

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
7:00 P.M. Monday, January 27, 2020  
City Hall, Council Chambers  
Meeting No. 02-20

**A. CALL TO ORDER**

**B. PLEDGE OF ALLEGIANCE**

**C. ROLL CALL**

**D. APPROVAL OF AGENDA**

**E. APPROVAL OF MINUTES**

1. January 13, 2020 City Council Workshop Minutes
2. January 13, 2020 City Council Meeting Minutes

**F. APPOINTMENTS AND PRESENTATIONS**

1. Administrative Presentations
  - a. Council Calendar Update
2. Council Presentations
3. 2019 Community Development Department Annual Report
4. Resolution for Commissioner Reappointments

**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. Purchase Six 2020 Police Vehicles
3. Resolution Accepting Donations for the Nature Explorer Program
4. On-Sale Intoxicating Liquor and Sunday Sales License for CP Maplewood II, LLC dba Crooked Pint Ale House, 1734 Adolphus Street
5. Massage Center License for Spring Forever, LLC dba Spring Spa, 1700 Rice Street, Suite N
6. Resolution of Support for Improved Energy Performance Standards in the State of Minnesota
7. Payment for Eden Systems Support Contract
8. Payment for Usage of Metro-Inet IT Infrastructure

**H. PUBLIC HEARINGS** – *If you are here for a Public Hearing please familiarize yourself with the Rules of Civility printed on the back of the agenda. 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.*

None

**I. UNFINISHED BUSINESS**

None

**J. NEW BUSINESS**

1. Resolution Seeking Approval for Sales Tax Exemption Legislation – North Fire Station
2. Electrical Inspection Services
  - a. Agreement with Togle Inspections, Inc.
  - b. Ordinance Amending the 2020 Fee Schedule
  - c. Resolution Authorizing Publication by Title and Summary (4 votes)

**K. AWARD OF BIDS**

None

**L. ADJOURNMENT**

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

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

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

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

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

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

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

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
6:00 P.M. Monday, January 13, 2020  
City Hall, Council Chambers

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 6:00 p.m. by Mayor Abrams.

**B. ROLL CALL**

Marylee Abrams, Mayor	Present
Kathleen Juenemann, Councilmember	Present
William Knutson, Councilmember	Present
Sylvia Neblett, Councilmember	Present
Bryan Smith, Councilmember	Present

**C. APPROVAL OF AGENDA**

Councilmember Neblett moved to approve the agenda as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

**1. US Census Count Update**

Communications Manager Sheeran addressed the council to give the presentation.

**2. Boards & Commissions Appointment Process**

City Manager Coleman addressed the council to give the presentation.

**F. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 6:40 p.m.

**MINUTES**  
**MAPLEWOOD CITY COUNCIL**  
 7:00 P.M. Monday, January 13, 2020  
 City Hall, Council Chambers  
 Meeting No. 01-20

**A. CALL TO ORDER**

A meeting of the City Council was held in the City Hall Council Chambers and was called to order at 7:02 p.m. by Mayor Abrams.

Mayor Abrams gave a recap of 2019 activities at Sandy Lake.

**B. PLEDGE OF ALLEGIANCE**

Carter, Collin and Jasmine McCay led the council in the pledge of allegiance.

**C. ROLL CALL**

Marylee Abrams, Mayor	Present
Kathleen Juenemann, Councilmember	Present
William Knutson, Councilmember	Present
Sylvia Neblett, Councilmember	Present
Bryan Smith, Councilmember	Present

**D. APPROVAL OF AGENDA**

The following items were added under Council Presentations:

Recognition of St. Louis Park  
 Hmong New Year  
 Issue with Garbage Pick-Up Over the Holidays

Councilmember Neblett moved to approve the agenda as amended.

Seconded by Councilmember Juenemann                      Ayes – All

The motion passed.

**E. APPROVAL OF MINUTES**

**1. December 9, 2019 City Council Workshop Minutes**

Councilmember Knutson moved to approve the December 9, 2019 City Council Workshop Minutes as submitted.

Seconded by Councilmember Neblett	Ayes – Mayor Abrams, Councilmembers Juenemann, Knutson and Neblett
	Abstain – Councilmember Smith – Not



present at the last meeting.

The motion passed.

## **2. December 9, 2019 City Council Meeting Minutes**

Councilmember Juenemann moved to approve the December 9, 2019 City Council Meeting Minutes as submitted.

Seconded by Councilmember Knutson

Ayes – Mayor Abrams,  
Councilmembers  
Juenemann, Knutson and  
Neblett

Abstain – Councilmember Smith – Not  
present at the last meeting.

The motion passed.

## **F. APPOINTMENTS AND PRESENTATIONS**

### **1. Administrative Presentations a. Council Calendar Update**

City Manager Coleman gave an update to the council calendar; reviewed other topics of concern or interest requested by councilmembers; and gave an overview of upcoming events in the community.

### **2. Council Presentations**

#### **Recognition of St. Louis Park**

Councilmember Juenemann congratulated St. Louis Park for banning vaping in their city.

#### **Hmong New Year**

Mayor Abrams reported on the Hmong New Year celebration she attended.

#### **Issue with Garbage Pick-Up Over the Holidays**

Mayor Abrams reported on the missed/delayed garbage pick-up with Republic Services over the holidays.

### **3. Presentation of Citizens Awards – Public Safety Department**

Public Safety Director Nadeau gave the presentation then presented Evelyn Hanson-Florin and John Lee Citizen Service Plaques.

### **4. 2020 City Council Appointments to Boards, Commissions and Miscellaneous Groups**

City Manager Coleman gave the staff report.

Councilmember Juenemann moved to approve 2020 City Council appointments to boards, commissions and miscellaneous groups.

<u>Appointment</u>	<u>2019 Appointments</u>	<u>2020 Appointments</u>
<b>Acting Mayor*</b> <i>*Rotation of acting mayors: 2014 Councilmember Cardinal, 2015 Councilmember Abrams, 2016 Councilmember Xiong, 2017 Councilmember Juenemann, 2018 Councilmember Smith</i>	Councilmember Juenemann	Councilmember Knutson
<b>Auditor Contact</b>	Mayor Abrams Councilmember Juenemann	Mayor Abrams Councilmember Juenemann
<b>Community Design Review Board</b>	Councilmember Knutson Mike Martin (SL)	Councilmember Knutson Mike Martin (SL)
<b>Data Compliance Officers:</b> Responsible Authority City Personnel Officer City Law Enforcement Officer	Andrea Sindt Terrie Rameaux Scott Nadeau	Andrea Sindt Terrie Rameaux Scott Nadeau
<b>Development Committee**</b> <i>**Rotate councilmember to join mayor to work with City Manager on annual performance evaluation: 2016 Councilmember Abrams, 2017 Councilmember Juenemann, 2018 Councilmember Xiong.</i>	Mayor Abrams Councilmember Smith	Mayor Abrams Councilmember Knutson
<b>Environment &amp; Natural Resources Commission</b>	Councilmember Juenemann Shann Finwall (SL)	Councilmember Juenemann Shann Finwall (SL)
<b>Gold Line Partners - CMC</b> (fka Gateway Corridor Commission)	Councilmember Smith Mayor Abrams (ALT)	Councilmember Smith Mayor Abrams (ALT)
<b>Gold Line BRT – PAC</b>	Councilmember Neblett Steve Love (ALT)	Councilmember Neblett Steve Love (ALT)
<b>Heritage Preservation Commission</b>	Councilmember Neblett Ginny Gaynor (SL)	Councilmember Neblett
<b>Housing &amp; Economic Development Commission</b>	Councilmember Smith Mike Martin (SL)	Councilmember Smith Mike Martin (SL)
<b>Maplewood Communications</b>	Mayor Abrams Councilmember Smith (ALT)	Mayor Abrams Councilmember Smith (ALT)
<b>Maplewood Green Team</b>	Councilmember Juenemann Shann Finwall (SL)	Councilmember Juenemann Shann Finwall (SL)
<b>Official Newspaper</b>	Maplewood Review	Pioneer Press
<b>Parks &amp; Recreation Commission</b>	Councilmember Neblett Audra Robbins (SL)	Councilmember Knutson Audra Robbins (SL)
<b>Planning Commission</b>	Councilmember Knutson Mike Martin (SL)	Councilmember Knutson Mike Martin (SL)
<b>Ramsey County Dispatch Policy Committee</b>	Councilmember Juenemann Mayor Abrams (ALT)	Councilmember Juenemann Mayor Abrams (ALT)
<b>Ramsey County League of Local Governments</b>	Mayor Abrams Councilmember Smith (ALT)	Mayor Abrams Councilmember Smith (ALT)
<b>Regional Mayors</b>	Mayor Abrams	Mayor Abrams

<b>Rice/Larpenteur Project</b>	Mayor Abrams Councilmember Juenemann (ALT) Shann Finwall (SL)	Mayor Abrams Councilmember Juenemann (ALT) Shann Finwall (SL)
<b>Rush Line Corridor</b>	Mayor Abrams Councilmember Smith (ALT) Melinda Coleman (SL)	Mayor Abrams Councilmember Smith (ALT) Melinda Coleman (SL)
<b>St. Paul Regional Water Services Board of Water Commissioners</b>	Mayor Abrams Melinda Coleman (ALT)	Mayor Abrams Melinda Coleman (ALT)
<b>Suburban Area Chamber of Commerce</b>	Melinda Coleman Mayor Abrams (REP) Councilmember Smith (REP)	Melinda Coleman Mayor Abrams (REP) Councilmember Smith (REP)
<b>Suburban Rate Authority</b>	Steve Love	Steve Love

Seconded by Councilmember Smith                      Ayes – All

The motion passed.

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Agenda items G8, G10, G11 and G13 were highlighted.

Councilmember Juenemann moved to approve agenda items G1-G15.

Seconded by Councilmember Neblett                      Ayes – All

The motion passed.

### **1. Approval of Claims**

Councilmember Juenemann moved to approve the approval of claims.

#### ACCOUNTS PAYABLE:

\$ 736,671.72	Checks #104734 thru # 104753 dated 12/10/19
\$ 415,197.97	Disbursements via debits to checking account dated 12/02/19 thru 12/06/19
\$ 494,016.10	Checks #104754 thru # 104783 dated 12/17/19
\$ 406,189.81	Disbursements via debits to checking account dated 12/9/19 thru 12/13/19

\$ 610,141.61 Checks #104785 thru # 104849  
 dated 12/24/19  
 \$ 682,816.44 Disbursements via debits to checking account  
 dated 12/16/19 thru 12/20/19  
 \$ 386,028.26 Checks #104850 thru # 104876  
 dated 12/26/19 thru 12/31/19  
 \$ 439,014.55 Disbursements via debits to checking account  
 dated 12/23/19 thru 12/27/19  
 \$ 736,808.00 Checks # 104877 thru # 104906  
 dated 12/30/19 thru 01/07/20  
 \$ 341,784.47 Disbursements via debits to checking account  
 dated 12/30/19 thru 01/03/20

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\$ 5,248,668.93 Total Accounts Payable

#### PAYROLL

\$ 614,329.29 Payroll Checks and Direct Deposits  
 dated 12/13/19  
 \$ 2,665.94 Payroll Deduction check # 99104020 thru # 99104023  
 dated 12/13/19  
 \$ 614,157.27 Payroll Checks and Direct Deposits  
 dated 12/27/19  
 \$ 3,117.11 Payroll Deduction check # 99104037 thru # 99104040  
 dated 12/27/19  
 \$ 1,234,269.61 Total Payroll  
 \$ 6,482,938.54 GRAND TOTAL

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

## **2. Resolution Designating Depositories for City Funds**

Councilmember Juenemann moved to approve the resolution designating depositories for city funds.

Resolution 20-01-1767  
 Designating Depositories for City Funds

BE IT RESOLVED, that the following be and hereby are selected as depositories

December 9, 2019  
 City Council Meeting Minutes

for deposits and investments of the City of Maplewood:

Premier Bank  
Wells Fargo Bank  
US Bank  
4M Fund/PMA  
RBC

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 any funds in the above depositories may be withdrawn and electronically 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, 2020.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

### **3. Rescind Resolution 90-6-99 Interest on Developer Deposits**

Councilmember Juenemann moved to approve the resolution rescinding resolution 90-6-99 and eliminates the requirement to pay interest on the escrowed deposits of developers.

Resolution 20-01-1768

Rescinding Resolution No. 90-6-99, Interest on Developer Deposits

WHEREAS, Resolution No. 90-6-99 established interest payments on developer deposits; and,

WHEREAS, the calculation and payment of interest on developer deposits is not a common practice and is administratively burdensome; and,

WHEREAS, the purpose of the developer's deposit (escrow) is to provide assurance to the City that funds will be available to complete the project, and should be an incentive for the developer to complete the project.

BE IT RESOLVED that Resolution No. 90-6-99, requiring interest payments on developer deposits, is hereby rescinded effective January 1, 2020.

BE IT FURTHER RESOLVED that deposits already in place at December 31, 2019 will continue to accrue interest at the appropriate rate established at the time of the deposit.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **4. Budget Adjustments and Transfers Effective 12/31/2019**

Councilmember Juenemann moved to approve the transfers and budget adjustments dated 12/31/2019 and authorize the Finance Director to make the necessary accounting entries.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **5. 2020 City Council Meeting Calendar**

Councilmember Juenemann moved to approve the 2020 city council meeting calendar with the meetings on the second and fourth Mondays with the exception of moving the May 25 meeting to May 26 and cancelling the December 28 meeting.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **6. Resolution Appointing Election Judges and Establishing a Ballot Board for the 2020 Presidential Nomination Primary Election**

Councilmember Juenemann moved to approve the resolution listing election judges and establishing a ballot board for the 2020 Presidential Nomination Primary Election to be held on March 3, 2020.

Resolution 20-01-1769

2020 Presidential Nomination Primary Election

Appointing Election Judges and Establishing a Ballot Board

WHEREAS, MN State Statute 204B.21, Subd. 2 states election judges for precincts in a municipality shall be appointed by the governing body of the municipality; and

WHEREAS, it is required by MN Statutes 203B.121, Subd. 1 to establish a Ballot Board; and

WHEREAS, approval of the resolution does not qualify individuals to serve as an election judge; and

WHEREAS, appointments will be made from the list to fill the needed positions after training and required paperwork have been completed; and

WHEREAS, appointment of additional election judges within the 25 days before the election may be made if the appointing authority determines that additional election judges will be required; and

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

December 9, 2019

City Council Meeting Minutes

Minnesota, a Ballot Board is hereby established that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 to perform the task; and

FURTHER, BE IT RESOLVED, that the City Clerk or designee assign Election Judges to serve in the 2020 Presidential Nomination Primary Election to be held on Tuesday, March 3, 2018 from the following list.

Abeyratne, Pria	Garvey, Terrence	Koegel, Pete
(Kaushalya)	Gebremedhin, Eliya	Kohlman, Karen
Allen, Jim	Goepfinger, Linda	Kolbu, Janet
Anderson, Chamise	Golaski, Diane	Koskinen, Carol
Anderson, Nancy	Gottfried, Drew	Kramer, Dennis
Anderson, Theodore	Gramenz, Diane	Krebsbach, John
Babin, Paul	Gravelle, Anne	Krings, Bill
Backlund, Zachary	Grefe, David	Krings, June
Barbon, Bernadette	Gudknecht, Jamie	Kruse, Elaine
Bartley, Rosemary	Gudknecht, Nick	Kwapick, Jackie
Bedor, David	Gustafson, Dianne	Labarre, Tom
Beecher, Barbara	Haag, Phyllis	Lansberger, James
Belland, Jaime	Hafner, Michael	Larson, Barbara
Benton, Rob	Hagemo, Joann	Layer, Tom
Bierwerth, Sharon	Hahn, Sandra	Lemieux, Kirk
Bishop, Lynn	Hahn, Vonna	Leo, Mary Ann
Bjorklund, Diane	Hansford, Lisa	Leonard, Claudette
Bjornstad, Myron	Harder, Mary	Leonard, James
Bolden, Donita	Hart, Robert	Lewis, Sandy
Bongiovance,	Heininger, Jean	Lindelien, Darla
Marietta	Herber, Darlene	Liptak, Marianne
Brandon, Ginny	Hinnenkamp, Gary	Loipersbeck, Darlene
Brandon, Richard	Hodges, Pamela	Loipersbeck, Jules
Burdine, Denell	Holmes, Mary	Lundberg, Roberta
Carson, Helen	Hoppe, Janice	Mahre, Jeri
Clark, Kathy	Hulet, Jeanette	Mastro, Christina
Cleland, Ann	Huth, Patricia	McCann, John
Connelly, Thomas	Huth, Raymond	McCauley, Judy
Connolly, Colleen	Imm, Hilary	Miller, Barb
Czeck, Rozanne	Ingersoll, Carol	Monroe, Sharon
Dahl, Lola	Jacobson, Chris	Moreno, Marlene
Danielson, Pauline	Jahn, David	Nentwig, Julia
DeBernardi, Nancy	Jefferson,	Neumann, Brenda
DeZelar, Phil	Gwendolyn	Nichols, Miranda
Dickerson, Charlene	Jensen, Kathleen	Norberg, Ann
Dickson, Helen Jean	Johnson, Cheryle	O'Brien, D. William
Dittli, Albin	Johnson, Robert	(Bill)
Eads, John	Johnson, Warren	Olson, Anita
Eickhoff, Carolyn	Johnston, Howard	Parent, Dian
Falteisek, Jan	Jones, Anabella	Parnell, John
Franzen, Nick	Jones, Terri	Parnell, Susan
Freid, Robert	Judith, Johannessen	Paycer, Dori
Fuller, Mary	Kane, Annette	Paycer, Nicholas
Katherine	Kane, Myrna	Peper, Marilyn
Fulmek, Debra	Kipka, Judy	Perzichilli, Devrie
Fulmek, Stephen	Kirscher, LaVonne	Peterson, Joan
Funk, Barbara	Klamn, Monica	Peterson, Kathleen
Garmer, Richard	Knauss, Carol	Peterson, Linda

Plank, Carolyn  
 Plath, Orlin  
 Plumbo, Joseph  
 Posch, Roger  
 Potter, Nina  
 Putz, Shelly  
 Putz, Steve  
 Rangitsch, Angie  
 Reichow, Andrew  
 Reichow, Roy  
 Reinke, JoAnne  
 Roadfeldt, Rita  
 Robinson, Virgil  
 Rodriguez, Vincent  
 Rossbach, Teresa  
 Rourke, Beryl  
 Rowe, Rosie  
 Rozmarynowski, Bob  
 Rygg, Crystal

Sands, Warren  
 Sauer, Kathleen  
 Schluender, Cynthia  
 Schmidt, William  
 Schommer, Julie  
 Seitz, James  
 Seyfer, Deborah  
 Singer, Mary  
 Skaar, Delaney  
 Skaar, Susan  
 Smith, Bobbi Gilpin  
 Smith, Duane  
 Smith, Margaret  
 Snavely, Frances  
 Sorenson, Faith  
 Sprague, Florence  
 Stafki, Tim  
 Steenberg, Judith  
 Sullivan, Maureen

Taylor, Lori  
 Tripp, Jodi  
 Tschida, Micki  
 Urbanski, Carolyn  
 Urbanski, Holly  
 Valento, Karen  
 Vang, Stephanie  
 Vittum, Nicholas  
 Walsh, Alison  
 Walsh, Justin  
 Waschlmusch, Laure  
 Wasmundt, Gayle  
 Wendt, Mary  
 Witek, Corey  
 Wood, Susan  
 Xiong, Sara  
 Yorkovich, Cindy  
 Zimitsch, Tom

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **7. Approval of Quit Claim Deed for Harvest Park and 1534 County Road C East**

Councilmember Juenemann moved to approve the quit claim deed document to transfer property rights from the City to the owner of 1534 County Road C East for the discrepancy area along the shared property line.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **8. Approval of 2020 SCORE Grant Agreement**

Councilmember Juenemann moved to approve the 2020 SCORE Grant Agreement.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **9. Pond Clean Out/Dredging Project, City Project 19-27**

##### **a. Budget Adjustment**

##### **b. Joint Powers Agreement with Ramsey Washington Metro Watershed District**

Councilmember Juenemann moved to approve the Budget Adjustment.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.



Councilmember Juenemann moved to approve the Joint Powers Agreement with Ramsey Washington Metro Watershed District for the 2019/2020 Pond Dredging Program, City Project 19-27 and direct the Mayor and City Manager to sign the agreement.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **10. Resolution to Accept Donation from Schmelz Countryside**

Councilmember Juenemann moved to approve the resolution accepting the donation made by Schmelz Countryside.

Resolution 20-01-1770  
Expressing Acceptance of and Appreciation of a  
Donation to the Maplewood Fire Department

WHEREAS, Schmelz Countryside has presented to the Maplewood Public Safety Department a donation in the amount of \$2000.00; and

WHEREAS, this donation is intended for the purpose of our equipment purchase to benefit the Department; and

WHEREAS, the Maplewood City Council is appreciative of the donation and commends Jonathan Schmelz and Schmelz Countryside for their civic efforts,

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

1. The donation is accepted and acknowledged with gratitude; and
2. The donation will be appropriated for the Public Safety Department as designated; and

The appropriate budget adjustments be made.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **11. Resolution to Accept Donation from Cathy Petersen**

Councilmember Juenemann moved to approve the resolution accepting the donation made by Cathy Petersen.

Resolution 20-01-1771  
Expressing Acceptance of and Appreciation of a  
Donation to the Maplewood Fire Department

WHEREAS, Cathy Petersen has presented to the Maplewood Fire Department a donation in the amount of \$150.00; and

WHEREAS, this donation is intended for the purpose of our Community Risk Reduction Programs; and

WHEREAS, the Maplewood City Council is appreciative of the donation and commends Cathy Petersen for her civic efforts,

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

3. The donation is accepted and acknowledged with gratitude; and

4. The donation will be appropriated for the Fire Department as designated; and

The appropriate budget adjustments be made.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

## **12. Resolution Approving 2020 Pay Rates for Temporary/Seasonal and Casual Part-Time Employees**

Councilmember Juenemann moved to approve the temporary/seasonal and casual part-time pay rates resolution adjusting the minimum wage and Intern classification for January 1, 2020.

Resolution 20-01-1772

2020 Pay Rates

Temporary/Seasonal & Casual P/T Employees

WHEREAS, according to the Minnesota Public Employees Labor Relations act, part-time employees who do not work more than 14 hour per week and temporary/seasonal employees who work in positions that do not exceed 67 days in a calendar year, or 100 days for full-time students, are not public employees and are therefore not eligible for membership in a public employee union.

NOW, THEREFORE, BE IT RESOLVED, that the following pay ranges and job classifications are hereby established for temporary/seasonal, casual part-time employees effective January 1, 2020 upon Council approval.

Accountant	\$10.00-30.00	per hour
Accounting Technician	\$10.00-22.00	per hour
Administrative Assistant	\$10.00-23.00	per hour
Background Investigator	\$25.00-40.00	per hour
Building Inspector	\$14.00-35.00	per hour
Building Attendant	\$10.00-15.00	per hour
Community Service Officer	\$14.50-19.50	per hour
Election Judge	\$10.00-12.00	per hour
Election Judge - Assistant Chair	\$10.00-15.00	per hour

December 9, 2019  
City Council Meeting Minutes

11

Election Precinct Chair	\$10.00-16.00	per hour
Engineering Aide	\$10.00-16.00	per hour
Engineering Technician	\$10.00-16.00	per hour
Fire Maintenance Engineer	\$14.00-18.00	per hour
Fire/EMS Cadet	\$14.50-19.50	per hour
Gardener	\$12.00-22.00	per hour
Intern	\$10.00-25.00	per hour
IT Technician	\$15.00-20.00	per hour
Laborer	\$10.00-15.00	per hour
Office Specialist	\$10.00-18.00	per hour
Receptionist	\$10.00-16.00	per hour
Recreation Instructor/Leader	\$10.00-32.00	per hour
Recreation Official	\$10.00-30.00	per hour
Recreation Worker	\$10.00-18.00	per hour
Vehicle Technician	\$10.00-15.00	per hour
Video Coordinator*	\$11.00-19.00	per hour
Video Technician*	\$10.00-18.00	per hour

\*Video positions shall be paid a guaranteed minimum flat fee of \$50 for 4 hours or less.

BE IT FURTHER RESOLVED, this resolution will supersede previous resolutions setting pay rates for these pay classifications; and,

BE IT FURTHER RESOLVED, that the City Manager shall have the authority to set the pay rate within the above ranges.

Seconded by Councilmember Neblett                      Ayes – All

The motion passed.

### **13. Resolution Accepting Donation from Sherman & Associates**

Councilmember Juenemann moved to approve the resolution accepting the donation made by Sherman and Associates.

#### Resolution 20-01-1773 Expressing Acceptance of and Appreciation of a Donation to the Maplewood Public Safety Department

WHEREAS, Sherman and Associates has presented to the Maplewood Public Safety Department a donation in the amount of \$600; and

WHEREAS, this donation was designated equally between the Police and Fire Departments in the amount of \$300 each; and

WHEREAS, this donation is intended for the purpose to support the needs of the Maplewood Public Safety Department; and

WHEREAS, the Maplewood City Council is appreciative of the donation and commends Sherman and Associates.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of

Maplewood, Minnesota, that:

1. The donation is accepted and acknowledged with gratitude ; and
2. The donation will be appropriated for the Public Safety Department as designated; and
3. The appropriate budget adjustments be made.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **14. Special Assessment Policy Revisions**

Councilmember Juenemann moved to approve the adoption of the revised Special Assessment Policy.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

#### **15. Purchase of One Street Sweeper**

Councilmember Juenemann moved to approve the purchase of one street sweeper and direct the Mayor and City Manager to enter into a contract with MacQueen Equipment for the purchase under MN State Contract #153288 in the amount of \$180,886.00.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

- H. PUBLIC HEARINGS** – *If you are here for a Public Hearing please familiarize yourself with the Rules of Civility printed on the back of the agenda. 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.*

None

#### **I. UNFINISHED BUSINESS**

None

#### **J. NEW BUSINESS**

##### **1. Climate Adaptation Planning Process**

Environmental Planner Finwall gave the presentation. Ted Redmond with Pale Blue Dot addressed the council to give additional information.

