bulb		1	51Y	$187.00	$187.00
	LH spotlamp w/LED bulb			51R	$345.00	
	LH spotlamp w/Whelen LED bulb	recommended		51T	$366.00	
	Dual spotlamps w/halogen bulbs			51Z	$306.00	
	Dual spotlamps w/LED bulbs			51S	$541.00	
	Dual spotlamps w/Whelen LED bulbs			51V	$580.00	
	Radio Noise Suppression bonding straps		1	60R	$87.00	$87.00
	keyed alike (like Crown Vic) 1284X			59B	$45.00	
	keyed alike (like Crown Vic) 1294X			59C	$45.00	
	keyed alike (like Crown Vic) 0135X			59D	$45.00	
	keyed alike (like Crown Vic) 1435X			59E	$45.00	
	keyed alike (like Crown Vic) 0576X			59F	$45.00	
	keyed alike (like Crown Vic) 0151X			59G	$45.00	
	keyed alike (new code 2013 on) 1111X		1	59J	$45.00	$45.00
	Remote keyless entry keyfob (w/o keypad; N/A w/keyed alike)			595	$227.00	
	Lock plunger for doors, hidden			52H	$122.00	
	Lock plunger for doors, hidden, and rear door handles inoperable			52P	$140.00	
	Pre wiring for grille lamp, siren & speaker			60A	$45.00	
	100 Watt siren/speaker includes bracket & pigtail			18X	$262.00	
	Dome light, rear, in cargo area Red/White	recommended	1	17T	$45.00	$45.00
	Daytime running lamps			942	$39.00	
	Automatic Headlamps			86L	$99.00	
	Auxiliary Red/Blue LEDs in front bumper fascia (requires #60/	recommended		21L	$481.00	
	Forward pocket warning Red/Blue LEDs - Warn/Park/Turn (requires #60A)			21W	$558.00	
	Wheel covers 18" full face			65L	$53.00	
	Aluminum Wheels, 18" painted			64E	$415.00	
	Police Interior Upgrade (cloth rear seat, carpet front/rear w/4 mats, console)			65U	$341.00	
	Delete Police Interceptor Badge (for unmarked car or non-police dept.)			16D	$0.00	
	Roof Rack side rails, black			68Z	$136.00	
	Delete std. front console plate (no charge/no credit)			85D	$0.00	
	Lockable gas cap for Easy Fuel capless fuel filler			19L	$17.00	
	BLIS Blind spot monitoring, cross traffic alert; Heated Mirrors (req. 53M $258)			55B	$475.00	
	Heated outisde mirrors w/o Blind Spot Monitoiring		1	549	$53.00	$53.00
	LED Marker lightrs in left & right sideview mirrors (requires #60A)			63B	$254.00	
	Side marker lights in rear quarter glass			63L	$502.00	
	Four switches on steering wheel (w/o SYNC, 53M)			61R	$136.00	
	Four switches on steering wheel (w/SYNC, 53M)			61S	$136.00	
	My Speed Fleet Managemnet			43S	$53.00	
	Speed Limited Calibration w/EcoBoost V6 131 mph top speed - standard with EcoBoost					
	EcoBoost 3.5 L V6 engine 131 mph top speed (non E85)			99T	$3,120.00	
	Garnet Red Clearcoat for MN State Patrol			58M00	$918.00	
	Bright Red for Fire Dept. vehicle			W4650	$898.00	
	Two tone with vinyl on roof and 4 doors			91A	$733.00	
	Two tone with vinyl on roof and 2 front doors			91C	$611.00	
	Two tone with vinyl on roof only			91H	$428.00	
	Two tone with vinyl on 2 front doors only			91J	$266.00	
	Vinyl Word "POLICE" wrap on both sides for 2 tone effect			91D	$694.00	
	Vinyl Word "POLICE" wrap reflective Black Vinyl			91E	$694.00	
	Vinyl Word "POLICE" wrap reflective White Vinyl			91F	$694.00	
	Vinyl Word "SHERIFF" wrap White Vinyl			91G	$694.00	
	Scuff Guards clear film on front of rear doors; protection from duty belt			55D	$79.00	
	Additional owners manual			OMANUAL	$85.00	
	Service/Driveability/Emissions/Electrical Manuals (late avail.)			SMANUAL	$498.00	
	Parts Manuals (late avail.)			PMANUAL	$495.00	
	Technical Service Bulletins (annual subscription)			TSB	$1,395.00	
	Extended Warranty, Ford Extended Service Plan $1500 to $5500; will quote			ESP		
	Page 1 subtotal					$26,134.95

Nelson Auto Center

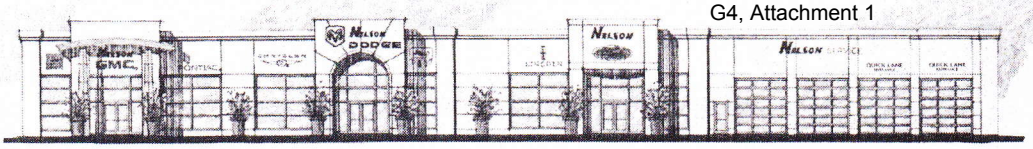
Customer:	Maplewood, MN, City of		
Attn.:(Name,Title)	Chief Paul P. Schnell; Kevin Johnson	Fleet Department	
Dept:	Police Dept.	PO Box 338	
Address:	1830 County Rd B East	Fergus Falls, MN 56538-0338	
	Maplewood, MN 55109	Gerry Worner	
Phone:	651-249-2602	Phone:	218-998-8866
Fax:	651-249-2699	Fax:	218-998-8813
email	paul.schnell@maplewoodmn.gov	gerryworner@nelsonfergusfalls.com	

MN Contract 83065

Line 2 Marked Utility Vehicle

Page 1 subtotal					$26,134.95
Additonal Factory options:					
rear console plate	recommended		85R	$30.00	
Cargo storage vault (NOT available with rear AC)			63V	$213.00	
Underbody Deflector plate	recommended		76D	$292.00	
Ballistic door panels, driver door only			90D	$1,384.00	
Ballistic door panels, both front doors			90E	$2,766.00	
Rear window switches inoperative		1	18W	$22.00	$22.00
Rear locks operable, but rear door handles inoperable			-68G, +68L	$0.00	
Delete rear door locks & handles inoperable (allows them to work)			-68G	($29.00)	
Courtesy lamps disabled when door opened (Dark car feature	recommended	1	43D	$17.00	$17.00
Perimeter anti theft alarm (activated by hood, door, decklid) [req. 595 keyless entry]			593	$105.00	
Reverse sensing			76R	$240.00	
Row 2 glass Light Solar tint, instead of std. deep tint			92R	$75.00	
Row 2 & cargo glass Light Solar tint, instead of std. deep tint			92G	$105.00	
Ultimate wiring package			67U	$481.00	
Police Wire Connector Kit Front			47C	$91.00	
Police Wire Connector Kit Rear			21P	$114.00	
Pre-Drilled holes only for LEDs in headlamp housings	recommended	1	86P	$110.00	$110.00
Pre-Drilled holes only for LEDs in taillamp housings NEW for 2016			86T	$53.00	
Two front integrated LED lights in headlamps			66A	$743.00	
Two rear integrated white LED lights in tail lamps (see options for red/blue)			66B	$371.00	
Four flashing LEDs: 2 in back window & 2 liftgate bottom	recommended		66C	$398.00	
Pkg. #24 Whelen PCC8R controller, relay center, wiring, rear plate			67G	$1,169.00	
Ready for the Road; Whelen Cencom controller, relay center, wiring			67H	$2,979.00	
Dealer Installed items					
Dealer reprogramming per item (daytime running lamps, dark car feature, etc.)			RPRGRM	$75.00	
Dealer re-key 4 locks (ignition, 2 doors, liftgate) to specific key code			REKEY	$320.00	
Dealer silence chime tone for key in ignition			NOCHIME	$125.00	
Dealer installed keypad keyless entry (must have #595 remote entry)			KPAD	$195.00	
Dealer installled keyless entry, remote start, 1 fob w/o feedback			KLES	$395.00	
Dealer installed remote start and keyless entry, 1 fob w/feedback			RSTRT	$497.00	
Dealer installed power lock button in rear, accessible with liftgate open			RLOCK	$182.00	
Dealer installed 2" receiver hitch w/4 wire flat plug-in (add $100 for 7 blade RV plug)			HITCH4	$510.00	
Dealer installed running boards, black			RBDS	$710.00	
Roof Rack cross bars, dealer installed			RACKCB	$247.00	
Ford molded mudflaps dealer installed			FLAPS	$189.00	
Rubber slush mats, front pair			SMATS	$117.00	
Dealer installed Surveillance Mode Module (requires 76R reverse sensing)			SURVEIL	$696.00	
Dealer installed vinyl wrap on 4 doors for two tone			WRAP4	$395.00	
Dealer installed vinyl wrap on 4 upper door frames around windows			WRAPF	$170.00	
Dealer installed vinyl wrap on 4 doors & roof for two tone			WRAP4R	$645.00	
Dealer installed vinyl wrap on hood and roof for two tone			WRAPTOP	$500.00	
Dealer installed vinyl word wrap, White or Black, POLICE or SHERIFF			WORD	$585.00	
Dealer installed Reflective vinyl word wrap, White or Black, POLICE or SHERIFF			REFWORD	$685.00	
Push Bumper, Setina PB 400VS, installed			PB400	$667.00	
Push Bumper, Setina PB 450L2VS w/2 red/blue lights, installed			PB452	$1,007.00	
Push Bumper, Setina PB 450L4VS w/4 red/blue lights, installed			PB454	$1,198.00	
Fender Protector, Setina PB8-VS			PB8	$543.00	
Rear Window barriers Setina steel			WBVSS	$382.00	
Rear Window barriers Setina Polycarbonate			WBVSP	$398.00	
Setina 10-VS sliding partition w/o recesssed gun panel w/lower extensions			CAGE	$980.00	
Setina 110-VSRP sliding partition w/recesssed gun panel w/lower extensions			CAGER	$1,095.00	
Setina 10XL partition uncoated, w/recessed panel and seat extensions			CAGEXL	$1,076.00	
Setina 12-PolyC rear cargo partition, polycarbonate scratch resistant			RCAGE	$793.00	
Setina 12 EXP rear vinyl coated expanded metal partition			RCGEM	$761.00	
Setina single vertical gun mount Universal lock, handcuff key, unwired			1GUN	$436.00	
Setina dual vertical gun mount/lock shotgun/AR-15, handcuff keys, unwired			2GUN	$536.00	
Toggle switch to disable brake lights and backup lights			CANCEL	$320.00	
Red/Blue LEDs in faillamps only			TAILRB	$397.00	
Red/Blue LEDs in taillamps & grille (not available with EcoBoost V6)			GRILTAIL	$883.00	
Red/Blue LEDs in taillamps & Headlights (requires 86P pre-drilled holes $110.00)			4CRNRRB	$883.00	
Headlamp flasher system, flashes 2016 halogen High Beams			HFLASH	$397.00	
Alarm system: Horn/lights upon door/hatch violation, w/2 remotes			ALARM	$263.00	
Extra key (w/o microchip, simple "dumb" key)	each		KEY	$10.00	
Extra remote entry keyfob (limit of 4 total per vehicle on dealer installed)	each		REMOTE	$142.00	
Transit Improvement Vehicle Excise Tax on any delivery within Anoka, Dakota, Hennepin, Ramsey, Washington, or Beltrami Counties; only marked vehicles exempt			TIVET	$20.00	
Option to pick up car in Fergus Falls, MN				($45.00)	
Total pages 1 and 2					**$26,283.95**

NELSON Auto Center



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8866 • 800-477-3013 Ext. 8866 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER F Maplewood K8A T

Sold To: Maplewood, MN, City of
Attn: Chief Paul P. Schnell; Kevin Johnson
Address: 1830 County Rd B East
Maplewood, MN 55109
paul.schnell@maplewoodmn.gov

Date: 12/21/2015
Phone: 651-249-2602
FAX: 651-249-2699
Salesperson: Gerry Worner
Key Code: Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Maplewood K8	2016	Ford Police Interceptor	4dr Police Utility	New	0
		Color:	YG Med. Titanium/Black cloth/vinyl		

Price of Vehicle	Contract 83065	2016 price	$25,562.95

Includes rearview camera display in rearview mirror vs. std. dash location

Options & Extras		$774.00
Add for Dept. options per specs	$774.00	
Dealer installed options:		
Delivery		$0.00
Subtotal		$26,336.95
Trade - In		
Total Cash Price	each:	**$26,336.95**

Terms: Net 30 days; add daily interest at 1.5%/month if we receive payment later

Your Purchase Order # **Project #** MN Contract 83065

Thanks for your business!