Mayor Abrams moved to nominate Councilmember Juenemann to serve as representative on the Climate Adaptation Steering Committee.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

**2. Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for a Public Hearing, Dennis-McClelland Area Improvements, City Project 19-10**

Public Works Director Love gave the presentation.

Councilmember Juenemann moved to approve the Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing at 7:00 p.m. on February 10, 2020 for the Dennis-McClelland Area Street Improvements, City Project 19-10.

Resolution 20-01-1774

Accepting Feasibility Study, Authorizing Preparation of Plans and Specifications, and Calling for Public Hearing

WHEREAS, pursuant to a resolution of the council adopted June 24<sup>th</sup>, 2019, a report has been prepared by the City Engineering Division with reference to the improvement of Dennis-McClelland Area Street Improvements, City Project 19-10, and this report was received by the council on January 13<sup>th</sup>, 2020.

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

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

1. The City Council will consider the Dennis-McClelland Area Street Improvements, City Project 19-10, in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$8,388,000.

2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.

3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$8,388,000 shall be established. The proposed financing plan is as follows:

<b>Estimated Project Cost Recovery</b>
--

<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
G.O. Improvement Bonds	\$2,421,500	29%
Special Benefit Assessments	\$1,312,000	16%
Sanitary Sewer Fund	\$402,500	4%
Environmental Utility Fund	\$1,813,000	22%
Saint Paul Regional Water Services	\$2,188,000	26%
W.A.C. Fund	\$251,000	3%
<b>Total Estimated Project Funding:</b>	<b>\$8,388,000</b>	<b>100%</b>

4. A public hearing shall be held on such proposed improvement on the 10<sup>th</sup> day of February, 2020 at the Maplewood City Hall Council Chambers at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Knutson

Ayes – All

The motion passed.

**3. Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, and Calling for a Public Hearing, Schaller Area Pavement Rehabilitation, City Project 19-11**

Public Works Director Love gave the presentation.

Councilmember Juenemann moved to approve the Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, and Calling for a Public Hearing at 7:00 p.m. on February 24, 2020 for the Schaller Area Pavement Rehabilitation, City Project 19-11.

**Resolution 20-01-1775**

Accepting Feasibility Study, Authorizing Preparation of Plans and Specifications, and Calling for Public Hearing

WHEREAS, pursuant to a resolution of the council adopted June 24<sup>th</sup>, 2019, a report has been prepared by the City Engineering Division with reference to the improvement of Schaller Area Pavement Rehabilitation, City Project 19-11, and this report was received by the council on January 13<sup>th</sup>, 2020.

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

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

1. The City Council will consider the Schaller Area Pavement Rehabilitation, City Project 19-11 in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$2,032,000.

2. The City Engineer or his designee is the designated engineer for this improvement project and is hereby directed to prepare final plans and specifications for the making of said improvement.

3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$2,032,000 shall be established. The proposed financing plan is as follows:

<b>Estimated Project Cost Recovery</b>		
<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
Street Revitalization Fund	\$961,600	47%
Special Benefit Assessments	\$765,900	38%
Sanitary Sewer Fund	\$86,400	4%
Environmental Utility Fund	\$159,500	8%
W.A.C. Fund	\$58,600	3%
<b>Total Estimated Project Funding:</b>	<b>\$2,032,000</b>	<b>100%</b>

4. A public hearing shall be held on such proposed improvement on the 24<sup>th</sup> day of February, 2020 at the Maplewood City Hall Council Chambers at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Knutson

Ayes – All

The motion passed.

**4. Resolution Accepting Feasibility Study, Authorizing Preparation of Plans & Specifications, Calling for a Public Hearing, and Utilizing the Services of Bolton and Menk, Inc. to Complete the Final Design, County Road B & Arcade Street Improvements, City Project 19-22**

Public Works Director Love gave the presentation.

Councilmember Juenemann moved to approve the Resolution Accepting the Feasibility Report, Authorizing the Preparation of Plans and Specifications, Calling for a Public Hearing at 7:00 p.m. on February 10, 2020, and Utilizing the Services of Bolton and Menk, Inc. to Complete the Final Design for the County Road B & Arcade Street improvements, City Project 19-22.

Resolution 20-01-1776

Accepting Feasibility Study, Authorizing Preparation of Plans and Specifications, and Calling for Public Hearing

WHEREAS, pursuant to a resolution of the council adopted June 22<sup>nd</sup>, 2019, a report has been prepared by the City Engineering Division with reference to the improvement of County Road B and Arcade Street Improvements, City Project 19-22, and this report was received by the council on January 13<sup>th</sup>, 2020.

WHEREAS, the report provides information regarding whether the

proposed project is necessary, cost-effective, and feasible,

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

1. The City Council will consider the County Road B and Arcade Street Improvements, City Project 19-22, in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of \$5,048,900.

2. Bolton & Menk, Inc., is the designated project engineer for this improvement and is hereby directed to prepare final plans and specifications for the making of said improvement. The Mayor and City Manager are hereby authorized to sign the design services contract proposal with Bolton & Menk, Inc.

3. The Finance Director is hereby authorized to make the financial transfers necessary for the preparation of plans and specifications. A proposed budget of \$5,048,900 shall be established. The proposed financing plan is as follows:

<b>Estimated Project Cost Recovery</b>		
<b>Funding Source</b>	<b>Total Amount</b>	<b>% of Total</b>
G.O. Improvement Bonds	\$2,201,400	44%
Special Benefit Assessments	\$815,500	16%
Street Revitalization Fund	\$110,000	2%
Sanitary Sewer Fund	\$14,300	.5%
Environmental Utility Fund	\$738,200	14.5%
Saint Paul Regional Water Services	\$625,685	12%
W.A.C. Fund	\$113,815	2%
Xcel Energy	\$430,000	9%
<b>Total Estimated Project Funding:</b>	<b>\$5,048,900</b>	<b>100%</b>

4. A public hearing shall be held on such proposed improvement on the 10<sup>th</sup> day of February, 2020 at the Maplewood City Hall Council Chambers at 7:00 p.m., and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Seconded by Councilmember Neblett

Ayes – All

The motion passed.

**5. 2019-2020 Collective Bargaining Agreement with International Association of Fire Fighters Local 4470 - Fire Officers**

Assistant City Manager/HR Director Sable gave the presentation.

Council directed staff to go back and talk to the bargaining group to discuss 12.11 and bring it back to the council with other solutions.



**K. AWARD OF BIDS**

None

**L. ADJOURNMENT**

Mayor Abrams adjourned the meeting at 8:41 p.m.

DRAFT

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** City Council

**REPORT FROM:** Melinda Coleman, City Manager

**PRESENTER:** Melinda Coleman, City Manager

**AGENDA ITEM:** Council Calendar Update

**Action Requested:** ☐ Motion ☒ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

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.

**Recommended Action:**

No motion needed. This is an informational item.

**Upcoming Agenda Items and Work Sessions Schedule:**

**Feb. 10**      Workshop: Fire Station Pre-design Review  
                  City Council Meeting: Strategic Plan Presentation

**Council Comments:**

Comments regarding Workshops, Council Meetings or other topics of concern or interest.

1. Tobacco 21 – Workshop & Council Meeting – follow up scheduled for February
2. Create Pedestrian Safety Plan – Study underway, fall completion
3. Local Option Sales Tax and Construction Sales Tax Exemption Legislation – in process
4. Review Appointment Process for Boards & Commissions – discussed on January 13

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Michael Martin, Assistant Community Development Director

**PRESENTER:** Michael Martin, Assistant Community Development Director  
 Bill Kempe, Community Design Review Board  
 Ted Redmond, Environmental and Natural Resources Commission  
 Mark Jenkins, Housing and Economic Development Commission  
 Paul Arbuckle, Planning Commission

**AGENDA ITEM:** 2019 Community Development Department Annual Report

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

City ordinance requires each of the Community Development Department staffed board and commissions submit an annual report to the City Council outlining the past year's efforts.

**Recommended Action:**

Motion to approve the 2019 Community Development Department Annual Report.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: N/A

**Strategic Plan Relevance:**

☐ Financial Sustainability ☒ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

In order to demonstrate the coordination that occurs on projects between Community Development staff and the board and commissions a unified annual report is produced that focuses on the major project areas from the previous year.

**Background**

Each of the four Community Development staffed board and commissions will present the Community Development Annual Report at the January 27, 2020 City Council meeting. Included with your council packet is a separate printed book containing the 2019 Community Development

Department Annual Report. The report is also available online at [www.maplewoodmn.gov/CDAnnualReport](http://www.maplewoodmn.gov/CDAnnualReport).

**Attachments**

1. 2019 Community Development Annual Report





ANNUAL REPORT	2019
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Community Development Department City of Maplewood			
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# 2019 Annual Report

City Council, Board and Commission Members and the Maplewood Community,

In the following pages you will find the Community Development Department's 2019 Annual Report. Volunteer board and commission members spend many hours every year providing their expertise and insight to the development of Maplewood. Annual reports have been a mainstay of the work we do as staff with our board and commissions to communicate to the City Council and the community the extensive work being done throughout the previous year.

Community Development Department staff use the annual report process to feature the work the board, commissions and staff coordinate together. Pictured on the cover are photos from the City's North End. In 2019, the Community Development Department led the City through a planning process to create the North End Vision Plan. The North End Vision Plan is a shared community vision that addresses short- and long-term opportunities for change in Maplewood's North End neighborhood.

The North End Vision Plan was created through extensive community engagement that included the members from the City's board and commissions. Board and commission members were asked to attend several meetings and review materials throughout the process. Their involvement shaped the vision that was created and documented within this plan, but the work is only starting. Each of the City's board and commissions will be integral to a successful implementation of this vision. As projects and opportunities develop in the North End, each member will be responsible for ensuring the vision created in this planning process becomes a reality.

Our progress is made with policy guidance and implementation of one project at a time. Within this annual report, you will find the results of committed people who work together to implement the City's vision — for both the North End and the entire City of Maplewood — as a leading and innovative community. Together, citizens, businesses and government create a welcoming community where all can thrive.

## Inside this Report

## Page

Community Design Review Board	4
Environmental and Natural Resources Commission	6
Housing and Economic Development Commission	8
Planning Commission	10
Transforming Maplewood	12
North End Vision	14
Rice & Larpenteur Alliance	15
Transit Planning	16
Gladstone Neighborhood	17
Building Permit Software	17
Business Outreach	18
2040 Comprehensive Plan	19
Rental Housing Licensing	19
Code Enforcement	20
Solid Waste	21
Sustainability	22



# Community Design Review Board

## 2019 Actions and Activities

For a good portion of 2019, signage was a topic the Community Design Review Board (CDRB) focused on as several businesses were requesting City approval to amend their comprehensive sign plans in order to provide a fresh look and upgrades to their properties in Maplewood. Also, the CDRB finalized a code amendment requiring that once a sign is no longer utilized it must be removed, ensuring a high standard of design in Maplewood.

This past year also saw the CDRB approving new building projects as the medical office and senior housing sectors continue to expand in Maplewood. The CDRB approved a new Maplewood Moose Lodge building in the City's North End neighborhood as the group sold its previous facility to the City. The City is working to redevelop the Moose Lodge's former home in the Gladstone neighborhood. In the Gladstone Neighborhood, Sherman Associates received CDRB approval for its third and final phase of the Frost English Village redevelopment project, which includes a multi-tenant retail building.

The CDRB reviewed multiple projects of Maplewood's government partners, revitalizing their facilities in the City. Ramsey County made upgrades at Aldrich Arena to both the building and parking lot to better manage stormwater on the site and create energy efficiency improvements to the building.

89,978

SQ. FT. OF NEW  
COMMERCIAL/  
INSTITUTIONAL  
BUILDING SPACE  
APPROVED BY  
CDRB

153

NEW UNITS OF  
RESIDENTIAL HOUSING  
APPROVED  
BY CDRB

The Roseville Area and North St. Paul-Maplewood-Oakdale school districts had projects approved that continue each district's efforts at upgrading their educational facilities in Maplewood, ensuring that Maplewood children continue to get a first-rate education. In summary, the CDRB reviewed 20 items in 2019 which is a slight increase from the previous year but consistent with the number of items being reviewed annually when compared to the last several years.

*The medical office and senior housing sectors continue to expand in Maplewood*



The CDRB reviews building design plans, site plans and landscape for proposed multi-family, commercial and industrial development in Maplewood. The building elevation plan above is from a new medical office building which will be built at 1790 Beam Avenue East.

## Major Projects Reviewed in 2019

**Removal of Abandoned Signs** City Code Review  
**Maple Ponds Comprehensive Sign Plan** 1854 Beebe Road  
**HealthEast Spine Center Comprehensive Sign Plan**  
 1747 Beam Avenue  
**Saint Paul Business Center Comprehensive Sign Plan**  
 225 Roselawn Avenue and 1983 Sloan Place  
**Aldrich Arena** 1850 White Bear Avenue  
**Maplewood Moose Lodge** 3033 Hazelwood Street  
**Conducting City Business and Public Meetings Presentation**

**Towns of New Century 3rd Addition** New Century Boulevard  
**Harambee Elementary School** 30 County Road B  
**New Medical Office Building** 1790 Beam Avenue  
**TGK Automotive Service** 2545 Conway Avenue  
**B301 Building Addition** 3M Campus  
**Elim Care Senior Housing Facility** 1534 County Road C  
**Carver Elementary School Expansion** 2680 Upper Afton Road  
**Frost English Village Commercial Building** 1905 English Street  
**Tumble Fresh** 223 Larpenteur Avenue





## CDRB Meets on the 3rd Tuesday of Every Month – 6 p.m.

### Looking Ahead to 2020

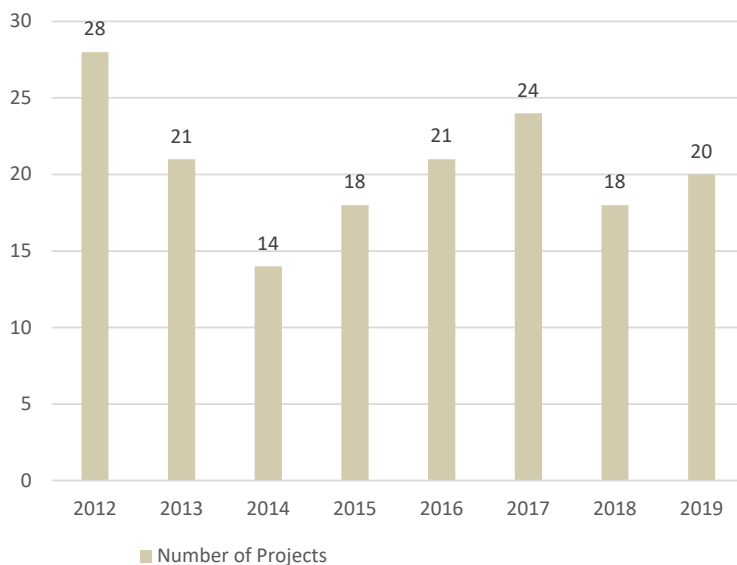
In addition to its design review duties, the CDRB has identified potential activities for 2020:

- Review anticipated projects related to ISD 622's continued investment in its facilities in Maplewood - projects include upgrades at John Glenn Middle School and a new elementary school.
- Continue to have in-service training sessions to develop the skills of the CDRB; including sustainable building practices.
- Review the City's Sign Code for potential amendments.



In 2019, the CDRB reviewed plans for a significant remodel and addition to Carver Elementary School, pictured above. This project is one of several that ISD 622 is planning to conduct on its facilities in Maplewood.

### CDRB Project Review - Comparative



### CDRB Membership

The CDRB consists of five members appointed by the City Council. Membership terms are for three years, with extensions for additional terms approved by the City Council. The current membership is as follows:



**Bill Kempe** — Chairperson  
*Member since 2/11/13; Term Expires 4/30/21*



**Matt Ledvina** — Vice-chairperson  
*Member since 3/10/97; Term Expires 4/30/20*



**Jason Lamers** — Member  
*Member since 5/26/09; Term Expires 4/30/21*



**Ananth Shankar** — Member  
*Member since 8/8/94; Term Expires 4/30/22*



**Bruce Thompson** — Member  
*Member since 10/8/18; Term Expires 4/30/22*



**Bill Knutson** — City Council Liaison



**Michael Martin** — Staff Liaison

# Environmental and Natural Resources Commission

## 2019 Actions and Activities

The Environmental and Natural Resources Commission (ENR) is an important piece of the City's environmental planning efforts. The ENR's mission includes developing and promoting sustainable practices for City policies and procedures. Contained within these two pages are the environmental issues and events the ENR were involved with in 2019.

In 2019, the ENR Commission assisted with the review of the City's solid waste contract proposals. The City released a request for new trash and recycling proposals in May 2019 to include proposals for 1) Bundled Trash and Recycling 2) Trash Only 3) Recycling Only. The City received proposals from six haulers with varying service level options. Commissioners Palzer, Miller, and Sinn served on the Proposal Review Committee.

As a result of the Proposal Review Committee's careful evaluations, Republic Services was ranked as the number one respondent for Residential Curbside Trash and Yard Waste and Tennis Sanitation, LLC, as the number one respondent for Single and Multi-Family Residential Curbside Recycling. Both Republic for the trash contract and Tennis for the recycling contract had the best overall scores in those alternate categories when evaluated

***The ENR establishes priorities and makes recommendations on policies, procedures and ordinances that control, protect, preserve, and enhance the City's environmental assets***



To promote food access in the community, ENR Commissioner Ann Palzer and other Commissioners volunteered at the Merrick Communities food shelf in Gustavus Adolphus Lutheran Church.

against all six criteria as per the RFP, including the lowest price. The new 5-1/2 year solid waste contracts were authorized by the City Council on September 9, 2019 and began January 1, 2020.

## Looking Ahead to 2020

In 2020, the ENR will continue to carry out its mission as follows:

- Establish environmental priorities for the City.
- Make recommendations on policies, procedures and ordinances that control, protect, preserve, and enhance the City's environmental assets.
- Participate in the mission and goal of the Maplewood Nature Center and Neighborhood Preserves.
- Promote greater use and appreciation of the City's environmental assets.
- Sponsor environmental projects to enhance, repair, replace, or restore neglected environmental assets of the City.
- Develop educational programs that foster the mission of the Commission.
- Develop and promote sustainable practices for City policies and procedures.

## Environmental Issues Reviewed in 2019

Wetland Buffer Variance Home Addition 1603 Mary Street  
 Wetland Buffer Variance New Home 2659 Geranium Avenue  
 Community Food Assessment  
 Maplewood Nature Center Master Plan  
 Maplewood Residential Trash and Recycling RFPs  
 Trash and Recycling Annual Reviews  
 NPDES Phase II and MS4 Permit, 2018 SWPPP Annual Report

Environmental Purchasing Policy  
 Climate Adaptation Planning  
 Food Waste and Organic Recycling Experiment  
 Maplewood Organics Drop Off Site  
 Future Curbside Organics Recycling Collection  
 Maplewood Residential Trash and Recycling Contracts  
 Solid Waste Management Ordinance and Standards

ENR Meets on the 3rd Monday of Every Month – 7 p.m.

### The ENR promoted sustainable practices by participating in the following events in 2019:

- Spring Clean Up
- Arbor Day Event
- Waterfest
- Minnesota State Fair Eco Experience
- National Night Out
- Solar Power Hour
- Nature Center 40th Anniversary

### Maplewood Environmental Goals

In 2019, the ENR Commission's goals were to look at strategic planning in the areas of energy, accessibility (local foods and trails/transit), and creating a funding mechanism for sustainability projects. Many of the projects reviewed by the Commission in 2019 helped achieve those goals:

#### Energy:

- Climate Adaptation Planning Process

#### Accessibility to Local Foods and Trails/Transit

- Community Food Assessment
- Local Foods Guide

#### Sustainability

- Maplewood Nature Center Master Plan
- Maplewood Residential Trash and Recycling Request for Proposal
- Solid Waste Annual Review
- NPDES Phase II and MS4 Permit, 2018 SWPPP Annual Report
- Environmental Purchasing Policy
- Solid Waste Ordinance and Standards

The ENR conducted climate adaptation outreach at Waterfest this past summer. The ENR and city staff participate in Waterfest every year to promote the City's environmental goals.



### ENR Commission Membership

The ENR consists of seven members appointed by the City Council. In 2019, Tom Sinn resigned from the ENR leaving a vacancy in membership. This seat will be filled in 2020.



**Ted Redmond** — Chairperson  
Member since 11/14/16; term Expires 9/30/22



**Mollie Miller** — Vice-chairperson  
Member since 9/22/14; Term Expires 9/30/20



**Keith Buttleman** — Member  
Member since 1/25/16; Term Expires 9/30/21



**Joe Gould** — Member  
Member since 5/25/19; Term Expires 9/30/21



**Candace Okeson** — Member  
Member since 9/11/17; Term Expires 9/30/22



**Ann Palzer** — Member  
Member since 7/25/11; Term Expires 9/30/22



**Kathleen Juenemann** —  
City Council Liaison



**Shann Finwall** — Staff Liaison



# Housing and Economic Development Commission

## 2019 Actions and Activities

In 2019, the Housing and Economic Development Commission (HEDC) focused on how Maplewood could increase the quality of its housing stock. In doing so, the HEDC acted on two items. The first being the creation of a new rental licensing housing program. This new program will require all rental housing units in Maplewood to obtain a license and meet standards set by the City Council. The HEDC spent most of 2019 developing this program and making recommendations to the City Council on what program elements should be included. The City Council approved the HEDC's recommendations and this program will be implemented in 2020.

The next housing-related item the HEDC considered was adopting the International Property Maintenance Code. The International Property Maintenance Code provides modern and up-to-date regulations for maintenance of existing housing units in Maplewood. The City Council will consider adopting this code in 2020.

In November, the HEDC and the Maplewood Economic Development Authority toured redevelopments in four cities in the Twin Cities Metro. The sites included Cedar Crossings in Richfield, Southdale Mall in Edina, Excelsior and Grand in St. Louis Park and a Hy-Vee project in Robbinsdale. The tour was an opportunity for attendees to gain an idea of project scopes, timing, potential partners and to create dialogue on what lessons and ideas could be brought back to Maplewood for implementation.

Lastly, the HEDC approved resolutions of appreciation for Benosi Maduka and Jennifer Sauer, who both decided not to seek reappointment. Darryl Hennen was appointed by the City Council to fill one of the vacancies. The City Council will fill the remaining seat in 2020.

### Major HEDC Projects — 2019

Rental Housing Licensing New Program Development  
International Property Maintenance Code Update  
Restructuring of the Maplewood Area EDA  
HEDC and EDA Tour and Joint Meeting  
Business Engagement Program Visits  
Maplewood Achievement Awards Selection

## 2019 Maplewood Achievement Awards



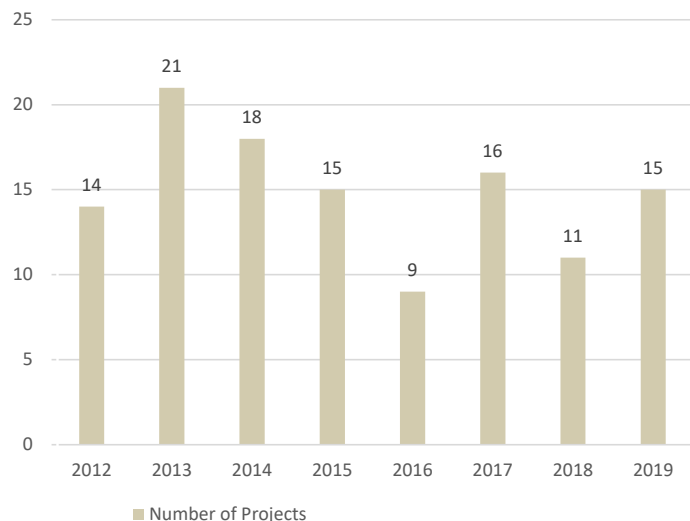
In January of 2019, the HEDC awarded its annual Maplewood Achievement Awards at the State of Maplewood Luncheon. Pictured above, owners of the Dog House Bar accepting its award with Council member Bryan Smith. The HEDC reviews nominations for the awards and selects the winners.

**DOG  
HOUSE BAR**  
COMMUNITY  
CONTRIBUTION

**UNION  
CEMETERY**  
ENVIRONMENTAL  
SUSTAINABILITY

**VENBURG  
TIRE**  
ENTREPRENEURSHIP/  
INNOVATION/GROWTH

## HEDC Project Review - Comparative



## HEDC Meets on the 3rd Thursday of Every Quarter – 6 p.m.

### Business Engagement Program

Once again this past year, the HEDC, City Council, City Staff and the Saint Paul Area Chamber of Commerce (SPACC) coordinated a business engagement program to engage the local business community. Fifteen Maplewood businesses were visited. Of the 15 visits, a HEDC member was able to represent the commission on more than half of the visits. The findings of those visits are tabulated and presented to the City. These findings are used to better understand what City policies have assisted business development, what policies require attention, and to inform future City decisions.

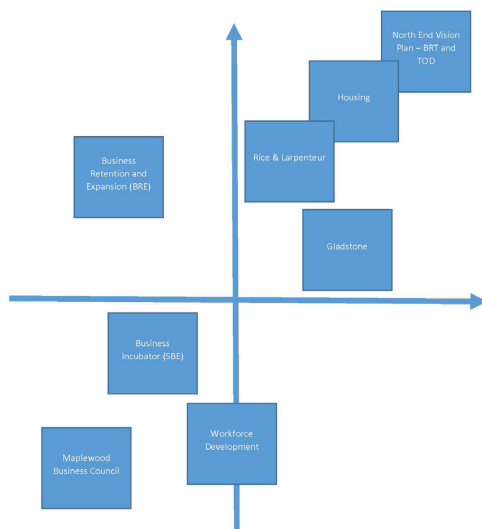
The HEDC has worked several years to create this program and is looking forward to continuing it into 2020. The HEDC will work with City Staff and the City Council to outline next steps in the program that will ensure the existing momentum is continued in the years to come.

### 2020 Work Plan

In 2020, the HEDC will continue to work with the Maplewood Economic Development Authority (EDA) to develop a work plan for the 2020 calendar. On November 25, 2019, the two groups met, formed small groups, and discussed City projects and initiatives. These were then ranked for their potential impact on the community (high to low scale) and the amount of effort needed to drive those initiatives forward. After some discussion, there was general agreement that focusing on the North End Plan, Housing, Rice & Larpenteur, and Gladstone were preferred areas of focus.

All agreed the next steps will include reviewing the existing plans to serve as a baseline for understanding the goals and objectives of each. In addition, the EDA and HEDC agreed to hold a future joint meeting in early 2020 to further develop this work plan.

The HEDC and EDA held a joint meeting on November 25, 2019 and ranked City initiatives based on potential impact and effort required. These rankings will inform what projects the two groups determine should be focused on for their shared work in 2020.



### HEDC Membership

The HEDC consists of seven members appointed by the City Council. The HEDC currently has a vacancy in membership. This seat will be filled in 2020.



**Mark Jenkins** — Chairperson  
*Member since 1/25/10; Term Expires 9/30/22*



**Joy Tkachuck** — Vice-chairperson  
*Member since 9/25/06; Term Expires 9/30/22*



**Denis Dupee** — Member  
*Member since 11/27/17; Term Expires 9/30/20*



**Brian Finley** — Member  
*Member since 1/25/16; Term Expires 9/30/20*



**Darryl Hennen** — Member  
*Member since 3/25/19; Term Expires 9/30/21*



**Dennis Unger** — Member  
*Member since 7/25/11; Term Expires 9/30/21*



**Bryan Smith** — City Council Liaison



**Jeff Thomson** — Staff Liaison

# Planning Commission

## 2019 Actions and Activities

The City's North End neighborhood was the driving force of the Planning Commission's work in 2019. The group oversaw the development of a vision plan for this key neighborhood in Maplewood that sets the course for development over the next 20 years. The Planning Commission worked diligently to create a plan that clearly sets out expectations for development that are flexible and able to react to market demands and changing conditions

Also in 2019, the Planning Commission reviewed three variance requests – all three related to small housing projects. The Planning Commission took special care in reviewing these requests to ensure the spirit of the City's ordinances were still being applied but allowing property owners the ability to reasonably expand and build new housing in Maplewood.

As in previous years, conditional use permit requests were a major driver in the Commission's workload in 2019. Notable projects were approved for Carver Elementary, Maplewood Moose Lodge and Elim Care Senior Housing. The Planning Commission reviews each conditional use permit request judiciously looking to incorporate feedback it receives from neighbors along with the City's expectation of high-quality development projects.

7

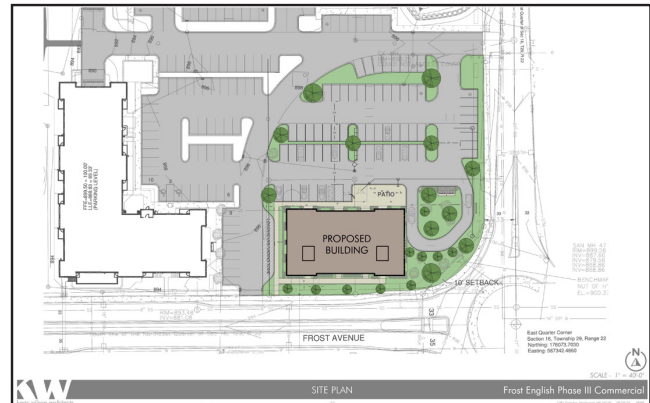
CONDITIONAL USE  
PERMITS WERE  
APPROVED IN 2019

3

VARIANCE REQUESTS  
WERE APPROVED  
IN 2019

In summary, the Planning Commission reviewed 22 items, holding consistent with the trend of the past five years. The number of items reviewed coincides with the drop in development occurring on vacant sites and the Planning Commission reducing its meetings from twice a month to once a month.

***The City's North End  
neighborhood was the  
driving force of the  
Planning Commission's  
work in 2019***



The Planning Commission's duties are to prepare and recommend a comprehensive plan for development of the City and to review zoning and land use matters like rezoning requests, variances, property subdivisions and right of way vacation requests. The site plan above is from a new commercial building being built at 1905 English Street and is typical of the type of materials reviewed before a project is approved to be built.

## Major Projects Reviewed in 2019

**Car Buying Center** 1955 County Road D East

**Developer Open House Meeting** Ordinance Review

**Wetland Buffer Variance Home Addition** 1603 Mary Street

**Wetland Buffer Variance New Home** 2659 Geranium Avenue

**Maplewood Moose Lodge** 3033 Hazelwood Street North

**Conducting City Business and Public Meetings Presentation**

**Rezoning and Setback Variance** 380 Skillman Avenue

**Reasonable Accommodation** Ordinance Review

**Capital Improvement Plan 2020-2024**

**North End Vision Plan**

**TGK Automotive Service** 2545 Conway Avenue East

**Automotive Technology School** 2525 White Bear Avenue

**Elim Care Senior Housing Facility** 1534 County Road C

**Carver Elementary School Expansion** 2680 Upper Afton Road

**Frost English Village Commercial Building** 1905 English Street

**Keller Addition Preliminary Plat** 2228 Maplewood Drive

**Planning Commission Meets the on 3rd Tuesday of Every Month – 7 p.m.**

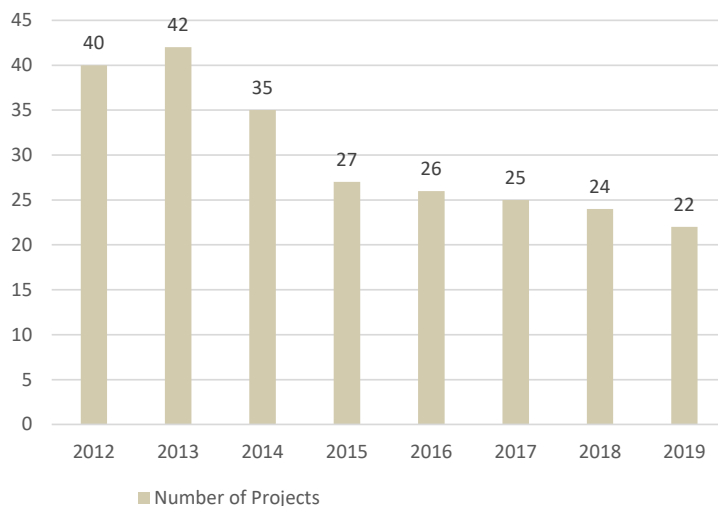
## Looking Ahead to 2020

Because Maplewood is approximately 95 percent developed with limited remaining vacant sites available, in-fill development, redevelopment and expansion have become the norm for the City. The types of projects Maplewood is likely to see will be more complex and time consuming due to redevelopment efforts made throughout Maplewood. In addition to its project review responsibilities, the Planning Commission will continue its work on leading the implementation of the 2040 Comprehensive Plan Update.



Above is a photo of the construction of the Trails Edge apartment complex - 152 units of multi-family living units near the City's North End Neighborhood. The Planning Commission's review and plan development occurred in 2018 with construction lasting throughout 2019 and the project has an anticipated 2020 opening date. This project is a key example of the typical time line significant projects need in order to get plans created, city approval and then constructed.

## Planning Commission Project Review - Comparative



## Planning Commission Membership



**Paul Arbuckle — Chairperson**  
*Member since 5/14/12; Term Expires 12/31/20*



**Tushar Desai — Vice-chairperson**  
*Member since 7/22/02; Term Expires 12/31/22*



**Frederick Dahm — Member**  
*Member since 4/27/15; Term Expires 12/31/20*



**John Eads — Member**  
*Member since 8/8/16; Term Expires 12/31/21*



**Allan Ige — Member**  
*Member since 4/29/13; Term Expires 12/31/21*



**Bill Kempe — Member**  
*Member since 2/11/13; Term Expires 12/31/22*



**Lue Yang — Member**  
*Member since 3/11/19; Term Expires 12/31/20*



**Bill Knutson — City Council Liaison**



**Michael Martin — Staff Liaison**



# Transforming Maplewood



Community Development staff oversees all planning, development and inspections of the City's buildings and also administers the City's solid waste programs.

## What We Do

The Community Development Department is responsible for the protection of public health, safety, and welfare by ensuring that land use and buildings meet applicable City codes, regional goals, and state and federal laws. The department serves as staff liaison to the Community Design Review Board, Planning Commission, Environmental & Natural Resources Commission, and Housing & Economic Development Commission. The department guides growth and construction in the City to foster economic development while conserving natural resources. The department also maintains the organized trash collection program along with recycling and organics programs and education.

## Service Areas

- Land use planning and zoning
- Economic development
- Environmental programs and education
- Building inspections and permitting
- Restaurant and public pool inspections
- Code enforcement
- Contractor licensing
- Organized trash and recycling collection
- Rental housing licensing
- Green building programs
- Packet preparation
- Truth-in-Housing filings

## Building a Safe Community

Community Development reviews every proposed project to ensure it meets the intent of the City's Comprehensive Plan and Zoning Ordinance. Community Development then inspects the construction of every new building, addition and renovation in Maplewood - both residential and commercial projects. The Community Development Department conducts health inspections and checks for compliance at restaurants, pools and lodging establishments in the City. The Community Development Department also follows up on any code enforcement issues working to ensure a safe community for all.

3,100  
PERMITS  
ISSUED  
IN 2019

## New to the Department in 2019

In 2019, the Community Development Department welcomed three new employees. Jeff Thomson joined the department and serves as its director. Jeff previously worked in the communities of Wayzata and Minnetonka. Dave Peterson was hired as the City's Building official after stops in Baxter, Scott County and the University of Minnesota. Also, Ron Westlund worked throughout the year with the building and code enforcement divisions as an intern.

### Jeff Thomson — Community Development Director

**Jane Adade** — Planner

**Shann Finwall** — Environmental Planner

**Meghan Janaszak** — Administrative Office Supervisor

**Liz Johnson** — Administrative Assistant

**Lisa Kroll** — Office Specialist

**Michael Martin** — Assistant Community Development Director

**Dave Peterson** — Building Official

**Russell Reininger** — Neighborhood Preservation Specialist

**David Swan** — Building Inspector

**James Weidner** — Building Inspector

**Molly Wellens** — Environmental Health Official

**Ron Westlund** — Intern Building Inspector



## Mission Statement

To protect public health, safety and welfare by ensuring that land use and buildings meet applicable City codes, regional goals and state and federal laws. The department will guide future growth and construction in the City that enhances economic development while conserving natural resources in accordance with the goals and policies of the Maplewood Comprehensive Plan.

## By the Numbers

Key indicators of workload in 2019 include the number of building permits issued — more than 3,100 permits — and the number of inspections performed — 4,723 inspections. These permits have generated more than \$1.2 million in revenue for the City. Planning staff facilitated the review of more than 60 land use items by the City's volunteer commissions.

## Residential Construction

As a mature community, Maplewood focuses on encouraging maintenance and reinvestment in its housing, as well as supporting redevelopment that can increase the variety of housing types available, take advantage of transit investments, and replace housing that is at the end of its life-cycle. Community Development works with existing homeowners, developers and builders to keep Maplewood's housing stock strong. In 2019, **\$11,280,170** worth of residential construction projects occurred within Maplewood.

## Commercial Construction

A strong, diversified economy in Maplewood is critical to the well being of businesses and to the overall fiscal strength of the City itself. Maplewood's convenient location, demographics, and commitment to quality development, are not only attractive to new development, they also work to promote continued investment in Maplewood's existing commercial inventory.

**\$57,634,393**

VALUE OF COMMERCIAL  
PROJECTS IN 2019

Throughout the year, Community Development staff meets with developers and builders to guide commercial projects in Maplewood. In 2019, **\$57,634,393** worth of commercial construction projects occurred within Maplewood.

## Mercedes Benz 2780 Maplewood Drive



The department guides the planning and building approval process for construction projects like the new Mercedes Benz dealership pictured above. The dealership received approval for the project in 2018, construction commenced in 2019 and will be finished in 2020.

## Looking Ahead to 2020

Looking ahead to 2020, the City will require electronic plans for permits, which will save time and money for contractors submitting plans. New land management software is being implemented to coordinate reviews of applications, building and public works permits, business licenses and code complaints.

The new software will allow staff members to check on requests, issues or questions regarding a specific property. This software is also web-based, meaning staff will be able to check permit information and status while in the field. This will allow property owners more flexibility in applying and paying for permits.

## STRATEGIC PRIORITIES

The City Council has established six Strategic Priorities to guide policy decisions. Community Development uses these six priorities to focus its efforts in carrying out its mission.

- Community Inclusiveness
- Financial Sustainability
- Infrastructure & Asset Management
- Integrated Communications
- Operational Effectiveness
- Targeted Redevelopment

# North End Vision Plan

## North End Vision Plan

The North End Vision Plan is a shared community vision that addresses near- and long-term opportunities for change in Maplewood's North End neighborhood. The Vision Plan is intended to be a guide for how the public and private sectors can make future investments in the North End that are sustainable and resilient while at the same time meet the needs of the community.

## North End Working Group

The North End Working Group (NEWG) provided invaluable community input to help shape the development of the North End Vision Plan. The City of Maplewood selected the 26 members of the NEWG based on an open application process and several appointments, reflecting a wide subset of local business owners, residents, area employees, representatives of key stakeholder groups and government officials.

## Vision Statement

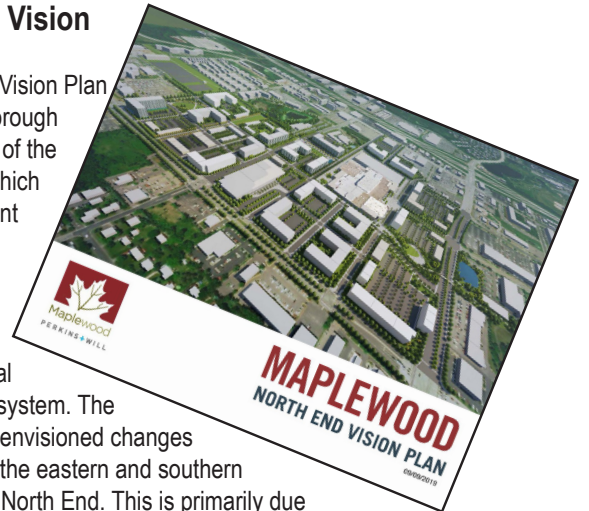
The North End is a local and regional economic activity center characterized by a diverse mix of sustainable land uses, where people of all backgrounds can safely and easily come from near and far to gather for purposes of obtaining goods and services, wellness, work, recreation, socialization, learning, and living.



The 26-member North End Working group met monthly to develop the North End Vision Plan. Many meetings involved collaboration between members as ideas were shared and a unified vision was created.

## Long-Term Vision

The long-term Vision Plan envisions a thorough transformation of the North End in which the development pattern has evolved to become more supportive of a multi-modal transportation system. The majority of the envisioned changes are focused in the eastern and southern portions of the North End. This is primarily due to the presence of many commercial buildings in this area that are more likely to be candidates for redevelopment given their age and condition. It is also because of the desire to better connect St. John's Hospital with the eastern side of the North End, which would necessitate a new street and, thus, opportunities for new development.



## What's Next

In 2020, the City will be reviewing zoning districts in the North End and amending code to ensure City regulations are consistent with the vision of the North End. The City will continue to partner with property owners and stakeholders to ensure the North End stays a vibrant center for Maplewood and the northeast metro.



The North End Vision Plan created near- and long-term visions to identify recommendations for improving the public realm environment, improving multi-modal connectivity, enhancing mobility, defining strategic redevelopment opportunities, and improving the overall character of the district in order to maintain and strengthen its role as an important location where one can live, work, or play.



# Rice & Larpenteur Alliance

## Rice & Larpenteur

Rice & Larpenteur is a neighborhood hub where the cities of Roseville, Maplewood, and Saint Paul meet-up at the intersection of the two county roads. At the heart of this neighborhood is a bustling commercial node full of retail and service businesses. Rice & Larpenteur is a growing community, home to many young families who appreciate the mix of affordable housing options, local parks, walkability to shops and restaurants, churches and schools and easy access to employment centers in surrounding communities.

## The Alliance

Adopted in 2018, the Rice-Larpenteur Vision Plan is a product of a collaborative effort between the cities of Maplewood, Roseville and Saint Paul, and Ramsey County. The Vision Plan includes a strategy to manage future growth of the Rice-Larpenteur Gateway Area in a manner that improves connectivity and accessibility within the corridor, and creates an attractive destination with strong businesses, vibrant neighborhoods and beautiful places.

In addition to the development strategies outlined in the Rice-Larpenteur Vision Plan, a recommendation was made to create a formal group to see that public realm improvements and redevelopment occurs according to the goals and objectives of the plan, to act as an advocacy group for the area on behalf of the three partner cities, and to coordinate promotional campaigns, redevelopment, and public improvement projects.

In March 2019, the Cities and County hired the Saint Paul Area Chamber of Commerce to staff the Rice & Larpenteur Alliance and manage implementation of the Rice-Larpenteur Vision Plan. As staff to the Alliance, the Saint Paul Area Chamber of



The Rice & Larpenteur Fall Festival on October 27 was a collaboration between Roseville, Maplewood, Saint Paul and Ramsey County and celebrated the harvest of the neighborhood's Rice Street Gardens.

Commerce is charged with building and supporting a long-term alliance, actively seeking economic development opportunities, leading the development of a multi-year funding strategy, and supporting vibrant community events and placemaking initiatives.

## 2019 Accomplishments

The collaboration of the Rice & Larpenteur Alliance found many ways in 2019 to celebrate all that this neighborhood has to offer. Some of the notable accomplishments include:

- 80 Stakeholder Meetings Held
- 46 Local Businesses Directly Engaged
- 4 Hosted Community Meetings and Events Held
- More than 550 Attendees at Rice & Larpenteur Events
- 3 Newsletters Sent to 140 Individual Subscribers
- Neighborhood Logo and Brand Created
- \$63,500 Raised in Philanthropic Grants
- 50 Bags of Litter Collected at Clean-Up Event
- 4 Pedestrian Refuge Islands Constructed on Larpenteur
- 504 Facebook Group Members
- One Mile of Larpenteur converted to three lanes



On August 17, 2019 a Summer Block Party was held at Rice & Larpenteur featuring local food, live music, kids activities, dance group and local businesses.

# Transit Planning

## Bus Rapid Transit Planned for Maplewood

Maplewood prioritizes the ability of its community members to move within the City and connect with the region. A dense, connected transportation network decreases travel distances and increases route options, creates opportunities to exercise and recreate, and spurs economic development by facilitating opportunities to shop, work, and hire.

Additionally, the availability of quality alternative transportation modes, such as efficient public transit and dedicated bike and pedestrian facilities, reduces the reliance on the use of single-occupant vehicles for transportation.

There are two bus rapid transit (BRT) lines proposed and being planned in Maplewood. Maplewood is working closely with Ramsey and Washington County Regional Railroad Authorities, Metro Transit, Metropolitan Council, and MnDOT officials in the siting and design of transitway stations, transit stops, and park-and-ride facilities.

## Rush Line

The Rush Line - also known as the Purple Line - is a bus rapid transit line that will mainly run through Maplewood in the Bruce Vento Trail right-of-way. The line will also loop around the Maplewood Mall and St. John's Hospital to provide more connectivity for users. In addition to stops at the mall and hospital, Maplewood users will be able to access station stops at Highway

36/English Street, Frost Avenue and Larpenteur Avenue. In 2019, the focus of this project was on corridor planning along the Rush Line - in the areas between the stations. The Project Team created a Rush Line Right-of-Way Design Guide using public input collected in the summer of 2019 and during previous planning phases. The Design Guide is a roadmap for the future design of the Ramsey County Rail right-of-way—which includes the Bruce Vento Regional Trail and a bus-only guideway for the Rush Line.

The Design Guide works to address design elements such as landscaping, buffer areas, safety, access and trail amenities. For more on this project visit [www.maplewoodmn.gov/rush](http://www.maplewoodmn.gov/rush).

## Gold Line

The Gold Line will connect people across the region to job centers, housing options, transit stations and key destinations along the I-94 corridor. The planned ten-mile dedicated BRT line will connect Saint Paul, Maplewood, Landfall, Oakdale and Woodbury generally along Interstate 94.



In 2019, the Gold Line BRT project reached several major milestones to advance design, engineering, environmental work and community engagement. This included connecting with more than 2,000 community members in-person through individual meetings, group presentations, events, information tables and open houses, as well as connections through online engagement.

The project team collected feedback from more than 600 people on Gold Line station design elements to help project staff develop station designs that best reflect community values and characteristics.

Finally, the environmental assessment report, an analysis required by the state and federal governments that describes the transportation, social and environmental benefits and impacts associated with the construction and operation of Gold Line BRT was completed. This report will be used to decide how the project will impact the region it serves.

Based on the project's current timeline, additional project engineering will occur in 2020 and 2021, with construction anticipated to start in 2022 and Gold Line service to begin in 2024. For more on this project visit [www.maplewoodmn.gov/gold](http://www.maplewoodmn.gov/gold).



The Rush Line Project Team held four "Tuesday on the Trail" events along the Bruce Vento Regional Trail to promote the Rush Line BRT project and gather feedback from trail users and neighbors. This feedback was used to create the Right-of-Way Design Guide.



# Gladstone Neighborhood

## Gladstone Planning

The Gladstone Neighborhood Development Plan was completed in 2007 to guide redevelopment in the area. After the success of the redevelopment of the former Maplewood Bowl site, Community Development staff is working on identifying the next project in this neighborhood. In 2019, the City completed the purchase of two properties to use towards site assemblage for future projects.

The two properties located at 1375 Frost Avenue and 1946 English Street – the former Moose Lodge – are in key redevelopment areas near the proposed Rush Line BRT stop. The City will be working to identify partners to work with on creating meaningful development to enhance the Gladstone Neighborhood.

While implementation of the plan for specific properties may change over time due to external factors like the market, the City will require adherence to the Gladstone Neighborhood Development Plan's guiding principles to ensure development will achieve the community's vision.

In 2019, the City completed the third phase of public improvements to Frost Avenue. Frost Avenue now has updated streets, utilities and sidewalks and trails between Highway 61 and White Bear Avenue. In addition, Sherman Associates received approval for the third and final phase of its Frost English Village redevelopment. This third phase will be a 8,288-square-foot commercial building which will provide additional space for multiple business to be located in the Gladstone Neighborhood.



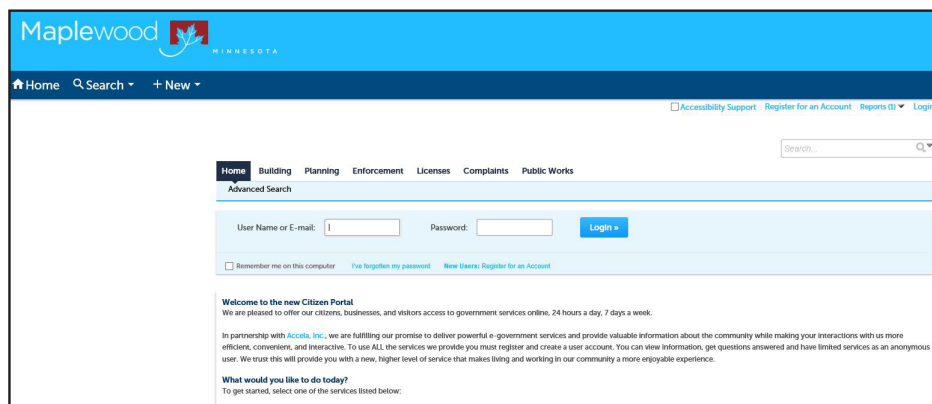
Sherman Associates received City approval to build a new 8,288-square-foot commercial retail building at its Frost English Village redevelopment project.

# Building Permit Software

## Building Permit Software

For the last 18 months, Community Development staff have been intensively analyzing its current building permit processes, fees and requirements as the City transitions to a web-based building permit processing system.

The City's new building permit software and process will roll out in 2020 and allow office staff to process more requests in a shorter amount of time with automated workflows, complete data access and an intuitive user interface. It also affords applicants the ability to submit permits via the City's website, instead of standing in line, potentially saving time and money.



The city's new permitting software will allow applicants to submit permits and check its status on-line.

This paperless building permit solution will decrease the volume of phone inquiries, office foot traffic, paper handling and storage that is typically required throughout the permitting process. Community Development has undertaken this effort in order to allow applicants another avenue to conduct business with Maplewood while also improving citizen and business satisfaction, attracting new development and helping Maplewood grow and thrive.

# Business Outreach

## Interacting with the Business Community

In today's global economy, the locations of businesses can change rapidly, communities that have economic strength can quickly lose their power and vice versa. A community's ability to attract a talented workforce, companies and individuals with new ideas and innovation represent key aspects of economic development. These reasons are why the City has placed more emphasis on reaching out to the local business community. To build connections and to strengthen the bond businesses have with each other as well as being located in Maplewood.

Over the past few years, Community Development staff have worked to create several programs and opportunities to further reach out to the Maplewood business community. The City is constantly reaching out to new and existing businesses, welcoming them to the community and gathering feedback on services provided in Maplewood.

## Business Engagement Program

In January 2019, City staff and the Saint Paul Area Chamber of Commerce (SPACC) started its third year in partnership on Maplewood's Business Engagement Program for the City. SPACC and the City conducted 15 total visits throughout the year. Retaining and facilitating the expansion of existing businesses is an important component of the City's plan for economic development. Data and information learned from these visits are aggregated and presented in a report from SPACC to the City. The City then uses the data to inform future decisions it makes.