Ship To / Lessee / End User: Maplewood, MN, City of
Chief Paul P. Schnell; Kevin Johnson
Police Dept.
1830 County Rd B East
Maplewood, MN 55109

Phone: 651-249-2602
FAX: 651-249-2699

Signed _____ and Initialed _____

Printed Name _____ and Date _____

Nelson Auto Center

Customer:	Maplewood, MN, City of		
Attn.:(Name,Title)	Chief Paul P. Schnell; Kevin Johnson	Fleet Department	
Dept:	Police Dept.	PO Box 338	
Address:	1830 County Rd B East	Fergus Falls, MN 56538-0338	
	Maplewood, MN 55109	Gerry Worner	
Phone:	651-249-2602	Phone:	218-998-8866
Fax:	651-249-2699	Fax:	218-998-8813
email	paul.schnell@maplewoodmn.gov	gerryworner@nelsonfergusfalls.com	

MN Contract 83065

Line 2 Marked Utility Vehicle

1	Ford Police Interceptor Utility Vehicle All Wheel Drive	2016	1	K8A	$25,562.95	$25,562.95
	License Plate brakdet - front (Std. for MN)			153	$0.00	
	Auxiliary rear Air conditioning			17A	$532.00	
	Cloth rear seat, instead of standard vinyl rear seat			88F FW	$53.00	
	Power passenger seat NEW for 2016			87P	$284.00	
	Rear view camera display in mirror, vs. in std. 4" diagonal screen on dash cannot be modified once vehicle is built; must specify at time of order		1	87R	$0.00	$0.00
	SYNC Voice Activated Communication System		1	53M	$258.00	$258.00
	Engine block heater			41H	$79.00	
	Delete carpet floor covering; std.full rubber floor instead		1	- 16C	($103.00)	($103.00)
	LH spotlamp halogen bulb		1	51Y	$187.00	$187.00
	LH spotlamp w/LED bulb			51R	$345.00	
	LH spotlamp w/Whelen LED bulb	recommended		51T	$366.00	
	Dual spotlamps w/halogen bulbs			51Z	$306.00	
	Dual spotlamps w/LED bulbs			51S	$541.00	
	Dual spotlamps w/Whelen LED bulbs			51V	$580.00	
	Radio Noise Suppression bonding straps		1	60R	$87.00	$87.00
	keyed alike (like Crown Vic) 1284X			59B	$45.00	
	keyed alike (like Crown Vic) 1294X			59C	$45.00	
	keyed alike (like Crown Vic) 0135X			59D	$45.00	
	keyed alike (like Crown Vic) 1435X			59E	$45.00	
	keyed alike (like Crown Vic) 0576X			59F	$45.00	
	keyed alike (like Crown Vic) 0151X			59G	$45.00	
	keyed alike (new code 2013 on) 1111X		1	59J	$45.00	$45.00
	Remote keyless entry keyfob (w/o keypad; N/A w/keyed alike)			595	$227.00	
	Lock plunger for doors, hidden			52H	$122.00	
	Lock plunger for doors, hidden, and rear door handles inoperable			52P	$140.00	
	Pre wiring for grille lamp, siren & speaker			60A	$45.00	
	100 Watt siren/speaker includes bracket & pigtail			18X	$262.00	
	Dome light, rear, in cargo area Red/White	recommended	1	17T	$45.00	$45.00
	Daytime running lamps			942	$39.00	
	Automatic Headlamps			86L	$99.00	
	Auxiliary Red/Blue LEDs in front bumper fascia (requires #60/	recommended		21L	$481.00	
	Forward pocket warning Red/Blue LEDs - Warn/Park/Turn (requires #60A)			21W	$558.00	
	Wheel covers 18" full face		1	65L	$53.00	$53.00
	Aluminum Wheels, 18" painted			64E	$415.00	
	Police Interior Upgrade (cloth rear seat, carpet front/rear w/4 mats, console)			65U	$341.00	
	Delete Police Interceptor Badge (for unmarked car or non-police dept.)		1	16D	$0.00	$0.00
	Roof Rack side rails, black			68Z	$136.00	
	Delete std. front console plate (no charge/no credit)			85D	$0.00	
	Lockable gas cap for Easy Fuel capless fuel filler			19L	$17.00	
	BLIS Blind spot monitoring, cross traffic alert; Heated Mirrors (req. 53M $258)			55B	$475.00	
	Heated outisde mirrors w/o Blind Spot Monitoiring		1	549	$53.00	$53.00
	LED Marker lightrs in left & right sideview mirrors (requires #60A)			63B	$254.00	
	Side marker lights in rear quarter glass			63L	$502.00	
	Four switches on steering wheel (w/o SYNC, 53M)			61R	$136.00	
	Four switches on steering wheel (w/SYNC, 53M)			61S	$136.00	
	My Speed Fleet Managemnet			43S	$53.00	
	Speed Limited Calibration w/EcoBoost V6 131 mph top speed - standard with EcoBoost					
	EcoBoost 3.5 L V6 engine 131 mph top speed (non E85)			99T	$3,120.00	
	Garnet Red Clearcoat for MN State Patrol			58M00	$918.00	
	Bright Red for Fire Dept. vehicle			W4650	$898.00	
	Two tone with vinyl on roof and 4 doors			91A	$733.00	
	Two tone with vinyl on roof and 2 front doors			91C	$611.00	
	Two tone with vinyl on roof only			91H	$428.00	
	Two tone with vinyl on 2 front doors only			91J	$266.00	
	Vinyl Word "POLICE" wrap on both sides for 2 tone effect			91D	$694.00	
	Vinyl Word "POLICE" wrap reflective Black Vinyl			91E	$694.00	
	Vinyl Word "POLICE" wrap reflective White Vinyl			91F	$694.00	
	Vinyl Word "SHERIFF" wrap White Vinyl			91G	$694.00	
	Scuff Guards clear film on front of rear doors; protection from duty belt			55D	$79.00	
	Additional owners manual			OMANUAL	$85.00	
	Service/Driveability/Emissions/Electrical Manuals (late avail.)			SMANUAL	$498.00	
	Parts Manuals (late avail.)			PMANUAL	$495.00	
	Technical Service Bulletins (annual subscription)			TSB	$1,395.00	
	Extended Warranty, Ford Extended Service Plan $1500 to $5500; will quote			ESP		
	Page 1 subtotal					$26,187.95

Nelson Auto Center

Customer:	Maplewood, MN, City of		
Attn.:(Name,Title)	Chief Paul P. Schnell; Kevin Johnson	Fleet Department	
Dept:	Police Dept.	PO Box 338	
Address:	1830 County Rd B East	Fergus Falls, MN 56538-0338	
	Maplewood, MN 55109	Gerry Worner	
Phone:	651-249-2602	Phone:	218-998-8866
Fax:	651-249-2699	Fax:	218-998-8813
email	paul.schnell@maplewoodmn.gov	gerryworner@nelsonfergusfalls.com	

MN Contract 83065

Line 2 Marked Utility Vehicle

Page 1 subtotal					$26,187.95
Additonal Factory options:					
rear console plate	recommended		85R	$30.00	
Cargo storage vault (NOT available with rear AC)			63V	$213.00	
Underbody Deflector plate	recommended		76D	$292.00	
Ballistic door panels, driver door only			90D	$1,384.00	
Ballistic door panels, both front doors			90E	$2,766.00	
Rear window switches inoperative		1	18W	$22.00	$22.00
Rear locks operable, but rear door handles inoperable			-68G, +68L	$0.00	
Delete rear door locks & handles inoperable (allows them to work)			-68G	($29.00)	
Courtesy lamps disabled when door opened (Dark car feature	recommended	1	43D	$17.00	$17.00
Perimeter anti theft alarm (activated by hood, door, decklid) [req. 595 keyless entry]			593	$105.00	
Reverse sensing			76R	$240.00	
Row 2 glass Light Solar tint, instead of std. deep tint			92R	$75.00	
Row 2 & cargo glass Light Solar tint, instead of std. deep tint			92G	$105.00	
Ultimate wiring package			67U	$481.00	
Police Wire Connector Kit Front			47C	$91.00	
Police Wire Connector Kit Rear			21P	$114.00	
Pre-Drilled holes only for LEDs in headlamp housings	recommended	1	86P	$110.00	$110.00
Pre-Drilled holes only for LEDs in taillamp housings NEW for 2016			86T	$53.00	
Two front integrated LED lights in headlamps			66A	$743.00	
Two rear integrated white LED lights in tail lamps (see options for red/blue)			66B	$371.00	
Four flashing LEDs: 2 in back window & 2 liftgate bottom	recommended		66C	$398.00	
Pkg. #24 Whelen PCC8R controller, relay center, wiring, rear plate			67G	$1,169.00	
Ready for the Road; Whelen Cencom controller, relay center, wiring			67H	$2,979.00	
Dealer Installed items					
Dealer reprogramming per item (daytime running lamps, dark car feature, etc.)			RPRGRM	$75.00	
Dealer re-key 4 locks (ignition, 2 doors, liftgate) to specific key code			REKEY	$320.00	
Dealer silence chime tone for key in ignition			NOCHIME	$125.00	
Dealer installed keypad keyless entry (must have #595 remote entry)			KPAD	$195.00	
Dealer installled keyless entry, remote start, 1 fob w/o feedback			KLES	$395.00	
Dealer installed remote start and keyless entry, 1 fob w/feedback			RSTRT	$497.00	
Dealer installed power lock button in rear, accessible with liftgate open			RLOCK	$182.00	
Dealer installed 2" receiver hitch w/4 wire flat plug-in (add $100 for 7 blade RV plug)			HITCH4	$510.00	
Dealer installed running boards, black			RBDS	$710.00	
Roof Rack cross bars, dealer installed			RACKCB	$247.00	
Ford molded mudflaps dealer installed			FLAPS	$189.00	
Rubber slush mats, front pair			SMATS	$117.00	
Dealer installed Surveillance Mode Module (requires 76R reverse sensing)			SURVEIL	$696.00	
Dealer installed vinyl wrap on 4 doors for two tone			WRAP4	$395.00	
Dealer installed vinyl wrap on 4 upper door frames around windows			WRAPF	$170.00	
Dealer installed vinyl wrap on 4 doors & roof for two tone			WRAP4R	$645.00	
Dealer installed vinyl wrap on hood and roof for two tone			WRAPTOP	$500.00	
Dealer installed vinyl word wrap, White or Black, POLICE or SHERIFF			WORD	$585.00	
Dealer installed Reflective vinyl word wrap, White or Black, POLICE or SHERIFF			REFWORD	$685.00	
Push Bumper, Setina PB 400VS, installed			PB400	$667.00	
Push Bumper, Setina PB 450L2VS w/2 red/blue lights, installed			PB452	$1,007.00	
Push Bumper, Setina PB 450L4VS w/4 red/blue lights, installed			PB454	$1,198.00	
Fender Protector, Setina PB8-VS			PB8	$543.00	
Rear Window barriers Setina steel			WBVSS	$382.00	
Rear Window barriers Setina Polycarbonate			WBVSP	$398.00	
Setina 10-VS sliding partition w/o recesssed gun panel w/lower extensions			CAGE	$980.00	
Setina 110-VSRP sliding partition w/recesssed gun panel w/lower extensions			CAGER	$1,095.00	
Setina 10XL partition uncoated, w/recessed panel and seat extensions			CAGEXL	$1,076.00	
Setina 12-PolyC rear cargo partition, polycarbonate scratch resistant			RCAGE	$793.00	
Setina 12 EXP rear vinyl coated expanded metal partition			RCGEM	$761.00	
Setina single vertical gun mount Universal lock, handcuff key, unwired			1GUN	$436.00	
Setina dual vertical gun mount/lock shotgun/AR-15, handcuff keys, unwired			2GUN	$536.00	
Toggle switch to disable brake lights and backup lights			CANCEL	$320.00	
Red/Blue LEDs in faillamps only			TAILRB	$397.00	
Red/Blue LEDs in taillamps & grille (not available with EcoBoost V6)			GRILTAIL	$883.00	
Red/Blue LEDs in taillamps & Headlights (requires 86P pre-drilled holes $110.00)			4CRNRRB	$883.00	
Headlamp flasher system, flashes 2016 halogen High Beams			HFLASH	$397.00	
Alarm system: Horn/lights upon door/hatch violation, w/2 remotes			ALARM	$263.00	
Extra key (w/o microchip, simple "dumb" key)	each		KEY	$10.00	
Extra remote entry keyfob (limit of 4 total per vehicle on dealer installed)	each		REMOTE	$142.00	
Transit Improvement Vehicle Excise Tax on any delivery within Anoka, Dakota, Hennepin, Ramsey, Washington, or Beltrami Counties; only marked vehicles exempt			TIVET	$20.00	
Option to pick up car in Fergus Falls, MN				($45.00)	
Total pages 1 and 2					**$26,336.95**