On April 25, 2019 Joan Naymark, Executive Director of Minnesotans for the American Census Survey, presented and discussed the importance of the upcoming 2020 US Census to the Maplewood Business Council.



On April 19, 2019, Mayor Marylee Abrams presided over the grand opening of the Dunkin' Donuts located at 1275 County Road D East.

## State of Maplewood

Every January, business, education and government leaders are invited to the annual State of Maplewood Luncheon. This event allows the community to collaborate on building a stronger Maplewood, hear about recent accomplishments and learn what's planned for the year ahead.

In 2019, Mayor Marylee Abrams and Council Members Kathleen Juenemann and Bryan Smith addressed more than 100 attendees at what has become the City's signature yearly event.

## Maplewood Achievement Awards

The Maplewood Achievement Awards program was created to inspire, recognize and reward business achievements in terms of growth, environmental awareness and contributions to the community. The awards are presented annually during the State of Maplewood Luncheon.

## Maplewood Business Council

In another partnership with the Saint Paul Area Chamber of Commerce, Community Development staff continued the Maplewood Business Council series. These informal meetings are held on a semi-monthly basis, and allow members of the local business community to gather and discuss relevant issues. In 2019, topics focused on public safety, the 2020 Census, North End Vision and a Legislative Round Table. These meetings are held at the Maplewood Community Center.

# 2040 Comprehensive Plan

## Comprehensive Planning

Every 10 years, all Twin Cities metro communities are required to update their comprehensive plan to ensure compatibility with the plans adopted by the Metropolitan Council. Chapters and areas of focus include land use, housing, economic development, sustainability, parks, natural resources, transportation, historical resources, surface water and sanitary sewer.

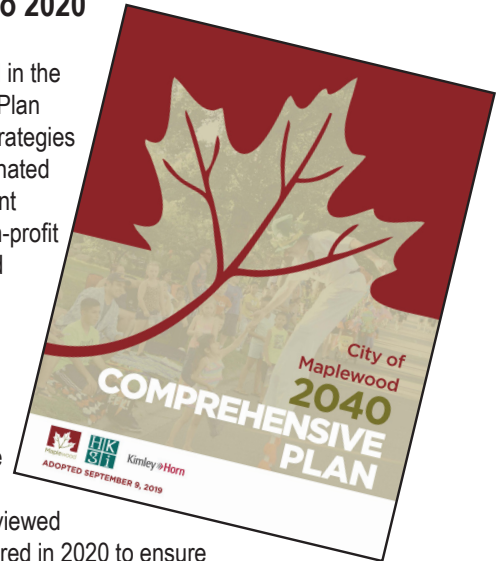
To find more information related to Maplewood's 2040 Comprehensive Plan, please visit [www.maplewoodmn.gov/2040](http://www.maplewoodmn.gov/2040).

## Adoption of Maplewood's Plan

After more than two years of planning and multiple phases of community engagement, Maplewood's 2040 Comprehensive Plan was officially adopted by the City Council on September 9, 2019. Development of the 2040 Comprehensive Plan was overseen by a 25-member Steering Committee who recommended the plan to the City Council. This Steering Committee was made up of stakeholders, residents, business owners and City officials.

## Looking Ahead to 2020

The ideas represented in the 2040 Comprehensive Plan include a number of strategies that will require coordinated efforts by many different public, private and non-profit entities. As an adopted policy plan, the 2040 Comprehensive Plan can help solidify the support, commitment, and collaboration needed to mobilize the community. The City's zoning code will be reviewed and amended as required in 2020 to ensure consistency with the policies and goals outlined in the 2040 Comprehensive Plan. This work will also require extensive community engagement before any final decisions are made.



# Rental Housing Licensing

## Adoption of Rental Housing Licensing

On September 23, 2019, the City Council formally adopted the new Rental Housing Licensing Program. Prior to adoption, the City held multiple listening sessions where more than 80 property owners and managers attended to learn more about the program and ask questions. The City also held a formal public hearing prior to Council adoption.

## Program Goals and Implementation

The primary goals of the rental housing program are to:

- Provide clean, secure, and well-maintained rental units
- Ensure safe and crime-free housing for renters
- To enhance neighborhood stability in the City.

In 2020, all rental dwelling units will be required to have an annual license from the City. City staff is currently working towards implementing the program requirements in 2020. This

includes hiring additional staff to facilitate the program, adopting the International Property Maintenance Code and creating forms and processes for owners of rental units to submit. The goal is by the end of 2020 to have all multi-family rental properties in Maplewood licensed and inspected. In 2021 and 2022, the City will be working to license and inspect single-family rental properties.



The City held three community listening sessions – two for rental property owners and landlords, and one for tenants and residents. The listening sessions were attended by more than 80 people.



# Code Enforcement

## 2019 Actions and Activities

Property maintenance codes exist to prevent blight, maintain a residential atmosphere and promote safe and healthful neighborhoods. Code Enforcement responds to a number of issues relating to vehicles, long grass/weeds, junk and debris, exterior storage, exterior property maintenance, home occupations, lighting, signs and other code related issues.

Code enforcement complaints and abatements have stayed stable over the past few years as the number of foreclosed and vacant properties has decreased. Code enforcement has experienced a small increase in minor offenses. City staff is not currently seeing the large full yard or abandoned home issues of the past.

Staff has seen a significant growth in the number of unlicensed vehicles stored at properties in Maplewood. Staff has also experienced a growing number of trash and hoarder houses. Staff expects to see a rising number of these in the future, as residents become more aware of this issue.

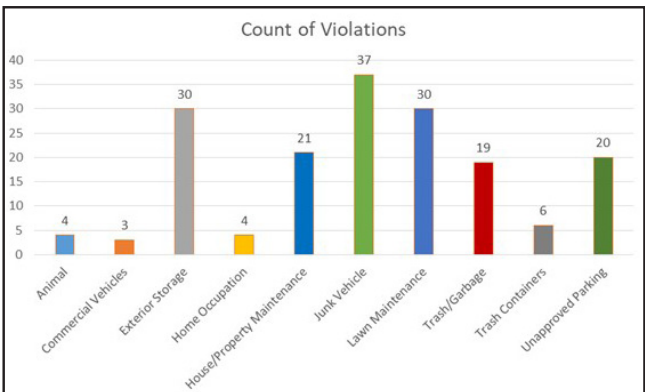
In 2020, the City will be adopting the International Property Maintenance Code to replace the City's current property maintenance requirements. This new code will provide updated and consistent standards for all properties throughout Maplewood.

## Most Frequent Violations in 2019

ILLEGAL  
EXTERIOR  
STORAGE

UNAPPROVED  
PARKING

JUNK  
VEHICLES



## How Code Enforcement Issues are Solved



Typically neighbors notify the City of issues affecting neighborhoods or specific properties. At this point, the City's Neighborhood Preservation Specialist will inspect the property to determine what issues exist.

The City prioritizes education and flexibility as it works with property owners on code enforcement issues, but will utilize other tools at its disposal to correct longstanding issues.

If the property owner is unable or unwilling to rectify the identified code issues, the City will issue a citation to the property owner. If needed the court system can be used to enforce and correct known code issues.

**651-249-CODE (2633)**

To report any code issues or violations, please call the hotline number to alert staff of the situation.




# Solid Waste

# Maplewood Solid Waste Program

The goal of the Maplewood solid waste program is to achieve a reduction in waste generated, to encourage the separation and recovery of materials and energy from waste and ensure the protection of public health and promote livability in the City.

After a competitive bidding process for new trash and recycling contracts, the City Council authorized 5-1/2 year contracts with Tennis Sanitation for residential recycling and Republic Services for residential trash and yard waste.



 **REPUBLIC**  
SERVICES

The new contracts began January 1, 2020. Both proposals were ranked highest among the City's main criteria (economics, safety, education, environmental and qualifications), including the lowest price. Through Maplewood's organized solid waste collection system, the City has been able to help limit greenhouse gas emissions and divert waste from landfills. It's lead to lower prices, reduced truck traffic, and community control over waste management decisions.

## Looking Ahead to 2020

In the future, smaller growth is expected in recycling weights. Most of the Twin Cities Metro area has seen this trend in recent years as residents use less paper and companies switch to lighter plastics. We are seeing more items collected, but due to the lightweight nature of the material there is not a drastic increase in the amount of weights collected.

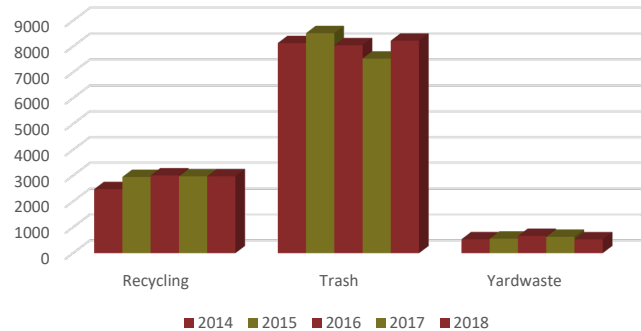
For questions regarding your trash service contact  
Republic Services at (651) 455-8634 or visit  
**[www.maplewoodmn.gov/trash](http://www.maplewoodmn.gov/trash)**

For questions regarding your recycling service contact  
Tennis Sanitation at (651) 459-1887 or visit  
**[www.maplewoodmn.gov/recycling](http://www.maplewoodmn.gov/recycling)**

For general solid waste information contact the City of Maplewood at (651) 249-2304 or visit the City's solid waste webpage at [www.maplewoodmn.gov/solidwaste](http://www.maplewoodmn.gov/solidwaste)

### Solid Waste Collection (Tons)

### Single Family Solid Waste Collection (Tons)



## 2019 Solid Waste Management Guide

In 2014, the City began publishing a combined trash and recycling guide, instead of two separate guides. The guide is sent to all single family homes.

In addition, the guide is also sent to town-homes and manufactured homes that have yet to opt into the Maplewood trash plan.



# Sustainability

## Maplewood's 2019 Sustainability Report

Maplewood's annual sustainability report provides a vehicle for the City to report on accomplishments of multiple and often interlinked City goals, programs and projects.

The report allows the City to be transparent

and accountable to community members about their City's sustainability efforts. It also serves to educate and engage community members as partners in envisioning and building a more sustainable city.



## Minnesota GreenStep Cities Step 5 Award

Maplewood has been participating in the Minnesota GreenStep Cities program since 2010. GreenStep Cities is a voluntary challenge, assistance and recognition program to help cities achieve their sustainability and quality-of-life goals. For the fifth year in a row, the City was awarded Step 5 in 2019 for making improvements to the core and operational sustainability metrics as follows.



### City operation

*Decrease in:*

- Electricity consumption for all buildings
- City operations solid waste generated per year

*Increase in:*

- Number of city-owned green certified buildings
- Municipal green square footage compared to last year

### City-Wide

*Decrease in:*

- Residential solid waste generated per city resident per day
- Commercial solid waste generated per job, per day

*Increase in:*

- The number of electric vehicle charging stations
- Net number of new trees planted in right-of-ways and parks
- Number of private renewable energy generation sites
- Generation capacity of private renewable energy sites
- Number of annual renewable energy purchasing/green power programs
- Number of local food venues.
- The percent of waste recycled



Council Member Bill Knutson and then-Assistant City Manager Mike Funk accept Maplewood's award for meeting its 2019 GreenStep Cities Step 5 goals at the League of Minnesota Cities conference.

## Green Team

The Green Team promotes environmentally sustainable operating practices by implementing and influencing feasible approaches to reducing emissions and pollution within the City. In 2019, the Green Team's goal was to update the City's Environmental Purchasing Policy (EPP). The EPP was adopted in 2011 with the purpose of purchasing goods and services that have a reduced effect on the natural environment and human health.

In December, the Green Team announced the Plastic Free December Challenge, a fun challenge that encouraged employees to reduce single-use plastics such as plastic shopping bags and throw away plastic utensils. The Plastic Free December Challenge also served as a way to educate employees on the City's EPP and encourage environmentally responsible purchasing habits.



## MN State Fair Eco-Experience



Maplewood's participation at the 2019 Minnesota State Fair Eco-Experience afforded the opportunity to highlight the City's successful energy initiatives which include the Energize Maplewood! Residential Energy Challenge and Re-Energize Maplewood! Solar Feasibility Studies.

The City of Maplewood was recognized by the Minnesota Department of Commerce for its outstanding efforts in championing clean energy. To showcase the City's accomplishments, Maplewood was featured in the Commerce's energy exhibit located in the Eco-Experience building at the Minnesota State Fair on Thursday, August 29, 2019. Maplewood is committed to educating and empowering the community to participate in energy actions that will move Maplewood towards carbon neutrality.

At the Eco-Experience, the City spotlighted its successful energy initiatives completed over the past few years including the Energize Maplewood! Residential Energy Challenge and Re-Energize Maplewood! Solar Feasibility Studies, and detailed the upcoming climate adaptation planning process.

## Environmental Education

### Maplewood Nature Center

The Nature Center's mission is to enhance awareness and understanding of land, water and wildlife resources to empower the community to become stewards of the environment. The Nature Center serves as the "program hub" for nature-based education in the City, offering over 200 programs in 2019. It also functions as the gateway to Maplewood's Neighborhood Preserves which offer visitors places to explore Maplewood's natural heritage. Nature Center staff coordinate remote programming and events throughout the City at the Preserves, local and regional parks, and at civic destinations.

### Environmental Newsletter – Seasons

The City publishes a quarterly environmental newsletter called Seasons. Seasons focuses on timely environmental topics designed to educate, inspire, and promote sustainability city-wide. The 2019 Seasons spotlighted the Re-Energize Maplewood! Solar Feasibility Studies, the City's urban forest, Nature Center Master Plan and the upcoming climate adaptation planning process.



The Green Team is an internal working group consisting of City employees and a council member liaison. This group meets every other month and works to implement sustainable initiatives within the City.



COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF MAPLEWOOD  
1902 County Road B East  
Maplewood, Minnesota 55109  
651-249-2300  
[www.maplewoodmn.gov/cd](http://www.maplewoodmn.gov/cd)

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Lois Knutson, Administrative Services & Performance Measurement Coordinator

**PRESENTER:** Melinda Coleman, City Manager

**AGENDA ITEM:** Resolution for Commission Reappointments

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☒ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The City Council will review the list of commissioners whose terms expired on December 31, 2019. The commissioners were asked to fill out an assessment to evaluate their time on the commission and to provide input to the council. Those commissioners approved for reappointment will serve a three year term, ending on December 31, 2022.

**Recommended Action:**

Motion to approve the attached resolution for Commission reappointments.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: n/a

**Strategic Plan Relevance:**

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☐ Operational Effectiveness ☒ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

The City's Commissions and Boards provide an opportunity for citizens to become involved in City government and play a part in the decision making process.

**Background**

There are two commissioners whose terms expired on December 31, 2019. One of them, Tushar Desai, has chosen to seek reappointment and the other, Bill Kempe, is resigning. He will continue to serve on the CDRB.

## **Planning Commission**

Tushar Desai, member since 7/22/2002

Attendance: 2017: 9/10 2018: 7/10 2019: 7/8

## **Attachments**

1. Resolution for Reappointment
2. Reappointment Assessment

## **RESOLUTION**

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

Hereby appoints the following individual, who the Maplewood City Council has reviewed, to be reappointed to the following commission:

### **Planning Commission**

Tushar Desai

Mr. Desai is appointed to a three year term that will expire on December 31, 2022.



## Maplewood Commission Reappointment Assessment

**Date**

01/13/2020

**Your Name \***

Tushar Desai

**Select Commission \***

Planning Commission

**Would you like to be reappointed? \***

☒ Yes ☐ No

**Why would you like to be reappointed?**

I have been a commissioner for the last 19 years and enjoy serving the city in this capacity.

**How do you feel you contribute to the Commission?**

Seventeen years of experience has provided a very wide base of knowledge regarding the planning function.

**What successes do you feel the Commission has had during your term?**

Legacy village development, Frost and English area development

**Do you have any suggestions to help the Commission function more efficiently?**

Consistent membership so members understand their role and operate accordingly.

**What are some bigger issues/projects the Commission will be facing in the next 6 months?**

Menards

**Any other comments for the City Council regarding your reappointment or the commission?**

None.

(i.e. new topics or projects to explore, processes to consider, etc.)



# MEMORANDUM

**TO:** Melinda Coleman, City Manager  
**FROM:** Ellen Paulseth, Finance Director  
**DATE:** January 22, 2020  
**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:

\$ 637,968.45	Checks #104908 thru #104950 dated 01/14/20
\$ 635,872.21	Disbursements via debits to checking account dated 01/06/20 thru 01/10/20
\$ 86,606.55	Checks # 104951 thru #104985 dated 01/15/20 thru 01/21/20
\$ 355,967.49	Disbursements via debits to checking account dated 01/13/20 thru 01/17/20
<u>\$ 1,716,414.70</u>	Total Accounts Payable

## PAYROLL

\$ 627,393.86	Payroll Checks and Direct Deposits dated 01/10/20
\$ 2,024.78	Payroll Deduction check # 99104055 thru # 99104057 dated 01/10/20
<u>\$ 629,418.64</u>	Total Payroll
<u><u>\$ 2,345,833.34</u></u>	GRAND TOTAL

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

Attachments

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

01/10/2020

Check	Date	Vendor	Description	Amount	
104908	01/14/2020	05114	BOLTON & MENK, INC.	PROJ 19-22 CO RD B & ARCADE	13,017.64
	01/14/2020	05114	BOLTON & MENK, INC.	GIS ASSSISTANCE - NEW PROJECTS	1,440.00
	01/14/2020	05114	BOLTON & MENK, INC.	PROJ 19-22 CO RD B & ARCADE	595.00
104909	01/14/2020	00211	BRAUN INTERTEC CORP.	AIR QUALITY TESTING - 1902 P&R AREA	1,606.91
	01/14/2020	00211	BRAUN INTERTEC CORP.	PROJ 18-01 FERNDAL-IVY STREET IMP	688.00
104910	01/14/2020	02506	HUNT ELECTRIC CORP	REPAIR HOCKEY RINK LIGHTS 4 SEASONS	220.50
104911	01/14/2020	05598	KELLY & LEMMONS, P.A.	PROSECUTION SERVICES - DECEMBER	16,250.00
104912	01/14/2020	00393	MN DEPT OF LABOR & INDUSTRY	MONTHLY SURTAX - DEC 1230352019	359.11
104913	01/14/2020	05353	MANSFIELD OIL CO	CONTRACT GASOLINE - JANUARY	8,858.21
	01/14/2020	05353	MANSFIELD OIL CO	CONTRACT DIESEL - JANUARY	3,531.55
	01/14/2020	05353	MANSFIELD OIL CO	CONTRACT DIESEL - JANUARY	2,246.10
104914	01/14/2020	05311	WILLIE MCCRAY	YOUTH BASKETBALL REFEREES 01/05	2,291.00
104915	01/14/2020	05902	NEOFUNDS	POSTAGE - CITY HALL POSTAGE MACHINE	1,500.00
104916	01/14/2020	01337	RAMSEY COUNTY-PROP REC & REV	PLANTS	540.00
	01/14/2020	01337	RAMSEY COUNTY-PROP REC & REV	MULCH	480.00
	01/14/2020	01337	RAMSEY COUNTY-PROP REC & REV	MULCH	360.00
104917	01/14/2020	04845	TENNIS SANITATION LLC	RECYCLING FEE -DEC/CITY WIDE RECY	44,725.59
104918	01/14/2020	04252	TOWMASTER, INC.	2019 DUMP BODY AND EQUIPMENT	140,301.00
104919	01/14/2020	04192	TRANS-MEDIC	EMS BILLING - DECEMBER	8,756.62
104920	01/14/2020	05013	YALE MECHANICAL LLC	HVAC MAINT - PUBLIC WORKS	3,090.95
	01/14/2020	05013	YALE MECHANICAL LLC	HVAC MAINT - CITY HALL	2,066.95
	01/14/2020	05013	YALE MECHANICAL LLC	HVAC MAINT - PARK MAINT	786.95
	01/14/2020	05013	YALE MECHANICAL LLC	HVAC MAINT - NATURE CENTER	146.95
104921	01/10/2020	03818	MEDICA	MONTHLY PREMIUM - JANUARY	156,626.68
104922	01/14/2020	05559	APPRIZE TECHNOLOGY SOLUTIONS	ONLINE BENEFITS ADMIN FEE- JAN	353.50
104923	01/14/2020	05638	ARVIG ENTERPRISES INC	FIBER OPTICS RUN CENTURY TO NC	19,670.00
104924	01/14/2020	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	6,925.93
	01/14/2020	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	4,778.88
	01/14/2020	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	4,658.37
	01/14/2020	02624	CARGILL INCORPORATED	TREATED ROAD SALT~	2,757.86
104925	01/14/2020	03892	CARVER ELEMENTARY SCHOOL	CHARITABLE GAMBLING 2019	1,560.00
104926	01/14/2020	06042	CLEAR GOV INC.	2020 SUBSCRIPTION	7,500.00
104927	01/14/2020	04156	ECOLAB INC.	CLEANING ITEMS	301.72
104928	01/14/2020	00485	FBINAA	2020 FBINAA MEMBERSHIP DUES	110.00
104929	01/14/2020	05572	NEOGOV GOVERNMENTJOBS.COM,INC.	CANDIDATE TEXT MESSAGE CAPABILITY	200.00
104930	01/14/2020	06009	HEALTHCALL, LLC	COMMUNITY PARAMEDIC SOFTWARE-DEC	920.00
	01/14/2020	06009	HEALTHCALL, LLC	COMMUNITY PARAMEDIC SOFTWARE-NOV	920.00
104931	01/14/2020	06058	JOHNSON TRAILER CO	7 TON TILT DECK TRAILER	5,859.00
104932	01/14/2020	00846	LANGUAGE LINE SERVICES	PD PHONE-BASED INTERPRETIVE SRVS	109.49
104933	01/14/2020	05425	LHB INC.	PROJ 19-18 HVAC UPGRADES 1902	2,909.40
104934	01/14/2020	05356	NORTH SUBURBAN ACCESS CORP	WEBSTREAMING SRVS - DECEMBER	2,010.96
104935	01/14/2020	04507	NORTHERN TECHNOLOGIES, LLC	PROJ 19-10 DENNIS-MCCLELLAND AREA	14,400.00
104936	01/14/2020	04807	NUSS TRUCK & EQUIPMENT	2020 MACK AF TANDEM AXLE CHASSIS	126,984.00
104937	01/14/2020	01342	RAMSEY CO CHF OF POLICE ASSN	MEMBERSHIP DUES	100.00
104938	01/14/2020	01340	REGIONS HOSPITAL	MEDICAL SUPPLIES	100.46
104939	01/14/2020	06014	REHDER FORESTRY CONSULTING	TREE INSPECTION SRVS - DECEMBER	2,191.88
104940	01/14/2020	02001	CITY OF ROSEVILLE	1920 RICE ST LIGHT-SHARED XCEL BILL	48.31
104941	01/14/2020	00198	ST PAUL REGIONAL WATER SRVS	AUTO FIRE BASE CHARGE - 2020	700.00
104942	01/14/2020	01522	STATE OF MINNESOTA	DOT INSPECTION STICKERS	72.00
104943	01/14/2020	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 7950665-005 FINAL PMT	654.36
104944	01/14/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-011 FINAL PMT	532.39
	01/14/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-013	423.93
	01/14/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-004	169.20
104944	01/14/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-012	104.39
	01/14/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-010 FINAL PMT	104.00
104945	01/14/2020	05663	TRANS UNION LLC	PRE-EMPOLYMENT CREDIT CK SRVS	110.50

# G1, Attachments

104946	01/14/2020	06036	TREE TRUST	2019 MAPLEWOOD TREE DISTRIBUTION	11,188.58
104947	01/14/2020	01664	TWIN CITY GARAGE DOOR CO.	INSPECT/TROUBLE SHOOT PW DOOR 6	325.00
104948	01/14/2020	02464	US BANK	PAYING AGENT & ACCEPTANCE FEE	500.00
104949	01/14/2020	05994	VISION33 INC.	ACCELA IMPLEMENTATION ASSIST	1,680.00
	01/14/2020	05994	VISION33 INC.	ACCELA IMPLEMENTATION ASSIST	1,140.00
104950	01/14/2020	06077	WOLD ARCHITECTS & ENGINEERS	NEW STATION STUDY	4,408.63
<b>43 Checks in this report.</b>					<u><u>637,968.45</u></u>

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

<b>Settlement</b>			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/6/2020	MN State Treasurer	Drivers License/Deputy Registrar	65,934.10
1/6/2020	MN Dept of Natural Resources	DNR electronic licenses	1,466.00
1/6/2020	Delta Dental	Dental Premium	9,140.04
1/7/2020	MN State Treasurer	Drivers License/Deputy Registrar	35,898.40
1/7/2020	Delta Dental	Dental Premium	245.00
1/8/2020	MN State Treasurer	Drivers License/Deputy Registrar	59,487.74
1/9/2020	MN State Treasurer	Drivers License/Deputy Registrar	61,041.83
1/10/2020	MN State Treasurer	Drivers License/Deputy Registrar	52,436.57
1/10/2020	MN Dept of Natural Resources	DNR electronic licenses	1,784.70
1/10/2020	US Bank VISA One Card*	Purchasing card items	42,170.63
1/10//20	ICMA (Vantagepointe)	Deferred Compensation	8,199.00
1/10//20	Labor Unions	Union Dues	2,851.88
1/10//20	U.S. Treasurer	Federal Payroll Tax	110,220.10
1/10//20	P.E.R.A.	P.E.R.A.	137,114.78
1/10//20	MN State Treasurer	State Payroll Tax	25,546.01
1/10//20	MidAmerica - ING	HRA Flex plan	22,335.43
			635,872.21

\*Detailed listing of VISA purchases is attached.