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Chris Swanson, Environmental and City Code Specialist

DATE: December 29, 2015

SUBJECT: Approval of 2016 Trash Hauling Contract for City Facilities

Introduction

The City has trash hauling needs at its main campus and parks. The City's current trash hauling contract with Republic Services will expire at the end of January 2016. The City must enter into a new contract for 2016.

Background

Republic Services collects trash from all City buildings on campus (City Hall, 1902 Building, and the Community Center) and from three parks (Goodrich, Wakefield, and Harvest). City staff requested proposals from all commercial haulers in Maplewood, three haulers responded. Attached to this report are the bids from Republic Services, Waste Management, and Aspen Waste. All proposals also include organics collection at City facilities for 2016. Republic Services' proposal was the least expensive at $22,829 per year ($1,902 per month, which is a reduction of nearly $450 from the 2015 total).

Budget Impact

The City facilities trash hauling contract is planned and budgeted through the General Fund and Maplewood Community Center Fund. Monthly expenses will be $1,902 per month (a reduction of $450 from the 2015 total).

Recommendation

Authorize the City Manager to enter into an agreement with Republic Services for 2016 trash services at City facilities. The new rates will go into effect February 1, 2016 through January 31, 2017.

Attachments

1. Republic Services Proposal
2. Waste Management Proposal
3. Aspen Waste Proposal

Maplewood City Facility Trash and Organic Collection Service Price Sheet

Building	Container Quanity	Size	Frequency	Monthly Rate		Annual Cost Per Location	
Organics			Per week	(including all taxes and charges)		(including all taxes and charges)	
City Hall	1	90 gal	1x	$51.00		$612.00	
Public Works	1	90 gal	1x	$51.00		$612.00	
Maplewood Community Center	2	2 yards	1x	$115.00		$1,380.00	
Wakefield Park (all year)	none						
Harvest Park (April -October)	none						
Hazelwood (July 4 th)	none						
Goodrich Park (April - October)	none						
Trash							
City Hall	1	6	2x	$304.06		$3,648.72	
Public Works	1	6	2x	$304.06		$3,648.72	
Maplewood Community Center	2	4	2x	$482.30		$5,787.60	
Wakefield Park	1	8	1x	$220.18		$2,642.16	
Harvest Park (April-October)	2	8	1x	$429.87		$2,579.22	
Goodrich Park (April-October)	1	8	1	$220.18		$1,321.08	
			Total		$2,177.65		$22,231.50
Trash Rolloff (On Call)							
Hazelwood Park (July 1)	1	20 yd	one time	$597.63		Not Needed	
Fire Training Facility	1	10 yd	one time	$534.72		Not Needed	

Additional Contract Requirements

1. The Contract runs for one year with no automatic extensions. The contract will begin the 1st day of the month after all Parties have signed the contract.
2. No cart delivery or removal fees besides from what is specified in the proposal shall be charged.
3. There shall be no automatic increase in pricing. If there is variable fee pricing the applicant shall provide supporting pricing documentation with the proposal along with the metrics for when the price increases occurs.
4. There shall be not late fee on invoices under 60 days past the invoice due date.
5. If the hauler subcontracts any of the service the contractor shall be provided the name of the company, a contact, and the address of the vendor. The city shall approve all vendors before service is started.
6. All trash waste (excluding the source separated organics) must be hauled to the Resource Recovery Facility in Newport. Annually, a letter certifying that the city's waste ended at the RRT facility is required from the hauler. Annually or if the facility changes, the hauler shall provide the city with the name and address of the facility where the organics are hauled.

Republic Services Proposal

Waste Management

Maplewood City Facility Trash and Organic Collection Service Price Sheet

Building	Container Quanity	Size	Frequency Per week	Monthly Rate (including all taxes and charges)	Annual Cost Per Location (including all taxes and charges)
Organics					
City Hall	1	90 gal	1x	$13.17	$158.04
Public Works	1	90 gal	1x	$13.17	$158.04
Maplewood Community Center	2	2 yards	1x	$119.43	$1433.16
Wakefield Park (all year)	none				
Harvest Park (April -October)	none				
Hazelwood (July 4 th)	none				
Goodrich Park (April - October)	none				
Trash					
City Hall	1	6	2x	474.07	5688.84
Public Works	1	6	2x	474.07	5688.84
Maplewood Community Center	2	4	2x	675.12	8101.44
Wakefield Park	1	8	1x	289.71	3476.52
Harvest Park (April-October)	2	8	1x	579.42	6953.04
Goodrich Park (April-October)	1	8	1	289.71	3476.52
Trash Rolloff (On Call)					
Hazelwood Park (July 1)	1	20 yd	one time	787.93	Not Needed
Fire Training Facility	1	10 yd	one time	656.24	Not Needed

Additional Contract requirements

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WASTE MANAGEMENT

Lori Hancock
Outside Sales Representative

10050 Naples St NE
Blaine, MN 55449
952 229 5325 · 612 791 2688 Mobile
lhancoc1@wm.com

Waste Management
10050 Naples St NE
Blaine, MN 55449

Maplewood City Facility Trash and Organic Collection Service Price Sheet

Building	Container Quanity	Size	Frequency	Monthly Rate (including all taxes and charges)	Annual Cost Per Location (including all taxes and charges)
Organics			Per week		
City Hall	1	90 gal	1x	$143	1716.00
Public Works	1	90 gal	1x	$143	1716.00
Maplewood Community Center	2	2 yards	1x	119	1428.00
Wakefield Park (all year)	none				
Harvest Park (April -October)	none				
Hazelwood (July 4 th)	none				
Goodrich Park (April - October)	none				
Trash					
City Hall	1	6	2x	~~330~~ 391.	4692
Public Works	1	6	2x	391	4692
Maplewood Community Center	2	4	2x	522	6264
Wakefield Park	1	8	1x	239.70	2876
Harvest Park (April-October)	2	8	1x	445.40	5344.80
Goodrich Park (April-October)	1	8	1	239.70	2876
Trash Rolloff (On Call)					
Hazelwood Park (July 1)	1	20 yd	one time	500	Not Needed
Fire Training Facility	1	10 yd	one time	300	Not Needed
					~~TB~~ 31,604.80

Additional Contract requirements

1. The Contract runs for one year with no automatic extensions. The contract will begin the 1st day of the month after all Parties have signed the contract.
2. No cart delivery or removal fees besides from what is specified in the proposal shall be charged.
3. There shall be no automatic increase in pricing. If there is variable fee pricing the applicant shall provide supporting pricing documentation with the proposal along with the metrics for when the price increases occurs.
4. There shall be not late fee on invoices under 60 days past the invoice due date.
5. If the hauler subcontracts any of the service the contractor shall be provided the name of the company, a contact, and the address of the vendor. The city shall approve all vendors before service is started.
6. All trash waste (excluding the source separated organics) must be hauled to the Resource Recovery Facility in Newport. Annually, a letter certifying that the city's waste ended at the RRT facility is required from the hauler. Annually or if the facility changes, the hauler shall provide the city with the name and address of the facility where the organics are hauled.

Aspen Waste Proposal

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Mychal Fowlds, IT Director

DATE: January 6, 2016

SUBJECT: Approval to make payment for Eden Systems yearly support contract

Introduction

Support contracts for software are a major necessity because there are always fixes and updates and without the support contracts we're entitled to none of these. Also, to speak with any of our third-party vendors a support contract is required.

Background

The City of Maplewood has been using Eden Systems for quite some time. We are now using Eden Systems as the major software package for Finance, Community Development, Public Works, HR and Citizen Services divisions. All city employees who work on the budget use Eden Systems.

Budget Impact

This purchase has been planned for and will be funded from the 2016 IT Fund in the amount of $55,544.39.

Recommendation

It is recommended that authorization is given to pay the support contract for Eden Systems so as to keep current with updates and to keep Eden Systems support available for staff.

Attachments

1. Eden Systems invoice

tyler technologies

Empowering people who serve the public®

Remittance:
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

Invoice

Invoice No	Date	Page
045-147632	12/01/2015	1 of 2

Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Fax: 1-866-673-3274
Email: ar@tylertech.com

Bill To: City of Maplewood
Attn: Mychel Fowldes
1830 E. County Road B.
Maplewood, MN 55109-2702

Ship To: City of Maplewood
Attn: Mychel Fowldes
1830 E. County Road B.
Maplewood, MN 55109-2702

Customer No.	Ord No	PO Number	Currency	Terms	Due Date
5195	70754		USD	NET30	12/31/2015

Date	Description	Units	Rate	Extended Price
Contract No.: MAPLEWOOD, CITY OF				
	Administration Support	1	4,682.39	4,682.39
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Accounts Receivable Support	1	1,560.80	1,560.80
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Forms Citizen Services Support	1	509.17	509.17
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Data Dictionaries Support	1	568.45	568.45
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	GL/AP Support	1	7,803.99	7,803.99
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Human Resources Support	1	5,112.72	5,112.72
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Licensing Support	1	4,436.08	4,436.08
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Parcel Manager Support	1	3,575.63	3,575.63
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Payroll Support	1	9,927.18	9,927.18
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Parcels w/ Permits Support	1	7,158.69	7,158.69
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Purchasing Support	1	1,560.80	1,560.80
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Agency License Support -1 User	1	710.11	710.11
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Agency License Support -1 User	1	5,192.84	5,192.84
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Tyler Output Processing Support	1	302.27	302.27
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			
	Tyler Output Processing Support	1	2,443.27	2,443.27
	Maintenance: Start: 01/Jan/2016, End: 31/Dec/2016			

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Customer No.	Ord No	PO Number	Currency	Terms	Due Date
5195	70754		USD	NET30	12/31/2015

Date	Description	Units	Rate	Extended Price

ATTENTION
Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.

Subtotal	55,544.39
Sales Tax	0.00
Invoice Total	55,544.39

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Director Citizen Services

DATE: January 06, 2016

SUBJECT: Approval of Resolution for a Massage Premise License for A Massage Escape, 1774 Cope Ave

Introduction
An application for a Massage Center – Premise license was submitted to the City on December 15, 2015 by Karla Kuehl, owner and manager of A Massage Escape, to be located at 1774 Cope Avenue.

Background
Ms. Kuehl obtained her massage therapy certification at the Aveda Institute, following the completion of 600 hours in the art and science of massage therapy and total body care, in 1997. She has owned/operated A Massage Escape in the city of Blaine since 2006 and plans to work in conjunction with Ideal Skin Laser Rejuvenation Center in Maplewood.

For the purposes of this license application, a background investigation was conducted on Ms. Kuehl; nothing was indentified during this investigation that would prohibit the issuance of this license.

Recommendation
It is recommended that the Council approve the Resolution to for a Massage Center – Premise License for A Massage Escape, 1774 Cope Avenue, contingent upon satisfactory results of building, fire, health inspections, and required documentation submitted.

Attachment:
1. Resolution of Approval

RESOLUTION
Approval of a Massage Center – Premise License to
A Massage Escape, 1774 Cope Avenue

HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, RAMSEY COUNTY, MINNESOTA, that Massage Center – Premise license for A Massage Escape is approved, with approval granted herein subject to satisfactory results of required Police, Fire, health inspections, and required documentation submitted.

MEMORANDUM

TO: City Manager Melinda Coleman

FROM: Paul P. Schnell, Chief of Police

DATE: January 4, 2016

SUBJECT: Approval of Agreement with Computer Forensic Services for Investigative Digital Equipment Forensics Services

Introduction

The City of Maplewood Police Department requests that the City Manager and Police Chief be authorized to enter into a purchase of service agreement with Computer Forensics Services of Minnetonka, MN for investigative digital equipment, cell/smart phone and computer forensics and analysis. The agreement allows for purchase of service not to exceed $45,000.00.

Background

Over the past 6+ years the Maplewood Police Department had a specially trained investigator perform digital forensic analysis of digital equipment (i.e. media storage devices, jump drives, etc.), cellular/smart phones, and computers. Over the past year, internal discussions were held about the investigative position handling these duties. As might be expected, nearly every case of significance investigated by the Maplewood Police Department includes some amount of digital forensics, most commonly cellular/smart phones. With the current investigator seeking to come out of investigations (into patrol) and the department's cellular and computer forensics equipment needing upgrading/replacement, department personnel explored other options.

Department staff engaged in discussions about the possibility of collaborating with the Ramsey County Sheriff's Office, which offers some benefits, but includes Maplewood personnel working on cases from other communities, as well as, our own. Currently, the workload generated by Maplewood cases alone consumes a full-time investigative position.

We also met with Mark Lanterman, the Chief Technology Officer for Computer Forensic Services, Inc. based in Minnetonka, MN. Computer Forensics Services currently provides digital equipment, cell/smart phone, and computer forensics services for the Hennepin County Sheriff's Office and by extension all suburban Hennepin County communities. Computer Forensics Services provides a broad array of digital forensics analysis services. Most of the personnel currently employed by Computer Forensic Services are former law enforcement officers/investigators with a background in computer forensics. Discussions with other suburban Hennepin County police chiefs who utilize Computer Forensic Services indicate positive working relationships and quick turnarounds of digital evidence.

After considerable internal discussion of the benefits and challenges associated with maintaining and staffing an interval capability to manage and analyze the amount of digital evidence we receive, the decision was made to repurpose budgeted funds needed train a replacement computer forensics specialist, maintain needed upgrades of cellular and computer forensics infrastructure, and renew forensics system licenses to a purchase of services contract with the Computer Forensics Services.

The contract includes unlimited analysis of digital equipment, mobile phones, and computers. After the first 90 days of the agreement and every 90 days thereafter, the department will assess the extent to which the number of forensic evaluations warrants the estimated monthly cost of $4,090.00

Budget Impact

The cost associated with this purchase of service contract is in line with the 2016 budget devoted to computer forensics.

Recommendation

It is recommended that the City Council authorize the City Manager to finalize and execute the purchase of services agreement between the City of Maplewood and Computer Forensics Services not to exceed $45,000.00.

Attachments

1. Purchase of Service Agreement.

Contract No: MWPD-2016

PROFESSIONAL SERVICE AGREEMENT

This Agreement is between the CITY OF MAPLEWOOD, STATE OF MINNESOTA, 1830 County Road B East, Maplewood, Minnesota 55109 ("CITY"), on behalf of the City of Maplewood Police Department, 1830 County Road B East, Maplewood MN 55109, ("DEPARTMENT") and Computer Forensic Services, Inc., 601 Carlson Parkway, Suite 1250, Minnetonka, Minnesota 55305 ("CONTRACTOR").

The parties agree as follows:

1. TERM AND COST OF THE AGREEMENT

CONTRACTOR agrees to furnish services to the CITY commencing February 1, 2016 and expiring December 31, 2016 unless cancelled or terminated earlier in accordance with the Default and Cancellation/Termination provisions of this Agreement.

The total cost of this Agreement shall not exceed Forty-Five Thousand Dollars ($45,000.00).

2. SERVICES TO BE PROVIDED

Pursuant to the terms herein, CONTRACTOR shall perform digital forensic services that may include imaging services, onsite services, data analysis and consulting, expert witness services, data storage services, and/or other services to be determined by the parties ("Services").

CITY shall have the right to cancel or suspend the work of any CONTRACTOR's personnel provided through this Agreement without prior notification and without termination of this Agreement. In such events, CONTRACTOR shall be paid for service rendered through the date of cancellation or suspension.

CITY shall have the right to request replacement of any CONTRACTOR personnel, in its sole discretion. Upon receiving CITY'S request to remove and replace personnel from an engagement, CONTRACTOR shall immediately notify CITY when a suitable replacement would be available.

All right, title and interest in all copyrightable material which CONTRACTOR may conceive or originate either individually or jointly with others, and which arises out of the performance of this Agreement, are the property of the CITY. CONTRACTOR shall assign to the CITY all right, title, interest and copyrights of the copyrightable material. CONTRACTOR also agrees, upon request of the CITY, to execute all papers and perform all other acts necessary to assist the CITY to obtain and register copyrights on those materials. Where applicable, works for authorship created by CONTRACTOR for

the CITY in performance of this Agreement shall be considered "works made for hire" as defined in the U.S. Copyright Act.

CONTRACTOR hereby warrants that, when legally required, CONTRACTOR shall obtain the written consent of both the owner and licensor to reproduce, publish, and/or use any material supplied to the CITY including but not limited to software, hardware, documentation, and/or any other item. CONTRACTOR further warrants that any material or item delivered by CONTRACTOR will not violate the United States Copyright Law or any property right of another and agrees that CONTRACTOR shall defend, indemnify, and hold harmless the CITY, its officials, officers, agents, volunteers, and employees, at CONTRACTOR's own expense against any alleged infringement of any copyright or property right.

3. PAYMENT FOR SERVICES

Payment for services shall be made directly to CONTRACTOR after completion of the services upon the presentation of a claim as provided by law governing the CITY'S payment of claims and/or invoices. CONTRACTOR shall submit monthly invoices for services rendered on forms which may be furnished by the CITY. Payment shall be made within forty-five (45) days from receipt of the invoice.

4. INDEPENDENT CONTRACTOR

CONTRACTOR shall select the means, method, and manner of performing the services. Nothing is intended or should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting CONTRACTOR as the agent, representative, or employee of the CITY for any purpose. CONTRACTOR is and shall remain an independent contractor for all services performed under this Agreement. CONTRACTOR shall secure at its own expense all personnel required in performing services under this Agreement. Any personnel of CONTRACTOR or other persons while engaged in the performance of any work or services required by CONTRACTOR will have no contractual relationship with the CITY and will not be considered employees of the CITY. The CITY shall not be responsible for any claims that arise out of employment or alleged employment under the Minnesota Unemployment Insurance Law or the Workers' Compensation Act of the State of Minnesota on behalf of any personnel, including, without limitation, claims of discrimination against CONTRACTOR, its officers, agents, contractors, or employees. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind from the CITY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

5. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

A. In accordance with the CITY'S policies against discrimination, CONTRACTOR agrees that it shall not exclude any person from full employment rights nor prohibit participation in or the benefits of, any program, service or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin. No person who is protected by applicable Federal or State laws against discrimination shall be subjected to discrimination.

6. INDEMNIFICATION

CONTRACTOR agrees to defend, indemnify, and hold harmless the CITY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from any act or omission of CONTRACTOR, a subcontractor, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable in the performance of the services required by this Agreement, and against all loss by reason of the failure of CONTRACTOR to perform any obligation under this Agreement. For clarification and not limitation, this obligation to defend, indemnify and hold harmless includes but is not limited to any liability, claims or actions resulting directly or indirectly from alleged infringement of any copyright or any property right of another, the employment or alleged employment of CONTRACTOR personnel, the unlawful disclosure and/or use of protected data, or other noncompliance with the requirements of the Data Practices provisions set forth in Section 9 hereof.

7. INSURANCE

A. With respect to the services provided pursuant to this Agreement, CONTRACTOR agrees at all times during the term of this Agreement, and beyond such term when so required, to have and keep in force the following insurance coverages:

1. Commercial General Liability on an occurrence basis with contractual liability coverage:

	Limits
General Aggregate	$2,000,000
Products—Completed Operations Aggregate	2,000,000
Personal and Advertising Injury	1,500,000
Each Occurrence—Combined Bodily Injury and Property Damage	1,500,000

2. Workers' Compensation and Employer's Liability:

Workers' Compensation If CONTRACTOR is based outside the State of Minnesota, coverage must comply with Minnesota law. In accordance with Minnesota law, if CONTRACTOR is a sole proprietor, it is exempted from the above Workers' Compensation requirements. In the event that CONTRACTOR should hire employees or subcontract this work, CONTRACTOR shall obtain the required insurance.	Statutory
Employer's Liability. Bodily injury by:	
Accident—Each Accident	500,000
Disease—Policy Limit	500,000
Disease—Each Employee	500,000
3. Professional Liability—Per Claim	1,500,000
Aggregate	2,000,000
The professional liability insurance must be maintained continuously for a period of two years after the expiration, cancellation or termination of this Agreement.	

B. An umbrella or excess policy over primary liability insurance coverages is an acceptable method to provide the required insurance limits.

The above establishes minimum insurance requirements. It is the sole responsibility of CONTRACTOR to determine the need for and to procure additional insurance which may be needed in connection with this Agreement. Upon written request, CONTRACTOR shall promptly submit copies of insurance policies to the CITY.

CONTRACTOR shall not commence work until it has obtained required insurance and filed with the CITY, a properly executed Certificate of Insurance establishing compliance. If the certificate form contains a certificate holder notification provision, the certificate shall state that the insurer will endeavor to mail the CITY thirty (30) day prior written notice in the event of cancellation/termination of any described policies. If CONTRACTOR receives notice of cancellation/termination from an insurer, CONTRACTOR shall fax or email a copy of the notice to the CITY within two business days.

CONTRACTOR shall furnish to the CITY updated certificates during the term of this Agreement as insurance policies expire. If CONTRACTOR fails to furnish proof of insurance coverages, the CITY may withhold payments and/or pursue

any other right or remedy allowed under the contract, law, equity, and/or statute. The CITY does not waive any rights or assume any obligations by not strictly enforcing the requirements set forth in this section.

CONTRACTOR waives all rights against CITY, its officials, officers, agents, volunteers, and employees for recovery of damages to the extent that damages are covered by insurance of the CONTRACTOR.