Transaction Date	Posting Date	Merchant Name	Transaction Amount	Name
01/02/2020	01/03/2020	SAMSClub #6309	\$258.49	JOSHUA ABRAHAM
12/24/2019	12/26/2019	OFFICE DEPOT #1090	\$90.97	REGAN BEGGS
12/24/2019	12/26/2019	OFFICE DEPOT #1165	\$27.75	REGAN BEGGS
12/24/2019	12/24/2019	AMZN MKTP US*3E0EH1YH3	\$221.49	CHAD BERGO
12/24/2019	12/26/2019	B&H PHOTO 800-606-6969	(\$111.12)	CHAD BERGO
12/30/2019	01/02/2020	BROADCAST SUPPLY WORLDWID	\$137.95	CHAD BERGO
12/31/2019	01/02/2020	B&H PHOTO 800-606-6969	(\$103.08)	CHAD BERGO
01/02/2020	01/03/2020	PAYPAL *STORM TRNG	\$307.97	BRIAN BIERDEMAN
12/31/2019	01/02/2020	FACEBK XE5RMMAGN2	\$4.05	NEIL BRENEMAN
12/27/2019	12/30/2019	THE HOME DEPOT 2801	\$85.95	TROY BRINK
12/23/2019	12/24/2019	GRAPHIC DESIGN INC	\$117.12	DANIEL BUSACK
12/23/2019	12/24/2019	GRAPHIC DESIGN INC	\$117.12	DANIEL BUSACK
01/02/2020	01/03/2020	MINNESOTA CHIEFS OF POLIC	\$157.00	DANIEL BUSACK
01/02/2020	01/03/2020	IN *ASSISTED PATROL, LLC	\$4,320.00	DANIEL BUSACK
12/20/2019	12/23/2019	ACE SUPPLY CO., INC.	\$27.43	SCOTT CHRISTENSON
12/24/2019	12/26/2019	CINTAS 60A SAP	\$42.11	SCOTT CHRISTENSON
12/24/2019	12/26/2019	CINTAS 60A SAP	\$84.39	SCOTT CHRISTENSON
12/27/2019	12/30/2019	VIKING ELECTRIC-CREDIT DE	\$50.82	SCOTT CHRISTENSON
01/01/2020	01/02/2020	CINTAS 60A SAP	\$65.19	SCOTT CHRISTENSON
01/01/2020	01/02/2020	GALLS	\$102.50	KERRY CROTTY
12/26/2019	12/30/2019	THE HOME DEPOT 2801	\$84.17	THOMAS DABRUZZI
12/23/2019	12/26/2019	THE HOME DEPOT #2801	\$119.76	RICHARD DAWSON
12/19/2019	12/23/2019	BROWNELLS INC	\$1,091.65	MICHAEL DUGAS
01/02/2020	01/03/2020	CRISIS MEDICINE LLC	\$15.00	MICHAEL DUGAS
01/02/2020	01/03/2020	SQ *NX LAUNDRY	\$32.11	MICHAEL DUGAS
12/27/2019	12/30/2019	CINTAS 60A SAP	\$25.00	CASSIE FISHER
12/30/2019	12/31/2019	MID-STATES ORGANIZED CRIM	\$250.00	CASSIE FISHER
12/31/2019	12/31/2019	IACA	\$10.00	CASSIE FISHER
12/31/2019	12/31/2019	IACA	\$10.00	CASSIE FISHER
12/21/2019	12/23/2019	U.S.INTERNET CORP	\$394.00	MYCHAL FOWLDS
12/23/2019	12/23/2019	COMCAST CABLE COMM	\$143.10	MYCHAL FOWLDS
12/24/2019	12/24/2019	LOFFLER COMPANIES, INC	\$1,278.79	MYCHAL FOWLDS
12/24/2019	12/24/2019	LOFFLER COMPANIES, INC	\$365.00	MYCHAL FOWLDS
12/20/2019	12/23/2019	APPLE STORE #R022	\$20.40	NICK FRANZEN
12/22/2019	12/23/2019	APPLE.COM/US	\$259.00	NICK FRANZEN
12/23/2019	12/24/2019	AMAZON.COM*H80F67NF3	\$52.60	NICK FRANZEN
12/23/2019	12/24/2019	AMZN MKTP US*3135516X3	\$26.96	NICK FRANZEN
12/30/2019	12/30/2019	AMZN MKTP US*J90306R03	\$16.10	NICK FRANZEN
12/31/2019	12/31/2019	APPLE.COM/US	\$3,769.00	NICK FRANZEN
12/27/2019	12/30/2019	MILLS FLEET FARM 2700	\$18.62	MARK HAAG
01/02/2020	01/03/2020	GRAINGER	\$26.28	MARK HAAG
12/19/2019	12/23/2019	THE HOME DEPOT #2801	\$6.98	GARY HINNENKAMP
12/23/2019	12/24/2019	PAYPAL *MNATURALIST	\$35.00	ANN HUTCHINSON
12/25/2019	12/26/2019	CINTAS 60A SAP	\$45.23	ANN HUTCHINSON
12/26/2019	12/30/2019	JOES SPORTING GOODS	\$885.00	ANN HUTCHINSON
12/30/2019	12/31/2019	PAYPAL *WINTERCRAFT	\$167.29	ANN HUTCHINSON
12/30/2019	12/31/2019	AMZN MKTP US*UG8XM4803	\$39.98	MEGHAN JANASZAK
12/24/2019	12/24/2019	ULINE *SHIP SUPPLIES	\$338.33	JASON KUCHENMEISTER
12/30/2019	12/31/2019	TRI-TECH/NATIONAL LAW	\$227.90	JASON KUCHENMEISTER
12/20/2019	12/23/2019	STREICHER'S MO	\$2,403.96	DAVID KVAM
12/20/2019	12/23/2019	KWIK TRIP 15200001529	\$15.00	STEVE LUKIN
12/20/2019	12/23/2019	REPUBLIC SERVICES TRASH	\$230.94	STEVE LUKIN
12/23/2019	12/24/2019	HARBOR FREIGHT TOOLS 612	\$32.20	STEVE LUKIN
12/23/2019	12/26/2019	MENARDS MAPLEWOOD MN	\$455.68	STEVE LUKIN
12/23/2019	12/26/2019	THE HOME DEPOT #2801	\$50.91	STEVE LUKIN
12/24/2019	12/26/2019	EMERGENCY AUTO TECH	\$103.94	STEVE LUKIN
12/26/2019	12/30/2019	OFFICEMAX/DEPOT 6164	\$82.33	STEVE LUKIN
12/26/2019	12/30/2019	A-1 VACUUM	\$279.99	STEVE LUKIN
12/27/2019	12/30/2019	WWW.TOOLLODGE.COM	\$405.34	STEVE LUKIN

12/30/2019	12/31/2019	ASPEN MILLS	\$6,600.50	STEVE LUKIN
12/31/2019	01/02/2020	ASPEN MILLS	\$1,418.50	STEVE LUKIN
12/31/2019	01/02/2020	ASPEN MILLS	\$330.00	STEVE LUKIN
12/31/2019	01/02/2020	AIRGAS USA, LLC	\$22.49	STEVE LUKIN
12/23/2019	12/24/2019	REPUBLIC SERVICES TRASH	\$971.55	MIKE MARTIN
12/23/2019	12/24/2019	REPUBLIC SERVICES TRASH	\$1,835.57	MIKE MARTIN
12/27/2019	12/30/2019	THE BUSINESS JOURNALS	\$115.00	MIKE MARTIN
12/26/2019	12/27/2019	EVEREST EMERGENCY VEHICLE	\$146.72	MICHAEL MONDOR
12/26/2019	12/27/2019	GORDON BRUSH MFG CO INC	\$484.05	MICHAEL MONDOR
12/20/2019	12/23/2019	CINTAS 60A SAP	\$73.95	BRYAN NAGEL
01/02/2020	01/03/2020	AMZN MKTP US*G87NG9A63	\$249.95	JOHN NAUGHTON
12/23/2019	12/24/2019	RED WING SHOE #727	\$282.31	JORDAN ORE
12/23/2019	12/26/2019	THE HOME DEPOT #2801	\$4.25	JORDAN ORE
12/26/2019	12/27/2019	MY BINDING COM	\$41.56	ELLEN PAULSETH
12/23/2019	12/26/2019	BOUND TREE MEDICAL LLC	\$706.00	KENNETH POWERS
12/19/2019	12/23/2019	TERMINAL SUPPLY TROY 1	\$79.04	STEVEN PRIEM
12/20/2019	12/23/2019	0391-AUTOPLUS	\$135.29	STEVEN PRIEM
12/20/2019	12/23/2019	AN FORD WHITE BEAR LAK	\$261.21	STEVEN PRIEM
12/20/2019	12/23/2019	AN FORD WHITE BEAR LAK	\$8.28	STEVEN PRIEM
12/21/2019	12/23/2019	AN FORD WHITE BEAR LAK	(\$38.16)	STEVEN PRIEM
12/23/2019	12/24/2019	TOWMASTER	\$1,853.64	STEVEN PRIEM
12/23/2019	12/24/2019	0391-AUTOPLUS	\$47.71	STEVEN PRIEM
12/23/2019	12/24/2019	TRI-STATE BOBCAT	\$179.73	STEVEN PRIEM
12/24/2019	12/26/2019	0391-AUTOPLUS	\$52.14	STEVEN PRIEM
12/24/2019	12/26/2019	AN FORD WHITE BEAR LAK	\$1,159.03	STEVEN PRIEM
12/26/2019	12/27/2019	FACTORY MTR PTS #19	\$177.11	STEVEN PRIEM
12/26/2019	12/30/2019	WHEELCO BRAKE &SUPPLY	\$174.70	STEVEN PRIEM
12/26/2019	12/30/2019	AN FORD WHITE BEAR LAK	\$43.71	STEVEN PRIEM
12/30/2019	12/31/2019	0391-AUTOPLUS	(\$52.14)	STEVEN PRIEM
12/30/2019	12/31/2019	0391-AUTOPLUS	\$112.51	STEVEN PRIEM
12/30/2019	01/02/2020	BUERKLE HONDA	\$4.51	STEVEN PRIEM
12/31/2019	01/02/2020	FACTORY MTR PTS #19	\$177.11	STEVEN PRIEM
12/31/2019	01/02/2020	TRI-STATE BOBCAT	\$529.11	STEVEN PRIEM
01/02/2020	01/03/2020	0391-AUTOPLUS	\$20.58	STEVEN PRIEM
01/02/2020	01/03/2020	SQ *TWIN CITIES TRA	\$200.00	STEVEN PRIEM
12/30/2019	12/31/2019	AMZN MKTP US*A88UT3EM3	\$64.56	MICHAEL RENNER
01/01/2020	01/02/2020	CINTAS 60A SAP	\$53.30	AUDRA ROBBINS
12/23/2019	12/24/2019	RED WING SHOE #727	\$283.81	JASON SAKRY
12/24/2019	12/26/2019	CINTAS 60A SAP	\$95.68	SCOTT SCHULTZ
12/24/2019	12/26/2019	CINTAS 60A SAP	\$12.63	SCOTT SCHULTZ
12/24/2019	12/26/2019	CINTAS 60A SAP	\$37.08	SCOTT SCHULTZ
12/24/2019	12/26/2019	CINTAS 60A SAP	\$12.85	SCOTT SCHULTZ
12/27/2019	12/30/2019	ON SITE SANITATION INC	\$18.65	SCOTT SCHULTZ
12/28/2019	12/30/2019	CINTAS 60A SAP	\$173.14	SCOTT SCHULTZ
12/28/2019	12/30/2019	CINTAS 60A SAP	\$153.87	SCOTT SCHULTZ
12/30/2019	01/02/2020	ON SITE SANITATION INC	\$246.00	SCOTT SCHULTZ
01/01/2020	01/02/2020	CINTAS 60A SAP	\$95.68	SCOTT SCHULTZ
01/01/2020	01/02/2020	CINTAS 60A SAP	\$12.85	SCOTT SCHULTZ
01/01/2020	01/02/2020	CINTAS 60A SAP	\$50.04	SCOTT SCHULTZ
01/01/2020	01/02/2020	CINTAS 60A SAP	\$12.63	SCOTT SCHULTZ
12/31/2019	01/02/2020	PAYPAL *STPAULSTAMP	\$25.99	STEPHANIE SHEA
12/31/2019	01/02/2020	SECRETARY OF STATE	\$120.00	STEPHANIE SHEA
01/02/2020	01/03/2020	MINNESOTA BOOKSTORE	\$32.31	STEPHANIE SHEA
12/24/2019	12/26/2019	SMARTSIGN	\$72.74	MICHAEL SHORTREED
12/26/2019	12/27/2019	AWARDS BY HAMMOND	\$182.00	MICHAEL SHORTREED
12/23/2019	12/24/2019	PIONEER PRESS CIRC	\$10.00	JEFF THOMSON
01/02/2020	01/03/2020	ECONOMIC DEVELOPMENT ASSO	\$295.00	JEFF THOMSON
01/02/2020	01/03/2020	ECONOMIC DEVELOPMENT ASSO	\$295.00	JEFF THOMSON
12/24/2019	12/26/2019	MILLS FLEET FARM 2700	\$277.45	JEFF WILBER
12/19/2019	12/23/2019	BOUND TREE MEDICAL LLC	\$1,278.71	ERIC ZAPPA

12/31/2019 01/02/2020 THE HOME DEPOT #2801

\$33.51 ERIC ZAPPA

\$42,170.63



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

01/16/2020

Check	Date	Vendor	Description	Amount	
104951	01/15/2020	06080	FRANCESCA STIRPE	CATERING FEES FOR STATE OF THE CITY	1,930.00
104952	01/15/2020	02464	US BANK	FUNDS FOR CITY HALL ATM	10,000.00
104953	01/21/2020	05311	WILLIE MCCRAY	YOUTH BASKETBALL REFEREES 01/12	2,347.00
104954	01/21/2020	01337	RAMSEY COUNTY-PROP REC & REV	RANGE RENTAL - DECEMBER	1,200.00
104955	01/21/2020	03334	UNIQUE PAVING MATERIALS CORP	WINTER PATCHING MATERIALS	1,394.55
104956	01/21/2020	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	5,286.87
	01/21/2020	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	2,809.92
	01/21/2020	01190	XCEL ENERGY	ELECTRIC & GAS UTILITY	355.27
104957	01/21/2020	00100	ANCOM COMMUNICATIONS INC	BATTERIES HANDHELD TWOWAY RADIOS	355.00
104958	01/21/2020	05972	BHE COMMUNITY SOLAR, LLC	COMMUNITY SOLAR GARDEN-NOVEMBER	3,507.04
104959	01/21/2020	00036	CHARITABLE GAMBLING	CHARITABLE GAMBLING- SPECIAL OLYMPI	800.00
104960	01/21/2020	05807	COMMUNITY HEALTH CHARITIES	RECEPIENT #130765254 - PLEDGES	388.00
104961	01/21/2020	05283	EMERGENCY RESPONSE SOLUTIONS	FIRE DEX LEATHER GLOVES	2,275.00
104962	01/21/2020	03330	HOISINGTON KOEGLER GROUP INC	ZONING ORDINANCE UPDATE	1,157.40
104963	01/21/2020	05222	MARTIN-MCALLISTER	PUBLIC SAFETY ASSESSEMENT	550.00
104964	01/21/2020	04790	MAYER ARTS, INC.	DANCE INSTRUCTION	5,758.50
104965	01/21/2020	06079	MEDIATION CENTER INC.	MEDIATION SRVS ST PAUL REG WATER	2,012.50
104966	01/21/2020	00134	METRO CITIES	MEMBERSHIP DUES 2020	10,974.00
104967	01/21/2020	05838	MINNESOTA BENEFIT ASSOCIATION	MONTHLY PREMIUM	484.73
104968	01/21/2020	03069	MN AMBULANCE ASSOCIATION	MEMBERSHIP DUES	4,343.00
104969	01/21/2020	05173	MN ENVIRONMENTAL FUND	PLEDGES - 4TH QTR	210.00
104970	01/21/2020	01089	MN UC FUND	QTR UNEMPLOYMENT - 4TH QTR	7,206.28
104971	01/21/2020	01126	NCPERS GROUP LIFE INS. MN	MONTHLY PREMIUM - JANUARY	496.00
104972	01/21/2020	01175	CITY OF NORTH ST PAUL	FIBER MAINT TO SOUTH FIRE STATION	4,818.34
	01/21/2020	01175	CITY OF NORTH ST PAUL	MONTHLY UTILITIES - DECEMBER	3,432.07
104973	01/21/2020	00001	ONE TIME VENDOR	REFUND J PARNELL - TRANS MEDIC	222.68
104974	01/21/2020	00001	ONE TIME VENDOR	REFUND B SOETE - TRANS MEDIC	190.13
104975	01/21/2020	00001	ONE TIME VENDOR	REFUND V FREDRICKSON-TRANS MEDIC	87.85
104976	01/21/2020	05817	PALE BLUE DOT LLC	GHG INVENTORY UPDATE FOR FY2017	1,600.00
104977	01/21/2020	03151	PETTY CASH	REPLENISH PETTY CASH	7.15
104978	01/21/2020	04319	PRO HYDRO-TESTING	HYDRO-TESTING SCBA CYLINDERS	3,175.00
104979	01/21/2020	00396	MN DEPT OF PUBLIC SAFETY	HAZARDOUS MATERIAL STORAGE FEE	25.00
104980	01/21/2020	02008	RAMSEY COUNTY PUBLIC WORKS	SALT BRINE NOV-DEC	1,070.76
104981	01/21/2020	05879	ROADKILL ANIMAL CONTROL	DEER REMOVAL - ADD'L MAY - DEC	328.00
104982	01/21/2020	01550	SUMMIT INSPECTIONS	ELECTRICAL INSPECTIONS - DECEMBER	4,264.60
104983	01/21/2020	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 7950665-011 FINAL PMT	532.39
	01/21/2020	05449	TOSHIBA BUSINESS SOLUTIONS	CONTRACT 7950665-010 FINAL PMT	104.00
104984	01/21/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-013	423.93
	01/21/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-004	169.20
	01/21/2020	05528	TOSHIBA FINANCIAL SERVICES (2)	CONTRACT 7950665-012	104.39
104985	01/21/2020	01698	GREATER TWIN CITIES UNITED WAY	4TH QTR PLEDGE AMT 2019	210.00
35 Checks in this report.				86,606.55	

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

Settlement			
<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
1/13/2020	MN State Treasurer	Drivers License/Deputy Registrar	73,765.59
1/13/2020	Delta Dental	Dental Premium	110.00
1/13/2020	Empower - State Plan	Deferred Compensation	27,714.00
1/14/2020	MN State Treasurer	Drivers License/Deputy Registrar	19,832.88
1/15/2020	MN State Treasurer	Drivers License/Deputy Registrar	64,063.92
1/16/2020	MN State Treasurer	Drivers License/Deputy Registrar	73,106.51
1/16/2020	MN Dept of Revenue	MN Care Tax	9,500.00
1/17/2020	MN State Treasurer	Drivers License/Deputy Registrar	83,850.90
1/17/2020	Optum Health	DCRP & Flex plan payments	946.05
1/17/2020	MN Dept of Natural Resources	DNR electronic licenses	1,926.50
1/17/2020	MN Dept of Revenue	Sales Tax	293.00
1/17/2020	MN Dept of Revenue	Fuel Tax	858.14
			<u><u>355,967.49</u></u>

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>EMPLOYEE NAME</u>	<u>AMOUNT</u>	<u>Exp Reimb, Severance, Conversion incl in Amount</u>
	01/10/20	ABRAMS, MARYLEE	544.62	
	01/10/20	JUENEMANN, KATHLEEN	479.60	
	01/10/20	KNUTSON, WILLIAM	479.60	
	01/10/20	NEBLETT, SYLVIA	479.60	
	01/10/20	SMITH, BRYAN	479.60	
	01/10/20	COLEMAN, MELINDA	6,695.77	
	01/10/20	KNUTSON, LOIS	3,244.52	
	01/10/20	SABLE, MICHAEL	5,234.21	
	01/10/20	CHRISTENSON, SCOTT	2,346.81	
	01/10/20	DOUGLASS, TOM	2,838.18	
	01/10/20	JAHN, DAVID	2,462.82	
	01/10/20	HERZOG, LINDSAY	2,249.66	
	01/10/20	RAMEAUX, THERESE	3,689.45	
	01/10/20	ANDERSON, CAROLE	1,393.98	
	01/10/20	DEBILZAN, JUDY	2,538.98	
	01/10/20	OSWALD, BRENDA	2,664.22	
	01/10/20	PAULSETH, ELLEN	5,686.35	
	01/10/20	RUEB, JOSEPH	4,350.23	
	01/10/20	ARNOLD, AJLA	2,246.51	
	01/10/20	BEGGS, REGAN	2,268.67	
	01/10/20	COLE, DEBORAH	3,650.15	
	01/10/20	EVANS, CHRISTINE	2,273.28	
	01/10/20	LARSON, MICHELLE	2,270.59	
	01/10/20	SINDT, ANDREA	3,732.71	
	01/10/20	HANSON, MELISSA	1,966.03	
	01/10/20	HOCKBEIN, JUDY	1,146.24	
	01/10/20	KRAMER, PATRICIA	1,565.05	
	01/10/20	MOY, PAMELA	1,816.00	
	01/10/20	OLSON, THOMAS	1,732.96	
	01/10/20	OSTER, ANDREA	2,288.50	
	01/10/20	RICHTER, CHARLENE	1,667.41	
	01/10/20	VITT, JULIANNE	1,092.95	
	01/10/20	WEAVER, KRISTINE	3,427.69	
	01/10/20	WINKELMAN, JULIA	1,052.01	
	01/10/20	ABEL, CLINT	3,580.23	
	01/10/20	ALDRIDGE, MARK	3,629.56	
	01/10/20	BAKKE, LONN	3,804.49	
	01/10/20	BARTZ, PAUL	8,059.95	8,059.95
	01/10/20	BELDE, STANLEY	3,879.49	
	01/10/20	BENJAMIN, MARKESE	3,950.54	
	01/10/20	BERGERON, ASHLEY	3,177.96	
	01/10/20	BIERDEMAN, BRIAN	4,799.21	120.00
	01/10/20	BURT-MCGREGOR, EMILY	3,280.29	
	01/10/20	BUSACK, DANIEL	4,686.82	
	01/10/20	COLEMAN, ALEXANDRA	2,888.07	
	01/10/20	CONDON, MITCHELL	3,007.06	
	01/10/20	CROTTY, KERRY	4,738.93	
	01/10/20	DEMULLING, JOSEPH	4,865.70	289.24
	01/10/20	DUGAS, MICHAEL	4,716.96	
	01/10/20	FISHER, CASSANDRA	2,648.83	

01/10/20	FORSYTHE, MARCUS	1,251.81
01/10/20	FRITZE, DEREK	4,098.88
01/10/20	GABRIEL, ANTHONY	3,757.62
01/10/20	HAWKINSON JR, TIMOTHY	3,573.64
01/10/20	HENDRICKS, JENNIFER	2,018.00
01/10/20	HER, PHENG	3,596.13
01/10/20	HIEBERT, STEVEN	3,596.51
01/10/20	HOEMKE, MICHAEL	4,353.87
01/10/20	JOHNSON, KEVIN	4,349.85
01/10/20	KHAREL, RAM	290.00
01/10/20	KONG, TOMMY	3,826.49
01/10/20	KORAN, MARIE	1,966.03
01/10/20	KROLL, BRETT	3,580.23
01/10/20	KUCHENMEISTER, JASON	2,194.95
01/10/20	KVAM, DAVID	5,063.98
01/10/20	LANGNER, TODD	3,902.89
01/10/20	LENERTZ, NICHOLAS	2,949.85
01/10/20	LYNCH, KATHERINE	3,682.27
01/10/20	MARINO, JASON	4,378.72
01/10/20	MCCARTY, GLEN	3,702.52
01/10/20	MCKENZIE, JONATHAN	366.13
01/10/20	MICHELETTI, BRIAN	3,952.58
01/10/20	MUMIN, ABDIRIZAQ	174.00
01/10/20	MURRAY, RACHEL	3,208.67
01/10/20	NADEAU, SCOTT	5,868.99
01/10/20	NYE, MICHAEL	4,790.93
01/10/20	OLSON, JULIE	3,879.49
01/10/20	PARKER, JAMES	4,119.57
01/10/20	PEREZ, GUSTAVO	2,801.42
01/10/20	PETERS, DANIEL	2,616.71
01/10/20	SALCHOW, CONNOR	3,512.47
01/10/20	SEPULVEDA III, BERNARDO	224.75
01/10/20	SHEA, STEPHANIE	2,119.48
01/10/20	SHORTREED, MICHAEL	5,052.85
01/10/20	SPARKS, NICOLLE	4,150.53
01/10/20	STARKEY, ROBERT	3,992.81
01/10/20	STEINER, JOSEPH	4,867.73
01/10/20	STOCK, AUBREY	2,586.30
01/10/20	SWETALA, NOAH	2,468.25
01/10/20	TAUZELL, BRIAN	3,704.08
01/10/20	THAO, JAY	174.00
01/10/20	THIENES, PAUL	4,252.58
01/10/20	WENZEL, JAY	3,884.75
01/10/20	WIETHORN, AMANDA	4,516.25
01/10/20	XIONG, KAO	3,614.22
01/10/20	XIONG, TUOYER	2,328.84
01/10/20	ZAPPA, ANDREW	3,863.03
01/10/20	BARRETTE, CHARLES	5,231.85
01/10/20	BAUMAN, ANDREW	4,039.02
01/10/20	BEITLER, NATHAN	3,290.59
01/10/20	CAPISTRANT, JOHN	105.00
01/10/20	CONWAY, SHAWN	4,170.96
01/10/20	CRAWFORD JR, RAYMOND	5,068.46
01/10/20	CRUMMY, CHARLES	4,524.34
01/10/20	DABRUZZI, THOMAS	5,423.51
01/10/20	DANLEY, NICHOLAS	4,678.04
01/10/20	DAVISON, BRADLEY	4,460.64
01/10/20	DAWSON, RICHARD	4,689.61
01/10/20	HAGEN, MICHAEL	3,469.54
01/10/20	HALWEG, JODI	4,204.07
01/10/20	HAWTHORNE, ROCHELLE	3,979.05