C. Duty to Notify. CONTRACTOR shall promptly notify the CITY of any claim, action, cause of action or litigation brought against CONTRACTOR, its employees, officers, agents or subcontractors, which arises out of the services contained in this Agreement. CONTRACTOR shall also notify the CITY whenever CONTRACTOR has a reasonable basis for believing that CONTRACTOR and/or its employees, officers, agents or subcontractors, and/or the CITY, might become the subject of a claim, action, cause of action, criminal arrest, criminal charge or litigation arising out of and/or related to the services contained in this Agreement. Failure to provide the notices required by this section is a material violation of the terms and conditions of this Agreement.

8. CONFIDENTIALITY

Subject to applicable law, including but not limited to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and the terms herein, CONTRACTOR will maintain the confidentiality of all project information that the MAPLEWOOD POLICE DEPARTMENT (MPD) discloses and/or entrusts to the custody of CONTRACTOR. CONTRACTOR will not disclose any confidential information obtained during the course of providing services for MPD to any third party, except as may be required by law or court order. MPD will immediately provide CONTRACTOR with any relevant order or stipulation regarding the handling of any confidential information. Except as required to comply with CONTRACTOR's other legal obligations, e.g., taxes etc, and as directed by CITY, CONTRACTOR shall return or irretrievably destroy Data, computers hardware, software, materials and other evidence provided by CITY.

Further, CONTRACTOR agrees to comply with the provisions of the Non-Disclosure Agreement, attached as Exhibit B.

9. RECORDS – AVAILABILITY/ACCESS

Subject to the requirements of Minnesota Statutes Section 16C.05, Subd. 5, CONTRACTOR agrees that the CITY, the State Auditor, or any of their authorized representatives, at any time during normal business hours, and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of CONTRACTOR and involve transactions relating to this Agreement. CONTRACTOR shall maintain these materials and allow access

during the period of this Agreement and for six (6) years after its expiration, cancellation or termination.

10. SUCCESSORS, SUBCONTRACTING AND ASSIGNMENTS

A. CONTRACTOR binds itself, its partners, successors, assigns and legal representatives to the CITY for all covenants, agreements and obligations contained in the contract documents.

B. CONTRACTOR shall not assign, transfer or pledge this Agreement and/or the services to be performed, whether in whole or in part, nor assign any monies due or to become due to it without the prior written consent of the CITY. A consent to assign shall be subject to such conditions and provisions as the CITY may deem necessary, accomplished by execution of a form prepared by the CITY and signed by CONTRACTOR, the assignee and the CITY. Permission to assign, however, shall under no circumstances relieve CONTRACTOR of its liabilities and obligations under the Agreement.

C. CONTRACTOR shall not subcontract this Agreement and/or the services to be performed, whether in whole or in part, without the prior written consent of the CITY. Permission to subcontract, however, shall under no circumstances relieve CONTRACTOR of its liabilities and obligations under the Agreement. Further, CONTRACTOR shall be fully responsible for the acts, omissions, and failure of its subcontractors in the performance of the specified contractual services, and of person(s) directly or indirectly employed by subcontractors. Contracts between CONTRACTOR and each subcontractor shall require that the subcontractor's services be performed in accordance with the terms and conditions specified herein. CONTRACTOR shall make contracts between CONTRACTOR and subcontractors available upon request.

D. CONTRACTOR shall notify the CITY in writing if another person/entity acquires, directly or indirectly, more than 50 percent of the voting power of the shares entitled to vote for directors of CONTRACTOR. Notice shall be given within ten (10) days of such acquisition and shall specify the name and business address of the acquiring person/entity. The CITY reserves the right to require the acquiring person/entity to promptly become a signatory to this Agreement by amendment or other document so as to help assure the full performance of this Agreement.

11. MERGER AND MODIFICATION

A. The entire Agreement between the parties is contained herein and supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement. If there is any conflict between the terms of this

Agreement and referenced or attached items, the terms of this Agreement shall prevail.

B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties. The express substantive legal terms contained in this Agreement including but not limited to the License, Payment Terms, Warranties, Indemnification and Insurance, Merger and Modification, Default and Cancellation/Termination or Minnesota Law Governs may not be altered, varied, modified or waived by any change order, implementation plan, scope or work, development specification or other development process or document.

12. DEFAULT AND CANCELLATION/TERMINATION

A. If CONTRACTOR fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, it shall be in default. Unless CONTRACTOR's default is excused by the CITY, the CITY may upon written notice immediately cancel or terminate this Agreement in its entirety. Additionally, failure to comply with the terms of this Agreement shall be just cause for the CITY to delay payment until CONTRACTOR's compliance. In the event of a decision to withhold payment, the CITY shall furnish prior written notice to CONTRACTOR.

B. Upon cancellation or termination of this Agreement:

1. At the discretion of the CITY and as specified in writing by the Contract Administrator, CONTRACTOR shall deliver to the Contract Administrator copies of all writings so specified by the CITY and prepared by CONTRACTOR in accordance with this Agreement. The term "writings" is defined as:

   Handwriting, typewriting, printing, photocopying, photographing, facsimile transmitting, and every other means of recording, including electronic media, any form of communication or representation, including letters, works, pictures, drawings, sounds, or symbols, or combinations thereof.

2. The CITY shall have full ownership and control of all such writings. CONTRACTOR shall have the right to retain copies of the writings. However, it is agreed that CONTRACTOR without the prior written consent of the CITY shall not use these writings for any purpose or in any manner whatsoever; shall not assign, license, loan, sell, copyright, patent and/or transfer any or all of such writings; and shall not do anything which in the opinion of the CITY would affect the CITY's ownership and/or control of such writings.

C. Notwithstanding any provision of this Agreement to the contrary, CONTRACTOR shall remain liable to the CITY for damages sustained by the CITY by virtue of any breach of this Agreement by CONTRACTOR. Upon notice to CONTRACTOR of the claimed breach and the amount of the claimed damage, the CITY may withhold any payments to CONTRACTOR for the purpose of set-off until such time as the exact amount of damages due the CITY from CONTRACTOR is determined. Following notice from the CITY of the claimed breach and damage, CONTRACTOR and the CITY shall attempt to resolve the dispute in good faith.

D. The above remedies shall be in addition to any other right or remedy available to the CITY under this Agreement, law, statute, rule, and/or equity.

E. The CITY's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of the Agreement.

F. This Agreement may be canceled/terminated with or without cause by either party upon thirty (30) day written notice.

13. SURVIVAL OF PROVISIONS

Provisions that by their nature are intended to survive the term, cancellation or termination of this Agreement include but are not limited to: SERVICES TO BE PROVIDED (as to ownership of property); INDEPENDENT CONTRACTOR; INDEMNIFICATION; INSURANCE; DATA PRACTICES; RECORDS-AVAILABILITY/ACCESS; DEFAULT AND CANCELLATION/TERMINATION; PROMOTIONAL LITERATURE; and MINNESOTA LAW GOVERNS.

14. CONTRACT ADMINISTRATION

In order to coordinate the services of CONTRACTOR with the activities of the MAPLEWOOD POLICE DEPARTMENT so as to accomplish the purposes of this Agreement, Chief Paul Schnell or successor, ("Contract Administrator"), shall manage this Agreement on behalf of the CITY and serve as liaison between the CITY and CONTRACTOR.

15. COMPLIANCE AND NON-DEBARMENT CERTIFICATION

A. CONTRACTOR shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted.

B. If the source or partial source of funds for payment of services under this Agreement is federal, state or other grant monies, CONTRACTOR shall comply with all applicable conditions of the specific referenced or attached grant.

C. CONTRACTOR certifies that it is not prohibited from doing business with either the federal government or the State of Minnesota as a result of debarment or suspension proceedings.

16. SUBCONTRACTOR PAYMENT

As required by Minnesota Statutes Section 471.425, Subd. 4a, CONTRACTOR shall pay any subcontractor within ten (10) days of CONTRACTOR's receipt of payment from the CITY for undisputed services provided by the subcontractor. CONTRACTOR shall pay interest of 1½ percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100.00 or more is $10.00. For an unpaid balance of less than $100.00, CONTRACTOR shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from a prime contractor must be awarded its costs and disbursements, including any attorney's fees, incurred in bringing the action.

17. PAPER RECYCLING

The CITY encourages CONTRACTOR to develop and implement an office paper and newsprint recycling program.

18. NOTICES

Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the CITY shall be sent to the CITY Administrator with a copy to the originating Department at the address given in the opening paragraph of the Agreement. Notice to CONTRACTOR shall be sent to the address stated in the opening paragraph of the Agreement or to the address stated in CONTRACTOR's Form W-9 provided to the CITY.

19. CONFLICT OF INTEREST

CONTRACTOR affirms that to the best of CONTRACTOR's knowledge, CONTRACTOR's involvement in this Agreement does not result in a conflict of interest with any party or entity which may be affected by the terms of this Agreement. CONTRACTOR agrees that, should any conflict or potential conflict of interest become known to CONTRACTOR, CONTRACTOR will immediately notify the CITY of the conflict or potential conflict, specifying the part of this Agreement giving rise to the conflict or potential conflict, and will advise the CITY whether CONTRACTOR will or will not resign from the other engagement or representation.

20. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal or unenforceable, the remaining provisions will not be affected.

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CITY APPROVAL

Reviewed by the City Attorney

By: _____
Alan Kantrud, City Attorney

Date: _____

CITY OF MAPLEWOOD
STATE OF MINNESOTA

By: _____
Melinda Coleman, City Manager

Date: _____

MAPLEWOOD POLICE DEPT.

By: _____
Paul P. Schnell
Chief of Police
Maplewood Police Department

Date:_____

CONTRACTOR*

By: _____

Printed Name: _____

Printed Title: _____

Date: _____

* CONTRACTOR warrants that the person who executed this Agreement is authorized to do so on behalf of CONTRACTOR as required by applicable articles, bylaws, or resolutions. CONTRACTOR shall submit applicable documentation (articles, bylaws, resolutions or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the time CONTRACTOR returns the Agreement to the City. Documentation is not required for a sole proprietorship.

EXHIBIT A: NON-DISCOLURE AGREEMENT

As used herein and as consistent with applicable law, "Data" shall mean any information or data in any format or media, electronic or otherwise, that is collected, created, received, maintained or disseminated by CITY, that is provided by, through or on behalf of CITY, its personnel, clients or affiliates, that is acquired by CONTRACTOR or CONTRACTOR personnel by virtue of access to other Data or CITY premises, personnel, clients, data or computers, or that is otherwise acquired in the course of performing under this Agreement.

All references herein to CONTRACTOR shall include CONTRACTOR's personnel including but not limited to CONTRACTOR's directors, officers, employees, subcontractors, partners, personnel, volunteers and all other agents and representatives directly or indirectly connected to CONTRACTOR or performing services related to the project or CITY, as well as CONTRACTOR'S parents, subsidiaries and affiliates and their personnel (may hereinafter collectively be referred to as "Personnel").

Pursuant to the terms of the Agreement, CONTRACTOR agrees to the following terms and conditions:

1. CONTRACTOR shall use, control and safeguard Data in compliance with the terms of this Agreement and with applicable law including but not limited to the provisions of the Minnesota Government Data Practices Act.

2. CONTRACTOR, its officers, agents, owners, partners, employees, volunteers and subcontractors shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA), the Health Insurance Portability and Accountability Act and implementing regulations, if applicable, and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality. If CONTRACTOR creates, collects, receives, stores, uses, maintains or disseminates data because it performs functions of the CITY pursuant to this Agreement, then CONTRACTOR must comply with the requirements of the MGDPA as if it were a government entity, and may be held liable under the MGDPA for noncompliance. CONTRACTOR shall immediately notify CITY in the event CONTRACTOR receives a request for data under the Minnesota Government Data Practices Act, then shall respond as directed by CITY.