01/10/20	KUBAT, ERIC	5,484.16	
01/10/20	LANDER, CHARLES	3,473.64	
01/10/20	LO, CHING	1,412.14	
01/10/20	LUKIN, STEVEN	5,550.53	
01/10/20	MALESKI, MICHAEL	3,487.82	
01/10/20	MARTIN, MICHAEL	3,678.44	
01/10/20	MCGEE, BRADLEY	3,324.00	
01/10/20	MERKATORIS, BRETT	4,989.47	
01/10/20	MONDOR, MICHAEL	5,362.46	
01/10/20	NEILY, STEVEN	4,259.84	
01/10/20	NIELSEN, KENNETH	5,368.18	
01/10/20	NOVAK, JEROME	1,473.20	
01/10/20	POWERS, KENNETH	5,088.71	
01/10/20	RADINZEL, AUSTIN	4,225.71	
01/10/20	SEDLACEK, JEFFREY	5,540.18	374.98
01/10/20	STREFF, MICHAEL	5,033.08	
01/10/20	WARDELL, JORDAN	4,755.57	
01/10/20	ZAPPA, ERIC	5,212.51	
01/10/20	CORTESI, LUANNE	2,270.97	
01/10/20	JANASZAK, MEGHAN	2,820.49	
01/10/20	BRINK, TROY	3,707.48	150.00
01/10/20	BUCKLEY, BRENT	3,654.64	
01/10/20	EDGE, DOUGLAS	1,346.18	
01/10/20	JONES, DONALD	3,198.01	
01/10/20	MEISSNER, BRENT	3,185.39	
01/10/20	MLODZIK, JASON	2,413.98	
01/10/20	NAGEL, BRYAN	4,539.96	
01/10/20	OSWALD, ERICK	2,912.60	
01/10/20	RUNNING, ROBERT	3,503.14	
01/10/20	TEVLIN, TODD	3,179.70	
01/10/20	ZAHNOW, LANCE	2,403.47	
01/10/20	BURLINGAME, NATHAN	3,211.76	
01/10/20	DUCHARME, JOHN	3,276.38	
01/10/20	ENGSTROM, ANDREW	3,299.26	
01/10/20	JAROSCH, JONATHAN	4,266.08	
01/10/20	LINDBLOM, RANDAL	3,276.38	
01/10/20	LOVE, STEVEN	5,734.05	
01/10/20	STRONG, TYLER	2,826.80	
01/10/20	ZIEMAN, SCOTT	256.00	
01/10/20	HAMRE, MILES	2,478.64	
01/10/20	HAYS, TAMARA	2,557.95	
01/10/20	HINNENKAMP, GARY	2,875.01	
01/10/20	NAUGHTON, JOHN	2,681.20	
01/10/20	ORE, JORDAN	2,528.08	
01/10/20	SAKRY, JASON	2,276.29	
01/10/20	BIESANZ, OAKLEY	1,734.65	
01/10/20	GERNES, CAROLE	2,286.55	
01/10/20	HUTCHINSON, ANN	3,196.96	
01/10/20	TROENDLE, CATHY JO	88.27	24.27
01/10/20	WACHAL, KAREN	1,082.29	
01/10/20	DUNLAP, EMILY	2,280.11	
01/10/20	JOHNSON, ELIZABETH	2,229.23	
01/10/20	KROLL, LISA	2,302.28	
01/10/20	PETERSON, DAVID	3,776.07	
01/10/20	THOMSON, JEFFREY	4,814.23	
01/10/20	ADADE, JANE	1,987.06	
01/10/20	FINWALL, SHANN	3,994.05	101.50
01/10/20	MARTIN, MIKE	4,135.20	
01/10/20	SWAN, DAVID	3,334.14	
01/10/20	WEIDNER, JAMES	2,997.55	
01/10/20	WESTLUND, RONALD	1,152.00	

01/10/20	WELLENS, MOLLY	2,090.56	
01/10/20	REININGER, RUSSELL	2,450.36	
01/10/20	ABRAHAM, JOSHUA	2,556.11	
01/10/20	ABRAHAMSON, AMANDA	44.00	
01/10/20	BJORK, BRANDON	168.00	
01/10/20	BRENEMAN, NEIL	3,205.22	
01/10/20	CAMPBELL, KEVIN	126.00	
01/10/20	ERICSON, MICHAEL	44.00	
01/10/20	GATES, DARCY	64.00	
01/10/20	GORACKI, GERALD	126.50	
01/10/20	JORGENSEN, SOPHIE	121.00	
01/10/20	JORGENSEN, TARA	104.50	
01/10/20	KORF, BLAKE	20.50	
01/10/20	KRATTENMAKER, JACOB	82.50	
01/10/20	KUCHENMEISTER, GINA	2,173.84	
01/10/20	KUCHENMEISTER, JUSTIN	60.00	
01/10/20	LUSHANKO, ADAM	60.00	
01/10/20	MARTINEZ, ROGER	60.00	
01/10/20	MOORE, PATRICK	30.00	
01/10/20	NZARA, MUNASHE	100.00	
01/10/20	PURCELL, TYLER	80.00	
01/10/20	ROBBINS, AUDRA	4,522.65	
01/10/20	SNODDY, BRIANNA	21.00	
01/10/20	STECKLER, BRUCE	64.00	
01/10/20	BERGO, CHAD	3,963.39	253.09
01/10/20	SCHMITZ, KEVIN	2,292.97	
01/10/20	SHEERAN JR, JOSEPH	4,026.86	
01/10/20	ADAMS, DAVID	2,679.66	
01/10/20	HAAG, MARK	3,365.40	
01/10/20	JENSEN, JOSEPH	3,039.95	
01/10/20	SCHULTZ, SCOTT	4,507.54	
01/10/20	WILBER, JEFFREY	3,375.15	
01/10/20	PRIEM, STEVEN	2,941.63	
01/10/20	WOEHRLE, MATTHEW	3,304.60	
01/10/20	XIONG, BOON	2,501.57	
01/10/20	FOWLDS, MYCHAL	4,803.49	
01/10/20	FRANZEN, NICHOLAS	4,179.66	
01/10/20	GERONSIN, ALEXANDER	2,748.74	
01/10/20	RENNER, MICHAEL	3,116.47	
99104054	01/10/20	MASON, TAKARA	52.50
		627,393.86	

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Scott Nadeau, Director of Public Safety

**PRESENTER:** Scott Nadeau

**AGENDA ITEM:** Purchase Six 2020 Police Vehicles

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The Police Department is requesting approval to purchase four new 2020 Ford Hybrid AWD Police Interceptor squad cars (SUV), one new 2020 Ford F150 pick-up truck, and one new Dodge Charger (AWD). All six squads will be direct replacements into our current fleet. The 2020 Ford F150 will replace the current 2015 Ford F150 CSO vehicle and will be decal'd as a "Community Service" vehicle in 2020.

**Recommended Action:**

Motion to approve the purchase of six 2020 Police Vehicles.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$205,014.24

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source

☐ Use of Reserves ☐ Other: n/a

**Strategic Plan Relevance:**

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment

☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

Regular replacement in police department fleet.

**Background**

Minnesota police departments are able to place orders for squad cars in conjunction with the State of Minnesota and many other municipal departments from a state bid awarded to Tenvoorde Ford, Inc in St Cloud, MN and Mike Motors in Ely, MN. By utilizing the state bid process, the City of Maplewood can purchase the vehicles at a reduced price.



The 2020 Ford AWD Police Interceptor Hybrid squad car (SUV) price is \$35,868.56. The 2020 Ford F150 Police pickup truck price is \$33,685.00. The 2020 Dodge Charger STX AWD sedan price is \$27,855.00.

**Attachments**

1. 2020 Ford AWD Hybrid Police Interceptor squad purchase specifications worksheet.
2. 2020 Ford F150 Police pickup truck squad purchase specification worksheet.
3. 2020 Dodge Charger STX AWD sedan squad purchase specification worksheet.

Maplewood Police Hybrid Squad Order

	BASE PRICE	\$34,577.56
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<i>Police Interceptor Utility AWD K8A S</i>			
AWD 3.3L V6 Direct-Injection Hybrid Engine System with 10-Speed Automatic Transmission (136-MPH Top Speed)	99W	STD	-
99W/44B S			
AWD 3.3L V6 Direct-Injection FFV with 10-Speed Automatic Transmission (136-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank	99B	(3,318.00)	-
AWD 3.0L V6 EcoBoost® with 10-Speed Automatic Transmission – (148-MPH Top Speed) Note: Deletes Regenerative Braking and Lithium-Ion Battery Pack; adds 250-Amp Alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon tank	99C	743.00	-
Medium Brown Metallic	BU	N/C	-
Arizona Beige Metallic Clearcoat	E3	N/C	-
Vermillion Red	E4	N/C	-
Blue Metallic	FT	N/C	-
Smokestone Metallic	HG	N/C	-
Kodiak Brown Metallic	J1	N/C	-
Dark Toreador Red Metallic	JL	N/C	-
Iconic Silver Metallic	JS	N/C	-
Norsea Blue Metallic	KR	N/C	-
Dark Blue	LK	N/C	-
Royal Blue	LM	N/C	-
Light Blue Metallic	LN	N/C	-
Silver Grey Metallic	TN	N/C	-
Sterling Grey Metallic	UJ	N/C	-

Agate Black	UM	N/C	X	N/C
Medium Titanium Metallic	YG	N/C		-
Oxford White	YX	N/C		-
Police Interceptor Utility Police Interceptor Utility Interior Color Charcoal Black Cloth Front Buckets / Vinyl Rear Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar) Passenger – 2-way manual track (fore/aft. with manual recline) Rear – 35/30/35 Split Vinyl.	96	N/C	X	N/C
Cloth Front Buckets / Cloth Rear Front – Unique Heavy-Duty Cloth, Front Bucket Seats Driver 6-way Power track (fore/aft.up/down, tilt with manual recline, 2-way manual lumbar). Passenger – 2-way manual track (fore/aft. with manual recline) Rear – 35/30/35 Split Cloth	F6	57.00		-
EQUIPMENT GROUP				
Interior Upgrade Package • 1st and 2nd Row Carpet Floor Covering • Cloth Seats – Rear • Center Floor Console less shifter w/unique Police console finish plate • Includes Console and Top Plate with 2 cup holders • Floor Mats, front and rear (carpeted) • Deletes the standard console mounting plate (85D)	65U	367.00		-

<ul style="list-style-type: none"><li>• SYNC® 3</li><li>– Enhanced Voice Recognition Communications and Entertainment System</li><li>– 4.2" Color LCD Screen Center-Stack "Smart Display"</li><li>– AppLink®</li><li>– 911 Assist®</li></ul> <p>Note: SYNC® AppLink® lets you control some of your favorite compatible mobile apps with your voice. It is compatible with select smartphone platforms. Commands may vary by phone and Applink® software.</p> <p>Note: Not available with options: 67H, 67U, 85R</p>			
Front Headlamp Lighting Solution <ul style="list-style-type: none"><li>• Includes LED Low beam/High beam headlamp, Wig-wag function and Red/Blue/White LED side warning lights (driver's side White/Red / passenger side White/Blue)</li><li>• Includes pre-wire for grille LED lights, siren and speaker (60A)</li><li>• Wiring, LED lights included. Controller "not" included</li></ul> <p>Note: Not available with option: 67H</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>	66A	841.00	-
Tail Lamp / Police Interceptor Housing Only <ul style="list-style-type: none"><li>• Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies)</li></ul> <p>Note: Not available with options: 66B and 67H</p>	86T	57.00	-
Tail Lamp Lighting Solution <ul style="list-style-type: none"><li>• Includes LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps</li><li>• LED lights only. Wiring, controller "not" included</li></ul> <p>Note: Not available with option: 67H</p> <p>Note: Recommend using Ultimate Wiring Package (67U)</p>	66B	404.00	-
Rear Lighting Solution <ul style="list-style-type: none"><li>• Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / passenger side</li></ul>	66C	428.00	-

blue) mounted to inside liftgate glass • Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) • LED lights only. Wiring, controller "not" included Note: Not available with option: 67H Note: LED lights only – does "not" include wiring or controller Note: Recommend using Ultimate Wiring Package (67U)			
Ready for the Road Package: All-in Complete Package – Includes Police Interceptor Packages: 66A, 66B, 66C, plus • Whelen Cencom Light Controller Head with dimmable backlight • Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor control (mounted behind 2nd row seat) • Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails • High current pigtail • Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head • Pre-wiring for grille LED lights, siren and speaker (60A) • Rear console plate (85R) – contours through 2nd row; channel for wiring • Grille linear LED Lights (Red / Blue) and harness • 100-Watt Siren / Speaker • Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows) (52P) Note: Not available with options: 66A, 66B, 66C, 67U and 65U	67H	3,379.00	-
Ultimate Wiring Package Includes the following: • Rear console mounting plate (85R) – contours through 2nd row; channel for wiring • Pre-wiring for grille LED lights, siren and speaker (60A) • Wiring harness I/P to rear cargo area (overlay) – Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) – One (1) 10-amp siren/speaker circuit engine cargo area • Rear hatch/cargo area wiring – supports up to six (6) rear LED lights	67U	527.00	-

• Does “not” include LED lights, side connectors or controller – Recommend Police Wire Harness Connector Kit 67V Note: Not available with options: 65U, 67H				
Police Wire Harness Connector Kit – Front/Rear For connectivity to Ford PI Package solutions includes: <div>• Front</div> <div>– (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector</div> <div>• Rear</div> <div>– (2) Male 4-pin connectors for siren – (5) Female 4-pin connectors for lighting/siren/speaker – (1) 4-pin IP connector for speakers – (1) 4-pin IP connector for siren controller connectivity – (1) 8-pin sealed connector – (1) 14-pin IP connector</div> Note: Note:See Upfitters guide for further detail <a href="http://www.fordpoliceinterceptorupfit.com">www.fordpoliceinterceptorupfit.com</a>	67V	174.00		-
KEY EXTERIOR OPTIONS				
Engine Block Heater	41H	85.00		-
License Plate Bracket – Front	153	N/C	X	N/C
<i>Lamps / Lighting</i>				
Dark Car Feature – Courtesy lamps disabled when any door is opened	43D	24.00	X	\$24.00
Daytime Running Lamps	942	42.00		-
Switchable Red/White Lighting in Cargo Area (deletes 3rd row overhead map light)	17T	48.00	X	\$48.00

Front Warning Auxiliary LED Lights (Driver side – Red / Passenger side – Blue) Note: Requires 60A	21L	518.00		-
Front Interior Visor Light Bar (LED) • Super low-profile warning LED light bar fully integrated into the top of the windshield near the headliner – fully programable. (Red/Red or Blue/Blue operation. White “take down” and “scene” capabilities) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U]) Note: Front Console Plate no longer required; can be ordered with Interior Upgrade Package (65U)	96W	1,076.00		-
Pre-wiring for grille LED lights, siren and speaker 60A O / P-66A / P-67H / P-67U	60A	48.00		-
Rear Quarter Glass Side Marker LED Lights (Driver side – Red / Passenger side – Blue)	63L	540.00		-
Rear Spoiler Traffic Warning Lights (LED) • Fully integrated in rear spoiler for enhanced visibility • Provides red/blue/amber directional lighting – fully programmable Note: Rear Console Plate no longer required; can be ordered with Interior Upgrade Package (65U) Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U) (when not ordering the Interior Upgrade Package [65U])	96T	1,405.00		-
Side Marker LED – Sideview Mirrors (Driver side – Red / Passenger side – Blue) • Located on exterior mirror housing • LED lights only. Wiring, controller “not” included Note: Recommend using Ready for the Road Package (67H) or Ultimate Wiring Package (67U)	63B	273.00		-
<i>Spot Lamp Prep Kits</i>				
Spot Lamp Prep Kit, Driver Only Note: Does not include spot lamp housing and bulb	51P	131.00		-
Spot Lamp Prep Kit, Dual Driver and Passenger Note: Does not include spot lamp housing and bulbs	51W	263.00		-



<i>Spot Lamp – LED Bulb:</i>				
Driver Only (Unity)	51R	371.00		-
Driver Only (Whelen)	51T	395.00	X	\$395.00
Dual (driver and passenger) (Unity)	51S	585.00		-
Dual (driver and passenger) (Whelen)	51V	625.00		-
<i>Body</i>				
Glass – Solar Tint 2nd Row door glass, Rear Quarter and Liftgate Window (Deletes Privacy Glass)	92G	113.00		-
Glass – Solar Tint 2nd Row Only door glass, Privacy Glass on Rear Quarter and Liftgate Window	92R	80.00		-
Underbody Deflector Plate (engine and transmission shield)	76D	315.00		-
<i>Wheels</i>				
Wheel Covers (18" Full Face Wheel Cover)				
Note: Only available with the standard Police wheel, not available with 64E	65L	57.00		-
18" Painted Aluminum Wheel				
Note: Spare wheel is an 18" conventional (Police) black steel wheel. Not available with 65L.	64E	446.00		-
<i>Audio / Video</i>				
Rear View Camera displayed in rear view mirror (Includes Electrochromic Rear View Mirror)				
Note: This option replaces the standard display in the center stack area.	87R	N/C		-
Note: Camera can only be displayed in the center stack (std) "OR" the rear view mirror (87R)				
☑Rear Camera On-Demand – allows driver to enable rear camera on-demand <b>NEW OPTION</b> ☑ <i>Rear Camera On-Demand – allows driver to enable rear camera on-demand NEW OPTION</i>	19V	216.00	X	\$216.00
<i>Doors / Locks</i>				
Hidden Door-Lock Plunger w/Rear-door controls inoperable (locks, handles and windows)				
Note: Not available with 68G.				
Note: Can manually remove window or door disable plate with special tool	52P	151.00	X	\$151.00
Note: Locks/windows operable from driver's door switches				
Rear-Door controls Inoperable / Locks Inoperable (locks, handles and windows)				
Note: Not available with 52P.				

Note: Can manually remove window or door disable plate with special tool Note: Locks/windows operable from driver's door switches	68G	70.00		-
Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates overhead console liftgate unlock switch and 45-second timer. Also eliminates the blue liftgate release button if ordered with Remote Keyless)	18D	N/C	X	N/C
Remote Keyless-Entry Key Fob (w/o Keypad, less PATS) – (includes 4-key fobs) Note: Available with Keyed Alike, however, key fobs are “not” fobbed alike when ordered with Keyed-Alike	55F	319.00		-
<i>Keys (Note: Can be ordered with Remote Keyless-Entry – 55F)</i>				
Keyed Alike – 1435x	59E	48.00		-
Keyed Alike – 1284x	59B	48.00		-
Keyed Alike – 0135x	59D	48.00		-
Keyed Alike – 0576x	59F	48.00		-
Keyed Alike – 1111x	59J	48.00	X	\$48.00
Keyed Alike – 1294x	59C	48.00		-
Keyed Alike – 0151x	59G	48.00		-
<i>Flooring / Seats</i>				
1st and 2nd row carpet floor covering (includes floor mats, front and rear) 16C O / P-65U		0 w/65U		
2nd Row Cloth Seats	88F	57.00		-
Power passenger seat (8-way) w/2-way manual recline and lumbar)	87P	306.00		-
Front Console Plate – Delete Note: Not available with option: 67H, 67U, 85R	85D	N/C		-
ⓂRear Center Seat Delete (includes center seat delete tray) <i>NEW OPTIONⓂRear Center Seat Delete (includes center seat delete tray) NEW OPTIONⓂRear Center Seat Delete (includes center seat delete tray) NEW OPTIONⓂRear Center Seat Delete (includes center seat delete tray) NEW OPTION</i>				
Note: Not available with 65U or vinyl rear seats	85S	N/C		-

Rear Console Plate				
Note: Not available with option: 65U, 85D	85R	42.00		-
Safety & Security				
Ballistic Door-Panels (Level III+) – Driver Front-Door Only1	90D	1,490.00		-
Ballistic Door-Panels (Level III+) – Driver & Pass Front-Doors1	90E	2,980.00		-
Ballistic Door-Panels (Level IV+) – Driver Front-Door Only2	90F	2,270.00		-
Ballistic Door-Panels (Level IV+) – Driver & Pass Front-Door Only2	90G	4,550.00		-
BLIS® – Blind Spot Monitoring with Cross-traffic Alert (Requires 54Z)				
Note: Includes manual fold-away mirrors, w/heat, w/o memory, w/o puddle lamps	55B	512.00		-
☑Police Perimeter Alert – detects motion in an approximately 270-degree radius on sides and back of vehicle; if movement is determined to be a threat, chime will sound at level I. Doors will lock and windows will automatically go up at level II. Includes visual display in instrument cluster with tracking.	68B	634.00		-
NEW OPTION				
☑Pre-Collision Assist with Pedestrian Detection (includes Forward Collision Warning and Automatic Emergency Braking and unique disable switch for Law Enforcement use)	76P	136.00		-
Note: Not available with option 96W NEW OPTIONNote: Not available with option 96W NEW OPTIONNote: Not available with option 96W NEW OPTION				
Mirrors – Heated Sideview				
Note: Not required when ordering BLIS® (heated mirror is included with BLIS®)	549	57.00	X	\$57.00
Perimeter Anti-Theft Alarm				
• Activated by Hood, Door or Liftgate; when unauthorized entry occurs, system will flash the headlamps, parking lamps and sound the horn NEW OPTIONheadlamps, parking lamps and sound the horn NEW OPTION	593	113.00		-
• Requires Keyless-Entry Key Fob (55F)				
Police Engine Idle feature				

• This feature allows you to leave the engine running and prevents your vehicle from unauthorized use when outside of your vehicle. Allows the key to be removed from ignition while vehicle remains idling.	47A	245.00		-
Reverse Sensing System	76R	258.00	X	\$258.00
<i>Misc</i>				
Aux Air Conditioning Note: Now available with Cargo Storage Vault	17A	573.00		-
Badge Delete • Deletes the "Police Interceptor" badging on rear liftgate • Deletes the "Interceptor" badging on front hood (EcoBoost®)	16D	N/C		-
Cargo Storage Vault (includes lockable door and compartment light) Note: Now available with Aux Air Conditioning	63V	230.00		-
Underbody Deflector Plate -inc: Engine and transmission shield	76D	315.00		-
Class III Trailer Tow Lighting Package (4-pin and 7-pin connectors and wiring) <b>NEW OPTION</b>	52T	75.00		-
H8 AGM Battery (900 CCA/92-amp) <b>NEW OPTION</b>	19K	103.00		-
Noise Suppression Bonds (Ground Straps)	60R	94.00	X	\$94.00
100 Watt Siren/Speaker (includes bracket and pigtail)	18X	296.00		-
Rear Bumper Step Pad	16P	89.00		-
TOTAL PER UNIT COST				\$35,868.56

BASE PRICE	\$31,738.00
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Police F-150 Responder W1P 150a Equipment Group				
145in Wheelbase XL 4x4 Screw with 5.5 box 3.5 Ecoboost with 10 Speed Auto Transmission E-Locking 3.55 axel	994/44g	STD		-
	XL9	STD		-
XL cloth 40/blank/40 front seat with center-section deleted (restraint control module cover provided) medium earch gray	PG	STD		-
				-
				-
				-
Stone Gray	D1	N/C		-
Agate Black	UM	N/C	X	N/C
Magnetic	J7	N/C		-
Blue Jean	N1	N/C		-
Race Red	PQ	N/C		-
Velocity Blue	E7	N/C		-
Ingot Silver	UX	N/C		-
Oxford White	YZ	N/C		-
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Engine Block Heater	41H	83.00		-
License Plate Bracket – Front	153	N/C	X	N/C
Rear Privacy Glass XL	924	92.00		-
Front/Rear Chrome Bumper	17C	161.00		-
Fog Lamps XL	595	128.00		-
Super Puddle (LED Pubble/Side Mirror Light)	59S	161.00		-
Daytime Running Lamps	942	41.00		-
Running Boards, Black Platform	18B	231.00		-
Trailor Tow Package	53A	913.00	X	\$913.00
Dual Power Glass/Manual Folding Mirrors W/Heat/Turn-XL	54R	280.00	X	\$280.00
Mannually Telescoping/Power Glass/Manual Folding Trailer Tow Mirrors	54Y	364.00		-
Box Link	55B	73.00		-
Rear Window Defroster	57Q	203.00		-
Pre-Colison Assist with Pedestrian Detection	60P	133.00	X	\$133.00
Power Passenger Seat 10 way	61P	272.00		-
Foldable Pickup Box Bed Extender	63E	231.00		-
Pickupu Box Access Step	63S	299.00		-
Tailgate Step	63T	345.00		-
Trailer Brake Controler	67T	253.00	X	\$253.00
Reverse Sensing System	76R	253.00	X	\$253.00
Backup Alarm System	85H	115.00	X	\$115.00
Bed Divider (reg 55B)	90D	272.00		-
Bed Ramps (55B late availability)	90R	548.00		-
Smokers Package	91A	88.00		-
Red/Blue LED Warning Strobes	94R	667.00		-
Amber Warning Strobes	94S	621.00		-

Bedliner-Plastic-Drop-IN  
Tonneau Pickup Box Cover-Soft Folding  
Bedliner-Sprayin  
Tonneau Pickup Box Cover-Hard

96P	323.00		-
96T	483.00		-
96W	548.00		-
96X	916.00		-

TOTAL PER UNIT COST	\$33,685.00
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MN CONTRACT # 169032 Release A-175(5)	<b>MIKE MOTORS</b> 908 E SHERIDAN ST ELY, MN 55731 218-263-7576 fax 800-894-7579				<b>CONTACT PERSON</b> FLEET MGR BOB O'HARA 218-349-8955	
	ITEM #					
			DMV-2			
BASE MODEL	2020 DODGE CHARGER SXT AWD		LDES48	\$	25,224.00	
option cost						
STD	3.6L V6	X	ERB		STD	
STD	8 SPEED AUTO	X	DFT		STD	
2,399.00	Plus Group -inc: Power Tilt/Telescope Steering Column, Blind Spot Memory/Power/Heat Mirror, Blind Spot & Cross Path Detection, Heated Front Seats, Black- Edged Premium Floor Mats, Exterior Mirrors Courtesy Lamps, Illuminated Rear Cupholders, Premium-Stitched Dash Panel, Power Front Driver/Passenger Seats, Auto Dim Exterior Driver Mirror, Heated 2nd Row Seats, Heated Steering Wheel, Auto Adjust In Reverse Exterior Mirrors, Front Overhead LED Lighting, Radio/Driver Seat/Mirrors Memory	X	AAY		\$2,399.00	
441.00	Cold Weather Package -inc: Heated Steering Wheel, Heated Front Seats		AD7		-	
1,687.00	Technology Group -inc: Advanced Brake Assist, Auto High Beam Headlamp Control, Rain Sensitive Windshield Wipers, Adaptive Cruise Control w/Stop, Full Speed FWD Collision Warn Plus, Lane Departure Warning Plus		ADG		-	
1,153.00	Driver Confidence Group -inc: Universal Garage Door Opener, Bi- Function HID Projector Head Lamps, Blind Spot Power Heated Mirror		AJV		-	
85.00	Block Heater		NHK		-	
27.00	Cargo Net		CKR		-	
137.00	Security Alarm		LSA		-	
		QTY				
212.00	EXTRA KEY/FOB @\$212.00	1	DLR1		\$212.00	



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	<b><i>PUT AN "X" in the yellow cell</i></b>			-
	<b><i>the price will calculate</i></b>			-
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	STD PAINT COLOR		PAU	N/C
	CLOTH BUCKET SEATS BLACK	X	BF/X9	N/C
				\$ 27,835.00
0.065	MN STATE SALES TAX @6.5%			-
132.25	TAX EXEMPT PLATES TITLE & TRANS			-
20.00	TRANSIT TAX	X		\$20.00
				\$ -
				\$ 27,855.00

contact name MICHAEL SHORTREED  
 customer CITY OF MAPLEWOOD  
 address 1830 COUNTY ROAD B EAST  
 city, ST zip MAPLEWOOD, MN 55109  
 phone # (651) 249-2604  
 email address [michael.shortreed@maplewoodmn.gov](mailto:michael.shortreed@maplewoodmn.gov)

PO # \_\_\_\_\_

FACTORY ORDER NUMBER \_\_\_\_\_

**CITY COUNCIL STAFF REPORT**  
Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Joe Sheeran, Communications Manager  
Ann Hutchinson, Lead Naturalist

**PRESENTER:** Joe Sheeran, Communications Manager

**AGENDA ITEM:** Resolution Accepting Donations for the Nature Explorer Program

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☒ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The Nature Center is holding a fundraiser to help offset the cost of field-trip programs, which supports outdoor learning and natural resource protection for more than 3,000 students annually. For the period from January 1, 2020 – January 16, 2020 the drive raised \$1,200 in donations.