3. CONTRACTOR shall advise all of Personnel who may have access to Data of the obligations imposed by the Agreement. CONTRACTOR's Personnel shall not have access to any Data unless/until CONTRACTOR has informed Personnel of their obligations herein and unless/until CONTRACTOR's Personnel have executed an agreement sufficient to protect CITY'S rights. CONTRACTOR shall make agreements with Personnel available upon request.

4. CONTRACTOR shall restrict access to Data to Personnel who have a need to know such information for the purpose of the Project and shall maintain a list of such individuals to whom Data is disclosed which will be provided to CITY at its request.

5. CONTRACTOR shall take all other measures as may be reasonably necessary to safeguard and protect the Data from unauthorized access.

6. Neither CONTRACTOR nor any CONTRACTOR personnel, agents, employees, or subcontractors shall use, disclose or otherwise make available, directly or indirectly, any Data during the term of this Agreement or at any time thereafter except as required to perform services for COUNTY hereunder or as required by law or with CITY'S express written consent.

7. Nothing in the Agreement shall be construed to convey to CONTRACTOR, either expressly or by implication, any right, title or interest in the Data or in any patent, copyright, trade secret or other right, whether intellectual or otherwise, related thereto or to convey any right to make, use, sell exploit, or develop further the Data.

8. As further set forth in the Agreement, upon the completion of the Project, or at any time pursuant to the direction of CITY, CONTRACTOR will promptly return or destroy all Data and all materials received from CITY which contain any Data, including any written notes, memoranda, photocopies, computer-generated data or other similar repositories. If CONTRACTOR's written notes, memoranda, photocopies, computer-generated data or other similar repositories contain Data, CONTRACTOR may, at its option, (i) deliver said materials to CITY; or (ii) destroy such materials and certify that such destruction has occurred; or (iii) provide the materials to CITY along with a written request to keep the materials for CONTRACTOR's internal business use and purposes. Pursuant thereto, CITY may, in its sole discretion, permit CONTRACTOR to keep the materials.

9. CONTRACTOR acknowledges and agrees that it would be difficult to fully compensate the CITY or its constituents for damages resulting from the breach or threatened breach of the foregoing provisions and, accordingly, CITY will be entitled to seek injunctive relief, including without limitation temporary restraining orders, preliminary injunctions and permanent injunctions, to enforce such provisions. This provision with respect to injunctive relief will not, however, diminish the CITY right to claim and recover damages.

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Paul Schnell, Chief of Police

DATE: January 5, 2016

SUBJECT: Review and Approval of the Establishment of a City Work Group for the Purpose of Analyzing Fire/Emergency Medical Services Delivery Models

Introduction

Since being appointed to the position of Public Safety Director on November 2, 2015, I've been working with Chief Lukin and Assistant Chief Mondor to better understand the department's service demands, structure, and current and future staffing needs. As part of the inquiry process, I felt it necessary to review the City's current model of fire department-based delivery of emergency medical services and the benefits and implications to the City's fire response capabilities. Despite the potentially intrusive nature of such an inquiry, Chief Lukin and Assistant Chief Mondor have been immensely helpful in this endeavor.

In addition to reviewing the department's basic and advanced life support response services, the inquiry explored surface-level consideration of other unique or creative opportunities, such as an integrated community paramedicine program, which was conceptually presented to the Council about a year ago. Based on my review, I propose that the City establish a workgroup for the purpose of analyzing fire and Emergency Medical Service delivery models to meet the current and future needs of the City.

Background

The City of Maplewood currently offers those who live, work, and visit Maplewood requiring emergency medical care highly competent and well-managed services. Maplewood, like many other similarly situated communities, has an aging population that understandably demands more use of emergency medical care. In addition, a high percentage (70+%) of those receiving emergency care are covered by Medicare or Medicaid, which provides a considerably lower reimbursement rate than private medical insurance. In fact, in most instances, the reimbursement rate is lower than the City's actual cost to provide the care. Given the high percentage of these below cost reimbursements, the City does not have a "payer mix" to spread these costs across the broad range of reimbursement types.

Because of our demographics, Maplewood responds to an increasing number of EMS calls for service each year. As is widely known, Maplewood currently operates three (3) stations that are staffed around the clock with 2-3 fire fighter-paramedic/EMT's. Of growing concern is the number of times when all 3 ambulances are actively engaged in EMS calls, leaving fire protection for City limited to a small number of remaining fire personnel and the well-established mutual aid agreements that exist locally. Fire department leadership is rightfully concerned about fire response capability when such circumstances exist.

The combination of the above concerns prompted recognition of the need to review the way we deliver these services. The core question that emerged is: What, if any, opportunity exists for a public-private or public-public partnership to address the current and future fire/EMS needs of the City of Maplewood? With the assistance of Chief Lukin and Assistant Chief Mondor, I set meetings with three area hospital-based EMS providers (Allina, HealthEast, and Regions/Health Partners) and the chief of the St. Paul Fire Department. The purpose of these meetings was to explore and generally discuss the following questions:

- What services does your entity currently provide?
- What does the future hold for emergency medical (and fire) service delivery?
- What opportunities exist or could be established to create a unique service delivery model in a public-private (or public-public) partnership, if any?
- What role could community paramedicine play in growing the general health and well-being of the City and to what extent could the entity assist to establish such an effort?
- Would your organization be interested in meeting with a Maplewood workgroup impaneled for the purpose of reviewing the current delivery model and determining the possibility and/or viability of a future partnership?

The meetings were quite productive and there was a strong interest in a future meeting(s) to explore the possibility of how a partnership could strengthen community health and emergency response.

Proposal:

I propose that a 10 (to 12) person workgroup be established to engage in an intensive exploration of the City's current service delivery model, future fire/EMS needs, and to look at the range of creative possibilities/partnerships that might exist. The workgroup would hold approximately 10 four-hour meetings between mid-January and the end of April 2016. The workgroup's efforts would culminate in the submission of a report to the City Manager and City Council summarizing the group's learnings and provide a recommendation for any next steps that may be identified. It is anticipated that the report to the Council would be presented in May.

I propose that the workgroup be comprised of the following:

- Four to five (4-5) community members (business, finance, non-profit, general, etc.)
- Assistant City Manager/Human Resource Director Mike Funk
- Fire Chief Steve Lukin
- Assistant Fire Chief Michael Mondor
- A full-time firefighter paramedic
- A part-time firefighter paramedic
- Public Safety Director/Police Chief Paul Schnell

The tentative agenda and focus of these 10 (4-hour long) meetings would be as follows:

1. Establishment of workgroup norms and operating structure, overview of the history of fire/EMS service delivery in Maplewood; statutory requirements for fire/EMS service delivery; a review of "primary service area" requirements, and a review of national fire and EMS response, capability, and staffing standards.
2. Fire and EMS demands in Maplewood – the current state – response times, capabilities, staffing needs and challenges. Understanding fire response realities/risk. Station placement and future needs. Community risk and need analysis. Workload analysis. Shift length considerations – cost and benefit.

3. Understanding the economics of fire/EMS: department budget, general fund versus enterprise fund, payer mix considerations, staff costs versus infrastructure costs, cost of services to consumers.
4. Workgroup discussion of current fire/EMS delivery model strengths, weaknesses, opportunities, and threats (SWOT). Identification of core value considerations for fire/EMS services for the City of Maplewood.
5. Meeting with Allina Emergency Medical Services – opportunities for creative public – private partnership
6. Meeting with HealthEast Medical Transportation - opportunities for creative public – private partnership
7. Meeting with Regions/HealthPartners - opportunities for creative public – private partnership
8. Meeting with St. Paul Fire - opportunities for creative public – public partnerships
9. Discussion and review of learnings. Assessment of need for additional information, if required.
10. Review and finalization of report and recommendation.

The final report will include a recommendation for next steps. Should that recommendation include a partnership possibility, the Council will be asked to authorize the City Manager and public safety leadership staff to initiate detailed plans and draft agreements for any partnership, which would be brought back to the Council for final review and approval.

Budget Impact

The Public Safety Director will engage the services of a meeting facilitator. The costs would be covered by the existing department budget.

Recommendation

It is recommended that the City Council authorize the establishment of a City work group for the purpose of analyzing fire/Emergency Medical Services delivery models

Attachments

None

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, City Clerk

DATE: January 4, 2016

RE: 2016 City Council Appointments to Boards, Commissions and Miscellaneous Groups

At its first meeting of the year the City Council officially makes annual appointments to boards, commissions and groups of which the City is a member and to those who serve at the pleasure of the Council. The following appointments are for your consideration.

Appointment	2015 Appointments	2016 Appointments
Acting Mayor*	Councilmember Cardinal	Councilmember Xiong

**Rotation of acting mayors: 2012 Councilmember Koppen, 2013 Councilmember Juenemann, 2014 Councilmember Cardinal, 2015 Councilmember Abrams*

Auditor Contact	Councilmember Abrams Councilmember Juenemann	Councilmember Abrams Councilmember Juenemann (Alternate)
Community Design Review Board	Councilmember Abrams Mike Martin (Staff Liaison)	Councilmember Xiong Mike Martin (Staff Liaison)
Data Compliance Officers:		
Responsible Authority	Karen Haag	Karen Haag
City Personnel Officer	Terrie Rameaux	Terrie Rameaux
City Law Enforcement Officer	Paul Schnell	Paul Schnell
Economic Development Authority Chair		Councilmember Abrams
Environment & Natural Resources Commission	Councilmember Juenemann Shann Finwall (Staff Liaison)	Councilmember Juenemann Shann Finwall (Staff Liaison)
Fire Relief Association Relief By-Laws require Mayor to be member of the Board	Mayor Slawik Gayle Bauman (Staff Liaison)	Mayor Slawik Melinda Coleman (Staff Liaison)
Gateway Corridor Commission	Mayor Slawik Councilmember Koppen (Alt.) Michael Thompson (Alternate)	Councilmember Smith Nora Slawik Michael Thompson (Alternate)
Heritage Preservation Commission	Marv Koppen Ginny Gaynor (Staff Liaison)	Councilmember Xiong Ginny Gaynor (Staff Liaison)
Housing & Economic Development Commission	Councilmember Koppen Mike Martin (Staff Liaison)	Councilmember Abrams Mike Martin (Staff Liaison)
Human Rights Commission	Councilmember Juenemann Karen Haag (Staff Liaison)	Councilmember Juenemann Paul Schnell (Staff Liaison)

Appointment	2015 Appointments	2016 Appointments
Joint Ice Arena Board	Councilmember Cardinal Councilmember Koppen Mayor Slawik (Alternate)	Councilmember Smith Councilmember Xiong Mayor Slawik (Alternate)
Maplewood Communications		Councilmember Abrams Mayor Slawik (Alternate) Bryan Smith (Alternate)
Maplewood Green Team	Councilmember Juenemann Shann Finwall (Staff Liaison)	Councilmember Juenemann Shann Finwall (Staff Liaison)
Municipal Legislative Commission	Melinda Coleman Mayor Slawik (Alternate) Councilmember Juenemann (Alternate)	Melinda Coleman Mayor Slawik (Alternate) Councilmember Juenemann (Alternate)
Official Newspaper	Maplewood Review Pioneer Press (Alternate)	Maplewood Review Pioneer Press (Alternate)
Parks & Recreation Commission	Councilmember Abrams DuWayne Konewko Jim Taylor/Audra Robbins (Staff Liaisons)	Councilmember Smith DuWayne Konewko Jim Taylor/Audra Robbins (Staff Liaisons)
Planning Commission	Councilmember Cardinal Mike Martin (Staff Liaison)	Councilmember Abrams Mike Martin (Staff Liaison)
Police Civil Service Commission	Councilmember Juenemann Terrie Rameaux (Staff Liaison)	Councilmember Juenemann Terrie Rameaux (Staff Liaison)
Ramsey County Dispatch Policy Committee	Councilmember Juenemann	Councilmember Juenemann Councilmember Abrams
Ramsey County League of Local Governments	Councilmember Cardinal Marv Koppen (Alternate)	Councilmember Xiong Councilmember Smith (Alternate)
Regional Mayors	Mayor Slawik	Mayor Slawik
Rush Line Corridor	Mayor Slawik Melinda Coleman (Staff Liaison)	Mayor Slawik Bryan Smith (Alternate) Melinda Coleman (Staff Liaison)
Suburban Area Chamber of Commerce	Melinda Coleman Karen Haag (Alternate) Councilmember Cardinal (Alt.) Councilmember Koppen (Alt.)	Melinda Coleman Karen Haag (Alternate) Councilmember Abrams (Representative) Councilmember Smith (Representative)
Suburban Rate Authority	Michael Thompson	Michael Thompson
St. Paul Water Utility	Will Rossbach	Will Rossbach
Transportation Advisory Board	Mayor Slawik	Mayor Slawik

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Director, Citizen Services

DATE: January 5, 2016

RE: Approval of 2016 Rules of Procedure for City Council and Council Meetings

Introduction

The *City Council Rules of Procedure for City Council and Council Meetings* is reviewed annually by the city council for any changes and or requested updates. A copy of the manual is attached for review. Suggested edits are underlined for additions and struck through for deletions.