**Recommended Action:**

Motion to approve the resolution accepting donations in the amount of \$1200.00 from various donors, named in the resolution.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$1200.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: Donation

**Strategic Plan Relevance:**

☒ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☐ Operational Effectiveness ☒ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

This donation supports Nature Center operations.

**Background**

**Attachments**

1. Resolution Accepting Donations

**CITY OF MAPLEWOOD, MINNESOTA  
RESOLUTION NO. \_\_\_\_**

**ACCEPTANCE OF DONATION**

**WHEREAS** the City of Maplewood and the Nature Center have received donations totaling \$1,200.00 from:

Kenny, Judy -- \$500  
Montonye, Michelle & Dan -- \$100  
Smith, Kathleen -- \$100  
Smith, Terence -- \$100  
Strobel, Mark -- \$100  
Vento, Susan -- \$200  
Zakelj, John -- \$100

**NOW, THEREFORE, BE IT RESOLVED** that the Maplewood City Council authorizes the City of Maplewood, Parks and Recreation Department to accept this donation.

Adopted this 27th day of January, 2020.

\_\_\_\_\_  
Marylee Abrams, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Sindt, City Clerk

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Andrea Sindt, City Clerk  
Regan Beggs, Business License Specialist

**PRESENTER:** Andrea Sindt, City Clerk

**AGENDA ITEM:** On-Sale Intoxicating Liquor and Sunday Sales License for CP Maplewood II, LLC dba Crooked Pint Ale House, 1734 Adolphus Street

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

In accordance with City Code Chapter 6 (Alcoholic Beverages), an application for an On-Sale Intoxicating Liquor and Sunday Sales license was submitted by CP Maplewood II, LLC, the new corporate owner of Crooked Pint Ale House located at 1734 Adolphus Street.

**Recommended Action:**

Motion to approve the On-Sale Intoxicating Liquor and Sunday Sales license for CP Maplewood II, LLC dba Crooked Pint Ale House at 1734 Adolphus Street.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: N/A

**Strategic Plan Relevance:**

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

Council approval is required prior to issuance of an On-Sale Intoxicating Liquor licenses, per City Code Sec. 6-165.

**Background**

For the purposes of holding an on-sale intoxicating liquor license, a background investigation was conducted on each corporate officer of CP Maplewood II, LLC: Paul Dzubnar, John Hinz, and Michael Drummer, in addition to the new establishment manager: Jordan Geotz; nothing was found that would prohibit the issuance of these licenses.

In addition, Police Chief Nadeau has met with the individuals to discuss measures to eliminate the sale of alcohol to underage persons, general security, retail crime issues and the city ordinances pertaining to the service of alcohol.

**Attachments**

None

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Andrea Sindt, City Clerk  
Regan Beggs, Business License Specialist

**PRESENTER:** Andrea Sindt, City Clerk

**AGENDA ITEM:** Massage Center License for Spring Forever, LLC dba Spring Spa, 1700 Rice Street, Suite N

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

In accordance with City Code Chapter 10, Article XX, an application for a Massage Center license was submitted by Xiaoxue Shen to be used at Spring Forever LLC, dba Spring Spa located at 1700 Rice Street, Suite N (currently operating as Healing Massage).

**Recommended Action:**

Motion to approve the Massage Center license for Spring Forever, LLC dba Spring Spa at 1700 Rice Street, Suite N

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is \$0.00

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: N/A

**Strategic Plan Relevance:**

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

Council approval is required prior to issuance of a Massage Center license, per City Code Sec. 14-1457.

**Background**

For the purposes of the license application a background investigation has been conducted on, and the police department has met with, Ms. Shen, owner of Spring Forever, LLC; nothing has been revealed which would prohibit the issuance of this license.

**Attachments**

None

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Shann Finwall, AICP, Environmental Planner

**PRESENTER:** Jeff Thomson, Community Development Director

**AGENDA ITEM:** Resolution of Support for Improved Energy Performance Standards in the State of Minnesota

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☒ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

Supporting an improved energy performance standard in the State of Minnesota would allow Maplewood and other Minnesota cities to adopt a higher energy standard for new and major commercial renovations and multi-family buildings. This will help the City meet its 2040 Comprehensive Plan climate and energy goals.

**Recommended Action:**

Motion to approve the Resolution in Support of Establishing a Policy to Support Improved Energy Performance Standards in the State of Minnesota.

**Fiscal Impact:**

Is There a Fiscal Impact? ☒ No ☐ Yes, the true or estimated cost is n/a

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: n/a

**Strategic Plan Relevance:**

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

By supporting state-wide improved energy performance standards the City will have more control over decreasing greenhouse gas emissions to meet the City's climate and energy goals. Additionally, state-wide improved energy performance standards will ensure a standardized system throughout the state, which will have a positive impact on job growth in the building operations, building construction, and design sectors.

## **Background**

After the transportation sector, building energy use is the second largest source of greenhouse gas emissions in Minnesota. Minnesota and 57+ cities, including Maplewood, have climate and energy goals, many of which align or exceed 80% greenhouse gas emission reduction by 2050. We are not on track to meet those goals. New and renovated buildings are a top greenhouse gas emission emitter and we cannot reach our carbon goals without a different approach to building design and construction.

## **Discussion**

### **Minnesota Advanced Building Performance Standard**

A Minnesota Advanced Building Performance Standard code would allow cities to adopt a higher energy standard for new and major renovation commercial and multifamily buildings. The appendix would be available to jurisdictions as a uniform, advanced energy standard.

In 2019, state Representative Jamie Long authored a bill to create an Advanced Building Performance Standard voluntary option for cities. Senator Dave Senjem sponsored the bill in the senate. The bill passed in the house energy omnibus bill, but was ultimately negotiated out during conference committee.

### **City Group**

In the fall of 2019 the Advanced Building Performance City-led group convened workshops to identify common interests and solutions, engaging 22 cities statewide (including Maplewood environmental and building staff) as well as utilities, architectural community, design engineers, and insurance industry participation. The group prioritized a voluntary building standard that: 1) is performance-model based, using a metric such as Energy Use Intensity (EUI) or similar; 2) is clear, simple, and flexible, for design professionals, developers, trades, and code officials; and 3) leverages practices that support code enforcement uniformity, with an option of third-party enforcement support.

### **State Group**

Governor Tim Walz has directed Commerce Commissioner Steve Kelley and Labor & Industry Commissioner Nancy Leppink to convene a broader stakeholder workgroup to discuss how to assist cities in their efforts to reduce emissions from new and renovated buildings. A voluntary advanced energy standard for buildings is central to their discussion. At the conclusion of their five-meeting process, a report will be drafted and presented to the Governor for consideration. Cities are represented in this process by Craig Johnson with the League of Minnesota Cities, Brian Hoffman (Saint Louis Park), and Kurt Schultz (Saint Paul).

## **Summary**

Maplewood and other cities are asked to show their support for the Advanced Building Performance legislation by adopting a resolution of support for the standards. The resolution outlines the City's support for policies to support state legislation leading to higher performing commercial buildings through advanced energy performance standards.



**Attachments**

1. Minnesota Advanced Building Performance Standard Fact Sheet
2. Resolution of Support Establishing a Policy to Support Improved Energy Performance Standards in the State of Minnesota

# A MINNESOTA ADVANCED BUILDING PERFORMANCE STANDARD

## WHAT:

An advanced building performance standard could be offered as an optional appendix to the state's building code allowing cities to adopt a higher energy standard for new and major renovation commercial and multifamily buildings. The appendix would be available to jurisdictions as a uniform, advanced energy standard.

## WHY:

**An advanced building performance standard is necessary to allow the State and cities to cost effectively meet our climate and other clean energy goals.** The State of Minnesota, and many cities, have climate action goals that call for an 80% reduction of greenhouse gas (GHG) emissions by 2050, but we are not on track to meet these goals. New and renovated buildings are a significant source of GHG emissions and must be addressed.

Today, Minnesota cities cannot require that commercial buildings be designed and constructed to meet a standard above the state code, thereby limiting the carbon reduction cities can achieve. Cities view the rapid growth in new commercial and multifamily development as a major missed opportunity to have an impact and want to act soon. Additionally, an advanced building performance standard would have a positive impact on job growth in the building construction, building operations, and design sectors.

## HISTORY & BACKGROUND OF THE ADVANCED BUILDING PERFORMANCE STANDARD EFFORT:

- An advanced building standard was recognized as a key GHG reduction strategy more than a decade ago, first through the state-led MN Climate Change Advisory Group stakeholder process 2008 report and again through the EQB-led Climate Solutions and Economic Opportunities (CSEO) project in 2014.
- In 2019, state Rep. Jamie Long authored a bill to create an advanced building performance standard
  - Voluntary option for cities to adopt
  - Supported by 12 cities around the state, League of Minnesota Cities, AIA-MN
  - Sen. Dave Senjem sponsored the bill in the senate
  - Passed in House energy omnibus bill; negotiated out during conference committee
- Fall 2019: Convened three city-led workshops to identify common interests and solutions, engaging 22 cities statewide
  - Utilities, architectural community, design engineers, and insurance industry participation
  - Other stakeholder meetings: trade groups, affordable housing, multifamily builder assoc.
- Departments of Commerce (Commerce) and Labor & Industry (DLI) host a broad stakeholder process
  - Five meetings between October 2019 – January 2020
  - Includes contractors, trades, multifamily, energy efficiency, cities, and legislators

## PARTICIPATING CITIES & GUEST STAKEHOLDERS

Planning Team Cities: Bloomington, Edina, Minneapolis, Rochester, Saint Louis Park, and Saint Paul

Collaborators: Twenty-three total engaged cities, AIA MN, USGBC MN, investor owned, corporate, and municipal electric and natural gas utilities, and Insurance Federation of MN.

## SOME WAYS TO SUPPORT:

- Pass a resolution pledging your city's support
- Request lawmakers support – legislators, DLI and Commerce Commissioners, Governor's Office
- Testify at a legislative committee hearing

**FOR MORE INFORMATION:** Ben Rabe, [rabe@fresh-energy.org](mailto:rabe@fresh-energy.org)

### EXAMPLES FROM OTHER STATES/PROVINCES:

#### MASSACHUSETTS (Adopted 2009)

- Performance-driven code
- Being updated as a net-zero stretch code

#### NEW YORK CITY (Adopted 2015)

- Reduces building energy use by 23% (2012 baseline)

#### BRITISH COLUMBIA (Adopted 2017)

- Voluntary provincial standard
- Reaches net-zero energy ready by 2032

**RESOLUTION NO. \_\_\_\_\_**

**Resolution of Support for Improved Energy Performance Standards  
in the State of Minnesota**

WHEREAS, buildings account for approximately 40% of all the energy used in Minnesota and new development practices have the opportunity to make the greatest longstanding impact; and

WHEREAS, there is overwhelming scientific consensus that climate change is a significant threat to human civilization and is caused primarily by the combustion of fossil fuels; and

WHEREAS, the State of Minnesota is not on track to meet its 80% carbon reduction by the 2050 goal; and

WHEREAS, the City of Maplewood is not on track to meet its energy goal guidelines as outlined in the 2040 Comprehensive Plan, of an 80% carbon reduction by 2050; and

WHEREAS, high efficiency construction presents opportunities for workers in manufacturing, construction, and service sectors, and it is essential that workers play a role in helping drive innovation towards a clean energy economy while creating and maintaining family-sustaining jobs; and

WHEREAS, the City of Maplewood is interested in improving health and supporting economic development using environmentally conscious efforts; and

WHEREAS, the State of Minnesota Climate Strategies and Economic Opportunities report identified implementation of a “stretch code” to improve energy efficiency as a leading cost-effective strategy in meeting the state’s 80% greenhouse gas reduction goal by 2050; and

WHEREAS, the City of Maplewood supports individual Minnesota cities having the option to adopt more stringent energy requirements for new construction and major renovation buildings as an issue of local autonomy,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Maplewood, Minnesota that the City formally adopts a policy to support state legislation leading to higher performing commercial buildings through improved energy performance standards.

The Maplewood City Council adopts this resolution on January 27, 2020.

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Mychal Fowlds, IT Director

**PRESENTER:** Mychal Fowlds, IT Director

**AGENDA ITEM:** Payment for Eden Systems Support Contract

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

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.

**Recommended Action:**

Motion to approve payment for Eden Systems yearly maintenance support.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$46,062.12

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source

☐ Use of Reserves ☐ Other: N/A

**Strategic Plan Relevance:**

☐ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment

☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

Ensuring that we remain current with our support contract makes certain that staff is able to address any issues or bugs they find within the software. This also makes sure that support is available should any larger scale events occur which would require further assistance from the vendor to get the system back up and running.

**Background**

The City of Maplewood has been using Eden Systems for quite some time. We are currently using Eden Systems as the major software package for Finance and HR. Eden Systems is used by all departments to some degree as it is our primary means to keep tabs on department budgets. It is worth noting that in 2019 staff began the process of replacing Eden Systems.

**Attachments**

1. Eden Systems invoice



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

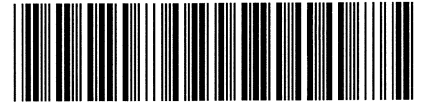
G7, Attachment 1

# Invoice

Invoice No	Date	Page
045-284566	12/01/2019	1 of 1

## Questions:

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



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

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

Cust No.-BillTo-ShipTo	Ord No	PO Number	Currency	Terms	Due Date
5195 - MAIN - MAIN	131912		USD	NET30	12/31/2019

Date	Description	Units	Rate	Extended Price
Contract No.: MAPLEWOOD, CITY OF				
	Administration Support	1	5,342.07	5,342.07
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Accounts Receivable Support	1	1,780.70	1,780.70
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Forms Citizen Services Support	1	580.91	580.91
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Data Dictionaries Support	1	648.53	648.53
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	GL/AP Support	1	8,903.45	8,903.45
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Human Resources Support	1	5,833.02	5,833.02
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Payroll Support	1	11,325.78	11,325.78
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Purchasing Support	1	1,780.70	1,780.70
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Agency License Support -1 User	1	810.16	810.16
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Agency License Support -1 User	1	5,924.44	5,924.44
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Tyler Output Processing Support	1	344.87	344.87
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			
	Tyler Output Processing Support	1	2,787.49	2,787.49
	Maintenance: Start: 01/Jan/2020, End: 31/Dec/2020			

### \*\*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	46,062.12
Sales Tax	0.00
Invoice Total	46,062.12

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Mychal Fowlds, IT Director

**PRESENTER:** Mychal Fowlds, IT Director

**AGENDA ITEM:** Payment for Usage of Metro-Inet IT Infrastructure

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☐ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The IT Department partners with the City of Roseville and the Metro-Inet group of cities for IT services including phone system, fiber optic maintenance, virtual server & storage infrastructure, wireless infrastructure and disaster recovery systems. This item is requesting approval to pay the 2020 invoices.

**Recommended Action:**

Motion to approve payments for IT support services invoices.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is 12 monthly payments of \$6,230.

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: N/A

**Strategic Plan Relevance:**

☒ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

In regards to Financial Sustainability, by partnering with the City of Roseville and the Metro-Inet group of cities we are able to realize economies of scale. We also have the added benefit that not only services are included in this payment but future capital costs are also included. This provides the City a much more consistent budgetary amount versus the challenge of funding large capital costs every few years. In regards to Operational Effectiveness, by working as one when it comes to our storage and virtual environments we've been able to create a private cloud of sorts with failover to multiple sites within the metro area running on hardware that we could not afford on our own. This equates to a much more reliable system for Maplewood and our users.

**Background**

As stated above, Maplewood partners with the City of Roseville and the Metro-Inet group of cities for a number of services. Historically those services have been billed individually. Some each month and others as a lump sum yearly payment. Beginning in 2020 all services have been added



together and split into equal monthly payments. These services include all of the required storage needs for Maplewood uses (file servers, e-mail, databases, applications, etc.) equaling roughly 10TB. It also includes the VMWare servers and licenses to operate and support our virtual servers of which we have roughly 30. No longer do we operate a server room with 30 physical servers, instead we rely on few "hosts" running many virtual machines. These physical hosts and their future replacements are included in this payment. In addition this payment includes the system and hardware to perform and retain backups for all of the servers and files listed above. Also included is the software and hardware we utilize to manage our phone system and wireless infrastructure (secure Wifi).

**Attachments**

1. IT Support Services January Invoice



**2660 Civic Center Drive  
Roseville, MN 55113  
651-792-7002**

DATE	INVOICE NO
1/6/2020	0227807

BILL TO
City of Maplewood Attn: Mychal Fowlds 1830 East County Road B Maplewood, MN 55109

DUE DATE
1/30/2020

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
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PREVIOUS OUTSTANDING BALANCE 0.00

IT SUPPORT SERVICES JANUARY 2020 RECURRING IT SERVICES:

IT Equipment Charge	1.00	1,395.00	1,395.00	0.00	0.00	1,395.00
IT Operational Support	1.00	890.00	890.00	0.00	0.00	890.00
IT Software Licensing	1.00	1,425.00	1,425.00	0.00	0.00	1,425.00
IT Staffing Support	1.00	2,520.00	2,520.00	0.00	0.00	2,520.00

**INVOICE TOTAL: 6,230.00 0.00 0.00 6,230.00**

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at

Customer Name: City of Maplewood  
Customer No: 012632  
Account No: 0002837 - City of Maplewood

DUE DATE	INVOICE NO
1/30/2020	0227807



**Please remit payment by the due date to:**

CITY OF ROSEVILLE  
2660 CIVIC CENTER DRIVE  
ROSEVILLE, MN 55113-1899

Invoice Total: 6,230.00  
Discounts: 0.00  
Credit Applied: 0.00  
Ending Balance: 6,230.00

**INVOICE BALANCE: \$6,230.00**  
**AMOUNT PAID: \_\_\_\_\_**

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**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Michael Sable, Assistant City Manager / HR Director

**PRESENTER:** Michael Sable, Assistant City Manager / HR Director

**AGENDA ITEM:** Resolution Seeking Approval for Sales Tax Exemption Legislation – North Fire Station

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☒ Resolution ☐ Ordinance ☐ Contract/Agreement ☐ Proclamation

**Policy Issue:**

Support Legislation in the 2020 Minnesota Legislative Session authorizing an exemption of sales taxes for materials, supplies, and equipment for construction of new North Fire Station.

**Recommended Action:**

Motion to approve the resolution seeking legislation for sales tax exemption for Maplewood North Fire Station construction.

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$500,000.00 savings to the total project cost

Financing source(s): ☐ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☒ Other: Exemption from state sales taxes of materials, supplies, and equipment

**Strategic Plan Relevance:**

☒ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☒ Infrastructure & Asset Mgmt.

The action is consistent with Financial Sustainability in that it maximizes the use of capital dollars and cost-avoidance techniques. It's consistent with enhanced Operational Effectiveness and recommendations of the Fitch & Associates Fire/EMS study, and manages our infrastructure and physical assets over the long-term.

**Background:**

The City of Maplewood is seeking legislation during the 2020 Legislative Session to exempt the North Fire Station from state sales taxes on material, supplies, and equipment for construction of

the new station. Securing a sales tax exemption, based on initial project cost estimates, will save the city \$500,000 in total project cost.

This is a common practice among cities and counties seeking to build new facilities to serve a critical public safety function. In recent years, the cities of Minnetonka, Inver Grove Heights, Mendota Heights, Monticello and Dakota County, have all received a sales tax exemption from the legislature.

This action is consistent with past City Council actions. At the October 28, 2019 City Council Meeting, the council approved a professional services agreement with Wold Architects and Engineers to conduct a fire station needs assessment and design recommendations. This action is consistent with the Council's previous actions on September 23, 2019 authorizing the professional agreement.

Based on an independent study by Fitch and Associates, along with a citizen-led advisory group, Maplewood Fire/EMS has made the following operational shifts to better serve the community.

As part of the independent study by Fitch and Associates, along with a citizen-led advisory group, Maplewood Fire/EMS has made operational shifts to better serve the community. Operational shifts include:

- Plan to re-align fire stations for maximum efficiency.
  - In the new alignment, Maplewood Fire/EMS will reduce from three stations to two. This will eliminate overlaps coverage at stations two (central) and three (north) and maximize efficiencies. Keeping three stations operational would only increase response times by less than 1% at a cost of several million in upgrades for a modern 24/7 operation and at least \$45,000 in annual operational costs. Re-alignment requires a new station to be built at the existing North Station site.
- Modernize station which was built in the 1970s and is not suited to house a modern 24/7 firefighter/paramedics staff.
- The new building will accommodate:
  - 24-hour shifts for up to eight firefighter/paramedics in more suitable, modern living quarters.
  - 7 apparatus drive-through bays, for quick, safe entry and exit.
  - Sequestered living and working quarters to reduce cancer risks due to truck exhaust and other operational hazards.
  - Improved facilities to clean bunker and other gear, which would also help reduce cancer risks.
  - Improved office and administrative facilities, which includes community gathering spaces.
  - Ability to expand for future community growth and service needs.

### **Attachments:**

1. Resolution

**RESOLUTION SEEKING LEGISLATION FOR SALES TAX EXEMPTION FOR MAPLEWOOD  
NORTH FIRE STATION CONSTRUCTION**

WHEREAS, the City of Maplewood Fire/EMS Department is modernizing to meet the growing and changing demands for emergency service. In 2019, Maplewood Fire/EMS responded to nearly 6,800 emergency calls and each year the department experiences call volume increases of 5-9%; and

WHEREAS, an independent study by Fitch and Associates, along with a citizen-led advisory group, Maplewood Fire/EMS has made the following operational shifts to better serve the community including: transitioned to a full-time department, with 30 Firefighter/EMS professionals, reconfigured command staff to increase command and control on emergency incidents, and incorporated a plan to re-align fire stations for maximum efficiency; and

WHEREAS, in the new alignment, Maplewood Fire/EMS will reduce from three stations to two. This will eliminate overlaps coverage at two stations to maximize efficiencies; and

WHEREAS, the construction of the new North Fire Station will enhance the city's ability to respond to residents in Maplewood and enhance the public safety response in the community; and

WHEREAS, the city is seeking to maximize its use of public dollars and one way to do that is to seek an exemption to state sales tax on materials, equipment, and supplies during construction; and

WHEREAS, the City of Maplewood legislative delegation has agreed to sponsor and support legislation for a sales tax exemption.

THEREFORE, BE IT RESOLVED that the City Council supports seeking legislative authority for a sales tax exemption of materials, equipment, and supplies for construction of a new North Fire Station in the City of Maplewood.