Background

Some edits were made to further clarify a current process. Aside from these types of edits you will find the following additions and or modifications to current procedures:

> Page 2 Addition – *F. Telephone or Electronic Attendance at Meetings*. State Statute 13D.021 clarifies that under certain conditions city council meetings can be held via electronic means.
>
> Page 2/3 Modification – *G. Order of Business.* The agenda has been modified moving Council Presentations and Administrative Presentations under Appointments and Presentations on the agenda. This gives the Council the occasion to report on meetings that they have attended or that are coming up and also activities and opportunities that are coming up that our community would be interested in.
>
> Also, staff will be expanding Administrative Presentations to include inviting new local businesses and other individuals of interest to the meeting to share their vision and successes with the council.

Recommendation

Direct staff to make the edits to the *Rules of Procedure for City Council and Council Meetings* as decided by the council.

Attachments

1. 2016 Rules of Procedure for City Council and Council Meetings

CITY OF MAPLEWOOD

RULES OF PROCEDURE FOR CITY COUNCIL AND COUNCIL MEETINGS

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~~2015~~ 2016

Section 1
MEETINGS

A. Regular

City Council Meeting:

The City Council shall hold regular meetings on the second and fourth Mondays of each month at 7:00 p.m., provided that when the day fixed for any regular meeting falls on a day designated by law as a legal holiday, such meeting shall be held at the same hour on the next succeeding Thursday, not a holiday, unless authorized by the City Council.

Council Manager Workshop

The City Manager may schedule a Council Manager Workshop~~s may be held the first Monday of the month at 5:00 p.m. The City Manager has the authority to call a~~ prior to a city council meeting if he/she deems there are pertinent or timely items necessary for consideration.

B. Special

The Mayor or any two members of the Council by writing filed with the City Clerk may call a special meeting. A special meeting is a meeting that is held at a time or location different from that of a regular meeting.

The city clerk or his/her designee will post written notice of a special meeting on the principal bulletin board, located at the entrance of city hall and on the city website. The notice will state the date, time, place and purpose of the meeting.

The city manager or his or her designee will notify each member of the city council of the special meeting by e-mail and telephone at least one day before the scheduled meeting.

In calculating the number of days for providing notice, the first day that the notice is given will not be counted and the last of the notice will be counted. If the last day is a Saturday, Sunday or a legal holiday, that day is omitted from the calculation and the following day is considered the last day, unless it happens to be a Saturday, Sunday or a legal holiday.

Except for trivial matters, business transacted at a special meeting shall be limited to that for which the meeting has been called. Emergency meetings may be called at any time providing all members of the Council sign waivers of notice to such meeting and said waivers shall be filed with the City Clerk.

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~~2015~~ 2016

Emergency Meetings – An "emergency meeting" is a special meeting to deal with a matter that requires immediate consideration of the city council. Posted or published notice of an emergency meeting is not required. However, the city must make a good faith effort to notify each news medium that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the city council. The notice must include the subject of the meetings.

C. Place

All meetings shall be held in the Council Chambers of the Maplewood City Hall~~*hall*~~ unless there is a posted and/or published notice designating another location.

D. Presiding Officers

The Mayor shall preside at all meetings of the Council. In the absence of the Mayor, the Acting Mayor shall preside. In the absence of both, the Council members shall elect one of their members as temporary chairperson.

E. Quorum

Three members of the Council shall constitute a quorum at any meeting of the Council, but a smaller number may convene from time to time.

F. Telephone or Electronic Attendance at Meetings:

Meetings may be conducted by telephone or other electronic means as permitted by State law.

Each member of the governing body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

If telephone or another electronic means is used to conduct a meeting, to the extent practical, the governing body shall allow a person to monitor the meeting electronically from a remote location.

~~F~~G. Order of Business

At the hour appointed for meeting, the members shall be called to order by the Mayor or in his/her absence by the Acting Mayor. Upon the appearance of the quorum, the Council shall proceed to business which shall be conducted in the established order:

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Approval of Agenda

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E. Approval of Minutes
F. Appointments and Presentations
1. Council Presentations
2. Administrative Presentations
G. Consent Agenda
H. Public Hearings
I. Unfinished Business
J. New Business
K. Award of Bids
L. Visitor Presentations
~~M. Administrative Presentations~~
~~N. Council Presentations~~
O. Adjournment

~~G~~H. Curfew

No additional agenda item will be discussed after 11:00 p.m. Meetings adjourned under this policy will be continued on the next Thursday at 5:00 p.m. *The council by simple majority may change the time and date.* The continued meeting will begin at the point on the agenda where the adjournment occurred. No new items will be added to the continued meeting agenda. A majority of the Council may extend the meeting beyond the 11:00 p.m. curfew.

~~H~~I. First Regular Meeting of the Year

At the first regular Council meeting in January of each year, the Council shall (1) designate the official newspaper, (2) choose an Acting Mayor on a rotating basis from the membership of the Council who shall perform the duties of the Mayor during the disability or absence of the Mayor, and (3) make other annual appointments as required.

Section 2
AGENDA FOR REGULAR MEETING

A. All matters to be ~~submitted~~ considered by ~~to~~ the Council shall be filed no later than 12:00 noon on the Monday prior to the Monday Council meeting at which consideration is desired, and shall be delivered to the City Manager, or in his/her absence, the City Clerk. In unusual circumstances and when the matter does not require investigation, an item may be accepted after the deadline upon the approval of the City Manager.

B. Except for trivial matters, no item or business shall be considered for action by the Council, which does not appear on the agenda for the meeting, except an item of urgent business, which requires immediate action and is so determined by a majority of the Council. The Council will hear all reasonable citizen petitions, requests and statements; however, such items which do not specifically appear on the agenda shall be deferred to a future meeting for more careful consideration and study if Council action, other than filing, is required or requested.

The Mayor and each Council member shall be provided with a copy of the agenda, minutes of the previous meeting, any other reports and information pertinent to the agenda at least forty-eight (48) hours prior to each regular Council meeting **unless authorized by the City Manager.**

No matter may be submitted for Council action by any administrative official, department head, or employee unless it has first been presented to the City Manager for inclusion on the agenda.

AGENDA FOR COUNCIL MANAGER WORKSHOP

All matters to be submitted for the Council Manager Workshop shall be filed no later that 12:00 noon on the Monday prior to the Workshop and shall be delivered to the City Manager, or in his/her absence, the City Clerk. Workshops are typically held ~~at 5:00 p.m.~~ prior to regularly scheduled Council meetings at a time determined by the City Manager needed to conduct business. The Council Manager Workshop is designed to look in-depth into upcoming issues, interviewing commission and board members, and meeting and discussing issues with other civic leaders. Council Manager Workshops may be scheduled as needed and will be posted and noticed accordingly.

The City Manager has the authority to cancel the meeting if he/she deems there are no pertinent or timely items necessary for consideration.

Section 3
LIMITATION ON COUNCIL ACTION

The Council shall only take action at regularly scheduled meetings, or special meetings, called pursuant to Section 1, unless all Council members are present at the time the action is taken. Regular meetings do not include meetings with public bodies in joint or cooperative sessions. All Council actions shall conform to the requirements of the open meeting law.

Section 4
MINUTES

A. The City Clerk or his/her designees shall keep a record of all regular Council meetings.

B. Unless a reading of the minutes of a Council meeting is requested by a member of the Council, such minutes may be approved without reading if each member has previously been provided a copy.

C. The Council may, by motion carried by a majority vote, amend the minutes. Such amending motion shall become a part of the minutes of the subsequent meeting.

D. Minutes for city council meetings will be summary minutes. Minutes for Boards and Commissions will be summary minutes with the exception of the Planning Commission which shall be either action or summary minutes.

Section 5
DUTIES OF THE PRESIDING OFFICER

The Presiding Officer shall preserve strict order and decorum at all meetings of the Council. He/She shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions or order; subject however, to an appeal to the Council in which event a majority vote of the Council shall govern and conclusively determine such questions of order. He/She shall vote on all questions and on a roll call vote rotate the order in which votes are cast.

Section 6
RULES OF DEBATE

A. The Mayor, or in the absence of the Mayor the Presiding Officer, may move, second and debate from the chair, subject only to such limitations of debate as are by the rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council member by reason of his acting as the Presiding Officer.

B. Every member desiring to speak shall address the chair, and upon recognition by the Presiding Officer shall confine himself/herself to the question under debate avoiding all personalities and indecorous language.

C. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order or to vote on a motion to close a debate, or as herein otherwise provided. If a member, while speaking, is ruled out of order, the member shall cease speaking until the question of order is determined and if in order, he/she shall be permitted to proceed.

D. A motion to reconsider any action taken by the Council must be made at the meeting at which such action was taken or at the next regular meeting of the Council and must be made by a member of the Council who voted with the prevailing side. Provided such motion to reconsider is passed, then the parties entitled to notice on the original action shall be notified, and the reconsideration of the action shall be taken at the next regular meeting following passage of the motion to reconsider.

E. A Council member may request, through the Presiding Officer, the privilege of having an abstract of his/her statement on any subject under consideration by the Council, or the reason for the member's dissent from or support of any action of the Council, entered in the minutes.

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Section 7
ADDRESSING THE COUNCIL

Any person desiring to address the Council shall first secure the permission of the Presiding Officer.

Each person addressing the Council shall provide his/her name address and city of residence to the city clerk prior to approaching the podium. Once recognized by the Presiding Officer shall state their name in an audible tone for the record, and unless further time is granted by the Presiding Officer, shall limit his/her address to three (3) minutes. All remarks should be addressed to the Council as a body and not to any member. No person shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. Individuals addressing the council may address the council one time per agenda item. Items on the Agenda are not subject to further discussion during Visitor Presentation. No question shall be asked a Council member or any member of the Administrative Staff except through the Presiding Officer.

Section 8
GENERAL RULES OF ORDER

Roberts Rules of Order shall be accepted as an authority on parliamentary practice on matters not specifically covered, and in case of a conflict these rules shall govern.

The parliamentarian of the meetings is the City Clerk. The City Clerk shall be available to assist the Mayor and the council with matters of order and may defer to the City Attorney for legal interpretations of some matters.

Section 9
DECORUM AND ITS ENFORCEMENT

The Council members, while the Council is in session, must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council, nor disturb any member while speaking or refuse to obey the orders of the Council or its Presiding Officer, except as otherwise herein provided.

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 Councilmembers 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 councilmembers, staff or others in public.