---

Mayor  
Attest:

---

City Clerk

**CITY COUNCIL STAFF REPORT**

Meeting Date January 27, 2020

**REPORT TO:** Melinda Coleman, City Manager

**REPORT FROM:** Jeff Thomson, Community Development Director

**PRESENTER:** Jeff Thomson, Community Development Director

**AGENDA ITEM:** Electrical Inspection Services

- a. Agreement with Togle Inspections, Inc.
- b. Ordinance Amending the 2020 Fee Schedule
- c. Resolution Authorizing Publication by Title and Summary (4 votes)

**Action Requested:** ☒ Motion ☐ Discussion ☐ Public Hearing

**Form of Action:** ☒ Resolution ☒ Ordinance ☒ Contract/Agreement ☐ Proclamation

**Policy Issue:**

The city has contracted with Summit Inspection Services since 1995 for electrical inspections services. In November, Jim Manteufel with Summit informed the city that he would be retiring effective January 2020. The city has reviewed the city's electrical permit and inspection program, and conducted a Request for Qualifications (RFQ) process to select a new company to provide electrical inspections in the city. City staff recommends that the city council approve the agreement with Togle Inspections for electrical inspection services, and amend the electrical permit fees in the 2020 fee schedule.

**Recommended Action:**

- a. Motion to approve the electrical inspections agreement with Togle Inspections
- b. Motion to adopt the ordinance amending 2020 fee schedule for electrical permit fees effective February 1, 2020
- c. Motion to approve the resolution authorizing publication by title and summary

**Fiscal Impact:**

Is There a Fiscal Impact? ☐ No ☒ Yes, the true or estimated cost is \$50,000.00

Financing source(s): ☒ Adopted Budget ☐ Budget Modification ☐ New Revenue Source  
☐ Use of Reserves ☐ Other: N/A

**Strategic Plan Relevance:**

☒ Financial Sustainability ☐ Integrated Communication ☐ Targeted Redevelopment  
☒ Operational Effectiveness ☐ Community Inclusiveness ☐ Infrastructure & Asset Mgmt.

Delivering electrical permit and inspection services in the community provides a one-stop shop for all building and construction permits, which improves customer service and responsiveness to residents, businesses, and contractors. The contract is also financially sustainable in that the



electrical permit fees pay for the city's costs to administer the program and the cost to provide the inspection services under the terms of the contract.

## **Background**

### **Electrical Permits and Inspections Program**

Upon receiving the notification from Summit Inspections, city staff reviewed the electrical permit and inspection program. City staff met with the Department of Labor and Industry to discuss turning electrical inspections back to the state. After reviewing this option, city staff determined that maintaining in-house electrical permits and inspections is the best option.

In-house electrical permits provides customer service benefits to the community. The city is responsible for building, mechanical, and plumbing permits. Maintaining electrical permits at the city maintains a one-stop shop for all construction permits in the city. The city also gets to manage the contract ensuring that the city's electrical inspector is responsive to residents, businesses, and contractors.

Providing electrical permits and inspections also maintains the permit revenue from electrical permits. The city currently retains 20% of electrical permit fees plus an administrative fee to cover the city's costs to administer the program and issue permits. The city pays the contracted inspector 80% of permit fees to cover the cost of inspections. This 20/80 revenue split would continue in the new contract with Tokle.

### **Request for Qualifications (RFQ)**

The city conducted an RFQ process to solicit proposals for electrical inspection services. The city posted the RFQ on its website and sent it to qualified electrical inspectors in the Twin Cities area. The city received one response to the RFQ from Tokle Inspections.

Tokle Inspections has been in business for 23 years, and their office is in Coon Rapids. The company currently has four employees – three inspectors with master electrician licenses and one office staff member. Tokle currently provides electrical inspections for 18 communities in the metro area, including White Bear Lake, Oakdale, and Roseville. Tokle provides customer service enhancements over the city's current contract, including online inspection scheduling, customer service hours during the city's business hours – 8:00 to 4:30.

The city attorney has prepared a contract between the city and Tokle Inspections. Key terms of the contract include:

- Three year term until December 31, 2022. Either party may terminate the contract with 45 days written notice.
- City will issue electrical permits and receive all permit fees. City will pay the contractor 80% of permit fees collected by the city. This is consistent with the current electrical inspections contract and is an industry standard.
- Inspector must maintain adequate insurance coverage.

### **Fee Schedule Amendment**

Tokle included their fees as part of the proposal to the city. The city currently uses the state's fee schedule for electrical permits, with the exception of the inspection fee of \$40. (The state inspection fee is \$35.) The state has not updated or increased its flat fees in 14 years, so the fees have not kept up with the cost to provide the electrical inspection services. In order to accept the fees proposed by Tokle, the city needs to amend its 2020 fee schedule.

**Attachments**

1. Electrical Inspection Services Agreement
2. Proposal from Tokle Inspections
3. Ordinance Amending 2020 Fee Schedule
4. Resolution Authorizing Publication by Title and Summary
5. Electrical Permit Fees

## ELECTRICAL INSPECTION SERVICES AGREEMENT

THIS INSPECTION SERVICES AGREEMENT (the “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between the city of Maplewood, a Minnesota municipal corporation (the “City”) and Togle Inspections, Inc a corporation organized and existing under the laws of the State of Minnesota (the “Inspector”).

WITNESSETH:

WHEREAS, the City is interested in contracting with the Inspector for the performance of electrical inspections services (“Services”) within Maplewood; and

WHEREAS, the Inspector is agreeable to rendering services on the terms and conditions hereinafter set forth; and

WHEREAS, the parties hereto agree to general terms as follows and to the specific terms as set forth in the attached exhibit; and

NOW, THEREFORE, in consideration of the mutual covenants and undertakings hereinafter stated, the parties to this Agreement agree that the Inspector shall be retained to provide assigned electrical inspections, to verify compliance with applicable electrical codes and ordinances in a manner established by the City’s designated building official, as follows:

1. SCOPE OF SERVICES.

There is no guarantee of a certain number of hours of work under this Agreement. All projects and tasks will be assigned to the Inspector as determined necessary by the City Building Official or the Community Development Director or their designee. The Inspector is authorized to perform the assigned Services on behalf of the City, provided such Services are in accordance with terms of this Agreement. All professional Services provided by the Inspector under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised in Ramsey County, Minnesota by other inspectors providing similar services.

- 1.01. Receive, schedule, and perform electrical inspections, both plan reviews and on-site inspections, assigned by the City for compliance with the current version of the State Electrical Code and related laws, rules and city ordinances.
- 1.02. Perform inspections on the day requested, except as approved by the City.
- 1.03. Be available by telephone during established hours, as determined by the City, to receive calls related to electrical code requirements, electrical inspection procedures and other electrical inspection matters. It is understood that the normal hours are generally from 8:00 a.m. to 4:30 p.m., Monday through Friday.

- 1.04. Write correction notices and perform follow-up inspections as needed to obtain compliance.
- 1.05. Follow inspection procedures and processes established by the City.
- 1.06. Write inspection notes and results for each inspection performed, and provide notes and results to the City.
- 1.07. Send orders for payments to permit holders when the fees do not sufficiently cover the work covered by the permit.
- 1.06. Retain all pertinent records and copies of permits and correspondence related to each permit and make them available to the City upon request.
- 1.07. Provide the City with a monthly report summarizing permit activity.

2. CITY'S RESPONSIBILITIES.

- 2.01. Issue permits.
- 2.02. Receive and process permit fees.
- 2.03. Provide permits issued by City to Inspector.
- 2.04. Provide Inspector with a monthly report of permits issued by the City.
- 2.05. Maintain permit and inspection records.
- 2.06. Pay the Inspector for completed permits.

3. TERM OF AGREEMENT.

The term of this Agreement, and the period during which the Services shall be provided, shall be from February 1, 2020 to December 31, 2022. Either party may terminate this Agreement at any time, for any reason, upon 45 days' advance written notice to the other party. The City may terminate this Agreement immediately upon a finding that the Services are not being performed in a professional manner or upon a finding that the Inspector has failed to complete tasks consistent with direction from the City and this Agreement. Upon termination, the Inspector shall be paid by the City for all services rendered by the Inspector as of the date of the termination for which the Inspector has not yet been compensated.

4. COMPENSATION.

For permits issued by the City during the term of this Agreement, the City shall pay the Inspector 80 percent of the permit fee rates collected by the City as provided in Exhibit A.

If the Inspector performs work on permits that were issued by the City prior to February 1, 2020, the City shall pay the inspector 80 percent of the permit fees collected by the City at the time the permit was issued. The Inspector shall invoice the City every 30 days on a day to be determined by the City. The invoice must include the following statement dated and signed by the Inspector: "I declare under penalty of perjury that this account, claim or demand is just and correct and that no part of it has been paid." The City shall not be required to pay for any services furnished by the Inspector not specifically provided for in this Agreement. The City shall remit payment to the Inspector within 35 days of receiving an invoice submitted in accordance with this Agreement.

5. INDEPENDENT CONTRACTOR.

- 5.01. Both the Inspector and the City acknowledge and agree that the Inspector and its agents and employees are independent contractors and not employees of the City. The Inspector understands that the City will not provide the Inspector with any benefits of any type in connection with this Agreement, including but not limited to, health or medical insurance, workers' compensation insurance and unemployment, nor will the City withhold any state or federal taxes, including income or payroll taxes and social security taxes, which may be payable by the Inspector.
- 5.02. The Inspector shall supply at its own expense its own equipment, supplies, vehicles and tools necessary to complete the Services and the Inspector's obligations under this Agreement.
- 5.03. The Inspector acknowledges that any general instruction it receives from the City has no effect on its status as an independent contractor.
- 5.04. The Inspector acknowledges that the daily administration of the Inspector's Services rendered to the City shall be under the sole direction of the Building Official. The degree of Services to be rendered, the standard of performance, and other matters relating to regulations and policies shall be under joint control of the City and the Inspector, subject to the terms of this Agreement and all applicable law. Headquarters for the Services rendered to the City under this Agreement shall be located at City offices.

6. LICENSE AND INSURANCE.

- 6.01. The Inspector shall maintain commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate. The general liability insurance shall include coverage insuring the Inspector against claims for bodily injury, death, or property damage arising out of the Inspector's general business activities (including automobile use). Upon request of the City, the Inspector shall provide the City with certificates of insurance, showing evidence of the required coverage and listing the City as an additional insured.

- 6.02. The Inspector shall maintain automobile liability insurance with a limit of not less than two-hundred and fifty thousand dollars (\$250,000.00) per each accident. The insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos.
- 6.03. The Inspector shall maintain, at its own expense, statutory workers' compensation insurance coverage, if required by law.
- 6.04. The Inspector shall maintain, at its own expense, errors and omissions insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 aggregate.
- 6.05. A certificate of insurance acceptable to the City shall be filed by the Inspector with the City prior to commencement of the Services pursuant to this Agreement. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the insurance contract will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City.
- 6.06. The Inspector shall be responsible for maintenance of any required and appropriate certification and continuing education necessary to retain the title of an Inspector under the laws of Minnesota. The Inspector shall be responsible for supplying any and all technical manuals and reference materials needed to perform its Services.

7. INDEMNIFICATION.

The Inspector agrees that it will defend, indemnify, and hold harmless the City, its officers and employees, against any and all liabilities, loss, costs, damages and expenses, which the City, its officers and employees may hereinafter sustain, incur, or be required to pay, arising out of the Inspector's performance or failure to adequately perform its obligations pursuant to this Agreement. Such indemnity shall extend to include those acts or omissions caused by the Inspector's employees, agents, and assigns which may give rise to liability for the City. The Inspector shall not be required to hold harmless, indemnify, or defend the City with respect to claims brought by third parties that arise due to the failure of the City to enforce its code provisions in situations where the Inspector has notified the City of the code violation in writing or for claims arising primarily from the claimed negligence of the City.

8. FILES AND RECORDS.

All completed files and all original copies of correspondence, inspection reports, plans and other matters connected with the Inspector's services under this Agreement shall be stored at the City offices and shall become the property of the City. The Inspector may keep copies of these documents for its own records, if desired. The City may use the documents for any reason it deems appropriate without being liable to the Inspector.

9. ASSIGNMENT.

The Inspector may not assign this Agreement or procure the services of another individual or company to provide Services under this Agreement without first obtaining the express written consent of the City. Nothing herein shall prohibit the Inspector from assigning the tasks required hereunder to its employees.

10. ENTIRE AGREEMENT; AMENDMENTS.

This Agreement shall constitute the entire agreement between the City and the Inspector and supersedes any other written or oral agreements between the City and the Inspector. This Agreement can only be modified in writing signed by the City and the Inspector.

11. APPLICABLE LAW.

This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

12. CONFIDENTIALITY/DATA PRACTICES.

Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The Inspector will immediately report to the City any requests from third parties for information relating to this Agreement. The Inspector agrees to promptly respond to inquiries from the City concerning data requests.

13. NO WAIVER BY CITY.

Nothing herein shall be deemed a waiver by the City of the limitations on liability set forth in Minnesota Statutes, Chapter 466.

14. SEVERABILITY.

Should any part or portion of this Agreement be deemed illegal or non-binding by a court of law, the remainder of the Agreement shall remain in effect.

15. COMPLIANCE.

The Inspector agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of its Services under this Agreement.

16. RELATIONSHIP BETWEEN THE PARTIES.

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners or a joint venture between the City

and the Inspector or as constituting the Inspector's employees as the agents, representatives or employees of the City for any purpose in any manner whatsoever.

17. WAIVER OF BREACH.

Any waiver by either party of a breach of any provision of this Agreement shall not affect the validity of the remainder of this Agreement or the ability of either party to enforce a subsequent breach.

18. NOTICES.

Any notice to be given by either party to the other under this Agreement shall be deemed properly given if delivered personal; if mailed by United States registered or certified mail, return receipt requested, postage prepaid; or if given to a recognized and reputable courier for delivery and addressed as follows:

To the City:                      City of Maplewood  
   1830 County Road B E  
   Maplewood, MN 55109-2702  
   Attn: City Manager

To the Inspector:              Tokle Inspections, Inc.  
   1748 123<sup>rd</sup> Ave NW  
   Coon Rapids, MN 55448  
   Attn: Peter Tokle

or to such other address or individual as either party may inform the other party of by notice in accordance with the above.

19. COUNTERPARTS.

This Agreement may be executed in multiple counterparts, each of which shall be considered an original and one document.

*[The remainder of this page intentionally left blank]*



IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written above.

**TOKLE INSPECTIONS, INC.**

By: \_\_\_\_\_  
Peter Togle

Its: \_\_\_\_\_

**CITY OF MAPLEWOOD**

By: \_\_\_\_\_  
Marylee Abrams, Mayor

By: \_\_\_\_\_  
Melinda Coleman, City Manager

This Instrument Drafted By:

KENNEDY & GRAVEN, CHARTERED (RHB)  
470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
(612) 337-9300

Attn. Dave Peterson

## PROPOSAL FOR PROVIDING ELECTRICAL INSPECTION SERVICE FOR FISCAL YEAR 2020

I, Peter A. Togle, President of Togle Inspections Incorporated, propose to provide electrical inspections for the city of Maplewood. My qualifications are as stated below:

- Construction electrician graduate of Anoka Technical College with an A-, B+ grade point average.
- I completed a three year union-sponsored apprenticeship program.
- I received 100% on the B journeyman state exam.
- I received 94% on the journeyman state exam.
- I received 88% on the A master state exam.
- I maintain a Class A Masters and Journeyman's License.
- I have 19 years of experience as a journeyman electrician.
- I ran service trucks for 3 years.
- I was a foreman for 8 years.
- I started as a State of MN electrical inspector in April 1996.
- I am on my 23<sup>rd</sup> year as a contract electrical inspector.
- I will inspect the whole inspection area everyday Monday through Friday.
- I make inspections in the evenings and weekends when homeowners are unable or unwilling to arrange inspections during regular business hours.
- When I receive ready-now permits, I promptly call the homeowner and add them to the day's work load.
- I do not let my ready-now permits sit around and get old or pile up. I complete them ASAP.
- I will perform inspections upon request of the installer after the installer has submitted a permit to the City.
- I look through all my permits every 3 months and call the contractor or homeowner if I think the job is done. I don't wait for the permit to expire.
- I have a web site (Togleinspections.com) that installers can schedule inspections on up to 10 days in advance.
- I take calls for inspections from 7:00 A.M. to 8:30 A.M. Monday – Friday, except holidays.
- I return phone messages when I get home.
- I have a cell phone that I can be reached on throughout the day. The number (612-791-6373) is available to city personnel.
- I am computerized and keep all required data on it, both completed and active permits.
- I have liability and errors and omission insurance of \$2,000,000 per occurrence, and \$2,000,000 aggregate.
- I enforce licensing requirements by checking licenses at the job sites.

- I look for jobs in progress and check for a permit.
  - I have automobile insurance as required.
  - I bill once a month.
  - I turn in field payments within 48 hours.
  - I provide all electrical inspections in this area except when on vacation and then Andrew Nykanen cover my area.
  - I identify myself and wear my badge at all times.
  - I am neat and well-groomed and wear professional looking attire.
  - I am polite and respectful to all customers.
  - I leave evidence of inspections at every job by leaving a sticker at the job site with the required information: Permit #, contractor #, date, job type, C.B. count, contractor's name and my signature.
  - I place stickers at the front door for a new house rough-in. I place a sticker on or in the panel for service changes and final inspections.
  - I place stickers for non-dwelling rough-in inspections nearest the area that each separate inspection is made.
  - One-time inspections will have a sticker at the overcurrent device for the new equipment.
  - I date and sign the permit for all inspection trips.
  - I have with me the needed tools and forms to do a thorough inspection.
  - I fill out inspection reports for jobs not in compliance with the NEC and or MN. Rules 3800.3619 and 3800.3620.
  - I will inspect the work to be in compliance with the applicable standards identified in the MN. Statutes Section 326.243 and the requirements of MN. Rules 3800.
  - I fill out violation reports for any job requiring one.
  - I will accept 80% of fees as compensation.
  - I, Peter A Tokle, certify that I am in compliance with MN. Stat.176.181 subd.2, pertaining to workman's compensation insurance coverage.
- Sincerely,

Peter A. Tokle

## **Tokle Inspections, Inc.**

### **Consultant Background:**

- Tokle Inspections, Inc.
- Peter Tokle, President of Tokle Inspections Inc.
- 1748 123<sup>rd</sup> Ave NW, Coon Rapids, MN 55448
- 763-754-2983 (612-791-6373 cell)
- Petetokle@gmail.com
- Tokleinspections.com to setup inspections
- Call between 7:00am -8:30am to setup inspections and answer questions
- 23 years in business
- AM003961 (MN Master Electrician License Number)
- 4 employees

### **Key Personnel:**

- Peter Tokle, 23 years experience as Electrical Inspector
- Andrew Nykanen, Electrical Inspector for just over 1 year with Masters License # AM752611
- Kristina Hunt, Office Manager for 4 years

### **Insurance Coverage:**

- See Attached

### **Proposed Fees and Costs:**

- See Attached

### **Other Relevant Information:**

- Homeowner handout
- Contractor permit application
- Homeowner permit application
- Electrical Contract
- List of Responsibilities of Tokle Inspections, Inc.

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

**ORDINANCE AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR 2020**

**Section I.** On December 9, 2019, the Maplewood City Council adopted Ordinance No. 1008 establishing the comprehensive fee schedule for 2020.

**Section II.** The comprehensive fee schedule is amended as outlined in Exhibit A. The fees for electrical permits supersede all fees established by ordinance, resolution, or policy prior to this ordinance.

**Section III.** Any unpaid fees or charges constitute a service charge the City may collect pursuant to its authority under Minnesota Statutes, Sections 415.01, Subdivision 1 and Minnesota Statutes 366.012 by certifying the unpaid amount to the County Auditor for collection together with the property taxes imposed on the affected property or on any other property the person may own in the State.

**Section IV.** This ordinance shall be effective February 1, 2020.

Adopted on this 27<sup>th</sup> day of January, 2020.

**BY THE CITY COUNCIL:**

\_\_\_\_\_  
Mayor

**ATTEST:**

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

# Community Development

## City of Maplewood - 2020 Fee Schedule

ITEM/ACTIVITY	2019	2020	2020 Revised
<b>Electrical Permit Fees</b>			
*electrical permit fees are the greater of the total inspection fee or total service and circuit calculation plus the administrative fees			
<b>Inspection fees</b>			
Minimum fee	\$35.00	\$40.00	\$45.00
Inspection / reinspection fee	\$35.00	\$40.00	\$45.00 per inspection
Residential maximum fee (200 amps or less)	N/A	N/A	\$190.00
All other fees	State Fees	State Fees	N/A
<b>New or repair service/power supply</b>			
0 to 300 amp	N/A	N/A	\$55.00
400 amp	N/A	N/A	\$71.00
500 amp	N/A	N/A	\$87.00
600 amp	N/A	N/A	\$103.00
800 amp	N/A	N/A	\$135.00
1,000 amp	N/A	N/A	\$167.00
Each additional 100 amps	N/A	N/A	\$16.00
<b>Transformers and generators</b>			
1 to 10 kVA	N/A	N/A	\$5.00
11 to 74 kVA	N/A	N/A	\$45.00
75 to 299 kVA	N/A	N/A	\$60.00
Over 299 kVA	N/A	N/A	\$165.00
<b>Feeders/Circuits</b>			
0 to 100 amps	N/A	N/A	\$9.00
101 to 200 amps	N/A	N/A	\$15.00
201 to 300 amps	N/A	N/A	\$21.00
301 to 400 amps	N/A	N/A	\$27.00
401 to 500 amps	N/A	N/A	\$33.00
Each additional 100 amps	N/A	N/A	\$6.00
<b>Solar fees</b>			
0 to 5 kw	N/A	N/A	\$90.00
5.1 to 10 kw	N/A	N/A	\$150.00
10.1 to 20 kw	N/A	N/A	\$225.00
20.1 to 30 kw	N/A	N/A	\$300.00
30.1 to 40 kw	N/A	N/A	\$375.00
Over 40 kw	N/A	N/A	\$375 plus \$25 for each additional 10 kw
<b>Other Fees</b>			
Residential panel replacement	N/A	N/A	\$110.00
Residential sub panel	N/A	N/A	\$45.00
Apartment buildings	N/A	N/A	\$80 per unit
Retrofit lighting	N/A	N/A	\$0.85 per fixture
Sign transformer or driver	N/A	N/A	\$9.00 per transformer
Swimming pools and hot tubs	N/A	N/A	\$90.00 plus \$9.00 per circuit
Residential additions, remodels or basement finishes (up to 10 circuits and two inspections)	N/A	N/A	\$90.00
Residential accessory structures	N/A	N/A	\$55.00 plus \$9.00 per circuit
Traffic signals	N/A	N/A	\$8 per standard
Street lights and parking lot lights	N/A	N/A	\$5 per standard
Low voltage fire alarm, heating and air conditioning controlling wiring	N/A	N/A	\$0.85 per device
Electronic inspection of AC, furnace, bath fan, fireplace, water heater vent receptacle	N/A	N/A	\$40.00
Hourly rate for carnivals	N/A	N/A	\$90.00
<b>Administrative fees</b>			
State surcharge	N/A	N/A	\$1.00
Administrative fee	\$9.50	\$9.50	\$9.50

**CITY OF MAPLEWOOD**

**RESOLUTION \_\_\_\_**

**AMENDMENT TO COMPREHENSIVE FEE SCHEDULE FOR 2020 SUMMARY  
AUTHORIZING PUBLICATION OF ORDINANCE NO. \_\_\_\_ BY TITLE AND SUMMARY**

WHEREAS, the City of Maplewood (the "City") is a municipal corporation organized and existing under the laws of Minnesota; and

WHEREAS, the City Council of the City of Maplewood has adopted Ordinance No. \_\_\_\_, which creates city code to amend the fee schedule; and

WHEREAS, Minnesota Statutes, § 412.191, Subdivision 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance contains a lengthy list of fees; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinances.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Maplewood that the City Clerk shall cause the following summary of Ordinance No. \_\_\_\_ to be published in the official newspaper in lieu of the entire ordinance:

**PUBLIC NOTICE**

The City Council of the City of Maplewood has adopted Ordinance No. 1008, which amends the 2020 fee schedule. A summary of the ordinance follows:

**Ordinance No. \_\_\_\_**

**ORDINANCE AMENDING THE COMPREHENSIVE FEE SCHEDULE FOR 2020**

The ordinance amends the 2020 fee schedule for electrical permit and inspection fees.

The ordinance shall be effective on February 1, 2020. A full copy of the ordinance is available in the office of the city clerk.

Adopted by the Maplewood City Council this 27<sup>th</sup> day of January, 2020.



# Community Development

## City of Maplewood - 2020 Fee Schedule

ITEM/ACTIVITY	2019	2020	2020 Revised
<b>Electrical Permit Fees</b>			
*electrical permit fees are the greater of the total inspection fee or total service and circuit calculation plus the administrative fees			
<b>Inspection fees</b>			
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Inspection / reinspection fee	\$35.00	\$40.00	\$45.00 per inspection
Residential maximum fee (200 amps or less)	N/A	N/A	\$190.00
All other fees	State Fees	State Fees	N/A
<b>New or repair service/power supply</b>			
0 to 300 amp	N/A	N/A	\$55.00
400 amp	N/A	N/A	\$71.00
500 amp	N/A	N/A	\$87.00
600 amp	N/A	N/A	\$103.00
800 amp	N/A	N/A	\$135.00
1,000 amp	N/A	N/A	\$167.00
Each additional 100 amps	N/A	N/A	\$16.00
<b>Transformers and generators</b>			
1 to 10 kVA	N/A	N/A	\$5.00
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20.1 to 30 kw	N/A	N/A	\$300.00
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Over 40 kw	N/A	N/A	\$375 plus \$25 for each additional 10 kw
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Hourly rate for carnivals	N/A	N/A	\$90.00
<b>Administrative fees</b>			
State surcharge	N/A	N/A	\$1.00
Administrative fee	\$9.50	\$9.50	\$9.50