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

Section 10
ORDINANCES, RESOLUTIONS, MOTIONS AND REPORTS

A. Ordinances, resolutions, and other matters or subjects requiring action by the Council shall be introduced and sponsored by a member of the Council, except that the City Manager or Attorney may present ordinances, resolutions and other matters or subjects to the Council.

B. Every ordinance and resolution shall be presented in writing at a Council meeting; provided however, that the reading of an ordinance or resolution may be requested by a super majority vote. Upon the vote on ordinances, resolutions and motions, the ayes and nays shall be recorded. The vote shall be by roll call of all members of the Council as provided under DUTIES OF THE PRESIDING OFFICER in the resolution. A majority vote of all members of the Council shall be required for the passage of all ordinances, motions and resolutions except as otherwise provided by law (e.g., amendments to the Comprehensive Plan).

C. Every ordinance, other than emergency ordinances, shall have two public readings, and at least fourteen (14) days shall elapse between the first reading or waiver thereof and the second reading or waiver thereof.

D. An emergency ordinance is an ordinance necessary for the immediate preservation of the public peace, health, morals, safety or welfare in which the emergency is defined and declared, passed by a roll call vote of a super majority of the Council, as recorded by ayes and nays. No prosecution shall be based upon the provisions of any emergency ordinance until the same has been filed with the City Clerk and posted in a conspicuous place in the City, and twenty-four (24) hours after such filing and posting shall have elapsed or until the ordinance has been published, unless the person, persons, firms or corporations charged with violations thereof shall have had notice of the passage thereof prior to the act or omission complained of.

E. In the case of lengthy ordinances, or ordinances which include charts or maps, if the city council determines that publication of the title and a summary of an ordinance would clearly inform the public of the intent and effect of the ordinance, the council may by a super majority vote of its members direct that only the title of the ordinance and a summary be published, conforming to State Statute, with notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk.

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Section 11
CONDUCT OF CITY EMPLOYEES AT CITY COUNCIL MEETINGS

A. The City Manager may take part in the discussions of the City Council and may recommend to the Council such measures as he/she may deem necessary for the welfare of the people and efficient administration of the affairs of the City. The City Manager shall have all the rights, powers and duties prescribed by Minnesota Statutes in regard thereof; however, it is recognized that the City Council is the policy-making body for the City and the City Manager shall confine his/her discussion at Council meetings to statements of fact, recommendations based on his knowledge and experience and explanations of the reasons for the same, and any matters pertaining to administration.

B. No City employee, other than the City Manager, Parlimentarian, or Attorney, shall enter into discussions of the City Council except to answer questions directed to such employee, or to present factual information or to raise a point of order.

C. The above regulations of City employees shall not be construed to limit the appearance before the City Council of any City employee, when such appearance is made as a taxpayer or member of the public, for or against some particular issue under discussion by the Council when such employee has an interest in the outcome thereof.

Section 12
WAIVER

By majority vote of all Council members, these rules may be waived unless in conflict with State Statute.

Section 13
ADJOURNMENT

A motion to adjourn shall always be in order and decided without debate. If the audience becomes disorderly that it is impossible to carry on a meeting, the mayor has the right to declare the council meeting adjourned to some other time (and place, if necessary). The members of the council can also move for adjournment.

Section 14
COUNCIL ADMINISTRATIVE POLICIES

A. Administrative

Staff reports or memorandums regarding any property, including City-owned property, should include the street address and a location map.

All appointees to commissions, boards, etc., are to appear before the Council and are ratified by council vote.

All material received at City Hall that will require City Council action shall be date stamped on the original.

B. Internal Rules of Council

Appearances

When an applicant has requested a public hearing and does not attend the meeting, the item may be tabled until the applicant can appear.

Procedural Rules

When a Council member is absent from a meeting where a super majority vote is required, the item may be tabled until a full Council is present.

When a Council member is going to be absent when an Agenda item that they are interested in is scheduled, they may ask for the item to be tabled until they return, but the request must be approved by a majority vote of the City Council.

Items introduced during Council Presentations at a Council meeting can be handled in several ways, depending on the direction of the City Council:

a. By a majority vote of the City Council, the item shall be placed on an agenda of a designated future meeting; or

b. Directed by a consensus of the City Council, staff will research the item and submit a report to the City Manager for distribution to the City Council as soon as possible; or

c. The City Manager may handle the item administratively without any further action by the Council.

C. Land Use Matters

When a substantive change is made to a previously approved development site plan, the change shall be submitted to Council.

D. Other Matters

Web streaming of city council meetings will be available on the city website as soon as is practical after each meeting and will remain available on the website for no less than 18 months after any given meeting.

Ad hoc committees and council appointed task force meetings shall be audio recorded and retained for one year after the completion of the reason for the committee or task force or for one year after the project is completed.

Permit fees for events sponsored by the City may be waived by the City Manager or his/her designee.

The City, at the discretion of the City Manager, may allow the building to be closed early on the day before Christmas and the day before New Year's.

The council chambers will be made available for non-partisan political meetings, non-political town hall meetings and candidate forums at no charge for a maximum use of 4 hours during periods when not otherwise required for City business and when a building custodian is scheduled to be on the premises.

No political articles or ads are permitted in the Maplewood Monthly except for announcing details of a non-partisan forum or informational meeting being held by a local, state or federal official currently holding office. During municipal General Elections candidates may have an equal opportunity to submit a bio and statement of why they are running for office along with their picture.

City Council members may will have the opportunity to ~~write~~ submit articles in the Maplewood Monthly. ~~eight of the nine times that it is published.~~ The schedule will be rotated so that the Mayor has ~~two~~three articles and each~~,~~ councilmember having ~~one~~ two. ~~and sharing one month with a fellow member.~~ The ~~c~~City ~~m~~Manager ~~and city staff~~ will also ~~write~~submit a recap article in the December issue. In the event that a councilmember files for an office on the ballot they will be omitted from the rotation until the election is held and they are no longer on the ballot or have been elected to the office. A councilmember may have the option to assign his/her scheduled newsletter article month to any other councilmember or to the Mayor if they so chose.

A group picture of the city council will be included in the Monthly. In the "Council Corner" section of the Monthly the picture of the council member writing the article will appear with the following disclaimer below it: The Council Corner is a space that is rotated between the Mayor and Councilmembers. Editorial views expressed are those of the author and may not necessarily represent or reflect the views and opinions of the City of Maplewood.

ELECTED OFFICIAL OUT-OF-STATE TRAVEL POLICY

Purpose:

The City of Maplewood recognizes that its elected official may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the City.

General Guidelines:

1. The event, workshop, conference or assignment must be approved in advance by the City Council at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the Council will consider the following:

- Whether the elected official will be receiving training on issues relevant to the city or to his or her role as the Mayor or as a council member;

- Whether the elected official will be meeting and networking with other elected officials from around the country to exchange ideas on topics of relevance to the City or on the official roles of local elected officials.

- Whether the elected official will be viewing a city facility or function that is similar in nature to one that is currently operating at, or under consideration by the City where the purpose for the trip is to study the facility or function to bring back ideas for the consideration of the full council.

- Whether the elected official has been specifically assigned by the Council to visit another city for the purpose of establishing a goodwill relationship such as a "sister-city" relationship. Note: The State Auditor's Office has taken the position in at least one city that there was no direct authority to expend public funds for the Sister City Program.

- Whether the elected official has been specifically assigned by the Council to testify on behalf of the city at the United States Congress or to otherwise meet with federal officials on behalf of the city.

- Whether the city has sufficient funding available in the budget to pay the cost of the trip.

2. No reimbursements will be made for attendance at events sponsored by or affiliated with political parties.

3. The city may make payments in advance for airfare, lodging and registration if specifically approved by the council. Otherwise all payments will be made as reimbursements to the elected official.

4. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the city's policy for out-of-state travel by city employees.

5. The City Council, by majority vote has the ability for the city to make exceptions to the policy.

DRAFT

MEMORANDUM

TO: Melinda Coleman, City Manager

FROM: Karen Haag, Director of Citizen Services

DATE: January 5, 2016

SUBJECT: Approval of 2016 Policy and Procedures for a Public Hearing

Introduction

The *Rules of Procedures for Public Hearings* are reviewed annually by the city council for any changes and or requested updates. A draft is attached for review. There are no significant changes.

Budget Impact

None

Recommendation

Staff is requesting council consider approval of the Public Hearing Policies and Procedures as a normal part of annual business.

Attachment

1. 2016 Rules of Procedures for Public Hearings

Maplewood City Council

Mayor
Nora Slawik

Council Members
~~Robert Cardinal~~
Marylee Abrams
Kathleen Juenemann
~~Marv Koppen~~
Bryan Smith
Tou Xiong

Maplewood City Staff
Melinda Coleman—City Manager~~/Environmental & Economic Development Director~~
Gayle Bauman—Finance Director
Nick Carver, Interim Environmental & Economic Development Director
Mychal Fowlds—IT Director
Karen Haag—City Clerk/Citizen Services Director
DuWayne Konewko—Park and Recreation Director
Steve Lukin—Fire Chief
Paul Schnell—Police Chief, Public Safety Director
Michael Thompson—Public Works Director, City Engineer

Maplewood City Hall, 1830 County Road B East
Maplewood, MN 55109
Phone: 651.249.2000 - Fax: 651.249.2009

Sign language interpreters for hearing impaired persons are available for public hearings upon request. The request for this service 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.

MAPLEWOOD
Together We Can

Maplewood

2015~~5~~6 Public Hearing Policies and Procedures

Welcome to the Maplewood City Council Meeting ~
Thank you for your active citizenship!

Maplewood City Council
Policy and Procedures for a Public Hearing

The Presiding Officer (Mayor or Acting Mayor) will announce the proposal to be reviewed and ask for the staff report.

The Presiding Officer shall maintain strict order and etiquette at all meetings of the Council.

Staff will present their report on the proposal.

Council members will then ask city staff questions about the proposal.

The Presiding Officer will then open up the public hearing for anyone present who wishes to comment on the proposal.

This is the time for the public to make comments or ask questions about the proposal.

Addressing the Council

Any person desiring to address the Council shall first secure permission from the Presiding Officer.

When addressing the Council, each person shall slowly state his/her full name and city of residence in an audible tone into the microphone for the permanent record, and sign in.

Comments should be limited to three (3) minutes unless further time is granted by the Presiding Officer. All comments should be directed to the Council as a body and not to any individual Council Member or City Staff Member unless permission is granted by the

Presiding Officer: No person shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Presiding Officer. Individuals addressing the council may address the council one time per agenda item.

After everyone in the audience wishing to speak has given his/her comments, the Presiding Officer shall close the public hearing.

The Council will then discuss the proposal. No further public comments are allowed.

The Council will then make a recommendation(s) and/or a decision.

RULES OF CIVILITY FOR OUR COMMUNITY

Following are some rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone's opinions can be heard and understood in a reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:

Show respect for each other, actively listen to one another, keep emotions in check, and use respectful language.

MEMORANDUM

TO: City Council

FROM: Melinda Coleman, City Manager

DATE: January 6, 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. January 11th
    a. Swearing in Ceremony for New City Council Members at 6 pm

2. January 14th
    a. State of Maplewood Luncheon – Maplewood Community Center 11 am – 1 pm

3. January 25th
    a. Workshop: Review Board/Commission Handbook, Facility Security Training, Senior Advisory Task Force Report, Commissioner Interviews
    b. Council Meeting: Set Council / Staff Annual Retreat

Budget Impact

None.

Recommendation

No action required.

Attachments

None.

MEMORANDUM

TO: City Council

FROM: Melinda Coleman, City Manager

DATE: January 6, 2015

SUBJECT: Discussion of Upcoming Council / Staff Retreat

Introduction & Background

City Manager Melinda Coleman will discussing the upcoming City Council/Staff retreat.

Budget Impact

None.

Recommendation

No action required.

Attachments

None.